

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

October 25, 2017

Closed Session at 4:00 p.m.; Open Meeting at 6:00 p.m.

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.

4:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Consideration of Recommendation for Expulsion of Student
2. Conference with Legal Counsel Regarding Three Cases of Existing Litigation:
 - a. San Mateo County Community College District v LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al v San Mateo County Community College District, Case No. 17CIV01550
 - c. Interstate Grading and Paving Inc. v. San Mateo County Community College District, Case No. CIV531577
3. Conference with Legal Counsel Regarding Two Cases of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
4. Public Employee Discipline, Dismissal, Release

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

ADJOURN TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order/Roll Call

Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

17-10-2 [Approval of the Minutes of the Study Session of October 11, 2017](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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

17-10-2C [Innovative Intersections of Instruction and Student Support in Cañada College’s ESL Program](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

17-10-2A [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.

17-10-1CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College](#)

17-10-2CA [Approval of Community Services Classes, Spring 2018 – Cañada College, College of San Mateo and Skyline College](#)

17-10-3CA [Ratification of Community College League of California \(CCLC\) and California Community College Athletic Association \(CCCAA\) Membership Dues, 2017-2018](#)

17-10-4CA [Ratification of Contract with Kennedy and Company for Evaluation and Recommendation for Student Supporting Software and Services](#)

17-10-5CA [Ratification of July and August 2017 Warrants](#)

17-10-6CA [Acceptance of Zero Textbook Cost Grant](#)

Other Recommendations

17-10-102B [Rescission of the Revised Addendum to the 2006 Initial Study/Mitigated Negative Declaration Adopted August 24, 2011 and Related Building 20 Demolition/Edison Parking Lot Construction Approvals](#)

17-10-103B [Acceptance of District Actuarial Study](#)

17-10-104B [Approval of Contract Award for Districtwide Fire Alarm Panels Upgrade Project](#)

17-10-105B [Nomination of Candidates to Serve on County Committee on School District Organization](#)

INFORMATION REPORTS

17-10-3C [Report on Certified Nursing Assistant Program](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 11, 2017, San Mateo, CA**

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said that during closed session, the Board will hold a conference with legal counsel regarding three cases of existing litigation and one case of potential litigation as listed on the printed agenda. The Board will also consider public employee discipline, dismissal, release.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:00 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Student Services Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

PLEDGE OF ALLEGIANCE

DISCUSSION OF THE ORDER OF THE AGENDA

None

President Mohr said it was with great sadness that the Board learned of the October 3rd passing of Carolyn Livengood. He said Ms. Livengood was a longtime supporter of Skyline College, where she made a lasting impact. She served on the first bond oversight committee when the college was built in 1969, earning her the title “Grandmother of Skyline College.” She was part of the first graduating class of Skyline College and was a charter member of the President’s Council, providing 18 years of dedicated service. She donated her time, energy and talents throughout the Peninsula. She was particularly committed to serving veterans and was a regular supporter of the Skyline College Veterans Resource Center. She was a journalist, writing the “Livengood” column for the San Mateo County Times in print, and then online. She enjoyed covering nonprofits and was a champion for each of their causes. President Mohr said we can take comfort in the fact that so many lives in San Mateo County, including our students’ lives, are better because of her passion, volunteerism and talents which she so willingly and consistently gave.

President Mohr said it was also with great sadness that the Board learned of the tragic passing of Jehu Batara, who was a Middle College High School student at College of San Mateo.

President Mohr said the Board offers sincere condolences to the families of Carolyn Livengood and Jehu Batara. The Board agreed to adjourn this meeting in their memory.

MINUTES

It was moved by Trustee Mandelkern and seconded by Vice President Holober to approve the minutes of the study session of September 27, 2017. The motion carried, all members voting Aye.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-10-1A)**

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the actions in the report. The motion carried, all members voting Aye.

Other Recommendations**RATIFICATION OF THE PURCHASE AGREEMENT FOR THE SALE OF KCSM-TV AND ANCILLARY (UPDATED) AGREEMENTS AND ADOPTION OF RESOLUTION NO. 17-13 RELATING TO APPROVAL OF THE CONTRACTS RELATED TO THE SALE OF KCSM-TV (17-9-104B-UPDATED)**

It was moved by Trustee Goodman and seconded by Vice President Holober to ratify the purchase agreement and adopt Resolution No. 17-13. The motion carried, all members voting aye.

PUBLIC HEARING REGARDING BY-TRUSTEE AREA ELECTIONS – TRUSTEE AREAS AND ELECTION SEQUENCE (17-10-100B)

It was moved by Trustee Goodman and seconded by Trustee Schwarz to conduct the public hearing. The motion carried, all members voting Aye. President Mohr called the public hearing open at 6:07 p.m.

Jason Martinez of Cooperative Strategies reviewed important considerations in drawing trustee areas:

- Each area shall contain nearly equal number of inhabitants
- Drawn to comply with the Federal Voting Rights Act
- Compact and contiguous, as much as possible
- Respect communities of interest, as much as possible
- Follow man-made and natural geographic features, as much as possible
- Respect incumbency if possible
- Other local considerations (i.e. K-12 boundaries, cities, etc.)

Mr. Martinez reviewed the demographics of the total population within District's boundaries (San Mateo County), including Citizen Voting Age Population (CVAP) which is approximately 26% Asian, 17% Hispanic/Latino and 51% white. He then briefly reviewed the maps and demographics for Scenarios 1, 2 and 4 which the Board has seen before. Scenario 4 was created after the meeting of June 14, 2017 at which the Board requested the creation of a scenario that does not consider incumbency as a consideration.

Trustee Mandelkern asked if his understanding is correct that a key difference between Scenarios 1 and 2 is that in the southern part of the County, Scenario 2 follows the County Supervisorial boundaries more closely. Mr. Martinez said Scenario 2 follows the Supervisorial districts as much as possible. He said Scenario 2 keeps many of the cities intact in the southeast region of the County, particularly in Trustee Areas 3, 4 and 5, and provides a slight increase in the Hispanic/Latino CVAP in Trustee Areas 1, 3 and 5. In both Scenarios 1 and 2, there is an Asian CVAP majority in Trustee Area 1.

Trustee Goodman asked why Scenario 4 was not matched exactly to the Supervisorial districts, given that this scenario does not consider incumbency. Mr. Martinez said the first consideration is that each area shall contain a nearly equal number of inhabitants. He said that based on this consideration, along with trying to keep cities intact, it was not possible to match the Supervisorial districts exactly. He said he does not have information on the method used when the Supervisorial districts were drawn. Vice President Holober said he is aware that incumbency was considered as a factor when the current Supervisorial boundaries were drawn.

William Tunick of Dannis Woliver Kelley discussed the sequencing of elections. He said that in Scenarios 1 and 2, the seats that would be up for election in 2018 are in Trustee Areas 2 and 4 and would coincide with the current trustees'

terms that expire in 2018. The other three Trustee Areas would have seats up for election in 2020. Only voters who reside in the Trustee Areas that have seats up for election would be eligible to vote.

Mr. Tunick said Scenario 4 is more complicated because three current trustees reside in Trustee Area 3. He said that in determining which Trustee Areas would come up for election first in this scenario, two factors were considered: (1) create the least turnover for current members of the Board, and (2) consider language that was recently added to the Elections Code suggesting that when determining sequencing, the purpose of the California Voting Rights Act (CVRA) should be taken into account, meaning that a majority/minority area should be given priority. Given these two criteria, Mr. Tunick said it made sense for Trustee Area 2, which has an Asian CVAP majority, and Trustee Area 4, in which President Mohr resides, to be assigned to the 2018 election. Because Vice President Holober's term will expire in 2018 and he lives in Trustee Area 3 which would not have an election in 2018, he would be ineligible to run unless he moved to Trustee Area 2 or 4 which would have an election in 2018. No current Board member resides in Trustee Area 2.

President Mohr asked if there were questions or comments from members of the public. Hearing none, he declared the public hearing closed at 6:19 p.m.

ADOPTION OF RESOLUTION NO. 17-14 SETTING TRUSTEE AREA BOUNDARIES AND SETTING SEQUENCE OF ELECTIONS FOR EACH AREA (17-10-101B)

It was moved by Trustee Schwarz and seconded by Trustee Goodman to open Board discussion on the selection of trustee area boundaries and sequence of elections. The motion carried, all members voting Aye.

Trustee Schwarz said the Board has been involved in four years of discussion on the move to by-trustee area elections, but no action was taken. She said that during that time, she had questions about what the move to by-trustee area elections would accomplish. She said she believes the original purpose was to remove barriers from communities of interest, providing the opportunity for others to run for election and have influence in different areas of the County. Trustee Schwarz said she appreciates seeing a scenario in which incumbency is not considered; she said that while it is legal to consider incumbency, she questions whether it is the right thing to do in terms of the original purpose. She said that in examining Scenario 4, she sees something that makes sense for the first time. She said that while she believes all Board members should represent the entire County, she believes that providing the opportunity to open up two new areas in the North County, which has not previously had representation, would accomplish something. Trustee Schwarz said she is leaning toward Scenario 4 for these reasons but is open to further discussion.

Trustee Goodman said that as the newest member of the Board, he probably has the most to lose but is interested in doing the right thing in accord with the spirit and purpose of the move to by-trustee area elections. He said that he considers it from the perspective of taking the politician hat off and putting the stewardship hat on. In doing that, he said he believes the selfless answer would be to accept Scenario 4 which looks not for today but for tomorrow. Trustee Goodman said that if considered from the viewpoint of a steward, he believes Scenario 4 is almost the only solution.

Vice President Holober said the three scenarios all achieve a primary goal of the CVRA, which is to create a majority/minority district which would be primarily centered in Daly City where there is a bare majority of Asian voters. He said that achieving this was a key motivation for him and perhaps for others. He said other factors were listed as considerations in drawing trustee areas and incumbency is one of these factors. Vice President Holober said the Board can have theoretical discussions but should not ignore the real world impact. He said the real world impact with Scenario 4 is that he would either leave the Board or move to another trustee area in order to run for election. In 2020, another incumbent would either move to another trustee area or have to leave the Board. He said it is not entirely candid to have a conversation that does not include the real world impacts. Vice President Holober said he believes Scenario 2 achieves the goals of the move to by-trustee elections in a very effective way.

Trustee Mandelkern said he appreciates the comments that have been made and agrees that the Board should make a decision based on what is best for the District going forward in terms of representation. He said the reason the Board opened the issue was to try to create the scenario envisioned by the CVRA to create majority/minority district. He said the Community of Interest that falls into that category in San Mateo County is the Asian population. He said that in Scenarios 1 and 2, a majority/minority district is created in terms of both total Asian population and an Asian CVAP, while Scenario 4 does not accomplish the same thing in terms of total population. In addition, he said the boundaries in Scenario 4 do not seem to follow the logical Supervisorial or city boundaries. Therefore, Trustee Mandelkern said he does not believe that Scenario 4 meets the primary goals of making the trustee areas understandable to the community and creating a majority/minority trustee area. He said he believes Scenarios 1 and 2 accomplish the goals the Board set

out to meet, incumbency aside. He said he would give Scenario 2 a slight edge because it is aligned more closely with the Supervisorial districts and, therefore, would be easier for the community to understand. He said Scenario 2 also increases the Hispanic/Latino Community of Interest by several percentage points while Scenarios 1 and 4 do not.

President Mohr said he has great respect for the Board and has given this matter a great deal of thought. He said he will vote for Scenario 4 because he believes the intention of the initiative was to open the electoral process so that there is a greater likelihood that underserved populations could have an impact on the electoral process and, over time, result in a more diverse board. He said the demographics of the County have changed substantially since he began teaching in 1960 but the Board has had only white members for many years until Trustee Goodman was elected. President Mohr said he believes the electoral process is about fair representation of everyone who has an interest in the process. He said he believes Scenario 4 takes this to a higher level than the other two scenarios. He said that by removing incumbency as a consideration, Scenario 4 opens up two major regions of the County and he believes this fits with the intention of the process. He said his highest priority is opening the process to as many underrepresented people as possible in a more extensive way.

Trustee Schwarz said she takes this matter very seriously. She said she realizes that speaking for Scenario 4 does not affect her immediately but will eventually; she said she put this consideration aside. She said she asked people whom she respects for their input on the maps and the response was that opening up two new areas would provide a chance for people who have not had the opportunity before to run for positions. Trustee Schwarz said she comes from the perspective of what is best for the District in the future rather than what is best for her or others personally. She said she is comfortable with Scenario 4.

After this discussion, it was moved by Trustee Schwarz and seconded by Trustee Goodman to adopt Resolution No. 17-14 adopting trustee areas for Board of Trustees elections as shown in Scenario 4, requesting approval from the Board of Governors of the California Community Colleges and setting the sequencing of elections. The motion carried, with Trustees Goodman, Mohr and Schwarz voting Aye and Trustees Holober and Mandelkern voting no. Student Trustee Olguin cast an advisory vote of Aye.

STUDY SESSION

CAREER/JOB PLACEMENT CENTERS AND RELATED SERVICES (17-10-1C)

Dr. Angélica Garcia, Vice President of Student Services at Skyline College, said the Board asked for a report on Districtwide efforts and work regarding job placement.

Kim Lopez, Vice President of Student Services at College of San Mateo, said the conversation about Career Services began at the November 30, 2016 Board meeting, with a focus on what is offered through the Career Services Centers at the Colleges. At that time, the Board expressed an interest in looking more closely at job placement.

Phillip King, Interim Vice President of Student Services at Cañada College, said each College has slightly different processes in place to develop seamless job placement programs for students. He highlighted one effort at each college:

- Cañada College is developing an employer portal webpage that will serve as one point of contact for employers seeking to connect with student talent pools.
- College of San Mateo has hired an Industry Relations Manager to cultivate and maintain ongoing employer relationships aimed at helping students find jobs.
- As part of the Skyline College redesign effort and development of Meta-Majors and Guided Pathways, the Strong Workforce Program funding will provide the addition of Career Support Specialists tasked with supporting students as part of their Meta-Major/Guided Pathways experience.

Vice President Garcia said the Board is invited to engage in open dialogue on job placement. Andrea Vizenor, Director of Career and Workforce Programs at Skyline College, will act as the facilitator and will invite the Board's comments on three questions. Graphic recorder Malgosia Kostecka will capture Board members' comments.

Ms. Vizenor posed the first question: If a news article should appear across the nation, highlighting SMCCCD's job placement/function/impact, what would the headline be and what would be the celebrated accomplishments?

President Mohr said jobs mean employment that is gainful, allowing people to support themselves and their families, and provide a reason to stay in the County. He said this requires working with major employers who assist in providing

training and skill-building in a formal program so that those who go through the program will very likely be employed by that industry. President Mohr said community colleges should be able to deliver this.

Trustee Schwarz said she supports programs that lead to employment and to the ability of people to support themselves and their families. She said she was impressed by a Kaiser Permanente handout at the Success Summit that emphasized the importance of soft skills. She noted that a recent article in a local Redwood City magazine highlighted programs offered at the colleges that lead to jobs that provide a living wage.

Trustee Mandelkern said his headline would be in keeping with the District's students-first focus and would say that 100% of students who were seeking employment after being in a college program were able to find employment, earning a wage that enables them to live in San Mateo County. In addition, it would state that the programs met 100% of the needs of employers in San Mateo County by providing them with students who had the skills needed to fill the jobs.

Trustee Goodman said he would note that the District takes advantage of its proximity to Silicon Valley and its corporate relationships to close the opportunity gap and, as a result, ensure that community members who would not have been able to enter the workforce are able to do so.

Vice President Holober said it is difficult to talk about jobs without talking about what is happening to the American economy, including the local community. He said there are declining wages, declining job security, a declining social contract, and the elimination of benefits including pensions and health benefits. He said he would like to see the District's efforts focused on jobs that are not feeding the race to the bottom. He said he does not believe the District should help create jobs that were once done by real workers who had a real employer and real rights but are more and more held by freelancers with diminishing incomes and no rights. Vice President Holober said this requires greater focus on which employers the District is trying to serve. He said he does not believe the District should serve all employers and should not serve the "Uberization" side of the economy. He said he believes the District should help provide jobs for employers who in exchange have made a commitment to their workers and their community.

Ms. Vizenor read the second question: What networks, stakeholders and community members do you believe are essential to engage?

President Mohr said it is essential to work with industries, SAMCEDA, the Silicon Valley Leadership Group, Silicon Valley Economic Development Alliance, and all of the various Silicon Valley leadership committees. He said it is also important to engage parent groups to make clear that not everyone needs to be a college graduate, but everyone should work hard to get the training they need to be employed in a gainful way.

Trustee Goodman said it is important to work with the San Mateo County Office of Education and other school districts to create age appropriate pathways to ensure that the transition to the community colleges is seamless.

Vice President Holober said it is essential to look at the needs of the public sector which employs 20 to 25% of the total workforce. He said it is also important to work with community-based organizations to provide training opportunities for populations that have greater obstacles and barriers. He said it is also essential to include organized labor.

Student Trustee Olguin said connections with employers could be developed through college programs such as Fashion Design and Web Page Design. He said he agrees that it is important to engage cities and other school districts.

Vice President Mandelkern said he agrees with the comments about seeking input from employers and organizations. He said it is also important to seek input from students. He said he has found that students are often ahead of others in knowing what they need for successful employment.

Ms. Vizenor read the third question: What are core elements of job placement you believe will have the greatest impact on student success?

Trustee Schwarz said she believes that providing pathways for students very early in their educational career is very important. She said it is also important to give students the opportunity to change pathways when they feel it is in their interest. Trustee Schwarz said she would like to enhance partnerships with employers to train students and encourage the employers to come to the District more readily when they are seeking employees.

Trustee Mandelkern said a key gap is data gathering and data capturing. He said the District could market its programs to students more effectively if data was available to demonstrate the success of District students in terms of getting jobs, and to demonstrate to the community that the District is meeting both the needs of students who get the jobs and of employers who fill their workforce with District graduates.

Student Trustee Olguin said the Colleges already offer resumé building. He said it could be useful to provide an opportunity for employers to view the resúms and to see what types of students are seeking jobs.

Trustee Goodman said the elements of job placement that will have an impact on student success are support, training, real world preparation, setting clear expectations, and institutional accountability.

Vice President Garcia invited the College Presidents to contribute to the discussion. President Stanback Stroud said she understands that the Board has been asking about job placement for some time, particularly asking whether the Colleges help place students in jobs. She said she does not believe that any of the Colleges currently have the services and infrastructure that fits what the Board has been asking. She said each College is embarking on job placement services in different ways. At Skyline College, a task force has been formed and the College is committed to creating a job placement service by fall of 2018. She said many District students go to job placement agencies to help find jobs and this is something the Colleges could do by capitalizing on their relationships with business and industry.

President Moore said Cañada College is preparing to transition to the type of job placement service that the Board has discussed. She said that in addition to developing an employer portal web page, the College is following up on the Strong Workforce meeting held by Congresswoman Jackie Speier to determine next steps. President Moore said the goal is to match the needs of employers, but the College wants to make sure it has the right information and is not committing to anything that it cannot scale up.

Vice President Lopez said College of San Mateo is working within the current structure through the CTE programs and Strong Workforce Initiative. She said the College hired a full-time Industry Relations Manager, Ashley Phillips, who started this fall. By focusing on CTE under Strong Workforce funding, the intent is to start placing students in jobs in San Mateo, specifically in the workforce area. Vice President Lopez said the College plans to build the structure and then expand into non-workforce areas such as the social sciences and humanities in order to provide internships and work experience.

President Mohr said the written board report indicates that the three Colleges are very different in their approach and he wonders how advisable this is. He said if job placement involves having meaningful relationships with major employers in industries that are dynamic, are leading the economy and have the ability to pay salaries that are gainful, it would make sense to work with them in a concerted way as a District, making the best use of resources, leadership and staffing. President Mohr said he believes there is a need to consider a Districtwide systemic effort, with the three Colleges approaching it in slightly different ways because of factors such as their student bodies and locations.

President Stanback Stroud said programming and infrastructure are at the Colleges. She said the needs of the communities vary and the Colleges are translating those needs into different strategies. She said the Colleges do share ideas and engage in collaboration and cooperation. President Mohr said he is not suggesting that the District run the program but believes that the system and structure should be similar. President Stanback Stroud said there are many things that are very similar among the Colleges. She said that for this presentation, staff intentionally tried to identify and highlight some of the distinctive things being done at the Colleges to address local needs.

Trustee Mandelkern said the District owes equality of opportunity regarding job placement to students across the District. He said he does not suggest that programs be elevated to the District level; however, if a program works at one College, it should work at all three Colleges and the same opportunity should be available to all students. He also said that consistent data collection across the District is made more difficult if there are very different structures, metrics and sets of data at each College.

President Mohr thanked the presenters. He said job placement is clearly a work in progress and one that has impact on the philosophy and policies of the District. He said this will be a central component of the organization and it is important to make sure that District policies, goals and resources are aligned. President Mohr requested that a future update include goals and strategies associated with those goals.

Trustee Schwarz said the presentation was informative. She said she hopes that students will be informed about the efforts to develop a job placement program; she said she believes that knowing of the effort would give them more confidence about their future opportunities.

Trustee Mandelkern said he appreciated the interactive format of the discussion. Several Board members complimented graphic recorder Malgosia Kostecka, noting the creative nature of her work. Student Trustee Olguin said many students have creative jobs that they do in addition to their studies and the Colleges might provide a platform for them to make others aware of what they offer.

President Mohr said he appreciates the number of faculty and staff that were present for the presentation. Vice President Garcia introduced the following individuals: Chad Thompson, Director of SparkPoint at Skyline College; Ashley Phillips, Industry Relations Manager at College of San Mateo; Alex Kramer, Director of Workforce Development at Cañada College; Cherie Colin, Director of Community Relations and Marketing at Skyline College; Lavinia Zanassi, Counselor for Career Services at Skyline College; Michele Hagggar, Program Services Coordinator-Career Services and Classified Senate President at Skyline College; and Jose Milan, Career Resource Aide at Skyline College.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin said it has been difficult to hear of the many recent natural disasters, including the fires in the North Bay. He said the student governments at the Colleges want to support the people who are struggling. He said he believes it is important for the District to have a collective effort and to ask what we can do as a District.

Trustee Mandelkern said his thoughts are with people in the North Bay. He said the District's colleagues at the Santa Rosa Junior College, Solano Community College District, Napa Valley Community College District and Mendocino-Lake Community College District have been impacted by the fires.

Trustee Mandelkern said he knew Carolyn Livengood for 18 or 19 years. He said she continually worked for the betterment of Skyline College. She was a neighbor of Skyline College and was focused on how the community and campus interacted with one another. Years ago, she was concerned that people could not find their way around campus because of the lack of adequate signage. Trustee Mandelkern said the signage that is at Skyline College now is largely because of her efforts. He said Ms. Livengood will always be remembered as "the Grandmother of Skyline College."

Trustee Mandelkern said he attended the groundbreaking ceremony for the Environmental Science Building at Skyline College. He said the building will be a tremendous addition to the Skyline College community.

Trustee Mandelkern said he has previously expressed his belief in the need for empathy in communications with one another. He read a quotation by Jeremy Lin, an Asian-American professional basketball player, Harvard University graduate and Palo Alto High School graduate, who was commenting on a recent discussion about issues of cultural appropriation and misappropriation: "I hope that this is a start, not an end, to more dialogue about our differences. We need more empathy, more compassion and less judgment. That takes actual work and communication."

Trustee Mandelkern said he will be unable to attend the Board meeting of October 25.

Trustee Goodman said the current nature of our country has produced great mental strain on youth as well as on the people who care for them. He said those who serve young people are passionate about what they do and this drains a great deal of energy. He said that as people continue to care for students in our District, he hopes they will make sure to take care of themselves as well.

Vice President Holober said the shooting incident in Las Vegas occurred subsequent to the last Board meeting and someone who was close to him died in that shooting. He said there is indeed a need for more empathy, care and love.

Vice President Holober said he met Carolyn Livengood in the early 1990s when he was a shop steward for the Northern California Newspaper Guild and she was a shop steward for the San Mateo Times, and met her again in a different context when he became a member of the Board. He said Ms. Livengood cared deeply about the entire community, including the Colleges.

Trustee Schwarz said she knew Ms. Livengood for many years. She said Ms. Livengood loved Skyline College and walked the campus every day. She said President Stanback Stroud represented the District well as she delivered a lovely

and humorous eulogy at the vigil for Ms. Livengood. She said Ms. Livengood is one of the few people who will be remembered and talked about for years to come.

Trustee Schwarz said she hopes the District is reaching out to the community colleges that are affected by the fires in the North Bay to help with anything they need.

President Mohr said the St. James AME Zion Church in San Mateo approached President Moore for assistance in holding a symposium on mathematics education. He said the Church has a strong tutoring program for K-12 students with expert tutors who prepare the students for mathematics success. Chancellor Galatolo served as moderator at the symposium and Emmett Carson of the Peninsula Community Foundation was the keynote speaker. The three District Colleges each reported on what they do to connect with the high schools to make certain that students are receiving the training they need in mathematics.

President Mohr expressed his concern for the residents of the North Bay who are affected by the fires. He said his grandson and family were forced to evacuate their home in the Bennett Valley neighborhood of Santa Rosa.

President Mohr said he has fond memories of Ms. Livengood. He said she was the voice of the North County and he often received calls from her when he was Superintendent of the San Mateo Union High School District regarding athletic fields, landscaping and other matters. He said Ms. Livengood always made certain that everyone was aware of whatever action was taken in response. President Mohr said he, Chancellor Galatolo and President Stanback Stroud visited Ms. Livengood a few days before her passing and the last thing she mentioned was in regard to landscaping by Skyline College and the City of San Bruno.

ADJOURNMENT

The meeting was adjourned by consensus at 7:58 p.m. in memory of Carolyn Livengood and Jehu Batara.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 25, 2017 meeting.

Richard Holober
President President-Clerk

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



L-R: Wanda Johnson (mother of Oscar Grant), Gwen Carr (mother of Eric Garner), Dr. David "Davey D" Cook, and Samaria Rice (mother of Tamir Rice)

SKYLINE COLLEGE BOARD REPORT

OCTOBER 25, 2017

BLACK LIVES, GRAY MATTER SYMPOSIUM BRINGS COMMUNITY ACTIVISTS TO CAMPUS



On August 30, 2017, the Division of Student Equity and Support Programs hosted the *Black Lives, Gray Matter Symposium* in collaboration with educator, filmmaker and activist, Kristina Williams. The program kicked off with a film screening of the documentary, “Black Lives, Gray Matter,” directed by Williams who created the Black Lives, Gray Matter forum, which is held in different campuses to reclaim voices of the Black community in discussing issues of police brutality and the #BlackLivesMatter movement.

The symposium continued with a panel discussion moderated by David “Davey D” Cook, Professor of Africana Studies at San Francisco State University. Special guests, Wanda Johnson (mother of Oscar Grant), Gwen Carr (mother of Eric Garner) and Samaria Rice (mother of Tamir Rice) were greeted with a standing ovation by an audience of over 550 as they walked onto the theater stage and took their seats. Each of them shared their personal stories of loss, trauma, injustice and the support they received from community activists that helped draw attention to the deaths of their sons nationally and globally.

From this conversation, the panelists implored students to become involved on campus and in their respective communities as a way to enact social change. The panelists also shared the ways they became more engaged with efforts to address police brutality and

educate society so that “another mother does not have to lose her child.” In addition to speaking to schools, organizations, houses of faith and businesses all over the country, these women also oversee foundations and work on numerous community projects to increase awareness around these issues.

The second half of the symposium featured a panel consisting of Skyline College faculty members Tony Jackson and Steve Aurilio, Skyline College students Alfredo Olguin, Naomi Quizon and Olivia Yancey and moderated by educator and activist Farima Pour-Khorsid. The panelists shared insight from the perspective of the local Skyline College community and addressed a variety of topics including the need for culturally competent professional development for staff and faculty, the school-to-prison pipeline and the need for universal health care, higher education and affordable housing.

Given the recent events of white supremacist and alt-right protests taking place all across the nation, the denouncement of (Deferred Action for Childhood Arrivals) DACA and local events that have targeted people of color, the symposium provided an opportunity for students, staff, faculty, administrators and community members to collectively think, listen and reflect on the actions that must be taken to create a more humane, equitable and just world.

Jennifer Merrill, Professor of Psychology at Skyline College, stated, “I teach the concept of self efficacy in Social Psychology. During the symposium, I thought a lot about self efficacy when Gwen Carr shared how she turned ‘her mourning into a movement.’ I was deeply moved by these words. To hear how these mothers experienced the tragedy of losing a child to injustice and still found the strength to turn the situation into something powerful and positive had a big impact on me.”

Article by Katrina Pantig

SKYLINE COLLEGE BOARD REPORT

OCTOBER 25, 2017

2017-2018 PRESIDENT'S COUNCIL HITS THE GROUND RUNNING



The President's Council convened on September 8, 2017 to celebrate the goals accomplished in the last year and commit to new bold goals for the year ahead. The Council welcomed four new members – Karen Ervin of Genentech, Michelle Jester of the SF Chronicle, Juslyn Manalo, the Vice Mayor of Daly City and Charles Schuler of SFO.

Chaired by retired banker, Ron Derenzi, the Council got right to work setting new goals for raising funds to support the Promise Scholars Program and the President's Innovation Fund. This year, the Council is committed to raising at least \$150,000.

Interim Director of the San Mateo County Community Colleges Foundation, Tykia Warden, was there to ensure the foundation is poised to support the Council's development goals. According to Ms. Warden, "The foundation is committed to successful fundraising that supports the priorities of the colleges in serving students."

The Council received a list of all President Innovation Fund projects approved for 2017-2018 and noted that more than 50% of the great ideas seeded this year have been institutionalized. This means faculty and staff were able to "dream out loud" and make some very important programs and services available to students in an ongoing way. The projects funded this year stand to continue to support our culture of innovation while

putting students first.

The Council received an update on the Skyline College Promise Scholars Program including information about the impact the Skyline College Promise has had on student success. At 86.3%, the persistence rate for Promise Scholars is 24% higher than that of the general college comparison group.

The Council then focused on preparing for the 6th Success Summit taking place Friday, September 22 from 8 a.m. – 12:30 p.m. at Skyline College. The Success Summit was an idea that came out of the President's Council to highlight North San Mateo County issues and explore solutions. The outcome of the first Success Summit was the creation of the shuttle that provides free shuttle service to and from Skyline College to the Daly City BART station. The Skyline College Express has an average monthly ridership of over 6,000 with more than 64% of the riders using the shuttle four or more days per week.

The goal is to have 100% of all council members' participation or support for the Success Summit. This year the Success Summit will have two sessions so all attendees can attend both.

The 2018 President's Breakfast will be held Thursday, March 22, 2018. In addition, there will be a thank you/appreciation reception held either the end of January or February.

The Council participated in a group activity that asked each to name three words that define Skyline College for them and to introduce themselves and tell why they support the Breakfast. The members exchanged the information in a "speed dating" format and much discussion and laughter ensued. The Council then adjourned for the group photo. Overall, they are off to a great start.

Article by Dr. Regina Stanback Stroud | Photo by Mia Coo

SKYLINE COLLEGE BOARD REPORT

OCTOBER 25, 2017

AUTHOR, EDUCATOR VICTOR RIOS TALKS ABOUT TRANSFORMATIVE EDUCATION



On September 27, Skyline College hosted the Call to Consciousness College Lecture Series. This program was co-sponsored by the Associated Students of Skyline College (ASSC) and the Division of Student Equity and Support Programs (SESP). The program opened with welcoming remarks from Dean Lasana Hotep and Vice Chancellor of Human Resources, Eugene Whitlock. Dr. Whitlock said, "Skyline's mission is to empower and transform a global community of learners...my hope is that by you participating in today's lecture, you will have a greater consciousness around how to imitate these values."

Kristen Ersando, ASSC's Commissioner of Activities, introduced the guest speaker onto the stage. Dr. Rios opened his talk detailing his childhood as a migrant, high school dropout and gang member. In 1994, his life story was featured in a Frontline Documentary. He became an award-winning author, educator and professor of Sociology at UC Santa Barbara. Dr. Rios shared an account of the poverty and violence he

experienced growing up in Oakland that led him to eventually drop out of high school and join a local gang. After going in and out of juvenile hall multiple times and witnessing his best friend get shot and die at 15-years-old, Rios decided to turn his life around. He visited a high school teacher that once told him, "When you're ready, I'll be here for you." That educator played a significant role in putting him on a path of success. Dr. Rios finished high school on time, attended college and graduated from CSU East Bay. He continued his education and earned an MA and Ph.D. in Comparative Ethnic Studies from UC Berkeley. Dr. Rios has used his personal and academic journey to motivate, teach, conduct research and publish books about juvenile justice, the youth control complex, restorative justice and educational equity to students, school districts and organizations throughout the country. He stated, "You in the audience are the next generation of our political leaders. You are the next generation that's gonna lead the world and this country in the right direction."

To illustrate education's ability to empower people to take action against injustice, Dr. Rios shared his experience with racial profiling by police, and what he did to address it. On a campus tour of UC Santa Barbara led by Dr. Rios, a group of high school students were racially profiled by a campus police officer, manifesting in a 45-minute stop and search. Dr. Rios reported the disturbing incident to the college president, which resulted in the offending police officer's termination. Dr. Rios was then asked to be on the committee to hire a new Chief of Police the following year. "You want to change things- go get power. You want power- get yourself an education," he said.

The lecture was followed by a question and answer segment and a book signing of Dr. Rios' books: *Punished: Policing the Lives of Black and Latino Boys*, *Human Targets: Schools, Police and the Criminalization of Latino Youth* and his autobiography, *Street Life: Poverty, Gangs, and a Ph.D.*

Article by Katrina Pantig

SKYLINE COLLEGE BOARD REPORT

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ENVIRONMENTAL SCIENCE BUILDING GROUNDBREAKING CEREMONY



The groundbreaking ceremony at the campus Vista Point for Skyline College’s Environmental Science building on October 3, 2017 marked the beginning of construction for the brand new facility overlooking the Pacific.

Skyline College President Dr. Regina Stanback Stroud welcomed the 150 people in attendance, noting that the momentous occasion was years in the making and a milestone for both Skyline College and the San Mateo County Community College District (SMCCCD). She recognized that the college’s capital improvement projects were ambitious, stating that they aimed to “create physical spaces that inspire communication, drive innovation and provide the space for students to be empowered at every point in their educational journey.”

District Vice President-Clerk Richard Holoher, District Chancellor Ron Galatolo, District Vice Chancellor José D. Nuñez, Skyline College Academic Senate President Kathryn Browne and Skyline College Classified Senate President Michele Hagggar also delivered remarks in celebration of the groundbreaking and in recognition of their working relationship with DES Architects and XL Construction.

“This new building is about looking to the future. So it’s fitting that it’s situated here at Vista Point, overlooking the ocean,” said Dr. Stanback Stroud. “It encourages us to look to the horizon and the world beyond this campus. And it encourages us to think big and dream bigger.”

The Environmental Science building is a state-of-the-art educational facility made possible by taxpayers through the passage of Measure H in 2014. It is 21,000 square feet with two 56-seat classrooms, two 119-seat tiered lecture halls, academic offices, an outdoor learning space, a gallery with sweeping views, and will be built using sustainably grown, harvested and processed wood and equipped with water-efficient fixtures. The Design Team is aiming for LEED Gold certification and Zero Net Energy. The projected completion date is in December 2018.

Special thanks to the taxpayers of San Mateo County for supporting bonds that provide world-class facilities that enable quality teaching and learning for students, and to XL Construction for providing catering and refreshments.

Article by Kevin Perez | Photo by Gino de Grandis

SPARKPOINT AT SKYLINE COLLEGE AND SECOND HARVEST FOOD BANK WORK TO END HUNGER



On September 25, 2017, Alexandra Kennedy visited the Career Center to facilitate a design charrette of the Moon Shot Project, a series of focus groups where community members come together to create solutions that will end hunger.

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Kennedy is a former SparkPoint at Skyline College client and student assistant who specialized in public benefits. SparkPoint at Skyline College has led to her professional development, educational persistence and career interests. Kennedy successfully graduated from Skyline College, transferred to the University of San Francisco and is currently an employee of the Second Harvest Food Bank as a Community Liaison on the Moonshot Team, an innovative effort to make food accessible to all.

Kennedy is passionate about advocating for people of all walks of life who have barriers to accessing public benefits. Through SparkPoint, she has been able to put her passion to action and change lives.

When Kennedy worked in the Public Benefits office at SparkPoint, she advocated for many students and community members who were struggling to make ends meet. She shared how one client, a woman who was recently divorced and left to raise two children on her own, entered the SparkPoint Public Benefits office in a crisis. Her status drastically changed from a married affluent San Francisco home-owner to the head of household living below the poverty line with two boys to feed and raise. Since she had been a stay-at-home mom for almost a decade and was not used to living in poverty, she was unaware of resources that could help lift the burden of feeding children without an income. Kennedy advocated for and connected this family to an improved living situation.

Despite public benefits, 700,000 people go hungry or are at risk of going hungry in the San Mateo and Santa Clara County. The Second Harvest Food Bank envisions a community where no one goes hungry.

To address the question, “How might our community ensure that every one of us is well-fed from now on?” staff, faculty and students gathered in groups at the Career Center to develop and share innovative ideas on such themes as food access, community empowerment, education and technology.

- Offer food to the homeless, using leftovers at food drives, farmer’s markets, food banks and community gardens.
- Use technology or social media to educate and connect folks.
- Empower youth to get involved, such as the H.E.L.P. club in Palo Alto, a group of high school students who garden, grow and give food and provide college credits for service hours.
- Young people could prepare and deliver meals to the elderly.
- Start up a grocery delivery system developed to make nutritious food accessible to low-income families; tax unhealthy foods to subsidize healthy meals.
- Create an application that connects the community around food access and insecurity. People in the community could request food and local neighbors could help one another by donating prepared meals and groceries.
- Collaborate across programs; host community events that build community and reduce stigma.
- Use social media to connect folks, spread awareness and share information.
- Meet people where they are at; provide fresh fruits and vegetables to homes, and public spaces including parks, libraries, fast food restaurants, parking lots and bus stops.
- Get involved! Vote and organize community to elect the right leaders.

The Second Harvest Food Bank envisions a hunger-free community. SparkPoint at Skyline College is on board. Together, we will make a significant impact in the quest to end hunger. No child should go hungry. When we match creative solutions with resources, we can transform our society. The Moon Shot Project is a prime example of innovative community building and research by the community and for the community.

Article by Valerie Higgins | Photo by Valerie Higgins and Chad Thompson

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AUTOMOTIVE PROGRAM NATIONALLY RECOGNIZED



Skyline College earned Strong Workforce Stars recognition in the Advanced Transportation and Renewables sector for its Automotive Technology program; 71% of students who participate in this program attain the regional living wage and 100% of students who participate report securing a job in their field of study.

Skyline College attributes the success of its Automotive Technology program to effective relationships with local high schools, community centers, local businesses and its strong advisory board. Over the years, the program has benefited from strong support from the Chancellor's Office, the San Mateo County Community College District Board of Supervisors, Skyline College's own administration and the division dean. This support translates into a financial budget that allows it to be what program leaders describe as one of the best-equipped automotive programs — both technically and mechanically.

The college maintains three buildings dedicated to the Automotive Technology program (alongside one additional shared building), affording the program six classrooms, one computer lab, two bench overhaul labs and 20 service stalls. Over the years, the program has also partnered with several automotive manufacturers and currently enjoys a collaboration with Subaru

of America and Audi of America. Through these partnership and private donations, Skyline College's Automotive Technology program has procured a fleet of 90 vehicles ranging in age from the mid-1980's to 2017, providing students with a wide variety of vehicle technology on which to learn.

Additionally, program leaders note the impact of their curricular and pedagogical approach on students' preparation. Through involvement, North American Council of Automotive Teachers (NACAT), California Automotive Teachers (CAT), National Automotive Technicians Educational Foundation (NATEF), Automotive Service Excellence (ASE) and Mobile Air Conditioning Society (MACS), Skyline College is known nationwide and worldwide as having a premier automotive training program, and is able to keep its training aligned with industry expectations. Specifically, the program conducts long classes so students can have extensive hands-on training that infuses innovative teaching techniques and advanced critical-thinking activities.

Every semester, the program's students are immersed into a full educational load (15 credit units) focused on one automotive subject matter. This approach translates into 179 hours of direct experience, combined with 179 hours of theory and critical thinking preparation.

In turn, over the course of the program's three years, each student receives 2,148 hours of combined learning encompassing key industry requirements including specific ASE automotive areas and California Smog certification.

Lastly, the entire program staff biannually attend professional development training in automotive technology and in dynamic teaching pedagogy techniques.

Article by the Automotive Technology Department

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FALL 2017 TRANSFER CONFERENCE



The 6th annual Transfer Conference was held on Saturday, September 30. Over 150 students registered for the event and over 115 students were in attendance.

The Transfer Center offers this conference annually 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. Students learned how to explore career and major options and they also learned about resources and tools that are available to plan and achieve a successful transfer to a university.

Students started their day with a nice breakfast. The morning session included breakout sessions with former Skyline College students who completed their transfer journey from Skyline College to a 4-year university. A total of six Skyline College alums shared transfer tips and tricks with students. This included 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 "... good for students confused about process," and that they "...loved the student panel."

Additionally, students found the Financial Aid workshop very beneficial to them. They also learned about scholarships, grants, and financial aid tips to manage their financial aid as they transfer. Many students expressed that the conference was "extremely

informative and helpful."

Students who entered into our giveaway were able to walk away with college gear that our Skyline College Bookstore Manager, Kevin Chak, generously donated for the event! One student even won an Amazon Kindle donated by Ernesto Hernandez, the Transfer Center Program Services Coordinator. Thanks to all our donors!

This event was ultimately a great success thanks to all the supportive volunteers, faculty and staff who helped set up and participate in the event. We extend a heartfelt thank you to all those who participated this past weekend.

Article by Lucy Jovel & Ernesto Hernandez

META-MAJORS CAMPUS FORUM



After a year of inquiry and work, the Design Team, in collaboration with the Meta-majors work team, presented four proposed Meta-majors at a campus-wide forum on Monday, September 25, 2017.

As one of the signature components of the Skyline College Promise, a Meta-major is...

- A student-facing piece that presents information about majors, degrees and certificates with related coursework, in an easily accessible format for students.
- Designed with a student's end goal in mind and his/

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her interests as a starting point.

- An integration of Student Services and instruction into a coherent, intentional and informed student experience.

When asked about the proposal of the Meta-majors work team, Design Team Co-Lead Carla Grandy stated, “It is exciting to see this part of Skyline College’s commitment to helping students ‘Get in, Get through and Graduate on time’ be revealed and receive positive feedback from the campus.”

If you were unable to make it to the forum, we still want to hear from you!

Visit the Meta-majors website: <http://skylinecollege.edu/metamajors/index.php>, view the four proposed Meta-majors and provide feedback by taking the short survey.

Together, we will help the college fulfill its promise to empower students to find success at every point in their educational journey.

Have additional questions? Please reach out to the Meta-majors & Guided Pathways co-leads: Lorraine DeMello, Luis Escobar, Carla Grandy, Mary Gutierrez, Jessica Hurless, Mustafa Popal and Jesse Raskin.

Article by Jessica Hurless | Photo by Mia Coo

FUNNELBACK: NEW SEARCH ENGINE FOR SKYLINE COLLEGE WEBSITE



As a part of our overall Promise redesign, the Skyline College website launched a brand new search engine called FunnelBack, which provides students, faculty and staff a vastly improved search experience. With this search engine, the campus community will now be able to quickly and efficiently find and sort any information within our site.

The advanced search function allows students to filter by professor, degrees, pdf, class schedule, course number, phone number, etc. The best way to see everything the new search has to offer is to visit skylinecollege.edu and start using it. The more that people use the tool, the more data it will provide, which we can use to analyze trends and statistics on our website to customize the results, and ultimately provide a better, more cohesive experience to students.

Part two of our FunnelBack search launch is the new Skyline College homepage design. A more responsive homepage featuring FunnelBack went live on September 22, 2017.

The new homepage was designed to give students a better look into what the college has to offer by bringing the elements of the dropdown menu into the page, providing a more interactive experience with different communities within the college. We hope the brief descriptions will help increase the understanding of these programs, while the new placement will increase their visibility.

Lastly, we improved our mobile experience to meet the demands of a changing web landscape. Every year mobile devices account for an increasing amount of internet traffic. We want our website to reflect this change. We ultimately want our site to be as easy to use on a phone, as it is on a desktop computer. We still have a long way to go, and we appreciate any feedback you have on the new design as we continue on our journey to provide the best college experience for students. Please send any feedback to Brian Collins, Web Programmer Analyst.

With the FunnelBack implementation and new design, we are driving forward in our mission to enable students to find the materials and the resources they need to graduate on time and succeed in their educational pursuits.

Article by MCPR Team

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“LOWRIDE WORLDWIDE” RECEPTION AT THE SKYLINE COLLEGE ART GALLERY



Over 200 gallery visitors, which included students, staff, faculty and members of the local community, enjoyed viewing “Lowride Worldwide” at the opening reception on Thursday, September 14, at the Skyline College Art Gallery.

“Lowride Worldwide” provided a fascinating view of the spread of lowrider culture to Japan and beyond. The exhibition features two exquisitely painted 1954 Chevrolet lowrider cars, photographs, drawings, prints, historical artifacts and plenty of other documentation of the lowrider communities in Japan, inviting the viewer to deeply investigate complex themes of multi-cultural appropriation and influence. This show generated a buzz on campus, and visitors to the gallery wanted to know how two fully dressed lowriders were brought into the art gallery!

“Lowride Worldwide” was on view in the Art Gallery from September 11 - October 13, 2017.

Article by Paul Bridenbaugh

DISTRICT EMPLOYEE HOUSING DEVELOPMENT PROGRESSING AT SKYLINE COLLEGE




 Architecture & Planning
 4000...
 415-555-1234
 www.ktgy.com


 City of San Bruno
 1700...
 415-321-1234
 www.cityofsanbruno.org


 SKYLINE COLLEGE FACULTY & STAFF HOUSING
 1234...
 415-555-1234
 www.skylinecollege.edu

PERSPECTIVE
 09/15/2017

A0.03

Last year, the district initiated a process to sell a portion of land on the edge of Skyline College’s campus referred to as “Parcel B.”

As part of this project, the District will be building a third employee housing development and the remainder of the site will be developed by SummerHill Homes, the firm that purchased the parcel.

On “Parcel B”, the District will be constructing two buildings that will contain 30 total employee housing units (1, 2 and 3 bedroom apartments) similar to those at College of San Mateo and Cañada College. SummerHill Homes will be constructing 40 single family homes on their adjoining property.

The District and SummerHill Homes have been working through the permitting process with the City of San Bruno and project applications are under review by various city commissions and groups. This review process will continue over the coming months before the project is presented to the San Bruno City Council for final approval. The District is very optimistic about the project’s sign-off by city officials.

If all holds true, the following general timeline describes the project sequence:

- Fall 2017/Winter 2017 – Required approvals received from City of San Bruno (permits, maps, etc.)

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- Spring 2018 – RFP for employee housing development released and awarded
- Summer 2018/Fall 2018 – Groundbreaking on employee housing development at Skyline College
- Spring 2020 – Employee housing development at Skyline College completed and opened

Article by Mitchell Bailey

SKYLINE COLLEGE PILOTS ITS FIRST HIGH SCHOOL SUMMER ENGINEERING CAMP!



This past summer, Skyline College opened the doors of its Base 11 Innovation Center and Fabrication Laboratory to high school students for a Summer Engineering Camp!

On July 10, 2017 students 13-17 years old came from high schools across the local Bay Area and went through a 5-week camp where they learned how to engineer prototype designs using 3D printing, laser cutting, electronics and CAD tools while learning skills for entrepreneurship with product marketing lesson modules provided by Base-11.

Inspired by the Base-11 STEM Entrepreneur Accelerators curriculum, the camp was geared towards youth to pursue a STEM field with the basis of having an entrepreneurial mind set – and to develop products that will better serve the community.

The camp also included a tour of San Francisco State University’s Engineering Program and a visit to Autodesk

gallery– a company whose software has been used as a tool of innovation globally for creative advancements in construction, urban planning, entertainment and technology.

The camp was led by adjunct Engineering Faculty Maryam Khan, Fabrication Laboratory Lab Technician Marco Wehrfritz, BAEC faculty member Terri Wade and Student Support Specialist Jenny Le, who all contributed immense efforts to pilot this program and engage the students for success!

Special thanks to Skyline College’s partnership with Base-11, contributions from the Vice President’s office, and support from Skyline College’s Science Math and Technology Division. The students left with newer skills and sparked interest in engineering, technology and rapid prototyping. The Engineering Program at Skyline College plans to run the camp again and continue efforts to influence bright and young minds to pursue a future as creative makers and entrepreneurs.

Article by Maryam Khan

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UPCOMING EVENTS

SMALL BUSINESS INNOVATION

Research Phase 1-Part 1
Saturday, October 21, 2017
10:00 a.m. – 1:00 p.m.
College of San Mateo
1700 W. Hillsdale Blvd.
College Center Bldg. #10, Room 192
San Mateo CA 94402

FREE CO-WORKING DAY AT BAEC

Wednesday, October 25, 2017
9:30 a.m. – 4:30 p.m.
Bay Area Entrepreneur Center
458 San Mateo Avenue, San Bruno, CA

ESL REGISTRATION DAY

Saturday, October 28, 2017
8:00 a.m. – 4:00 p.m.
Skyline College
Building 5, Learning Center

CULTURE SPOTLIGHT: NEPAL

FESTIVAL OF LIGHTS
Monday, October 30, 2017
11:30am – 1:00pm
Skyline College
Building 4, Multicultural Center

DISABILITY AWARENESS MONTH: GOING BEYOND INSPIRATIONAL

Thursday, November 9, 2017
1:00 p.m. - 2:30 p.m.
Skyline College
Building 6, Room 6-204

INTERNATIONAL FOOD FESTIVAL

Monday, November 13, 2017
11:30 a.m. - 1:00 p.m.
Skyline College, Building 6, Fireside Dining Hall

STUDY ABROAD FAIR

Wednesday, November 15, 2017
11:00 a.m. - 1:00 p.m.
Skyline College
Building 6, Fireside Dining Hall

EMPTY BOWLS

Wednesday, November 15, 2017
6:00 p.m. - 8:00 p.m.
Skyline College
Building 6, Fireside Dining Hall

BAEC ACTION SUMMIT 4

Monday, December 4, 2017
5:30 p.m. - 8:30 p.m.
Bay Area Entrepreneur Center
458 San Mateo Avenue, San Bruno, CA



President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ October 25, 2017

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- Upcoming Events 8

CSM Rally in Support of DACA



On Wednesday, October 4, the CSM community came together in a display of strength and solidarity in support of students impacted by the White House’s decision to end the DACA program. Organized by the Associated Students of CSM, the CSM Multicultural and DREAM Centers, and the CSM Democrats, the rally also sent the message that the campus community stands united against hate, discrimination, and intolerance in any form. The event included testimonials by CSM Dreamers and a speech by UC Berkeley Dreamer Juan Prieto. This is the first in a series of events that the Associated Students plan to host over the next year to celebrate, embrace, and promote issues of social justice, equity, and diversity at CSM. (Submitted by Fauzi Hamadeh) ■

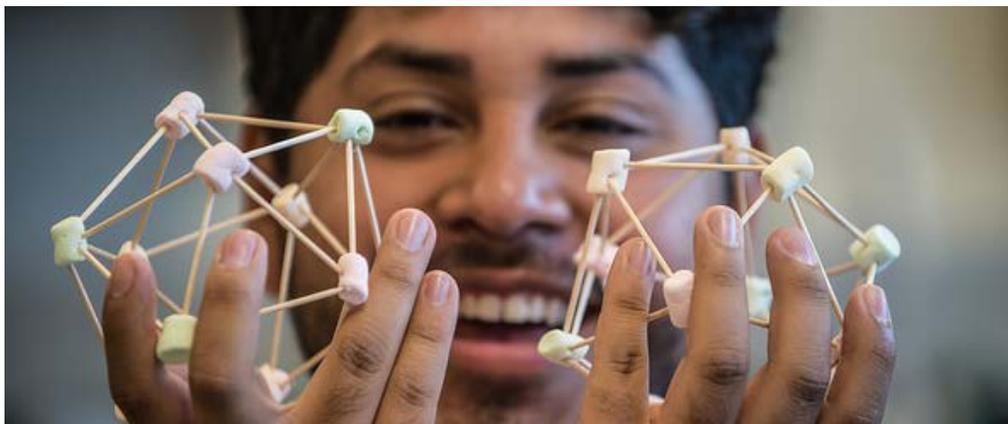


Photos by Julio A. Ruggiero

Science Festival Wows Attendees



The Division of Math & Science, along with several CSM and community clubs and organizations, celebrated the Family Science & Astronomy Festival and Makerspace on Saturday, September 30. Children and adults alike were able to do hands-on explorations of live animals, chemistry experiments, robotics, a fossil dig, and much more! Keynote speaker Dr. Jeffrey Cuzzi of NASA spoke about the Cassini mission to Saturn, and guests who stayed past dark were treated to an actual view of Saturn through CSM's telescopes! Observatory visitors could also see the Moon, the Andromeda Galaxy, and the Butterfly Nebula. It was a wonderful community event for sharing our love of science with the public, and we are looking forward to doing it again next year! (Submitted by Rachel Cunningham) ■



Photos by Gino de Grandis

Project Change Honored with Award by Youth Law Center

Each year, the Youth Law Center honors several people who do the most critical work to improve the lives of children in the foster care and justice systems, quietly and behind the scenes. The Center believes these are the real



heroes in their work. This year, they honored CSM's Project Change team and the San Mateo Community College District for the really visionary work being done to ensure the educational success and aspirations of some of the youth who are often the most underestimated and forgotten. They were so impressed at the very holistic and thoughtful approach CSM is taking to build the bridge to higher education for youth who are most in need. They went on to say that the Project Change team is living exactly the type of leadership that inspires them as advocates, proving that systems can change and habilitate youth.

There is a ceremony to present the award in San Francisco on the evening of December 4. ■

CSM Helps Create Tool to Measure Success of Student-Athletes

CSM Dean of Kinesiology, Athletics, and Dance Andreas Wolf served on a team to create a new statewide scorecard for measuring academic achievement of student-athletes in the California community college system. The team unveiled the Cal Pass Athletic Scorecard at the Student Success Workshop on October 11 at the Hyatt Regency in Burlingame.



Photo courtesy of Andreas Wolf

In addition to Andreas, the team included Jennifer Vega La Serna (VPI, College of the Sequoias), Tim McGrath (VPI, San Diego Mesa), and Ken Sorey (Cal Pass Plus). The scorecard allows colleges to conduct a comparative analysis of the academic achievement student-athletes compared to the general student population on their respective campuses, compare their student-athletes to all student-athletes state-wide, and to drill down to understand demographic results (gender, ethnicity, sport, first-time versus continuing student, etc.) pertaining to student success. The scorecard can be found on the Cal Pass Plus website <https://www.calpassplus.org/CalPASS/ClientServices/Reporting/StudentAthletics.aspx>

CSM student-athletes demonstrate higher performance than CSM students as a whole. On average, they take more units, successfully complete more courses and have a higher GPA than their counterparts.

	2015/16		2014/15	
	Student Athletes	General	Student Athletes	General
Average student GPA	3.00	2.73	2.89	2.71
Average units attempted	30.33	10.96	30.51	10.61
Average successful units completed	25.03	9.60	24.98	9.25

The tool has been instrumental in providing data to the CCCAA (California Community College Athletic Association) as a means to make data-driven decisions and to support student-athlete success. ■

CSM Holds Career & Major Connections Fair



Photo by Julio A. Ruggiero

On October 2, professionals from various local companies attended CSM’s Career and Major Connections Fair to speak with students about their education and career experiences. The fair was well attended by representatives from Genentech and Oracle; many locally-owned small businesses; nonprofits including Caminar, The Small Business Development Center, and The Housing Leadership Council; and local government including the City of San Mateo and the San Mateo County Community College District (SMCCCD). They answered questions, offered advice, and discussed internships and other opportunities to help CSM students get where they want to go.

The event was well attended by students, and feedback from participants was positive and enthusiastic. A CSM alumnus of the Digital Music program was able to meet a sound engineer and owner of a recording studio, Forrest Lawrence. A student interested in international studies was able to meet with Zaid Ghori, director of special international programs at SMCCCD, to get information on the international internship

program. Prospective nurses were able to meet with CSM nursing alumnus and Long Term Acute Care and ER registered nurse, Angelique O'Connor. Students interested in real estate were able to speak to award winning realtors, Alejandro Lopez and Jessica Yau of Better Homes and Gardens, as well as real estate professor Marc Gottlieb. There were many more connections made and questions answered at this unique fair! (Submitted by Autumn Newman) ■

CSM Galas Celebrate Three Landmark Retirements

Jennifer Hughes, Vice President of Student Services



On October 4, CSM celebrated Jennifer Hughes' service to SMCCCD and 40-year career in education. The Santa Fe themed event was attended by nearly 200 guests from every college in the district and the District Office.

Retirees, Jennifer's spouse and personal friends joined the celebration as well. The program included speeches and musical performances by Jennifer's colleagues and closest friends including a serenade with Child Development Center children. A photo booth with props donated by LC Photography provided additional fun to the joyful occasion.

Jennifer was presented with a \$1000 gift certificate to her favorite spa in Santa Fe, New Mexico called Ten Thousand Waves. The gift was made possible by the generous contributions of faculty, staff and retirees. Jennifer's official last day is November 30.



Louise Piper, Mary Meta Lazarus Child Development Center Coordinator



Louise Piper's retirement party was held on September 21 at the CSM Child Development Center. The party was well attended by over 150 guests who came to celebrate and honor Louise for her commitment to children and families. Campus and District colleagues, community partners, and past families and staff were also in attendance. Louise served as a teacher in the Mary Meta



Lazarus Child Development Center for a few years before becoming the Coordinator in 1991. While guests were arriving, they were able to look at a unique natural photo board decorated with succulents put together by Kären Wiggins-Dowler. The board included photos from Louise's early days as a teacher, events she organized, awards she received, and many outings she had taken with her staff over the years to build team spirit and camaraderie. Before the program began, staff and parents presented Louise with a beautiful bench that would be placed in the front of the Child Development Center in her honor.

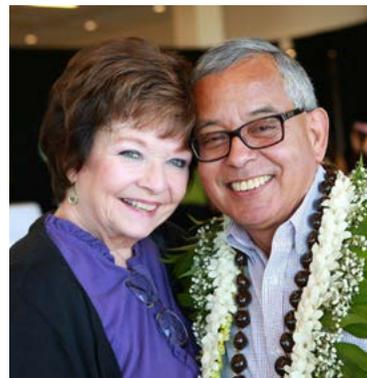
Jennifer Hughes, vice president of student services, served as the master of ceremonies and shared information about Louise's history at the college and her work at the Child Development Center.

After many speeches, the children and staff presented Louise with a special art collaboration that involved children carefully choosing sea glass, seashells, and rocks to form a wave. It was a wonderful celebration, just the way Louise wanted it to be, simple, elegant, and filled with love.

Dr. Henry Villareal, Dean of Enrollment Services



Dr. Henry Villareal was honored at his retirement party on September 26. Henry had been employed at CSM for the past 16 years as the dean of enrollment services. During his tenure, Henry was responsible for streamlining services in Admissions and Financial Aid by expanding the use of technology and self-service options for students. He was also integrally involved in the establishment of the Veterans Resource Center and expanding the International Students Program. Henry will always be remembered for his long-standing work with equity and social justice issues at the College. He served for many years as the chair of the Diversity in Action Committee and was instrumental in bringing a variety of speakers to CSM and helping to sponsor professional development activities all of which had a focus on diversity, inclusion, and equity.



At his retirement party, Henry was honored by many faculty and staff who spoke of his commitment to student success and continued efforts to address the achievement gap. A resolution recognizing Henry's numerous contributions at CSM was presented by Jeremy Wallace, president of the Academic Senate, on behalf of the Academic Senate, Classified Senate, and Student Senate. Henry was also presented with an award as "Champion of Equity and Diversity" and had a scholarship established in his name by student veterans.

Because of his love of theatre and musicals, the retirement party was centered around the musical "Rent". Performances were provided by a student from Nepal and students from the Mana program. Staff had calculated the number of minutes Henry worked at CSM and modified the lyrics to Seasons of Love to become "Two thousand twenty-five hundred six hundred minutes".

Henry's retirement plans include continuing his advocacy work, some serious "porch sitting, travel, and time with husband Mark and their two cats. ■

UPCOMING EVENTS

Fall 2017 Health Fair

Wednesday, October 25 • 10 am – 2 pm
College Center Building 10, Bayview Dining

Disability Resource Center Open House

Part of Disability Awareness Month at CSM
Wednesday, October 25 • 12–2 pm
College Center Building 10, Room 120

Complicating Whiteness: Learning and Teaching in the Era of Trump

Part of CSM's Educational Equity Lecture and Workshop Series
Wednesday, October 25 • 1–3 pm
North Hall Building 18, Room 206

20th Annual John Noce Golf Classic

CSM Baseball Fundraiser
Friday, October 27 • 12–8 pm
Poplar Creek Golf Course

Jazz Under the Stars

Free Stargazing on CSM's Rooftop Observatory
Saturday, October 28 • 7–9 pm
Science Building 36, Rooftop Observatory

Computer Education Leaders in San Mateo County

Inaugural Meeting
Wednesday, November 1 • 4–6 pm
College Center Building 10, Room 468

From Community College to Graduate School and Beyond

Part of the Science-in-Action Speaker Series at CSM
Wednesday, November 1 • 5–6 pm
Science Building 36, Room 109

CSM Blood Drive

American Red Cross
Wednesday, November 8 • 10 am – 4 pm
CSM DaVinci Lot 3

CSM Ethnic Studies Professor,
Rudy "El Professor" Ramirez Presents

**SOUL
MUSIC
EXPERIENCE**

LIVE MUSIC BY
**CAPTAIN CRUNCH
AND
THE SOUL BUNCH**

Wednesday, November 8
7:30-9 pm
Theatre Building 3

Open to the public! Free parking is available in Beethoven lot 2. Refreshments will be served!

Suggested \$5 donation

Sponsored by ASCSM, DIAG, Mana, and Umoja

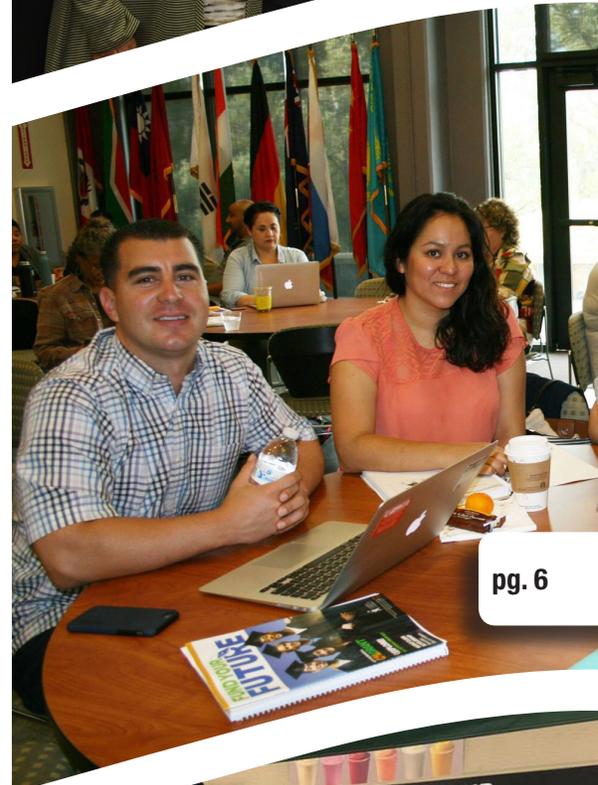
Cañada College

Report to the SMCCCD Board of Trustees

October 25, 2017

in this **issue:**

- SMCCCD Hosts Community Forum with Community Partners **pg. 2**
- Cañada College Art Department Presents: “Through Observation” by Anna Valdez **pg. 3**
- Photo Collage: Latino Thought Makers **pg. 3,4**
- College Welcomes First Promise Scholarship Cohort **pg. 5**
- CARE/CalWORKs Hosts Support Group **pg. 5**
- College Hosts High School Counselor Workshop **pg. 6**
- Student Senate Comes Together to Host Cañada Con **pg. 6,7**
- College Hosts Conversation on Diversity & Equity **pg. 7,8**



SMCCCD Hosts Community Forum with Community Partners



All three San Mateo County Community College District (SMCCCD) colleges partnered with the St. James Community Foundation and Silicon Valley Community Foundation to host a forum on the importance of increasing early student success to place into transfer level Math. The event, held on October 5 at in the Community Room at the Silicon Valley Community Foundation in San Mateo, began with Chancellor Galatolo, Board President Tom Mohr and the St. James Community Foundation's Gloria Brown provide an overview on the importance of students beginning their college education at transfer level Math.



From there, Aaron McVean, Interim Vice President for Planning, Research and Institutional Effectiveness, shared the SMCCCD's Strategic Plan and the metrics that highlight the importance of early success in Math. He, along with Michael Stokes (TRiO Director at Skyline College) and Cheryl Gregory (Math Faculty member at College of San Mateo) also shared what each of the three colleges have designed to increase the number of students who begin their career in higher education at transfer level. Cañada College also featured a video on its JAMs programs. Students Aidan Stevens, Diego Zarabanda and Jairo Kirk from Cañada College, College of San Mateo and Skyline College provided insight on each of the college's signature programs that helped them begin in transfer level Math. Manuel Sandoval, a student from the St. James Community Foundation, shared his experience in the Math Enrichment Program and the Silicon Valley Community Foundation's CEO, Dr. Emmett Carson, shared the Foundation's approach to educational opportunity.



The community came away with a reinforced message on the importance of preparing students earlier in their education. SMCCCD and its community partners hope to continue the discussions and informing the community about the resources available at Cañada College, College of San Mateo and Skyline College.



Cañada College Art Department Presents: “Through Observation” by Anna Valdez



Through Observation

A Show of Paintings by
Anna Valdez
September 18 - October 26, 2017

Cañada College Art Gallery, Building 9-152.
Gallery Hours: Mon & Wed, 9-12:30 / Tue & Thu, 9:30-1
For information contact Bill Morales at 650 306-3343, or moralesw@smccd.edu

The Cañada College Art Department presents “Through Observation”, an exhibition of paintings by the Bay Area artist Anna Valdez. The exhibition runs from September 18 – October 26 in the Cañada College Art Gallery, Building 9, Room 152. Valdez is showing nine still lifes, all completed in the last two years. Painted in a manner that at times may appear simple, these works are beautiful orchestrations of objects and spaces in her studio, featuring her collection of plants, books, fabric, and works of art. The large scale of some of the paintings, up to six feet across, can bring the viewer into that world of the studio. The familiarity of the objects combines with vibrant color, a freshness of paint application, and a feel for abstraction create a wonderful dual reality.

“I am always thinking about composition and how objects in my work are in relationship to each other. I reference my immediate environment because I exist within that space and thus it contains collected thoughts, experiences and memories. By collaging those ideas into a composition, each painting serves as documentation to that specific moment in time.”

The Cañada College Art Gallery is open Mon & Wed, 9 a.m. - 12:30 p.m. and on Tuesdays and Thursdays, 9 a.m. - 1 p.m. For more information, contact Bill Morales; 306-3343, moralesw@smccd.edu.

Latino Thought Makers - Esai Morales



On September 12, the College hosted its first Latino Thought Makers Series. Actor, activist and performing artist, Esai Morales visited Cañada for a conversation with award-winning writer-director-author Rick Najera. The live show was part of Latino Thought Makers, a nationally recognized stage series developed by Najera to showcase the careers and success stories of prominent Latinos in Hollywood. Cañada College was the first community college in Northern California to host a Latino Thought Makers event! Campus community members will see Rick on campus next year as he will be teaching a class in the Spring semester. The video of the Latino Thought Makers conversation can be viewed [here](#).

PHOTOCOLLAGE: Latino Thought Makers, 9/12/17



College Welcomes First Promise Scholarship Cohort



This Fall, Cañada College launched its Promise Scholarship and welcomed its first ever Cañada Scholars cohort. Forty seven students are receiving the scholarship and come from diverse backgrounds, including Student Athletes, Student Ambassadors, students in programs such as TRIO, ESO Adelante and Puente. The students are also connected with the Disability Resource Center, STEM Center, Transfer Center and SparkPoint along with many other programs and services.



The College welcomed Cañada Scholars to a Welcome Event where students were greeted by President Moore, met their fellow cohort members and ate lunch while interacting with staff to win Bookstore gift cards. At the event, 40 students attended and 30 students signed up for mid-semester progress check-ins with their Promise Counselor, Daryan Chan. The STEM Center, Financial Aid, SparkPoint and the Counseling Center were all present and offered great advice and support to students.



CARE/CalWORKs Hosts Support Group

On September 22, a group of CARE/CalWORKs students participated in a “Therapy Through Art” workshop facilitated by Student Success Retention Specialist, Marisol Quevedo. The students learned about de-stressing through art and were taught a step-by-step tutorial how to paint a beautiful Gerbera Daisy on canvas. The students discussed the various issues that affect them and the importance of self-care. They shared how different activities such as yoga, exercise, and art can be positive and healthy ways to deal with stress.

Many of the students had never experienced this type of event before and said that it was very relaxing and were looking forward to incorporating painting into their lives; they also hope to do with their families. One student also brought her daughter to participate. It was a great event and the team looks forward to hosting it again. For information about the CARE/CalWORKs programs, please visit the [website](#).

College Hosts High School Counselor Workshop



On September 14, Cañada College hosted the High School Counselor Workshop, sponsored by the California Student Aid Commission (CSAC), California Community College Financial Aid Administrators Association (CCCSFAAA), California Association of Student Financial Aid Administrators (CASFAA) and ECMC (Educational Credit Management Corporation). Fifty six counselors from local and regional high schools, as well as non-profit groups who support college bound students, learned about Federal student aid updates and changes to the 2018-19 Free Application for Federal Student Aid (FAFSA). Two representatives from CSAC provided an overview of state grant programs, such as the Cal Grants, and tips for using their WebGrant system to upload GPAs. Now that the FAFSA and California Dream App was available on October 1, the importance for high schools to submit their GPAs as soon as possible was emphasized. If high school seniors complete their financial aid applications early and GPAs can be matched, they will know how much Cal Grant they could be eligible for by November.



Most of the counselors were veterans, but there were a hand full of attendees who were new to financial aid. The workbooks provided them an excellent resource to assist their students with applying for and understanding the financial aid process. We also had a

great discussion about unique student situations and how the Financial Aid Office can support them. Everyone in attendance seemed to learn something new and gain insight into how much the Financial Aid Office desires to assist their students in obtaining the funding they need to successfully pursue their educational dreams.

Student Senate Comes Together to Host Cañada Con



The Cañada College Student Senate hosted Cañada Con, a series of activities aimed to inspire students to become a hero in their community. The events were held September 13-15 and on the first day, students were encouraged to “find the hero in you” and dress as their favorite hero. Students and employees participated in an open mic to discussion about their favorite hero and why their hero inspires them. A photo booth was also on site to commemorate the event. The second day of festivities inspired to “be a hero in your community” and brought Club Rush where 125 members of the campus community represented more than 30 information tables with community groups, clubs and student services. The event was successful in gaining new members with clubs receiving up to 20 new signups per club. The Student Senate also designed Justice

League inspired t-shirts that were given to all Club Rush participants and a burrito bar was offered to students who proudly showed their student body card. The third and final day honored “national heroes” with a picnic on the

Student Senate Comes Together to Host Cañada Con (cont.)



Upper Lawn, hero displays and a free BBQ. Mini constitutions were also distributed and students were quizzed on constitution trivia with a spinning prize wheel.



Immediately following a flurry of Cañada Con activities, 15 Student Senate members packed their bags and headed into the woods of Pescadero for a leadership retreat the weekend of September 15. With the Game of Thrones theme, “Leadership is Coming,” four houses united working together with a common mission: for an adventure of discovery and growth. Faced with challenges the students collaborated and participated in several workshops on topics such as: social justice, privilege, parliamentary procedure, campus engagement, communication, teamwork and validating experiences. During the retreat, the team also learned about: equity and inclusion, self-discovery, leadership style, strengths, public speaking, building trust, problem solving, team communication, overcoming fears, providing support, validating experiences and goal setting. One of the highlights was a strengths quest inventory to identify the student’s top five strengths and, of course, a fun and adventurous ropes course.



Student Senate members shared that the team instantly grew closer and bonded after the weekend’s team building activities. Moving forward, the leadership team identified 10 campus wide goals and are planning to narrow the list into three smart goals for proactive change on campus.

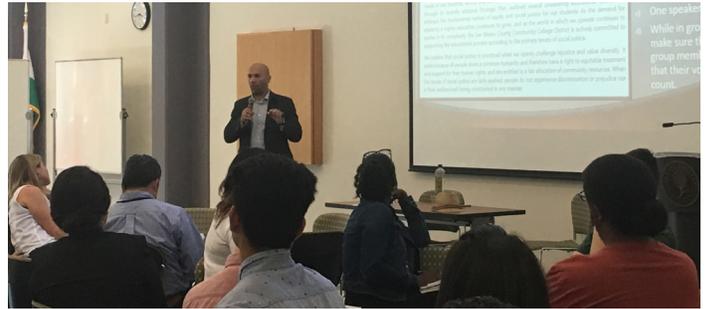
College Hosts Conversation on Diversity & Equity



Cañada students, faculty, staff and administrators came together on September 26 for a college wide conversation on the San Mateo County Community College District’s Board statement on values of diversity and equity. The goal of this work was to provide a set of recommendations/outcomes to the Board on ways in which to enhance the resolution. Takeaways from the conversation included the suggestion to create a glossary of key social justice and equity terms and acronyms and the discussion of additional ways to value and promote diversity and value differing opinions.

College Hosts Conversation on Diversity & Equity (cont.)

A special thank you to Board President Tom Mohr and Trustee Karen Schwarz for their attendance and participation at the workshop, as well as Dr. Jerimiah Sims, Director of Equity at College of San Mateo, for leading the wonderful discussion. A follow up discussion is scheduled for November 7 from 2-4 p.m.; all are invited to join the conversation.



2nd College Wide Meeting

A Follow-up Discussion on Educational Social Justice through Diversity and Inclusion

Building 6, Room 101/102

Nov. 7, 2 - 4 p.m.

All students and employees are invited to a follow-up conversation on the San Mateo County Community College District Board's statement on social values of diversity and equity.

BOARD REPORT NO. 17-10-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: David M. Johnson, Interim Vice President of Instruction, Cañada College,
306-3298

**INNOVATIVE INTERSECTIONS OF INSTRUCTION AND STUDENT SUPPORT IN CANADA
COLLEGE'S ESL PROGRAM**

The ESL Program at Cañada College is closely connected to our community and provides the learning-centered environment for the acquisition of strong English language, academic, and technological skills to ensure that all of our students can realize their college, career, and personal goals. To accomplish this we have implemented inventive strategies that combine and reinforce our instructional and student support services.

At the October 25, 2017 Board of Trustees meeting we will present an overview of our efforts.

BOARD REPORT NO. 17-10-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF PERSONNEL ITEMS

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

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)

Skyline College

Ellen Murray Director of Promise Scholars Program Student Services
(Funded by the Laura and John Arnold Foundation)

New temporary, externally-funded academic supervisory (exempt) employment, effective October 25, 2017. This is a new position that was Board approved on June 14, 2017.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

District Office

Dafna Kapshud Foundation Marketing Foundation
& Communications Manager

New full-time, 12-month classified supervisory (exempt) employment, effective October 2, 2017. This is a new position that was Board approved on December 14, 2016.

Anthony Djedi Foundation Business Manager Foundation

New full-time, 12-month classified supervisory (exempt) employment, effective October 23, 2017, replacing Jeff Peterson who resigned.

Errol Hodgson Custodian Facilities

New full-time, 12-month classified employment, effective October 11, 2017, replacing Matthew Chavarria who resigned.

Miriam Grande Staff Assistant Information Technology

New full-time, 12 month classified employment, effective November 1, 2017, replacingCarolynn Nevarez who retired.

Skyline College

Madison Steele Program Services Coordinator Enrollment Services
(Outreach & In Reach)

New full-time, 12-month classified employment, effective October 23, 2017, replacing Jocelyn Vila who retired.

Hoi Yin (Amy) Yiu Office Assistant II Business, Education
& Professional Programs

New part-time (48%), 10-month classified employment, effective October 4, 2017, replacing Rossmia Coo who was reassigned through the hiring process.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

District Office

Priscilla Moreno Administrative Analyst Information Technology

Reassignment from a full-time, 12-month Administrative Assistant position (Grade 193C of the Confidential Salary Schedule (50)), into this full-time, 12-month position at Grade 195S of the Classified Professional/Supervisory Salary Schedule (40), effective October 23, 2017, replacing Rebecca Papenhouse who is retiring.

Skyline College

Ryan Samn Student Life & Office of the President
Leadership Assistant

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 24 of the same salary schedule, effective October 9, 2017, replacing Anjelica Gacutan who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**District Office****Giao Van Bui**

Custodian

Facilities

Transferred from a full-time, 12-month Custodian position at College of San Mateo into this full-time, 12-month position at Cañada College, effective October 1, 2017.

E. CHANGES IN STAFF ALLOCATION**District Office**

1. Recommend a change in staff allocation to add one full-time 12-month Project Manager II position (Grade 191E of the Academic-Classified Exempt Supervisory Salary Schedule (35)) in Facilities, effective October 26, 2017.
2. Recommend a change in staff allocation to add one full-time 12-month Custodian position(Grade AA of the Buildings and Grounds Salary Schedule (70)) in Facilities, effective October 26, 2017.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE**Cañada College****Claudia Dorantes**

Office Assistant II

Counseling

Recommend approval of a leave of absence without pay with benefits, effective September 8, 2017.

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo****Darrel Dorsett**

Professor

Business/Technology

Retired as Professor Emeritus, effective June 30, 2017, with 33.5 years of service. Eligible for District retiree benefits.

2. Resignation**Skyline College****Ijaz Ahmed**Respiratory Care/
Allied Health DirectorScience, Math &
Technology

Resigning effective January 2, 2018.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. 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	Academic Support & Learning Technologies	1	10/21/2017	06/30/2018	Staff Assistant: The Dream Center staff assistant at Cañada College will initiate, plan, implement, and coordinate Dream Center events and activities.
District Office	Community/ Government Relations	1	10/01/2017	06/30/2018	Director of Government & Community Relations: Primary focus is on District housing. Duties include attending meetings and conference calls; preparing material for meetings with city staff, architects and/or District staff; reviewing and revising reports; reviewing Board packets and city ordinances; writing reports; and conducting surveys.

BOARD REPORT NO. 17-10-1CA

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 CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

The addition of eleven courses to, and the deletion of two courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, seven courses are proposed to be offered in the distance education mode. The addition of one certificate and one program department are also proposed.

In addition to the courses deleted, three courses were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated later. If reinstatement is unlikely, these courses will be deleted in the coming years.

Thirty-seven courses and twenty-one programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

October 25, 2017

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

PREPARED BY: David M. Johnson, Interim Vice President, Instruction
Cañada College

APPROVED BY: Candice Nance, Curriculum Committee Co-Chair
Cañada College

Katherine Schertle, Curriculum Committee Co-Chair
Cañada College

Hyla Lacefield, Academic Senate President
Cañada College

Jamillah Moore, President
Cañada College

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

MATHEMATICS

241 Business Calculus I

MEDICAL ASSISTING

190 Introduction to Pharmacology

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

MEDICAL ASSISTING

190 Introduction to Pharmacology

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

BUSINESS

Business Administration – Associate in Science Degree

Business Administration – Associate in Science Degree for Transfer

ECONOMICS

Economics – Associate in Arts Degree

Economics – Associate in Arts Degree for Transfer

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics – Associate in Arts Degree

Interdisciplinary Studies, Option 2, Transfer Pattern: Natural Science and Mathematics – Associate in Arts Degree

San Mateo County Community College District

October 25, 2017

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

Jeremy Wallace, 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

COSMETOLOGY

880MH COSMETOLOGY NIC TEST PREPARATION (3) (day or evening; distance education)

Justification: The proposed curriculum (supported by a Strong Workforce Program grant) is a narrowly focused, comprehensive review of cosmetology state license testing. Data supplied by the CA Board of Barbering and Cosmetology confirms that 11.3% more applicants applied to retest versus initial testing in fiscal year 2015/2016. An online licensing exam refresher class would benefit District students as well as other California students that need a preparatory course before taking the licensing exam initially or retesting.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400. Prior studies at an accredited cosmetology school with eligibility to test for state licensing provides a foundational scaffolding for students to build on in this licensing test preparation class. Advanced level cosmetology theoretical and practical skills and prior exposure to state mandated testing curriculum may better prepare students for an online review of licensing specific curriculum. Familiarity with an online learning environment is desirable.

Description: Web-based advanced study to prepare students for the Cosmetology National Interstate Council (NIC) Licensing Test. Interactive learning combines written exam preparation with hands on practical test practice. Students work through online modules to reinforce theoretical and practical cosmetology curriculum that mirrors the NIC practical and written exam scope of content, culminating in a simulated exam that closely replicates the actual licensing test. This course does not provide students with paperwork that certifies eligibility to test for state licensing. California Board of Barbering and Cosmetology licensed cosmetology schools award proof of training documentation to students successfully completing 1600 hours of state designated training.

Classification: Not degree applicable; not transferable.

FILM123 DOCUMENTARY FILM: STUDIES AND PRACTICE (4) (day or evening)

Justification: We clearly have a need for a course focused on documentary film. Documentary films in recent years have intensely proliferated, both in terms of stylistic variation, and in terms of sheer quantity, by virtue of personal consumer electronic devices, accessible video production software, and easy internet distribution and exhibition. This course would round out our program academically, but also would engage directly with the everyday lives of our students--specifically, the pervasive production and consumption of documentary images and videos. Students will develop critical standards for judging documentary films.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduces students to the study and practice of documentary film. Critical survey of key historical and contemporary documentary films; and practical application of documentary concepts through group and individual film production exercises, using primarily consumer electronic devices, though including access to higher grade film department equipment.

Classification: AA/AS Degree; CSU transferable

MANAGEMENT680MC ESSENTIALS OF FACILITY MANAGEMENT (3) (day or evening; distance education)

Justification: Core course subordinate to new Facility Management Certificate of Achievement

Prerequisite: None.

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

Description: Focuses on basic concepts that describe the field of facility management and how it can be of value to an organization. The primary goal of this course is to address the participant's role in the tactical planning for how to schedule and accomplish daily facility management tasks that support the operations of an organization's facilities.

Classification: AA/AS Degree; CSU transferable

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

880MH Cosmetology NIC Test Preparation

MANAGEMENT

680MC Essentials of Facility Management

PHILOSOPHY

103 Critical Thinking

244 Introduction to Ethics: Contemporary Social and Moral Issues

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO

COMPUTER AND INFORMATION SCIENCE

420 Project Management Professional Certificate Preparation

NURSING

264 Perioperative Nursing
265 Perioperative Nursing Preceptorship

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

ARCHITECTURE

680MB Making Architecture: Building Methods, Materials & Design Build 1

ADMINISTRATION OF JUSTICE

100 Introduction to the Criminal Justice System
102 Principles and Procedures of the Criminal Justice System
104 Concepts of Criminal Law
106 Legal Aspects of Evidence
108 Community Relations and the Justice System
120 Criminal Investigation
125 Juvenile Procedures
771 PC832 Arrest and Control Training
775 PC 832 Firearms Training
780 Regular Basic Course Module III
781 Regular Basic Course Module II

ADMINISTRATION OF JUSTICE – PUBLIC SAFETY TRAINING

107 Basic Police Academy

BIOLOGY

110 General Principles of Biology

PHILOSOPHY

103 Critical Thinking
244 Introduction to Ethics: Contemporary Social and Moral Issues

PHYSICS

220 General Physics II
270 Physics with Calculus III

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

ARCHITECTURE

Architecture – Associate in Science Degree

BUSINESS

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

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

ELECTRONICS TECHNOLOGY

Telecommunications Fundamentals – Certificate of Specialization

ETHNIC STUDIES

Critical Pacific Islands and Oceania Studies - Certificate of Achievement

Critical Pacific Islands and Oceania Studies - Certificate of Specialization

MANAGEMENT

Management: Retail Management – Associate in Arts Degree

Retail Management – Certificate of Achievement

San Mateo County Community College District

October 25, 2017

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

PREPARED BY: Jennifer Taylor-Mendoza, Interim Vice President, Instruction
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Co-Chair
Skyline College

Adam Windham, 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

COMPUTER SCIENCE

680SA THE ART OF CODING: iOS APP DEVELOPMENT WITH SWIFT (3.0) (day or evening)

Justification: COMP 680SA is a pilot Computer Science course needed to support the 2017 Engineering and Technology Scholars learning community student cohort, in addition to students in the computer science and engineering pathways in general. It is designed as a hands-on, engaging introductory course intended to bolster success and retention in computer science and prepare students for courses further down the computer science pathway, including COMP 250 for which SLO data indicates a need for providing an earlier, more introductory programming experience to students for enhanced student success.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or equivalent.

Description: Introduction to computer hardware and the programming commands to control them. Topics Include: hardware, operating systems, and the Software Development Life Cycle which includes design, development, documentation, the importance of review, principles of testing and maintenance; Algorithm development, Procedural, Structural, and Event-driven programming; data types, variables, expressions, selection and repetition structures, functions passing by value and reference, recursion, all about arrays, file I/O, exception handling, and classes. Students will use the Swift programming language and Apple's xCode development environment to design and test basic object-oriented, event-driven iOS apps for deployment on an iPhone or iPad. This course engages students in basic computer science concepts and skills necessary to move into and excel in computer science and engineering courses.

Classification: AA/AS Degree; CSU transferable.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

680SQ CLIMATE RESILIENCE: COMMUNITY-BASED APPLICATION II (1.0) (day or evening)

Justification: This experimental course will serve to provide continuation for students who have completed the Climate Resilience I course and need to build upon previous experience with climate resilience in communities.

Prerequisite: None.

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

Description: Further prepares students to engage with their community through reviewing science and policy around water, energy and waste in the California region. Students review climate resilience indicators and learn to use tools and methods including assessments, inventories, and climate action plans. Professional training covers community engagement models through public outreach campaigns and project-based learning in K-12 schools.

Classification: AA/AS Degree; CSU transferable.

880SA ENVIRONMENTAL LEADERSHIP SEMINAR I (2.0) (day or evening)

Justification: This experimental course serves to provide environmental leadership skills to high school students undergoing special projects and concurrently provide college credit.

Prerequisite: None.

Recommended Preparation: None.

Description: The Environmental Leadership Seminar I is an interdisciplinary, project-based, and student-centered course that aims to challenge students to think critically and creatively about global and local environmental issues. The course serves to provide environmental leadership skills to high school students undergoing special projects and concurrently provide college credit. (Units do not apply to the Associate Degree.)

Classification: Not transferable; not degree applicable.

KINESIOLOGY - COMBATIVES

105.1 JIU JITSU I (0.5 or 1.0) (day or evening)

Justification: Jiu Jitsu is a popular sport in local gyms. When offered in an experimental version, enrollment in the course was between 20 and 40 students. This course is intended to transfer to CSU and UC and to apply as an elective to the Physical Education and Interdisciplinary Studies – Health and Physical Fitness degrees.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to the skills and strategies of Jiu Jitsu. Concepts of fitness and cardiovascular conditioning achieved through participating in Jiu Jitsu. Development of effective self-defense techniques through application of martial arts skills.

Classification: AA/AS Degree; CSU transferable.

105.2 JIU JITSU II (0.5 or 1.0) (day or evening)

Justification: An intermediate-level course in Jiu Jitsu, this course is intended to transfer to CSU and UC and to apply as an elective to the Physical Education and Interdisciplinary Studies – Health and Physical Fitness degrees.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in submission techniques of Jiu Jitsu. Specific offensive and defensive techniques to be used against an opponent along with escapes and submissions from a variety of different positions. Participation in intermediate level sparring with emphasis on safety.

Classification: AA/AS Degree; CSU transferable.

105.3 JIU JITSU III (0.5 or 1.0) (day or evening)

Justification: An advanced intermediate-level course in Jiu Jitsu, this course is intended to transfer to CSU and UC and to apply as an elective to the Physical Education and Interdisciplinary Studies – Health and Physical Fitness degrees.

Prerequisite: None.

Recommended Preparation: None.

Description: Continuing study of Jiu Jitsu. Development of greater self-confidence, social and leadership skills. New Jiu Jitsu skills and techniques requiring greater proficiency in skills introduced in Jiu Jitsu II.

Classification: AA/AS Degree; CSU transferable.

SOCIAL JUSTICE STUDIES

110 INTRODUCTION TO SOCIAL JUSTICE STUDIES (3.0) (day or evening)

Justification: Introduction to Social Justice Studies is one of the required core courses for the Social Justice Studies AA-T, which a team of Social Sciences faculty is creating. The proposed start date of the program is Fall 2018.

Prerequisite: None.

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

Description: An interdisciplinary study of race and ethnicity, and its intersections with gender and class in the United States. Examines social justice movements in relation to ethnic and racial groups in the United

States to provide a basis for a better understanding of the socio-economic, cultural and political conditions among key social groups.

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

SOCIAL SCIENCE

680SE COMMUNITY ACTION FOR CHANGE (1.0) (day or evening)

Justification: This experimental course has been designed to fulfill a Social Sciences department need for a field experience course specifically tailored to incorporate service learning with a particular emphasis on social justice.

Prerequisite: None.

Corequisite: SOSOC 270.

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

Description: Collaboration with community organizations to explore and practice different modes of social actions to resolve community problems. Students engage in 24 hours of civic engagement project during the semester. Application and reflection of social scientific theories of social change and collective action.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

655 ENGLISH AS A SECOND LANGUAGE SUPPLEMENT

Justification: The ESOL department proposes to delete this course because it has become obsolete. Students now enroll in LSKL 800 and LSKL 803 instead of ESOL 655.

871 HIGH-BEGINNING ESL GRAMMAR

Justification: The ESOL department proposes to delete this course as the college no longer offers Level 1 ESL courses.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

AUTOMOTIVE TECHNOLOGY

680SB Careers in Automotive Technology

EARLY CHILDHOOD EDUCATION

272 Teaching in a Diverse Society
314 Health, Safety and Nutrition
335 Child Guidance

KINESIOLOGY – DANCE

- 102 A Survey of Jazz Dance from Streets to Stage
- 117.1 Tap Dance I
- 117.2 Tap Dance II
- 130.1 Jazz Dance I – Lyrical, Pop and Broadway
- 130.2 Jazz Dance II – Lyrical, Pop and Broadway
- 130.3 Jazz Dance III – Lyrical, Pop and Broadway
- 130.4 Jazz Dance IV – Lyrical, Pop and Broadway
- 150.1 Hip Hop I
- 150.2 Hip Hop II
- 391 Dance Composition – Theory and Choreography

KINESIOLOGY – TEAM SPORTS

- 201 Wrestling Theory

PHILOSOPHY

- 280 International Relations

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**EARLY CHILDHOOD EDUCATION**

- 272 Teaching in a Diverse Society
- 314 Health, Safety and Nutrition
- 335 Child Guidance

PROPOSED PROGRAM ADDITIONS– SKYLINE COLLEGE

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

AUTOMOTIVE TECHNOLOGY

Asian Brake, Chassis and Alignment Technician (19-23 units)

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE**AUTOMOTIVE TECHNOLOGY**

- Asian Engine Performance Technology** – Certificate of Achievement
- Automotive Advanced Engine Performance Technology** – Certificate of Achievement
- Automotive Chassis, Alignment and Brake Technology** – Certificate of Achievement
- Automotive Drive Train Technology** – Certificate of Achievement
- Automotive Electricity/Electronics** – Certificate of Achievement
- Automotive Engine Performance Technology** – Certificate of Achievement
- Automotive Engines Technology** – Certificate of Achievement

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE**SOCIAL JUSTICE STUDIES**

Justification: An AA-T in Social Justice Studies that creates a pathway for transfer to Women’s Studies, Ethnic Studies, and Social Justice Studies programs at the California State Universities will be offered through this department. The function of the program is to provide students with a comprehensive and systematic understanding of the causes and consequences of social oppression and marginalization stemming from sociological factors such as race, gender, and sexuality. The creation of the program is necessary to give visibility and stability to courses that focus on the issues of social marginalization but have been suffering from low-enrollment or academic backlash. The program prepares students for undergraduate and graduate education in related social scientific fields, as well as careers that require skills in Social Justice, such as advocacy and activism. Skyline College will be the first in the District to offer a Social Justice Studies program.

BOARD REPORT NO. 17-10-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, 574-6179

**APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION CLASSES
SPRING 2018
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for Spring 2018. The community services programs range widely and address a broad range of educational and enrichment needs. We continue to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden and we are continually reaching out to our constituent base for new ideas for programs of interest to them. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The schedule includes classes offered on campus and off-site, the Emeritus Institute, Silicon Valley Intensive English Program (SVIEP) and online offerings.

The following is a complete list of all courses proposed to be offered by CCCE this Spring 2018:

NEW PROGRAMS

Cañada College

Basic Handywomen Class (Name TBD)

College of San Mateo

Argentine Tango Dance Class
Cellphonography using iPhone
Chocolate Tasting & More
Cuban Salsa Dance Class
Curious About Starting a Home Based Business?
EQ Superpowers –Strengthen Your Emotional Intelligence
Floral Design-Miniature Spring Garden
Introduction to Birding by Ear
Italian 2
Nutrition for Health & Weight Loss
Pastels Art Class
Quality Not Quantity (Advanced Furniture repurpose class)
San Mateo City History Hike
Smart Money-Real Estate Financing
Staying Healthy Through Releasing Stress
Tax Efficient Investing
Two Day Photography Bootcamp (Name TBD)

Skyline College

None

Off Campus

Culinary Program (see Appendix A)

Woodworking Courses: San Carlos Woodcraft Store, San Carlos:

1. Required Course: Shop Safety-Hands on Course
2. Introduction to Woodworking
3. Customized One on One Instruction with Woodcraft Staff

Emeritus

None

PREVIOUSLY APPROVED PROGRAMS**Cañada College**

Financial Strategies for Successful Retirement

First Aid, CPR/AED, Adult & Pediatric - American Red Cross (3 sessions)

Notary Public Workshop & Exam

SVIEP – American Culture (2 sessions- Spring A and Spring B)

SVIEP – Reading & Listening/Speaking (2 sessions- Spring A and Spring B)

SVIEP – Writing & Grammar (2 sessions- Spring A and Spring B)

TOEFL Prep Class

Multimedia Arts Summer Academy

Understanding your Medicare Options

College of San Mateo

Adobe Lightroom CC for Photographers

Adobe Photoshop CC – Intermediate

Adobe Photoshop Elements Essentials

Adult Jazz Dance (2 sessions)

All about Reverse Mortgages

American Sign Language - Beginning 1

Animation Voiceover

Astronomy - Wondrous Spring Skies

Basic Mediation Training

Become a Professional Organizer

Beginning Guitar I

Beginning Guitar II

Beginning Music Reading for Instruments & Voice

Chinese Conversational I

Chinese Conversational II

Comprehensive Introduction to Excel

Comprehensive Introduction to Word

Computer Basics

Confident Communication

Container Gardening for Year Round Beauty Contemporary

Conversational Japanese

DMV Auto Wholesale Drawing in Color (3 sessions)

Drawing Workshop (3 sessions)

DSLR & Digital Photography Fundamentals

Easy Pencil Sketching (3 sessions)

Fencing - Fitness with a Sword (2 sessions)

Financial Strategies for Successful Retirement (2 sessions)

Financing your New Home
Floral Centerpiece: Ring of Spring Flowers
French Beginner I
French Beginner II
Fretboard Fundamentals (2 sessions)
Graceful Hawaiian Hula I (2 sessions)
Graceful Hawaiian Hula II (2 sessions)
Healthy Japanese Cooking
History of the Personal Computer Industry
Holistic Health Life Coaching Certification
Homebuying 101
Homeselling 101
How to be Self-Published for FREE!
How to Find a Job in Silicon Valley
How to Write a Children's Book: A Step-by- Step Workshop
Ink & Watercolor Painting with Chinese Brush Techniques
Instant Italian
Instant Piano for Hopelessly Busy People
Intelligent Investing for Successful Aging
Intermediate Tai Chi & Applications (2 sessions)
Intermediate/Advanced Excel
Intermediate/Advanced PowerPoint
Intermediate/Advanced Word
Intro to Adobe Photoshop CC
Introduction to Photography Composition
Introduction to PowerPoint: Create Presentations, Posters, Process Diagrams
Introduction to Wine
Jazz Dance
KidLit
Leading Productive Meetings
Learn to Draw - Basic Drawing (3 sessions)
Learn to Play Guitar in a Day!
Life Story Writing
Magic Flutes, Flute Orchestra Advanced
Magic Flutes, Flute Orchestra Intermediate
Modern Dance (2 sessions)
Motorcycle Safety Training
Nonprofit Leadership Certificate Boot Camp (2 sessions)
Notary Loan Signing & Certification
Notary Public Workshop & Exam
Oil Painting
Peninsula Parks & Trails
Peninsula Photography Field Trips
Personal Fitness Trainer Certification
Planning for your Retirement
Repurpose your Furniture
Search for a Job - Methods that Work!
ServeSafe Food Manager Certification Test Prep & Exam for Managers (2 sessions)
Spanish - Intermediate
Spanish for Beginners
Sports Nutrition Consultant Certification
Tai Chi for Fitness & Well-Being – Beginners (2 sessions)
Tai Chi for Fitness & Well-Being-Intermediate (2 sessions)
Transition to Retirement

Ukulele-Beginning
 Understanding your Medicare Options
 Urban Farming for the City Dweller
 Using Essential Oils to Promote Your Well-Being
 Watercolor by Any Means Necessary
 What is a Voiceover?
 Wine Tasting

Skyline College

Future Scholars Initiative
 SVIEP – American Culture (2 sessions- Spring A and Spring B)
 SVIEP – Listening/Speaking (2 sessions- Spring A and Spring B)
 SVIEP – Grammar, Reading & Writing (2 sessions- Spring A and Spring B)
 Understanding your Medicare Options

Off Campus

Boxercise 101 (2 sessions) (Peninsula Boxing & Fitness, Redwood City)
 Ladies Night Boxercise - It's a Hit! (2 sessions) (Peninsula Boxing & Fitness, Redwood City)
 Basic Cake Decorating (Kathy's Kreative Kakes, San Mateo)
 Basic Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)
 Intermediate Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)
 Floral Cupcake Decorating (Kathy's Kreative Kakes, San Mateo)
 Valentine Cookie Decorating (Kathy's Kreative Kakes, San Mateo)
 Street Smart Self-Defense (United Studios of Self Defense, Burlingame)

Emeritus

An Enchanting Evening with Leonardo da Vinci Jazz from the Hill (2 sessions)
 Astronomy-Wondrous Spring Skies

ONLINE Classes

Our previously approved online offerings are provided by two nationally recognized providers. They are:

Previously Approved ONLINE Classes from UGotClass

UGotClass online certificates and courses are provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools. A nonprofit education organization, LERN works with educational institutions to serve the needs of communities all over the country. LERN's online UGotClass courses are taught by leading practitioners and teachers, with audio presentations from the teacher and interaction with other participants and the teacher. UGotClass offers not- for-credit certificates, CEUs, and more. Courses focus on "Skills for the 21st Century" ©.

Previously Approved ONLINE Classes from Ed2Go (Instructor Led Classes)

We continue to partner with our nationally recognized partner Ed2Go to offer their robust online educational programs, which are offered in partnership with thousands of colleges throughout the country and are available to students around the world who seek to better their understanding of a specific subject. A part of Cengage Learning, Ed2Go is the largest provider of online training and education solutions serving the adult education, career, and corporate training markets. Ed2Go partners with over 2,100 colleges, universities, community based organizations and other training providers and provides a constantly expanding catalog of high-quality online courses and career training programs.

New ONLINE Classes from UGotClass

None

Previously Approved ONLINE Classes from UGotClass

3D Printed Science and Math: Visualizations and Experiments
 3D Printing for Educators

Accounting and Finance for Non-Financial Managers
Advanced Data Analysis
Advanced Excel
Advanced Inbound Marketing
Advanced Mobile Marketing
Advanced Six Sigma Green Belt
Advanced Teaching Online
Advanced Web Design
Applying Lean Sigma Practices to HR Functions
Boosting Your Website Traffic
Business Coaching Certificate
Business Statistics
Business Writing Career Preparation
Cash is King
Certificate in Accounting and Finance for Non-Financial Managers
Certificate in Basic Game Design
Certificate in Blended Instruction
Certificate in Business Writing
Certificate in Customer Service
Certificate in Data Analysis
Certificate in Designing Webinars
Certificate in Excel
Certificate in Google Tools
Certificate in Leadership Development (For Gen Y)
Certificate in Leadership for the 21st Century
Certificate in Non-Profit Administration
Certificate in Office Operations
Certificate in Online Teaching
Certificate in Presentation Media
Certificate in Project Management
Certificate in Sales
Certificate in Self-Publishing for Business
Certificate in Teaching Adults
Certificate in Web Design
Certificate in Workplace Communication
Change in the Workplace
Change Management Skills for Human Resource Professionals
Collaborative Management
Conflict Management
Content Marketing
Creating Cell Phone Apps for your Business
Creative Problem Solving
Customer Service Leadership
Cyber Security for Managers
Dealing with Difficult People in the Workplace
Dementia Care
Designing Online Instruction
Designing Successful Webinars
Developing Hybrid Courses
Developing Your Leadership Skills
Developing Your Professional Career
Digital Marketing Certificate
Effective Copywriting
Effective Electronic Presentations

Embracing Sustainability in the Workplace
Entrepreneur Boot Camp
Entrepreneurial Marketing
Entrepreneurship Certificate
Entrepreneurship Finance Certificate
Extraordinary Customer Service Facebook for Business
Female Bullying in the Workplace
Financial Analysis and Planning for Non-Financial Managers
For Parents of Boys
Fostering Online Discussion
Funding Your Business
Gender in the Classroom
Generational Learning Styles
Getting Started in Sales Google +
Google Analytics
Google Apps for Business
Graphic Design for Visual Presentations
Growing Your Business with Self Publishing
How to Avoid Fatal Leadership Errors
Identity Theft
Improving Email Promotions
Inbound Marketing Certificate
Infographics
Instagram for Business
Integrating Social Media in Your Organization
Intermediate Data Analysis
Intermediate Excel
Intermediate Six Sigma Green Belt
Intermediate Video Game Design
Intermediate Web Design
Introduction to 3D Printing
Introduction to 3D Printing
Introduction to Business Research
Introduction to Coding
Introduction to Data Analysis
Introduction to Game Design
Introduction to Inbound Marketing
Introduction to Mobile Marketing
Introduction to Project Management
Introduction to Six Sigma Green Belt
Introduction to Social Media
Keys to Customer Service
Law for Non-Lawyers
Leadership in the 21st Century
Leadership Principles
Lean Six Sigma
LEED v4 Green Associate Exam Prep & Study Group
Legal Office Administration
Lewy Body Dementia
LinkedIn for Business
Management Boot Camp
Management Certificate
Managing & Marketing Webinars
Managing Generations in the Workplace

Managing Social Media Platforms Certificate
Marketing Business Publications
Marketing Using Social Media
Mastering Computer Skills for the Workplace
Mastering Microsoft Excel
Mentoring and Coaching in the Workplace
Mobile Marketing Certificate
Negotiation: Get What You Want
Neuro-Linguistic Programming (NLP) Fundamentals
New 21st Century Strategies for Productivity and Time Management
NEW! Certificate in Learning Styles
Office Operations
Onboarding New Employees
Online Advertising
Online Learning & Teaching for K-12 Teachers
Photoshop for Presentations
Podcasting
Power Selling
Powerful Presentations & Effective Speaking Techniques
Presentation Skills
Prezi
Product Prototyping on a Budget Certificate
Program Evaluation for Nonprofit Professionals
Project Management Knowledge Areas
Project Management Processes
Prototyping with Maker Electronics (formerly Introduction to Maker Tech)
Qualitative Business Research
Retire Rich: Smart Retirement Steps for 20 and 30-somethings
Revenue Generation for Non-Profits
Self Publishing eBooks
Six Sigma Green Belt Certificate
Social Media and Online Tools for K-12 Teachers
Social Media for Business Certificate
Spanish for Medical Professionals
Strategic Selling with Social Media
Stress Management
Students with ASD (Autism Spectrum Disorder)
Substitute Teacher Preparation
Supervisory & Leadership Certificate
The Basics of Bookkeeping
The Business Plan
The Flipped Classroom
Twitter
Using Cell Phones in the Classroom
Using Personality Profiles for Better Work Performance
Video Marketing
Web Design
Workplace Ethics & Etiquette
Writing News and Press Releases
Your Workplace, Your Employees & The Law
YouTube for Business

Previously Approved ONLINE Classes from Ed2Go (Instructor Led Classes)

Adobe Value Suite
Advanced Microsoft Excel
Advanced PC Security
Advanced Web Pages
An Introduction to Teaching ESL/EFL
Basic Computer Skills Suite
Beginner's Guide to Getting Published
Beginning Conversational French
Beginning Writer's Workshop
Blogging and Podcasting for Beginners
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Certificate in Food, Nutrition, and Health
Certificate in Gerontology
Conversational Japanese
Creating a Classroom Website
Creating a Successful Business Plan
Creating Mobile Apps with HTML5
Creating the Inclusive
Classroom: Strategies for Success
Creating WordPress Websites Series
Creative Writing Value Suite
Designing Effective Websites
Differentiated Instruction in the Classroom
Differentiating K-12 Assessments
Digital Marketing Suite
Discover Digital Photography
Discover Sign Language
Drawing for the Absolute Beginner
Easy English
Educator's Fundamentals Series
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Entrepreneurship Suite
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
Genealogy Basics
GMAT Preparation
Grammar for ESL
Grammar Refresher
Grant Writing Suite
GRE Prep Series
Guided Reading: Strategies for the Differentiated Classroom
Handling Medical Emergencies
Helping Elderly Parents
HIPAA Compliance
Homeschool With Success
How to Get Started in Game Development
How to Make Money From Your Writing
HTML and CSS Series
Instant Italian
Integrating Technology in the Classroom
Intermediate Microsoft Access

Intermediate Microsoft Excel
Intermediate Microsoft Word
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop
Intermediate QuickBooks
Interpersonal Communication
Introduction to Adobe Acrobat X
Introduction to Google Analytics
Introduction to InDesign
Introduction to Interior Design
Introduction to Lightroom 5
Introduction to Lightroom CC
Introduction to Microsoft Access
Introduction to Microsoft Excel
Introduction to Microsoft Outlook
Introduction to Microsoft PowerPoint
Introduction to Microsoft Project
Introduction to Microsoft Publisher
Introduction to Microsoft Word
Introduction to Photoshop
Introduction to QuickBooks
Introduction to Screenwriting
Introduction to Windows 10
Introduction to Windows 8
Keys to Effective Communication
Keys to Successful Money Management
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep It Off
LSAT Preparation
Luscious, Low-Fat, Lightning-Quick Meals
Mac, iPhone, and iPad Programming
Mastering Your Digital SLR Camera
Medical Spanish Series
Medical Terminology II: A Focus on Human Disease
Medical Terminology Series
Medical Terminology: A Word Association Approach
Music Made Easy
Mystery Writing
New Manager Suite
Personal Finance
Photographing Nature With Your Digital Camera
Photographing People With Your Digital Camera
Photography Suite
Photoshop CC for the Digital Photographer
Photoshop Elements for the Digital Photographer
Practical Ideas for the Adult ESL/EFL Classroom
Prepare for the GED® Math Test
Prepare for the GED® Test
Presentation Skills Suite
Professional Sales Skills
Real Estate Investing

Real Estate Law
Resume Writing Workshop
Romance Writing
Sales Training Suite SAT/ACT Prep Series
Secrets of Better Photography
Secrets of the Caterer
Small Business Marketing on a Shoestring
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish
Speed Spanish Series
Start a Pet Sitting Business
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing
Supervision and Management Series
Survival Kit for New Teachers
Teaching Adult Learners
The Analysis and Valuation of Stocks
The Craft of Magazine Writing
The Creative Classroom
Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Cloud
Using Social Media in Business
Using the Internet in the Classroom
What's New in Microsoft Office 13
Where Does All My Money Go?
Write and Publish Your Nonfiction Book
Write Effective Web Content
Write Fiction Like a Pro
Write Your Life Story

Previously Approved ONLINE Classes from Ed2Go (Career Training Classes)

Administrative Professional with Microsoft Office
Adobe Certified Associate
Advanced Personal Fitness Trainer
Android App Developer
Biofuel Production Operations
Building Analyst Quick Start
Certified Bookkeeper
Medical Terminology
Medical Transcription + Medical Terminology
Microsoft Excel Certification Training
Microsoft Office Master Certification Training

Microsoft Office Specialist
Microsoft Outlook Certification Training
Microsoft PowerPoint Certification Training
Microsoft Project
Microsoft SharePoint Certification Training
Microsoft Web Developer
Microsoft Word Certification Training
Mobile and Desktop Web Developer
Mobile Web Developer 2
Multimedia Arts Certificate 3
Optical Manager
Optician Certification Training
Paralegal
Payroll Practice and Management
Performing Comprehensive Building Assessments
Personal Fitness Trainer
Personal Training and Group Exercise Training for Older Adults
Preston Bailey's Fundamentals of Floral Design
Preston Bailey's Intermediate Floral Design
Preston Bailey's Signature Wedding Event Design
Retail Customer Service Skills Training
Senior Professional In Human Resources
Solar Power Professional
Specialist + Medical Terminology
Start Your Own Business
Technical Writing
Video Game Design and Development
Web Applications Develop
Web Design Professional
Webmaster
Wind Energy Professional

RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services classes to be offered for Spring 2018 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

APPENDIX A

Culinary Program Overview

Program Goal

The goal of this program is to create entry-level pathways to culinary employment through Professional Cook Certification and externship with job placement assistance, with instruction in the same cooking foundation skills found at top brick and mortar culinary schools yet instead utilizing a concurrent live/online (flipped classroom) approach to learning.

Key Facts

- According to California's Occupational Guide (www.labormarketinfo.edd.ca.gov/OccGuides), the number of Chefs and Head Cooks is expected to grow much faster than average growth rate for all occupations, with jobs for Chefs and Head Cooks expected to increase by 26.6 percent, or 5,300 jobs between 2014 and 2024.
- The median wage in 2017 for Chefs and Head Cooks in California is \$47,568 annually, or \$22.86 hourly.
- For entry-level cooks seeking to make a mark, metropolitan areas provide the greatest number of opportunities. Tourist destinations (such as the Bay Area) that attract guests from a variety of cultures are appealing places to work because they provide young chefs with exposure to a diverse sampling of cuisine, and offer steady employment. Hotels and resorts are hotbeds of culinary opportunity because they are consistently engaged in trying to set themselves apart from each other. As a result, many properties rely on culinary professionals to raise the food standard as a means toward notoriety. The scope of cooking jobs that exist at large properties ranges from line cook in a fine dining restaurant, to general banquet food prep. Getting one's foot in the door at a large hotel is a great way to increase mobility. Such properties promote from within, so they provide a fast-track for ambitious cooks to move into coveted upper-level jobs.

Intended Audience

- This entry-level program is intended for dislocated workers (NOVA clientele), working adults seeking a career shift, and younger working adults seeking a culinary career.

Program Elements

- The Professional Cook Certification program incorporates instruction in the same foundational cooking skills found at top brick and mortar culinary schools, yet with a concurrent live/online approach followed by externships.
- The total program is 510 hours in length, with 110 hours of online (flipped classroom) instruction and 200 hours of live kitchen lab, followed by 200 hours of externship.

Online Component

- The online component of the program will utilize Rouxbe Online Culinary School, whose online program is recognized as a quality program by the American Culinary Federation (ACF). Rouxbe's online program is utilized at over at over 600 major hotel chains and has been taken by over 500K students in over 180 countries.

- Online training of 110 hours will use the culinary training portion of the Rouxbe course specifically designed for the major hotel chains now using it to train their chefs and culinary staff. Rouxbe is adding additional modules in recipe costing, and menu planning and design, as well as a ServSafe certification program requirement as part of the course.

Live Component

- The live learning lab (training) portion of the program will be conducted by local chefs hired directly by CCCE to deliver live training based on online content. The live component of the program will take place at external commercial kitchens.

Externship Component

- Externship opportunities will consist of a combination of paid/unpaid externship sites for students, including hotels, local restaurants, and correlating with Disney California for select students. The program will also tap into Rouxbe's contacts at the major hotel chains for externship and future job placement purposes.
- Most externship sites will be able to place 4 to 5 externs at varying times. While students may choose to work either part time or full time (20 hours/week or 40 hours/week respectively) based on their current situation and availability, they must complete the entire 200 hours of externship training in order to receive their certificates of completion and qualify for placement assistance from Modern Culinary Partners (MCP).
- Interns will start at various prep stations and progress from there. They will be assigned a preceptor who will fill out time sheets and also check off the Externship Handbook's Competency Skills Sheet." Most students not hired right from the site will typically receive a recommendation letter from the chef preceptor (assuming they are good interns).

Job Placement Assistance

- While employment is not guaranteed, job placement assistance will be provided for students who satisfactorily complete the program and externship. Resume writing assistance and interviewing techniques will be covered during the externship orientation so that students are prepared for their job search and for job placement assistance prior to beginning their externship.

Part Time or Full Time Options

- The Professional Cook Certification program will be offered with both part-time and full-time options to accommodate student schedules.
 - The part-time program will be 26 weeks in length with an evening and weekend schedule.
 - The full-time program will be 13 weeks in length with a daytime schedule.

Tuition and Payment Options

- In contrast to traditional brick and mortar culinary schools whose tuitions range from \$20,000 to \$80,000, CCCE's Professional Cook Certification program will provide a high quality, affordable pathway to employment – enabling its students to avoid carrying the large debt burdens of more expensive programs as they begin their careers with entry-level positions and advance up through the ranks.
- Tuition for the program will be \$6,583, with the following payment options.
 - The program will be submitted to NOVA's ETPL list for WIOA funding approval to cover tuition for dislocated workers and other eligible students.
 - Payment plans will be made available for all other students as needed.

- Scholarship opportunities for students are being pursued through outreach to food industry executives and will be provided based on availability of funds.

Partnership with Modern Culinary Partners and Rouxbe

- Rouxbe Online Culinary School is recognized as a quality program by the American Culinary Federation (ACF), is utilized at over at over 600 major hotel chains, and has been taken by over 500K students in over 180 countries. Rouxbe is led by a highly experienced executive team, many of whom are former culinary arts school executives, administrators, and educator chefs. Together, they will bring their combined resources and contacts to assure the hybrid culinary arts program becomes an extension of its already premier professional online cooking training programs for the hospitality industry.
- Modern Culinary Partners (MCP) is an emerging but experienced enterprise that focuses strictly on the development of comprehensive hybrid Culinary Arts training programs. It has developed a first-of-its-kind blended culinary arts program designed to train mature adult students and career seekers as entry-level professional cooks. This “school without walls’ concept allows for very low student tuition, and the condensed nature of the program structure enables students to complete their training quickly and enter the job market with real skills and externship experience. With the support of its platform partner Rouxbe, MCP will provide operational and marketing support to CCCE and will bring all the different operating facets and program assets together to provide a seamless and productive program that differentiates itself from the highly fragmented, and oftentimes, cost-inefficient brick and mortar culinary arts schools.

Anticipated Revenue

- CCCE anticipates net revenue per student of \$1200 to \$1600, resulting in projected net revenues of \$60,000 to \$80,000 for its first 50 students.

Summary

Through its concurrent live/online (flipped classroom) approach with externship and job placement assistance, the Professional Cook Certification program will create clear and affordable pathways for employment for dislocated workers (NOVA clientele), working adults seeking a career shift, and younger working adults seeking a culinary career.

The goals of this program are in alignment with CCCE’s strategic goal # 1: Increase Community, Continuing and Corporate Education (CCCE) training and services to San Mateo County residents, families and businesses through increased lifelong learning and professional certifications for adults, expanded academic and fitness programming for youth, and customized workforce training for public and private-sector organizations.

BOARD REPORT NO. 17-10-3CA

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

**RATIFICATION OF COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) AND
CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA)
MEMBERSHIP DUES, 2017-2018**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research, and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the California Community College Athletic Association (CCCAA) which is part of the CCLC. For 2017-2018, the total being assessed by CCLC/CCCAA for the District's annual membership is \$50,026.00.

Payment of the CCLC portion of the dues \$29,626.00 is prorated among the Board of Trustees, the Chancellor's Office, and the three Colleges. Payment of the CCCAA portion of the dues, \$20,400.00, is prorated among the three Colleges only.

RECOMMENDATION

It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$50,026.00 for 2017-2018.

BOARD REPORT NO. 17-10-4CA

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

RATIFICATION OF CONTRACT WITH KENNEDY AND COMPANY FOR EVALUATION AND RECOMMENDATION FOR STUDENT SUPPORTING SOFTWARE AND SERVICES

At its meeting of September 13, 2017, the Board authorized the award of a contract with Kennedy and Company for Evaluation and Recommendation for Student Supporting Software and Services (17-9-103B). Pursuant to the Board action and in accordance with Board Policy 8.03, the following contract was executed:

Kennedy and Company, LLC	
Contract Number:	488670
Contract Period:	10/17/2017 through 3/31/2017
Contract Amount:	\$154,000
Services:	Develop a plan to improve student experience, outcomes and success through the application of technology in the areas of (1) operational efficiency through integrated and transparent business processes, (2) expanded use of data, and (3) greater ease of use for students and employees.

RECOMMENDATION

It is recommended that the Board ratify the execution of the contract shown above.

For SMCCCD Use Only

Contractor Employer Identification Number (EIN) # _____

Location: (College Name or District Office) District Office

iContracts # 488670

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGREEMENT
WITH
KENNEDY AND COMPANY EDUCATION STRATEGIES, LLC
FOR STUDENT SUPPORTING SOFTWARE AND SERVICES**

This Agreement is entered into this 25TH day of September, 2017 by and between the San Mateo County Community College District, a community college district formed and existing under the law of the State of California, having its principal business address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called "District") and Kennedy and Company Education Strategies, LLC, having its principal business address at 405 East Luray Ave., Alexandria, VA 22301 (hereinafter called "Contractor").

WHEREAS, it is necessary and desirable that Contractor be engaged by District for the purpose of performing services hereinafter described;

NOW, THEREFORE, in consideration of the payments hereinafter set forth, Contractor shall perform services for District in accordance with the terms and conditions set forth herein and in Exhibits A, B and C (hereinafter "Exhibits") attached hereto and by this reference made a part hereof, and, in consideration of the services rendered in accordance with all terms and conditions set forth herein and in Exhibits, District shall make payment to Contractor in the manner specified in Exhibit A.

1. **TERM OF CONTRACT.** This Agreement shall commence on **October 17, 2017** and terminate on **March 31, 2018**. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this Agreement, then the term of this Agreement shall not extend beyond the length permitted by law.
2. **TERMINATION OF CONTRACT.** The District may, at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the District, by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty days from notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination, except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.
3. **INDEPENDENT CONTRACTORS.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as District may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of District in any capacity whatsoever. Contractor shall have no authority, expressed or implied, pursuant to this Agreement to bind District to any obligation whatsoever.
4. **TIME OF PERFORMANCE.** Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.
5. **FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS.** District is an equal opportunity employer. By entering into this Agreement, Contractor certifies that he/she is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. Contractor's personnel policies shall be made available to District upon request.

6. OWNERSHIP OF PROPERTY. All tangible and intangible property developed, produced and/or provided by Contractor under this Agreement shall become the sole property of District. District's ownership of property developed, produced and/or provided under this Agreement includes, but is not limited to, any specifications, drawings, sketches, models, samples, tools, computer programs, technical information, confidential business information, scripts, customer or personnel information or data, written, oral or otherwise (all hereinafter referred to as "Information"), obtained by Contractor from District or developed by Contractor hereunder or in contemplation hereof shall remain or become the sole property of District. Any copyrightable works or other intellectual property developed in connection with this Agreement shall remain or shall become the sole property of District and, in accordance with Education Code section 72207, Contractor understands that the District's governing board may secure copyrights, in the name of the District, to all such works. If Contractor desires to make use of any such District work for any purpose not related to this agreement, Contractor must first secure prior written consent of District for such use. All copies of such Information in written, graphic or other tangible form shall be returned to District upon termination of this Agreement. Information shall be kept confidential by Contractor, shall be used only in performing hereunder, and may be used for other purposes only upon prior written approval of District Executive Vice Chancellor.
7. LICENSES, PATENTS, PERMITS. Prior to commencement of work/services to be performed under this Agreement, Contractor shall apply for, obtain and maintain in current status, at his/her own expense, any license, permit or approval required from any agency for the performance of said work/services, or forfeit any right to compensation under this Agreement.
8. LIABILITY AND INSURANCE. Contractor shall be responsible for all damages to persons or properties that occur as a result of Contractor's or Contractor's employees fault or negligence in connection with the performance of this Agreement.

The Contractor shall take out and maintain during the life of this Agreement such liability insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages and all operations under this Agreement, whether such operations be by himself/herself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

8.1 Required Coverage. Contractor shall procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor's office):

- a. Commercial General Liability and Property Damage insurance including:
 - Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and
 - Property Damage insurance in an amount not less than \$1,000,000 per occurrence.
- b. Business Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles; and
- c. Umbrella liability in an amount not less than \$2,000,000 per occurrence and annual aggregate.

If the Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

8.2 **Required Rating.** Insurance carriers must have a Best rating of A(-)X or better.

8.3 **Endorsements and Certificates of Insurance.** San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on Contractor's Commercial General Liability and Property Damage Policies as co-insured or additional insured.

Certificates of Insurance and endorsements for coverages required herein shall be filed with District's Executive Vice Chancellor *prior to the commencement of work*. The certificates shall provide that if the policy or policies be canceled by the insurance company or Contractor during the term of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to District's Executive Vice Chancellor. The certificates shall also show the information that the San Mateo County Community College District is named on Contractor's Commercial General Liability and Property Damage policies as co-insured or additional insured. Certificates shall clearly state that "The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

9. **WORKERS' COMPENSATION INSURANCE.** The Contractor shall have in effect, during the life of this Agreement that the Contractor has employees, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor certifies awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

Initial this box if you have employees

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

Initial this box only if you have no employees and will not submit a Certificate of Workers' Compensation

I have no employees and, therefore, will not submit a Certificate of Workers' Compensation.

10. **INDEMNIFICATION.** Contractor shall indemnify and hold harmless District, its officers, agents, and employees from all claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants.

The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify District, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

The indemnification and hold harmless agreement set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify District, its officers, agents and employees from and defend or settle any claim or action brought against District to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and damages which may be incurred by District, its officers, agents and employees for any such claim or action or settlement thereof.

11. **ACCESSIBILITY.** Contractor hereby warrants that the products and services to be provided under this Agreement

Agreement with Kennedy and Company

comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth in Title 36, Code of Federal Regulations, part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products and services which is brought to Contractor's attention. Contractor further agrees to indemnify and hold harmless the San Mateo County Community College District, its governing board, officers, employees and agents, the California Community Colleges Chancellor's Office, and any California community college using Contractor's products and services from any claim arising out of Contractor's failure to comply with the aforesaid requirements. Failure to comply with the aforesaid requirements shall constitute a breach and shall be cause for termination of this Agreement.

12. ASSIGNABILITY. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of District, and any attempted assignment without such prior written consent in violation of this paragraph 12 is null and void and automatically shall terminate this Agreement. In the event of any assignment, Contractor shall remain liable to District as principal for the performance of all obligations under this Agreement.
13. FAILURE TO PERFORM. If, at any time, in the opinion of District, Contractor fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of Contractor to be performed, kept, and observed, District may give Contractor written notice to correct such conditions or cure such default; and if any such condition or default shall continue for ten (10) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon District or its duly authorized representative may employ other parties or carry this Agreement to completion as District may deem proper.
14. FORCE MAJEURE. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.
15. DISPUTE RESOLUTION. Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon mediator. The mediation process shall provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

16. SEVERABILITY. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.
17. AMENDMENTS. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.
18. GOVERNING LAW AND VENUE. This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.
19. ENTIRE AGREEMENT. This Agreement, including all exhibits attached hereto and incorporated herein by

Agreement with Kennedy and Company

reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.

20. WAIVERS. No waiver of default by District of any terms or conditions hereof to be performed, kept, or observed by Contractor shall be construed to be or act as a waiver of any subsequent default of any of the terms and conditions herein contained.
21. NOTICES. All notices to be given between the parties hereto shall be in writing and may be served by commercial express/overnight courier service or by depositing the same in the United States mail, postage prepaid and certified receipt requested and addressed to:

"DISTRICT"

San Mateo County Community College District
Kathy Blackwood, Executive Vice Chancellor
3401 CSM Drive
San Mateo, CA 94402

"CONTRACTOR"

Kennedy and Company
Mickey Baines
405 East Luray Ave.
Alexandria, VA 22301

Either party by written notice to the other party may change the address of the notice or the names of the persons or parties to receive written notices.

22. EXPENDITURE OF PUBLIC FUNDS. Contractor agrees to comply with Government Code Section 8546.7 which provides that any contract involving expenditure of public funds in excess of \$10,000 requires that the contracting parties shall be subject to the examination and audit of the Auditor General for a period of three (3) years after final payment under the contract.

Agreement with Kennedy and Company

- 23. **CAPTIONS.** Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
- 24. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- 25. **EXECUTION.** By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate.

**SAN MATEO COUNTY COMMUNITY
COLLEGE DISTRICT**

By: Kathy Blackwood
Kathy Blackwood
Executive Vice Chancellor

Date: 10/17/2017
Employer Identification Number: 94-3084147

CONTRACTOR

By: Mickey Buines
Mickey Buines, Principal
Name/Title of Authorized Signatory

Date: 10/13/2017
Federal Tax Payer Identification Number (EIN):
46-428 8460

EXHIBIT A

Services shall be billed to “San Mateo County Community College District” and become payable after satisfactory completion of services and upon presentation of detailed invoice(s) specifying services being provided. Invoices shall be sent to: SMCCCD, Accounts Payable Office, 3401 CSM Drive, San Mateo, CA 94402.

Location: Districtwide, IT

SERVICE TO BE PERFORMED	DATE TO BE COMPLETED BY	PAYMENT AMOUNT
Develop Research Report, Communication Plan and Staff Report for District pursuant to District instruction and according to the specifications described in Exhibit B (Kennedy Proposal) and Exhibit C (District RFP). Costs will not exceed \$154,000 as shown on page 21 of the Kennedy Proposal.	March, 2018	NTE \$154,000 to be paid in accordance with the payment schedule in this exhibit A.
No later than 30 days after execution of this agreement, Contractor will provide an implementation schedule to District showing timelines and completion dates for the deliverables:		
Research Report, Communications Plan, Staff Report		

The total amount paid under this Agreement shall not exceed \$154,000 .

Exhibit A, continued

Payment Schedule

Performance Dates

Contractor will commence work upon execution of the contract, and complete the final submission of the staff report by February 28, 2017.

Fees and Expenses

Total Price: As compensation for providing the Services hereunder, Contractor will invoice District based on the following schedule.

Billing Description	Fees to be Billed	Billing Date
First billing after initial onsite discovery and assessment, and delivery of communication plan	\$38,500	October 31, 2017
Second billing upon submission of research report	\$38,500	November 30, 2017
Third billing upon first draft of staff report	\$38,500	January 15, 2017
Final billing upon final submissions of staff report	\$38,500	February 28, 2018

Charges for travel and expenses will be submitted at each billing date with appropriate receipts attached.

With each invoice, Contractor will submit a budget tracking sheet showing the running total of expenses compared to the not to exceed amount of this agreement. Any amount that exceeds the not to exceed amount will not be invoiced and will be absorbed by contractor.

KENNEDY & COMPANY



PROPOSAL FOR SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Evaluation and Recommendation of Student Supporting
Software and Systems
RFP #86755

May 30, 2017

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KENNEDY & COMPANY

August 28, 2015

Susan Harrison
Purchasing Manager
San Mateo Count Community College District
Department of General Services
San Mateo, CA 94402

Dear Ms. Harrison:

On behalf of Kennedy & Company, I am pleased to present our submission to your Request For Proposal 86755 for the Evaluation and Recommendation of Student Supporting Software and Systems for the San Mateo County Community College District. I hope the following pages provide you with a clear sense of Kennedy & Company's expertise, its values around higher education, and its pragmatic approach to partnering with you to identify the best solutions for your district.

As you review our proposal, I hope you will keep in mind the following goals that we set for each of our projects:

Communicate with Clarity, Honesty, and Candor – We aim to present our analyses and recommendations in a way that is easily understood, (relatively) free of jargon, and direct in its manner.

Collaborate with Respect – We understand that the best projects involve the client in active, ongoing communications so that, to the best of our ability, we reach conclusions and recommendations together.

Demonstrate our Passion for Higher Education – We work exclusively with institutions of higher education, helping them to achieve their goals, maintain their missions, and face new challenges.

Help the Institution to Achieve Results – We know that colleges don't need another report that gathers dust, but instead a practical blueprint for surviving and thriving. We push our clients to consider not only what to do but also how they can best execute on a new set of strategies.

(continued on the following page)

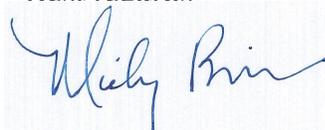
Our Expertise

Kennedy & Company was founded to provide universities with a holistic approach to managing enrollments, improving university operations, enhancing student retention, implementing new technologies and methods of delivering education, and achieving financial sustainability. Our professionals have worked with over 50 institutions on projects solely focused on these areas and we would be pleased to provide multiple references from the institutions listed within our proposal. In addition, our list of clients includes nearly a dozen community college institutions with whom we have worked (and continue to work.) We specialize exclusively on higher education and providing the highest quality of research, implementation and consulting services to these institutions.

Beyond this, as a boutique consulting firm, we strive to provide our clients with unparalleled flexibility, value, and commitment. While this project will take many hours of work to complete, we believe that our overall price will compare favorably, especially given the scope and effort on display in this proposal. As a privately-held and administratively lean organization, we are able to offer exceptional value to our clients and still retain the services of exceptionally talented and well-qualified consultants. We hope you find this to be true with this proposal.

Finally, we hope that our proposal will demonstrate our knowledge of both enrollment management and student services, our approach to the use of technology as it pertains to the student experience and organizational and operational performance improvement, expertise within the industry of higher education, and our commitment to helping the district with this project. We look forward to your response. Should you have any questions regarding this proposal, please do not hesitate to contact me at Mbaines@KennedyandCompany.com or by phone at 484-525-0550.

Best regards

A handwritten signature in blue ink that reads "Mickey Baines". The signature is written in a cursive style and is placed over a light blue rectangular background.

Mickey Baines
Principal
Kennedy & Company

II. PROJECT OVERVIEW & SCOPE

Understanding the Services Requested

Sorting through the ever-evolving technologies available to colleges and universities isn't an easy task, and even more challenging is mapping out the various technical requirements needed to support and integrate the tools into the array of other technologies that already exist within your environment.

Our role in this project is to understand your capabilities, limitations, needs, goals and plans, and to pair that information from your three campus communities, as well as your district office, and use it to identify a set of technology solutions that open the door for the use of actionable data that can be better tracked and reported, leading to increased efficiencies for the communities of the district, and provide an intuitive interface that is easy to learn and use for both students and staff.

Defining the Project Scope & Objectives

Kennedy & Company understands that the scope of this work involves making recommendations for a new suite of solutions, and that in order to effectively make those recommendations actionable, the following three objectives/deliverables must be met:

- Develop a comprehensive **Research Report** that captures a broad, yet intense and encompassing look at the various types of technology on the market for higher education, and currently in use at various institutions, both local to the district, as well as throughout the region.
- Conduct a series of interviews with staff and students from the three campuses, as well as the district office to get a full picture of the needs and desires of the communities you serve, and use the information in a **Staff Report** that includes the technology recommendations.
- We will also be responsible for developing and deploying a **Communications Plan** to inform the district community about the project, to gain buy-in and participation from the various constituencies for the interviews and/or surveys needed to complete the Staff Report and to keep everyone informed of our progress throughout the project.

A. QUALIFICATIONS (Section VIII.A.)

KENNEDY & COMPANY

Kennedy & Company (www.kennedyandcompany.com) was founded to provide colleges and universities with a differentiated advisory offering that assists institutions with their most pressing strategic questions around enrollment, retention, online delivery of courses, choices in academic programming, and financial sustainability.

The professionals working for Kennedy & Company on this project have over 50 years of experience in consulting and higher education and have helped dozens of institutions in higher education in selecting and implementing new technology, crafting new enrollment strategies, developing new strategic plans, refining models for financial sustainability, and in launching new academic offerings.

Institutions of higher education with whom our professionals have worked include:

- *Washington State Community and Technical Colleges*
- *Virginia Commonwealth University*
- *Wayne State University*
- *Lehigh Carbon Community College*
- *University of South Carolina System*
- *USC-Aiken*
- *USC-Beaufort*
- *USC-Columbia*
- *USC-Palmetto College*
- *USC-Sumter*
- *Thomas Jefferson University*
- *University of Colorado-Boulder*
- *UAE Higher Colleges of Technology*
- *University of Kansas*
- *Seton Hall University*
- *Alvernia University*
- *Temple University*
- *Carlow University*
- *Georgia Tech University*
- *University of Massachusetts System*
- *Delaware County Community College*
- *University of California-Los Angeles*
- *University of California-Riverside*
- *Tennessee Tech University*
- *Drexel University*
- *University of Scranton*
- *University of Wisconsin-Madison*
- *University of Alabama-Birmingham*
- *University of Alabama-Huntsville*
- *Mott Community College*
- *Hood College*
- *Montgomery Community College*
- *University of Indiana-Bloomington*
- *University System of New Hampshire*
- *University of Arkansas-Little Rock*
- *Teach for America*
- *University of Tennessee*
- *George Mason University*
- *Louisiana State University – Eunice*
- *Tuskegee University*

I. ORGANIZATION & KEY STAFF (Section VIII.A.1)

The Kennedy & Company Team

Kennedy & Company currently employs seven full-time employees, all of whom serve as consultants. This includes one managing partner, two principals, one manager, two associates and an analyst. We also retain various contractors to assist with client projects as needed.

Each team member typically leads and/or assists on three to five concurrent projects, depending on the complexity and time needed to ensure completion.

For larger projects such as this, we assign the managing partner or one of our principals to oversee the project, along with a project manager (manager or associate) to oversee the timeline and day-to-day management of the project and an analyst to assist in the data collection and development of deliverables and as needed.

Team members meet throughout each week to review current tasks and timelines, coordinating on the collection and dissemination of information for the deliverables. They typically all assist in campus interviews and reports, as directed by the project lead.

I. ORGANIZATION & KEY STAFF (Section VIII.A.1)

Mickey Baines, Principal



Mickey brings over 13 years of direct experience working in higher education, serving in various enrollment, marketing student affairs and new student programs. He also has over six years of experience as a consultant, having worked with over 20 institutions, large and small, public and private.

As a consultant, Mickey's expertise is in enrollment management and technology implementations. Mickey has successfully implemented and supported enhancements for various technologies across multiple campuses, including admissions and student service CRM's, early alert advising systems, placement testing software and before becoming a consultant, helping build and implement the admission and academic modules of a new SIS for the adult education operation at his institution.

Just in the past year, he has led the implementation of technology on three campuses, and currently has several other clients in the midst of various implementation projects.

Of particular benefit to his clients is his experience leading various admission and enrollment teams during periods of transitional leadership. Mickey has stepped in to serve in interim leadership roles on several campuses, and understands the complex operational needs that different institutions possess.

Mickey has a B.A. in Theatre, and M.Ed. in Higher Education Administration from the University of South Carolina, and lives in Reading, PA, with his wife and two children.

Mickey will be responsible for overall management of the project. He will meet with senior leadership, manage project milestones, and oversee all final deliverables. In addition, he will lead the efforts developing the Staff Report.

Ben Kennedy, Managing Partner



Ben Kennedy is the President and Founder of Kennedy & Company, a boutique higher education consulting firm headquartered in Virginia that specializes in helping universities with their toughest challenges related to enrollment, student retention, online offerings, and financial sustainability.

Ben is the former leader of Huron Education Group's Enrollment and Retention practice, a former growth strategy consultant with Bain & Company, and a former member of the Duke University Board of Trustees. Ben has also worked as a Strategic Advisor to the Chief Financial Officer at the University of South Carolina and to the Chancellor of USC's Palmetto College.

In all, Ben has served more than 25 colleges and universities on issues ranging from enrollment strategy, to administrative cost reductions, to comprehensive reevaluations of institutional strategy and sustainability. His most recent publication/presentation is NACUBO's new web seminar on structuring tuition pricing to encourage enrollment and retention. Ben is also presenting at this summer's NACUBO annual conference on revenue sharing and governance for online enterprises.

I. ORGANIZATION & KEY STAFF (Section VIII.A.1)

Lauren Arimoto, Manager



Lauren assists colleges and universities in enrollment, operational and strategic planning, as well as in the use and improvement of operational effectiveness through the use of technology. Her most recent technology-related client projects include various CRM-focused implementations and business process development.

Lauren's experience includes work with large public research universities, smaller liberal arts colleges, professional schools, community colleges, non-profit education companies, and a K-12 family of schools.

After earning her B.A. from American University, Lauren began her career in the admissions office of an undergraduate business school and, prior to joining Kennedy & Company, worked as a higher education consultant for Huron Consulting Group.

Lauren will be responsible for all day-to-day project management. She will lead the development of the Research Report, conduct client interviews, and co-lead client checkpoint meetings. She will also serve as the primary point of contact for the project.

Devon McGee, Senior Associate



Devon assists higher education institutions with their operational and strategic initiatives, with an emphasis on resource optimization. Devon's experience includes work with large two and four-year institutions. He specializes in strategic and analytical work related to operational excellence, financial management, enrollment, space management and utilization, human resources, technology system implementations, and business process optimization.

Devon began working in higher education with Huron Consulting Group as a Strategy & Operations Associate for three years prior to joining Kennedy & Company. He holds a B.S. in Finance and Economics from the University of South Carolina.

Devon will lead the development of the Communication Plan, assist in the interviews for the staff report, support the data collection for the research report and be present for client checkpoint meetings.

I. ORGANIZATION & KEY STAFF (Section VIII.A.1)

Katie O'Connor, Analyst



Katie is an Analyst with Kennedy & Company. She specializes in the design and analysis of many of the research projects for the team. Her current projects include...

She holds a B.A. in Psychology and Religious Studies from Indiana University and a M.M.S. from Duke University.

Katie will be instrumental in the collection of data during the client interviews, and help design and develop both the research and staff reports.

Len Lipkin, Technical Contractor



Len is a seasoned IT consultant, and most recent direct IT Director for the College of Global Studies at Arcadia University. Prior, Len spent many years as a senior consultant and product manager with Ellucian.

Len will take the lead on various specialized tasks during implementation, and serve as a technical resource throughout the duration of the project.

2. CAPACITY (Section VIII.A.2)

Describe your firm's capacity to provide the required products and services in the timeframe allotted by the project.

Kennedy & Company is a young, nimble company, with the ability to handle a wide range of projects at any given time.

As we've grown over the past four years, we have managed to maintain a pool of strong able and willing to join the team.

We are currently managing the following technology projects:

- Admissions Prospect and Application CRM selection & implementation, due complete June, 2017
- Admissions Prospect and Application CRM selection & implementation, due complete July, 2017
- Admissions (Graduate & Undergraduate) Prospect and Application CRM selection & implementation, due complete July, 2017
- Admissions (Graduate, Traditional and Nontraditional Undergraduate) Application CRM, due complete July, 2017
- Admissions Prospect and Application CRM implementation, due complete August, 2017
- Astra Schedule implementation, due complete by December, 2017

Based on the current schedules, the timing of your project melds very well with our team's capacity for the work needed. We will be able to partner with the district this summer and fall to conduct the project, and deliver the reports.

3. EXPERIENCE (Section VIII.A.3)

Describe your firm’s previous experience providing services, accomplishing tasks and meeting requirements similar in nature and scope of this RFP. Include any projects completed for California Community Colleges. In Appendix B of this document, provide reference information for firms for whom you have provided similar services.

Kennedy & Company staff assigned to this project have great experience leading institutions through the selection and implementation of various higher education technologies. We’ve led and supported institutions of various types, including large public institutions, small private institutions, large state multi-campus systems and community colleges.

Here is a sample of the technology solutions with which we have worked in recent years:

- AccuPlacer
- Astra Schedule
- Banner
- Colleague
- Ellucian Recruit
- Hobsons Radius
- Hobsons Connect
- Hobsons Naviance
- Hubspot
- Jenzabar CRM
- Micorsoft Dynamics
- PowerCAMPUS
- Salesforce CRM
- Slate CRM
- TargetX CRM

We not only maintain close relationships with our clients during and beyond these projects, but also with various technology vendors. In many cases, we work with prospective vendors on behalf of clients to get questions answered without divulging the name of our client.

We have taken technology implementations from start to finish, jumped into failing implementations to get them back on track, and stepped in after failed implementations to re-build buy-in, develop new business practices to ensure the technology can be implemented and maximize functionality for the every day users of the system.

On the next page, we have summarized our work at William & Mary in leading a university-wide CRM selection process.

3. EXPERIENCE (Section VIII.A.3 - Continued)

We have conducted student and staff interviews and led the technical requirements gathering phases of the selection process, crafted RFP's, coordinated vendor demonstrations, and assisted in the negotiations of vendor contracts to ensure our clients understand the nuances between various systems.

In addition, we have helped clients better understand how the implementation and integration of various systems will impact current systems and staff roles and responsibilities once new systems are in place.

We've collected and shared best practices for the use, implementation and integration of multiple systems.

Also, as we listed on page 10, we are currently overseeing six technology-focused projects, of which, three included both the selection and implementation of technology designed to enhance both the student's experience, as well as the operational efficiency of the teams using the tools.

What makes us effective in our work in the selection and implementation of these technologies is our experience and knowledge in enrollment strategy, student services, and student success. We'll describe how that experience sets us apart later in our methodology.



Case Study: William & Mary CRM Selection



Kennedy & Company partnered with the **College of William & Mary (W&M)** in the selection and negotiation process around a multi-function, multi-school customer relationship management system (CRM). During this project, Kennedy & Company helped W&M to assess college-wide CRM needs (business requirements), wrote the RFP for procuring a new CRM system, provided technical support in the evaluation of proposals, and assisted in the contract negotiation process. The new CRM system (implementation is underway) will support all functions and schools at the college. Our primary partners and contacts at William & Mary throughout the year-long process were Courtney Carpenter, CIO and Berni Kenney, Deputy CIO, whom we would also encourage you to contact.

B. PROPOSED APPROACH & METHODOLOGY (Section VIII.B)

Approach to Our Work

Kennedy & Company will work with the Technology Task Force to develop a firm understanding of the complex needs of the three distinct campuses that serve the district and, using our resources, develop a comprehensive, and exhaustive list of available technology. We will collect all pertinent technical requirements, identify particular features that best demonstrate each software product, as well as features that limit its capabilities. We will understand how those systems are designed to function at the end-user level, as well as how they are designed to share the pertinent information with the other systems you have deployed on campus.

We will then learn from your staff and students across the district about the current and anticipated use of the various technology to identify new features and processes that will create the needed efficiencies, and improve user experiences.



Our approach will identify the business requirements for each campus and function involved, but also consider how your technology needs fit within your organizational structure, business processes, and procedures.

Once all information is collected and analyzed, we will compare the information from the interviews with the products we identified to present paired solutions that can be best integrated into your environment.

Beyond this, we believe Kennedy & Company may be uniquely positioned to help the San Mateo County Community College District to build business requirements and select new technology that improves current strategy and operations in enrollment and student retention. While our firm has extensive experience in assisting with technology selection and implementation, we continue to support many of our clients in developing new strategies for enhancing enrollments and retention and offer a wide range of services to institutions in managing and improving enrollment operations (See Appendix D). While these particular services are not, strictly speaking, a part of this proposal, we believe our expertise in this area will assist all three institutions in thinking critically about what new technologies and accompanying processes will best serve them in the future.

B. PROPOSED APPROACH & METHODOLOGY (Section VIII.B)

Research Methodology

The Research Report will assemble a more complete view of the technological landscape at the local, regional and national level. We will survey and interview a sample of mid- and senior-level technology staff at various institutions, but especially at community colleges to understand the various types of technology they use, as well as develop an understanding of how well those systems are used and maximized on their campuses, based on their organizational structure.

We will develop a comprehensive list of the various technologies and provide a set of best practice recommendations for the use of multiple types, or sets, of these tools, and document the applicable integration needs to ensure compatibility with your existing technology.



Business Requirements & Technology Solutions

We will also design and conduct a series of constituent interviews on each campus, as well as at the district office to understand how each institution currently operates, where opportunities for efficiencies exist, the extent to which staff currently use technology, understand their comfort with various types of technology. During this process we will collect information to know the business processes of key departments to understand the nuances and differences across the campuses that may require special attention.

We will then look at all technology suites collected, review technical requirements with existing products on campus, and the information collected during the interviews to develop 4 sets of product suites to the Technology Taskforce for review.

3. TIMELINE (Section VIII.B.3)

The proposed project would take approximately 17 to 20 weeks (4-5 months) to complete. The time to complete can vary based on availability of leadership, staff, students, and data.

PROJECT TIMELINE (CONSERVATIVE)

 *Project deliverable presentation*

Stage \ Weeks	1-3	4-5	6-7	8-10	11-12	13-14	15-16	17-19
Project Kick-Off								
Research Report Data Collection Design								
Research Report Data Collection & Analysis								
Create Communications Plan								
Student Survey Data Collection Design								
Present Research Report								
Conduct Staff Interviews								
Student Survey Collection & Analysis								
Staff Report Delivery								

B. FACILITATION PROCESS (Section VIII.B)

Facilitation Process

Some of the best information we capture in these projects is derived from the direct conversations we have with the staff and students. During our interviews, we ask probing questions to discover not only the basic processes, but also some of the “nuts and bolts” of how admissions and student and enrollment service operations function.

Because our team brings such a rich background in these areas, we can dive deeper to understand how the student lifecycle functions, where student’s experience roadblocks and frustrations to discover the root causes of those issues, and through them identify areas where technology can improve both the team’s performance as well as the student’s experience.

We will take the time during our interviews to observe how teams function within their office environment; to experience first-hand what students encounter as they move between departments to apply, register and pay tuition, among other services and tasks they will complete when enrolling.

Through this process, we often identify potential issues a staff may have with new, advanced technology. There are times when the implementation of new technology is beyond the capabilities of a staff. That doesn’t necessarily preclude certain types of technology from being selected, but we can use this information to minimize the impact on the staff by recommending not only modifications to various processes, but also help identify where staff will encounter specific issues so that the end-user product training can be developed specifically to address those issues.

In addition to the staff and student interviews, we will design and administer a campus survey of students to identify areas where they encounter service issues and provide various options and scenarios to respondents so that we understand student preferences in solving those issues.

Per our timeline, we conduct the surveys after we have already begun to finalize the Research Report. This gives us the opportunity to test various product features to understand if students are inclined to use them.

Of course, the most challenging component of the process is often simply getting a response from students.

We will craft messaging to be delivered to the students on conjunction with your team. If needed, we will also staff a table at various points on campus to request feedback and input. Soliciting feedback can be tedious work, but we realize the challenge and understand the importance of the information to create a formed set of recommendations.

C. UNDERSTANDING OF DISTRICT & COLLEGE CULTURE, STRUCTURE, & STRATEGIC PRIORITIES (Section VIII.C)

1. ALIGNMENT WITH DISTRICT STRATEGIC PLAN (SECTION VIII.C.1)

Kennedy & Company’s proposal is built on a strong foundation and understanding of the enrollment and student service operations of community colleges. Because our project team, and especially the project lead has extensive experience leading admissions, financial aid and registration teams, we bring with us knowledge of many if the needs and issues students and staff have at two-year institutions.

Specifically, we know that most current technology inadequately captures and tracks student success – as measured by the student; that success may be defined by attainment of a degree or certificate, or simply the completion of a single course. As the dynamic and complex nature of our students has increased, the technology in place to support them has remained stagnant.

We understand not only what your goals are, but also why you have created those specific goals. We’ve experienced the challenges newly enrolled, under-prepared students face in the classroom, and know that finding other metrics to better assess a student’s readiness is needed; that capturing income, socioeconomic status, previous high school attended, or whether or not a student is a non-native English speaker can impact a student’s ability to successfully complete some courses. We also know that enrollment and student service teams rarely have the ability to know this type of important information prior to registering for courses.

We will use our knowledge of community colleges to ask more probing questions, offer deeper, more fully developed ideas to ensure that the solution sets we propose can be more implemented and achieve a higher user adoption rate.

2. ALIGNMENT WITH CALIFORNIA COMMUNITY COLLEGE CHANCELLOR’S OFFICE (CCCCO) INITIATIVES (SECTION VIII.C.2)

As the California system looks to better centralize efforts such as placement exams and assessments, institutions will be increasingly likely to identify opportunities for new programs and services that more adequately address those needs and prepare students for the demands. This technology will help SMCCCD prepare to support those types of initiatives.

In addition, as students more commonly enter an institution with diverse educational goals, having a technology solution in place that helps staff advise and support that student toward her goal increases her chance to complete it.

Keeping students on track to complete their educational goal will not only shorten their time to completion, but also provide each institution in the district with a clearer sense course needs for each semester.

Our proposal and methodology helps us capture this information before selection, and this is information many institutions don’t even consider until months or years after implementation.

C. UNDERSTANDING OF DISTRICT & COLLEGE CULTURE, STRUCTURE, & STRATEGIC PRIORITIES (Section VIII.C)

3. APPLICABILITY OF PROJECT PLAN TO THE DISTRICT'S CURRENT TECHNOLOGY ENVIRONMENT (SECTION VIII.C.3)

While the district's current set of solutions is diverse, Kennedy & Company are familiar with many of the tools in place, and can more easily work to identify solutions that can be incorporated into the existing environment with less tax and stress on the IT team.

Again, because of our understanding of the community college system, we can better identify solutions and processes that meld more cohesively together, reducing the burden and frustration IT teams often have when trying to implement new solutions.

We commonly work with Ellucian-based products, as well as various SSO software, and have contracted with partners often to integrate systems.

PRICING & COST PROPOSAL

Pricing & cost proposal worksheet in RFP

RFP 86755 Evaluation and Recommendation of Student Supporting Software and Systems

Company Name: Kennedy & Company

Add tasks for each deliverable as necessary

Deliverable 1. Research Report

Report Research Design
Report Research Collection
Report Development

Deliverable 2. Communications Plan

Plan Development & Review
Plan implementation

Deliverable 3. Staff Report

Staff Report Research Design
Campus Interviews
Staff Report Research
Report Development

Reimbursable Expenses (add categories as needed)

travel/lodging and incidentals
supplies/equipment

Total

	Baines /Principal (\$300/hr)	Arimoto /Manager (\$250/hr)	McGee /Sr. Associate (\$225/hr)	Lipkin /Tech Analyst (\$200/hr)	O'Connor /Analyst (\$175/hr)	Total NTE Cost
Report Research Design	\$1,800	\$1,000	\$3,600	\$1,600	\$2,800	\$10,800
Report Research Collection	\$3,600	\$2,000	\$6,750	\$1,600	\$8,400	\$22,350
Report Development	\$3,600	\$2,000	\$3,600	\$800	\$4,200	\$14,200
Plan Development & Review	\$1,800	\$1,500	\$2,250	\$1,600	\$700	\$7,850
Plan implementation	\$2,400	\$2,000	\$3,600	\$1,600	\$3,150	\$12,750
Staff Report Research Design	\$2,400	\$2,000	\$2,700	\$800	\$2,800	\$10,700
Campus Interviews	\$9,000	\$3,750	\$6,750	\$0	\$5,250	\$24,750
Staff Report Research	\$2,400	\$1,500	\$2,700	\$1,600	\$3,150	\$11,350
Report Development	\$3,600	\$2,500	\$3,600	\$800	\$5,250	\$15,750
travel/lodging and incidentals	\$4,500	\$7,000	\$7,000		\$4,500	\$23,000
supplies/equipment		\$500				\$500
Total	\$35,100	\$25,750	\$42,550	\$10,400	\$40,200	\$154,000

APPENDIX

HOLD FOR APPENDIX A

San Mateo County Community College District RFP 86755 Student Supporting Software and Systems

APPENDIX A

COMPANY INFORMATION AND SIGNATORY PAGE

Company Name: Kennedy and Company

Business Address: 1201 Connecticut Ave NW Ste 300, Washington DC 20036

Telephone: 484.525.0550 Fax: _____

Email: mbaines@kennedyandcompany.com Website: kennedyandcompany.com

Type of Firm: Corporation: Proprietorship Partnership: Joint Venture

Other (please describe): _____

Business License Number: 46-4288460 Number of years in business under firm name: 4

Full names of firm's owners (> 10% ownership), officers and managing employees:
Ben Kennedy, Managing Partner

Has the firm changed its name within the past 3 years? Yes No

If yes, provide former name(s): _____

Have there been any recent (within the last three years) changes in control/ownership of the firm? Yes No

If yes, explain.

Have officers or principals of the firm ever had their business license suspended or revoked for any reason?

Yes No

If yes, please explain.

State your firm's gross revenues for each of the last three years:

Current Year: \$1.2 M Last Year: \$1 M Year Before Last: \$500 K

Has your firm ever reorganized under the protection of bankruptcy laws? Yes No

If "yes" please enter date of reorganization: _____

Name and title of person responsible for submission of this proposal and the responses to this questionnaire:

Signature: [Signature] Date: 5/30/17

Printed Name; Title: Mickey Baines, Principal

Phone: 484-525-0550 Email: mbaines@kennedyandcompany.com

QUALIFICATIONS & REFERENCES (2 OF 2)

INSTITUTION:	The College of William & Mary
PROJECT SUMMARY:	<p>Kennedy & Company worked with the College of William & Mary on a comprehensive business process diagnostic and planning for a University-wide CRM system. Kennedy & Company conducted business process reviews and operational assessments on 10+ functions across the university, including the business school, law school, enrollment operations, advancement, and career services. Beyond the operational diagnostic, Kennedy & Company completed a requirements gathering project for the new technology and produced the RFP for William & Mary's new CRM system, along with a guide that laid out each recommended step in the RFP evaluation and selection process. Kennedy & Company also conducted stakeholder and external research and diligence to ensure that both best practices and University needs were met by the RFP's technical requirements. (Time period: 2013-2014)</p>
CONTACT REFERENCE:	<p>Courtney Carpenter Chief Information Officer Hugh Jones Hall 210 Phone: (757) 221-2001 200 Ukrop Way Fax: (757) 221-3959 Williamsburg, VA 23185 Email: cmcarp@wm.edu</p>
INSTITUTION:	Hood College
PROJECT SUMMARY:	<p>Kennedy & Company assisted Hood College with the selection and implementation of an admissions CRM for the graduate and undergraduate programs.</p> <p>Time period: 2016-2017</p>
CONTACT REFERENCE:	<p>April Boulton Dean of the Graduate School Phone: 301-663-3131 401 Rosemont Drive Email: boulton@hood.edu Frederick, MD 21701</p>

QUALIFICATIONS & REFERENCES (1 OF 2)

INSTITUTION:	Delaware County Community College
PROJECT SUMMARY:	<p>Kennedy & Company is currently working with Delaware County Community College on a CRM selection and implementation project to help the admissions and enrollment services team implement the institution's first CRM. We coordinated the institution's requirements gathering, provided a list of CRM vendors that met criteria and coordinating the demonstrations and contract negotiations before leading the implementation.</p> <p>Time period: 2016-2017</p>
CONTACT REFERENCE:	<p>Fran Cubberley Vice President of Enrollment Management 901 Media Line Rd Media, PA 19063. Email: fcubberley@dccc.edu</p>

APPENDIX C

Non-Collusion Affidavit

San Mateo County Community College District RFP 86755 Student Supporting Software and Systems

APPENDIX C

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA COUNTY OF San Mateo

I, Mickey Baines, being first duly sworn, deposes and says that I
(Typed or Printed Name)

Am the Principal of Kennedy and Company, the party submitting the
(Title) (Vendor's Name)

foregoing Proposal ("the Vendor"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in sham RFP, or to refrain from submitting this Proposal.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Vendor, or to fix any overhead, profit or cost element of the Proposal price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this 30th day of May, 2017 at Reading, Berks, PA
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By Mickey Baines

Title Principal

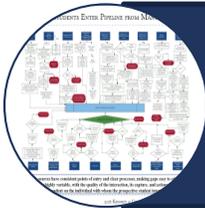
APPENDIX D

Kennedy & Company Enrollment Services (for reference)



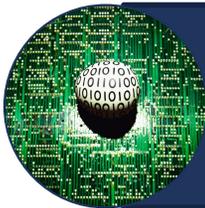
Managing Effective Recruiting Operations

- Aligning your staff and activities with your highest priority recruiting markets
- Installing relationship-based recruiting using CRM
- Forecasting changes in recruiting areas and building bottom-up enrollment goals



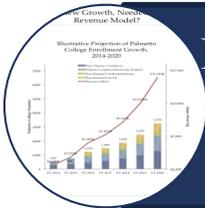
Building the Frictionless Enrollment Process

- Improving your full enrollment process to improve student service and increase time-to-registration, enhance inquiry-to-application, and decrease melts
- Identifying and correcting problem areas in the enrollment process from application to matriculation



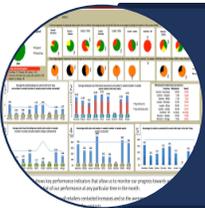
Selecting & Implementing CRM

- Identifying needs from new and existing CRM users across functions
- Developing RFP and negotiation assistance
- Selecting CRM systems and new CRM-driven enrollment process implementation



Improving Scholarship, Discounting & Pricing Strategy

- Improving effectiveness of scholarship/aid strategies
- Analysis and recommendations on new tuition pricing structures
- Developing new discounting strategies that complement new recruiting plans



Forecasting Net Tuition Revenues

- Developing budgeting and revenue models that provide ongoing estimation for next year's net tuition revenues based on projected (and hypothetical) changes to new freshmen, transfers, changes in retention, and discounting strategies



Attracting and Yielding Target Students

- Identifying new strategies for attracting and enrolling full-pay students
- Implementing new tools to improve yield for specific student segments

KENNEDY & COMPANY





Request for Proposal (RFP)
San Mateo County Community College District

Evaluation and Recommendation of
Student Supporting Software and Systems

Department of General Services

3401 CSM Drive

San Mateo, California 94402

Telephone (650) 574-6879

Email districtbids@smccd.edu

RFP 86755

Filing Deadline: May 30, 2017 2:00PM (PST)

Issued May 1, 2017

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Appendix C.	Non-Collusion Affidavit
Appendix D.	District's Standard Services Agreement

I. NOTICE REQUESTING PROPOSALS

Request for Proposals for Evaluation and Recommendation of Student Supporting Software and Systems

NOTICE IS HEREBY GIVEN that the San Mateo County Community College District is requesting proposals from qualified vendors for Evaluation and Recommendation of Student Supporting Software and Systems. The Request for Proposal documents may be downloaded by visiting the District's Bid Portal (hosted by Planetbids) at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

Select "login" and enter your PlanetBids credentials or if you are a new user select "Register".

For consideration in this process, vendors must file their digital proposal in response to RFP 86755 at

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

no later than May 30, 2017, 2:00 PM PST. Proposals not submitted in this manner will be deemed non-responsive and will not be accepted.

*Board of Trustees
San Mateo County Community College District
Thomas Mohr, President
May 1, 2017, May 8, 2017*

II. PURPOSE

The San Mateo County Community College District (District) convened a Technology Taskforce to explore how to improve the student experience, outcomes and success through the application of technology. The Taskforce identified three areas of need: (1) operational efficiency through integrated and transparent business processes, (2) expanded use of data, and (3) greater ease of use for students and employees. The technology market for solutions purported to improve these areas is complex and growing. New products are introduced and new functionality is added to existing products all while integration with existing systems remains a must. Additionally, the California Community Colleges Chancellors Office is engaged in several initiatives encouraging systemwide adoption of software, services and best practices in support of promoting student success.

In recognition of the needs articulated by the Taskforce, the District is seeking a firm (Firm or Vendor) to develop a comprehensive study to evaluate and ultimately recommend portfolios of technology solutions to enhance the administrative experience on behalf of the District's students. The successful Firm will be expected to explore all facets of the current market for student support solutions, with a particular emphasis on California Community Colleges, and create a research report, a communications plan and a staff report of its findings and recommendations. The reports will provide guidance to the District's Board, Chancellor and Administration in selecting the tools and allocating resources for this initiative. Given the nature of the analysis requested, it is highly preferable that firm be "product neutral" rather than closely associated with a specific vendor.

Firms are encouraged to review the District's Strategic Plan, a copy of which is included on the District's bid portal under the "Attachments" tab, and include in their proposals how recommendations align with the District's Strategic Plan.

III. DISTRICT BACKGROUND INFORMATION

Students, Governance and Programs.

Approximately 40,000 people throughout San Mateo County attend one of the three Colleges of the District: Cañada College in Redwood City, College of San Mateo, and Skyline College in San Bruno. Although the boundaries of the San Mateo County Community College District are the same as those of the County, the District Board of Trustees is independent of County government. The five-member Board of Trustees is elected at large by County voters every four years, and governs one of the largest two-year college districts in California.

The academic and vocational programs offered by the Colleges are designed to meet the educational needs of the community. Anyone who is a high school graduate or 18 years of age or older can select from thousands of courses offered at convenient times on the campuses and at a number of off-campus locations.

Current Student Technology Environment.

The District has centralized technology support for all three colleges through its Department of Information Technology Services (ITS). The department is composed of 49 employees. All technology staff ultimately report to a District-wide Chief Technology Officer (CTO). The CTO and the Director of Application Services have been outsourced to Strata Information Group (SIG) for over 25 years. Support for student-facing applications consists of a database administrator, three systems administrators, two programmers (one each for student and financial aid), and the Director of Applications Services. Additional support is provided by the Web Services Team consisting of a director, three developers and an accessibility specialist.

The application environment as it pertains to this request for proposal includes:

- a. An enterprise resource planning system (ERP) which is, and will remain, Ellucian Banner. The District makes use of integrated applications for finance, human resources, student information and financial aid. The system runs on an Oracle database. The District is upgrading from Banner 8 to Banner 9 and with an estimated completion date between 12 and 18 from now, pending software releases by Ellucian.
- b. Ellucian DegreeWorks to support advising and provide degree audit functionality to students.
- c. Self-service functionality for students including registration, degree audit, and electronic payments via Banner SSB (websmart.smccd.edu).
- d. Reporting as done through a home-grown data warehouse via products from Argos, Hyperion and SAP.
- e. Document management and workflow processes via Web X-tender.
- f. The District is in the process of migrating to the Canvas Learning Management System by Instructure. Canvas is cloud-based and integrated with Banner.
- g. The District is in the early stages of rolling out a single sign-on solution that is already deployed for the Canvas LMS.
- h. GoogleApps for Education to facilitate student collaboration and provide email and an office suite.

IV. DATES AND TIMEFRAMES

(The District reserves the right to change or alter these times and activities at its sole discretion)

Issuance of RFP	May 1, 2017
Non-mandatory pre-proposal meeting, San Mateo County Community College District Board Room. 3401 CSM Drive, San Mateo, CA 94402	May 10, 2017, 8:30AM – 9:30AM PST
Deadline for Vendors’ Submission of Questions	May 19, 2017
Deadline for Vendors’ Submission of Proposals	May 30, 2017 2:00PM PST
Proposal Review	June 7 – June 12, 2017
Potential Vendor Interviews with evaluation committee at District. District may modify these dates at their sole discretion.	June 13, 2017 during the hours of 12:30 – 2:30; June 14 2017 during the hours of 1:30 – 3:00 (Proposers are encouraged to block time on their calendars for these initial dates)
Anticipated Notice of Award	June 15, 2017
Request for Board Approval	June 28, 2017
Contract Start Date	July 1, 2017

V. PROPOSAL INSTRUCTIONS AND REQUIREMENTS:

1. General

Vendors must comply with the provisions of these instructions for completion and submission of the Proposal (“Proposal Instructions and Requirements”). A vendor’s proposal must address the entire project. The failure of a vendor to comply with the Proposal Instructions and Requirements may result in rejection of the vendor’s Proposal for non-responsiveness.

2. Vendor Qualifications

Only Proposals submitted by vendors with the relevant experience, qualifications and capacity to meet the needs of the District will be accepted. A “responsible vendor” is a vendor which has the financial resources, experience, skilled personnel, facilities, integrity, and overall capacity to perform the terms of the sponsorship agreement successfully. A “responsive Proposal” is a Proposal which meets all terms, conditions and specifications of the Request for Proposal.

3. Vendor Interviews

Selected vendors may be asked to make a presentation, in person, to the District.

4. Preparation of Proposal

a. Submission of Digital Copy

Vendors must file their digital proposal at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

on or before 2:00 PM Pacific Standard Time, May 30, 2017. Faxed proposals, printed hard copy proposals, emailed proposals or proposals submitted in any way or form other than through the District's Bid Portal will not be accepted. Failure to meet the deadline will result in disqualification of the proposal. All submitted proposals must show a status of "**Submitted**" on the District's bid portal.

b. Proposal Contents: Proposals must include the following items, all of which must be submitted concurrently and executed as required by these Proposal Instructions or by the form of document:

1. Company & Signatory Page (Appendix A) (**Signature Required**)
2. Required Reference Information (Appendix B)
3. Non-Collusion Affidavit (Appendix C) (**Signature Required**)
4. Evaluation of Proposal Section **VIII** response to statements
5. Pricing and Cost Proposal Worksheet (Worksheet on the "documents and attachments tab" on the bid portal)

c. Questions Any questions regarding the information contained in this Request for Proposal must be submitted through the District's Bid Portal at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

on or before **Friday, May 19, 2017, 2:00 PM PST.**

Vendors may request clarifications or make other inquiries concerning this RFP or the requirements hereof. Vendors must submit their questions using the Bid Portal's Q and A Tab as early as possible to insure adequate time for reply and proposal preparation.

d. Copies of this Request for Proposal can be obtained by visiting the District's Bid Portal at

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

e. Modifications to Submitted Proposal: A vendor may modify a proposal it has already submitted any time prior to the time/date deadline for submission of proposals. Modifications to a proposal must be made through the District's Bid Portal at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

Vendor must re-submit its proposal as directed on the Bid Portal. All proposals must show the status of "**Submitted**".

5. Vendors' Review of District Bid Portal

All Vendors are required to review materials relating to this proposal prior to submission of a proposal on the District's Bid Portal at

<https://www.planetbids.com/portal/portal.cfm?CompanyID=20507&BidID=35584>

Any addendums, clarifications, Request for Proposal updates/revisions, or replies to specific questions will be posted on the Bid Portal. Addenda, updates or revisions to the RFP during the proposal period may require vendors to update their submitted proposals. Vendors must view, read and acknowledge all posted addenda according to the Bid Portal Instructions. Failure to acknowledge posted addenda and re-submit proposals according to the Bid Portal Instructions may result in disqualification of the proposal. All proposals must show a status of **“Submitted”** on the District's bid portal. All bid portal postings should be treated like all requirements set forth in this Request for Proposal. **Vendors** are responsible for incorporating these changes or addendums into their respective proposals and all such matters shall be deemed incorporated into all proposals.

6. Signature

A responsible officer or employee of the vendor must sign the proposal. Refer to the “Company Information and Signatory Page” form (Appendix A). An unsigned, but executed proposal will be rejected for non-responsiveness.

7. References

The Vendor shall include with its proposal response a minimum of three (3) customer references for which the vendor has provided the same or similar products and/or services. The references shall include the following minimum information: customer name, contact name, complete address, fax, email address and telephone number, and dates of business (see Appendix B).

8. Non-Collusion Affidavit

Each vendor shall submit with its response a duly completed and executed form of the Non-Collusion Affidavit. The required form of the Non-Collusion Affidavit is included as Appendix C of this Proposal. The failure of a vendor to submit the completed and executed form of Non-Collusion Affidavit with its proposal will result in rejection of the proposal for non-responsiveness.

9. Evidence of Responsibility

Upon the request of the District, vendors whose proposals are under consideration shall promptly submit to the District satisfactory evidence showing the vendor's financial resources, organization, and plant facilities available for the performance of the contract. The failure of a vendor to submit requested materials in a timely manner will result in rejection of the vendor's proposal for non-responsiveness.

10. District Modifications to Request for Proposal

The District reserves the right to modify this Request for Proposal or any portion hereof. All addendums issued by the District pursuant to the foregoing shall be deemed incorporated into the proposals. Modifications will be posted on the District's Bid Portal. Modifications may require vendors to update and re-submit their proposals. All vendor proposals must show a status of **“Submitted”**.

11. Evaluation of Proposal and Award

The District will award the contract to a responsive and responsible vendor whose proposal is most advantageous to the District.

Evaluation factors will include but are not limited to:

1. Firm qualifications and experience
 - Capacity of Firm to provide the services needed for the proposal in the timeline specified
 - Capability and experience of key personnel
 - Experience performing services similar in nature and scope
2. Proposed approach
 - Clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
 - Proposed project design, time line and facilitation processes
 - Research methodology
 - How the firm will support the Technology Taskforce
 - Communication plan
 - Proposed methodology for soliciting input from all stakeholders: faculty, staff, and students in a variety of formats including in person forums (day and evening), and other potential methods that may be suggested by Firms such as surveys and online suggestion boxes.
3. Demonstration of vendor understanding of district and college culture, structure, and strategic priorities
 - Applicability of Firm's project plan to the District's current technology environment
 - Alignment of Firm's proposal to SMCCCD Strategic Plan
 - Alignment of Firm's proposal to California Community College Initiatives
4. Pricing and cost proposal

The District will review responsive proposals and select, at its sole discretion, up to 5 proposals deemed by the District to have submitted proposals most applicable to the District's needs. Firms submitting selected proposals will be invited to the District for an interview with the evaluation committee.

The District reserves the right to negotiate with and/or request best and final offers from selected vendor(s), as the District may deem appropriate in its sole and absolute discretion.

The issuance of this Request for Proposal creates no obligation on the part of the District and the District reserves the right to reject any or all proposals, or to waive any irregularity or informality in a proposal or in the proposal process. Award of the contract will be based upon a comprehensive review and analysis of the proposal(s) as to which best meets the needs of the District. The District will be the sole judge of the suitability of the proposal and the vendor shall abide by its decision.

Documents and information submitted in response to the solicitation shall become property of the District and generally shall be available as required by applicable law.

VI. GENERAL TERMS AND CONDITIONS

1. Contract Terms & Conditions

By submission of a proposal, the vendor agrees to abide by the terms and conditions of the proposal and contract documents. The District reserves the right to cancel the contract resulting from this agreement with thirty (30) days of written notification.

This proposal document and all documents submitted by the vendor will be incorporated into the District's Standard Services Agreement (See Appendix D Standard Services Agreement).

The District's Liability, Insurance and Indemnity provisions as shown in Appendix D, Sample Agreement, are not negotiable.

2. Contract Award

The District's intent is to award the qualified vendor a contract to produce the deliverables as stated in this RFP. Pricing shall be guaranteed for the duration of the Contract. Additionally, recommendations in the staff report deliverable may or may not result in an additional contract with the vendor to assist with implementation of the staff report recommendations. Award of contract will only be by action of the District's Board of Trustees or in accordance with authority delegated by action of the District's Board of Trustees.

The District reserves the right to and may from time to time contract with a vendor other than the firm(s) awarded activities under this Agreement.

3. Term of Contract

The term of this contract shall be determined by the District and the Proposer. The proposer will include in its proposal a timeline to produce the deliverables in this RFP. This timeline will reflect term of the initial contract. The District has no obligation to renew the contract.

4. Conflict of Interest

No officer, member or employee of the District and no member of its governing bodies shall have any pecuniary interest, direct or indirect, in this contract or the proceeds thereof. No Vendor or member of Vendor's family shall serve on a District board, committee, or hold any such position which either by rule, practice or action nominates, recommends, supervises Vendor's operation or authorizes funding to Vendor.

5. Proposal Preparation Expenses

The District will not be responsible for any expenses in the preparation and/or presentation of the Proposal or for the disclosure of any information or material received in connection with this solicitation, whether by negligence or otherwise.

6. Public Record

All proposals become the property of the District and as such become public documents available to be reviewed by the public upon request. Government Code Sections 6250 et. seq., the Public Records Act, define public record as any writing containing information relating to the conduct of public business.

The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from the disclosure requirements. The District cannot represent or guarantee that any information submitted in response to the Proposal will be confidential. If the District receives a request for any document submitted in response to this Proposal, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. Rather, the District will notify the party whose proposal is being sought. In the event that a party who has submitted a proposal wishes to prevent disclosure, it is the sole responsibility of that party to assert any applicable privileges or reasons why the document should not be produced, and to obtain a court order prohibiting disclosure.

7. Piggyback Clause – Intentionally Omitted

8. Promotion

In no instance will the District/College name be used by the vendor in connection with any advertising or promotion *without the specific written permission* of the District.

9. Fair Employment Practices/Equal Opportunity Acts

The District is an equal opportunity employer. By submitting a proposal, a Vendor certifies that it is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. Vendor's personnel policies shall be made available to District upon request.

10. Compliance with Prevailing Wage and DIR Registration. – Intentionally Omitted.

VII. STATEMENT OF WORK AND DELIVERABLES

The Selected Firm will develop a comprehensive study of the current market and environment in the area of student facing computer applications and systems in Higher Education including Community Colleges. The study will include an examination and recommendation of vendors, products and services needed to improve operational efficiency through integrated and transparent business processes, expanded use of data, and greater ease of use for students and employees. Recommended software solutions and service providers' systems must integrate with existing and newly proposed systems, eliminate or reduce data and business process silos, offer intuitive, easy-to-use, self-service interfaces.

The firm will work closely with the Technology Taskforce consisting of District and College staff. The selected Firm will also convene and engage District stakeholders including students, faculty and staff, college administration, to gather information about stakeholders' perceptions, opinions, and wants and needs in identifying proposed solutions.

Based on this research, firms will propose various portfolios of products and services to advance the District's service to and interactions with students via technology.

The following deliverables will be expected from the successful proposer

- A Research Report about the current student support software and services market
- A Staff Report for administration review and presentation to the Chancellor and/or Board of Trustees consisting of portfolios and solutions to support the District and Colleges' strategic plans.
- A Communications Plan to craft appropriate messages to stakeholders about the study and to gather input from stakeholders to be included in the recommendation

A. Research Report.

The successful Firm will gather and summarize quantitative and qualitative research on the market for student support and success systems. The report will include:

- an examination of software packages, services and technology solutions in support of the Taskforce priorities designed to add functionality to the District's enterprise resource planning (ERP) system, Ellucian Banner
- information on solutions used by peer organizations in higher education, community colleges and four-year institutions from the macro- to micro- levels
 - Across America
 - In California
 - In the Greater SF Bay Area
- examples of best or smart practices at other community colleges or in higher education

B. Staff report with Recommendations

The proposal will include development of a staff report integrating the market research with the stakeholder input and concerns. Based on these findings, the report will provide at least 4 solution portfolios for consideration as to how the District's current student-facing application environment

might be changed to reflect the opportunities denoted in the research phase. Each portfolio will consist of :

- information as to how new solutions will integrate with existing systems
- information on system requirements, architecture and features and benefits of proposed software, services and technology
- profiles for any vendors included in the solution portfolios including company profiles including information on ownership, financial data as available, products and existing clients.
- how each portfolio of solutions addresses the three areas identified by the technology task force including: operational efficiency through integrated and transparent business processes; expanded use of data, and greater ease of use for students and employees
- an “order of implementation” to ensure an efficient rollout of the proposed solutions
- costs of proposed solutions including initial and ongoing costs for technology, staffing and training
- initial and ongoing metrics to evaluate success of recommendations in addressing Taskforce and District strategic priorities

C. Communications Plan

The proposal will include detail about the Vendor’s process of designing, convening and facilitating stakeholder focus groups or other formats to effectively solicit input from and capture and record concerns related to proposed solutions of the following stakeholder groups:

- Each college’s faculty, staff, students,
- District office staff (may be included in outreach to College)

Firms should build into their responses a minimum of seven campus focus groups (two per campus, one at the District Office). However, Firms may also suggest, as they see fit, any other strategy to effectively solicit input. Firms should assume that they will manage and implement all aspects of these stakeholder input collection strategies. It is anticipated that the stakeholder forums will occur during the fall, starting sometime in September, 2017. The communications plan will outline a communication strategy including:

- A communication plan to maintain open communication with the project manager, track project progress, ensure the timely attainment of milestones and deliverables
- Providing presentations to the Chancellor’s cabinet, staff, and council, and the Board of Trustees if deemed appropriate
- Designing, convening, facilitating and drafting verbiage/messages for stakeholder involvement and engagement meetings or other methods of collecting input from stakeholders
- Drafting verbiage for meeting notices, advertisements and invitations to stakeholder group members
- Drafting meeting minutes for stakeholder focus groups
- Providing communications support for the Technology Taskforce
- Designing, convening, and facilitating meetings with stakeholders and potential software/technology vendors.

VIII. REQUIRED VENDOR RESPONSES

Firms must respond to each of the following statements. Responses should be included in the proposal response in a section clearly labeled as such (e.g. "Section VIII.A.1 Organization and key staff")

A. QUALIFICATIONS

1. Organization and key staff. Give a brief description of your organization. Include an organization chart of all staff that will be assigned to this project over the course of the contract period. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP. Describe how many people, in total, your company employs. Please delineate between employees and consultants. Include how many full time employees (FTEs) you plan to assign to this project if you are selected.

Describe Key Personnel and proposed staff along with their anticipated duties, including professional disciplines and degrees, as appropriate. Provide the level of education, background and experience for Key Personnel. Describe how long Key Personnel have been involved in similar work. Describe training and experience of Vendor's support staff to ensure District needs will be addressed. Identify the person who will be overseeing this Project and who will serve as the primary point of contact in the Project for the District. Desired project Key Personnel and project staff will possess a high energy level, be sociable, highly motivated, have the ability to present well in public, a history of building positive relationships, demonstrated experience, and experience in research projects of this nature.

2. Capacity. Describe your firm's capacity to provide the required products and services in the timeframe allotted by the project.
3. Experience. Describe your firm's previous experience providing services, accomplishing tasks and meeting requirements similar in nature and scope of this RFP. Include any projects completed for California Community Colleges. In Appendix B of this document, provide reference information for firms for whom you have provided similar services.

B. PROPOSED APPROACH

1. Proposed Approach, Project Design and Communications Plan. Describe your firm's proposed approach and project design to implement this project.
2. Research Methodology. Describe your firm's market research methodology that will be used to gather information for the research report and inform the recommendations/portfolios of the staff report.
3. Timeline. Include a proposed timeline for completion of the deliverables of this RFP.
4. Facilitation processes. Describe your firm's approach to the design, convening, and facilitation of meetings of diverse stakeholders and prospective vendors.

Describe how your firm would integrate the input from these meetings into the recommendations of the staff report.

Describe the communications plan you would use in the implementation of this project. Include the methodology for soliciting input from all stakeholders: faculty, staff, and students in a variety of formats including in person forums (day and evening), and other potential methods as surveys and online suggestion boxes. Keep in mind that the District expects that the firm will provide support services such as drafting messages, meeting minutes, developing and delivering presentations, and the like to keep stakeholders informed during this project.

Describe how your team will work with the Technology Taskforce and others to provide these and other services.

C. DEMONSTRATION OF VENDOR UNDERSTANDING OF DISTRICT AND COLLEGE CULTURE, STRUCTURE, AND STRATEGIC PRIORITIES

1. Alignment with District Strategic Plan. Describe how your proposal is aligned with the District's strategic plan.
2. Alignment with California Community College Chancellor's Office (CCCCO) Initiatives. Describe your understanding of CCCCCO initiatives and how they pertain to the District as well as implications for student facing systems.
3. Applicability of Firm's project plan to the District's current technology environment

D. PRICING AND COST PROPOSAL

1. Pricing and cost proposal. Complete the pricing and cost proposal worksheet found on the "Documents and Attachments" tab on the bid portal to create a Not to Exceed budget for your firms' proposal. Vendors may add tasks and team members to the spreadsheet as appropriate for their proposal.

APPENDIX A

COMPANY INFORMATION AND SIGNATORY PAGE

Company Name:

Business Address:

Telephone: _____ Fax: _____

Email: _____ Website: _____

Type of Firm: Corporation: Proprietorship Partnership: Joint Venture

Other (please describe):

Business License Number: _____ Number of years in business under firm name: _____

Full names of firm's owners (> 10% ownership), officers and managing employees:

Has the firm changed its name within the past 3 years? Yes No

If yes, provide former name(s):

Have there been any recent (within the last three years) changes in control/ownership of the firm? Yes No

If yes, explain.

Have officers or principals of the firm ever had their business license suspended or revoked for any reason?

Yes No

If yes, please explain.

State your firm's gross revenues for each of the last three years:

Current Year: _____ Last Year: _____ Year Before Last: _____

Has your firm ever reorganized under the protection of bankruptcy laws? Yes No

If "yes" please enter date of reorganization: _____

Name and title of person responsible for submission of this proposal and the responses to this questionnaire:

Signature: _____ Date: _____

Printed Name; Title: _____

Phone: _____ Email: _____

APPENDIX B

REFERENCES

<p>REFERENCES: Please provide a minimum listing of three (3) customers who have used your services in the past year. In this listing, please provide the following information:</p>
REFERENCE #1
a. Name of the Customer # 1:
b. Web Address.
c. Contact name with phone, address, fax, and email.
d. Dates of business.
REFERENCE #2
a. Name of the Customer # 2:
b. Web Address.
c. Contact name with phone, address, fax, and email.
d. Dates of business.
REFERENCE #3
a. Name of the Customer # 3:
b. Web Address.
c. Contact name with phone, address, fax, and email.
d. Dates of business.

APPENDIX C

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA COUNTY OF _____

I, _____, being first duly sworn, deposes and says that I
(Typed or Printed Name)

Am the _____ of _____, the party submitting the
(Title) (Vendor's Name)

foregoing Proposal ("the Vendor"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in sham RFP, or to refrain from submitting this Proposal.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Vendor, or to fix any overhead, profit or cost element of the Proposal price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this ____ day of _____, 20__ at _____.
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: _____

Title _____

**APPENDIX D: SAMPLE STANDARD SERVICES AGREEMENT
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGREEMENT
WITH**

This Agreement is entered into this ____ day of _____, 20____ by and between the San Mateo County Community College District, a community college district formed and existing under the law of the State of California, having its principal business address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called "District") and _____, having its principal business address at _____ (hereinafter called "Contractor").

WHEREAS, it is necessary and desirable that Contractor be engaged by District for the purpose of performing services hereinafter described;

NOW, THEREFORE, in consideration of the payments hereinafter set forth, Contractor shall perform services for District in accordance with the terms and conditions set forth herein and in Exhibit A attached hereto and by this reference made a part hereof, and, in consideration of the services rendered in accordance with all terms and conditions set forth herein and in Exhibit A, District shall make payment to Contractor in the manner specified in Exhibit A.

1. **TERM OF CONTRACT.** This Agreement shall commence on _____, 20____ and terminate on _____, 20____. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this Agreement, then the term of this Agreement shall not extend beyond the length permitted by law.
2. **TERMINATION OF CONTRACT.** The District may, at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the District, by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty days from notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination, except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.
3. **INDEPENDENT CONTRACTORS.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as District may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of District in any capacity whatsoever. Contractor shall have no authority, expressed or implied, pursuant to this Agreement to bind District to any obligation whatsoever.
4. **TIME OF PERFORMANCE.** Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay

the purpose of this Agreement.

5. FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS. District is an equal opportunity employer. By entering into this Agreement, Contractor certifies that he/she is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. Contractor's personnel policies shall be made available to District upon request.
6. OWNERSHIP OF PROPERTY. All tangible and intangible property developed, produced and/or provided by Contractor under this Agreement shall become the sole property of District. District's ownership of property developed, produced and/or provided under this Agreement includes, but is not limited to, any specifications, drawings, sketches, models, samples, tools, computer programs, technical information, confidential business information, scripts, customer or personnel information or data, written, oral or otherwise (all hereinafter referred to as "Information"), obtained by Contractor from District or developed by Contractor hereunder or in contemplation hereof shall remain or become the sole property of District. Any copyrightable works or other intellectual property developed in connection with this Agreement shall remain or shall become the sole property of District and, in accordance with Education Code section 72207, Contractor understands that the District's governing board may secure copyrights, in the name of the District, to all such works. If Contractor desires to make use of any such District work for any purpose not related to this agreement, Contractor must first secure prior written consent of District for such use. All copies of such Information in written, graphic or other tangible form shall be returned to District upon termination of this Agreement. Information shall be kept confidential by Contractor, shall be used only in performing hereunder, and may be used for other purposes only upon prior written approval of District Executive Vice Chancellor.
7. LICENSES, PATENTS, PERMITS. Prior to commencement of work/services to be performed under this Agreement, Contractor shall apply for, obtain and maintain in current status, at his/her own expense, any license, permit or approval required from any agency for the performance of said work/services, or forfeit any right to compensation under this Agreement.
8. LIABILITY AND INSURANCE. Contractor shall be responsible for all damages to persons or properties that occur as a result of Contractor's or Contractor's employees fault or negligence in connection with the performance of this Agreement.

The Contractor shall take out and maintain during the life of this Agreement such liability insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages and all operations under this Agreement, whether such operations be by himself/herself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

8.1 Required Coverage. Contractor shall procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor's office):

- a. Commercial General Liability and Property Damage insurance including:
 - Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and Property Damage insurance in an amount not less than \$1,000,000 per occurrence.

- b. Business Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles; and
- c. Umbrella liability in an amount not less than \$3,000,000 per occurrence and annual aggregate.

If the Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

8.2 Required Rating. Insurance carriers must have a Best rating of A(-)X or better.

8.3 Endorsements and Certificates of Insurance. San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on Contractor's Commercial General Liability and Property Damage Policies as co-insured or additional insured.

Certificates of Insurance and endorsements for coverages required herein shall be filed with District's Executive Vice Chancellor *prior to the commencement of work*. The certificates shall provide that if the policy or policies be canceled by the insurance company or Contractor during the term of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to District's Executive Vice Chancellor. The certificates shall also show the information that the San Mateo County Community College District is named on Contractor's Commercial General Liability and Property Damage policies as co-insured or additional insured. Certificates shall clearly state that "The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

- 9. **WORKERS' COMPENSATION INSURANCE.** The Contractor shall have in effect, during the life of this Agreement that the Contractor has employees, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor certifies awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

Initial this box if you have employees

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

Initial this box only if you have no employees and will not submit a Certificate of Workers' Compensation

I have no employees and, therefore, will not submit a Certificate of Workers' Compensation.

- 10. **INDEMNIFICATION.** Contractor shall indemnify and hold harmless District, its officers, agents,

and employees from all claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants.

The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify District, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

The indemnification and hold harmless agreement set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify District, its officers, agents and employees from and defend or settle any claim or action brought against District to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and damages which may be incurred by District, its officers, agents and employees for any such claim or action or settlement thereof.

11. ACCESSIBILITY. Contractor hereby warrants that the products and services to be provided under this Agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth in Title 36, Code of Federal Regulations, part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products and services which is brought to Contractor's attention. Contractor further agrees to indemnify and hold harmless the San Mateo County Community College District, its governing board, officers, employees and agents, the California Community Colleges Chancellor's Office, and any California community college using Contractor's products and services from any claim arising out of Contractor's failure to comply with the aforesaid requirements. Failure to comply with the aforesaid requirements shall constitute a breach and shall be cause for termination of this Agreement.
12. ASSIGNABILITY. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of District, and any attempted assignment without such prior written consent in violation of this paragraph 12 is null and void and automatically shall terminate this Agreement. In the event of any assignment, Contractor shall remain liable to District as principal for the performance of all obligations under this Agreement.
13. FAILURE TO PERFORM. If, at any time, in the opinion of District, Contractor fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of Contractor to be performed, kept, and observed, District may give Contractor written notice to correct such conditions or cure such default; and if any such condition or default shall continue for ten (10) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon District or its duly authorized representative may employ other parties or carry this Agreement to completion as District may deem proper.
14. FORCE MAJEURE. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.
15. DISPUTE RESOLUTION. Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon

mediator. The mediation process shall provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

16. SEVERABILITY. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.
17. AMENDMENTS. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.
18. GOVERNING LAW AND VENUE. This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.
19. ENTIRE AGREEMENT. This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.
20. WAIVERS. No waiver of default by District of any terms or conditions hereof to be performed, kept, or observed by Contractor shall be construed to be or act as a waiver of any subsequent default of any of the terms and conditions herein contained.

- 21. NOTICES. All notices to be given between the parties hereto shall be in writing and may be served by commercial express/overnight courier service or by depositing the same in the United States mail, postage prepaid and certified receipt requested and addressed to:

"DISTRICT"
 San Mateo County Community College District
 Kathy Blackwood, Executive Vice Chancellor
 3401 CSM Drive
 San Mateo, CA 94402

"CONTRACTOR"

Either party by written notice to the other party may change the address of the notice or the names of the persons or parties to receive written notices.

- 22. EXPENDITURE OF PUBLIC FUNDS. Contractor agrees to comply with Government Code Section 8546.7 which provides that any contract involving expenditure of public funds in excess of \$10,000 requires that the contracting parties shall be subject to the examination and audit of the Auditor General for a period of three (3) years after final payment under the contract.
- 23. CAPTIONS. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
- 24. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
- 25. EXECUTION. By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

CONTRACTOR

By: _____
 Susan Harrison, Director of General Services

By: _____

 Name/Title of Authorized Signatory

Date: _____
 Employer Identification Number: 94-3084147
 Number (EIN):

Date: _____
 Federal Tax Payer Identification

EXHIBIT A

Services shall be billed to “San Mateo County Community College District” and become payable after satisfactory completion of services and upon presentation of detailed invoice(s) specifying services being provided. Invoices shall be sent to: SMCCCD, Accounts Payable Office, 3401 CSM Drive, San Mateo, CA 94402.

Location:

SERVICE TO BE PERFORMED	DATE TO BE COMPLETED BY	PAYMENT AMOUNT

The total amount paid under this Agreement shall not exceed \$ _____.

BOARD REPORT NO. 17-10-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF JULY AND AUGUST 2017 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 2017 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2017 through August 31, 2017 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
July 1 - 31, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numt	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0073063	07/03/17	U.S. Bank National Association ND, .	475,375.91	Districtwide Procurement Card Payment
0073071	07/03/17	Knorr Systems, Inc.	16,645.97	CSM Pool Equipment Purchases
0073075	07/03/17	Schneider Electric Buildings Americas, Inc.	24,952.19	Implementation, Maintenance and Service of Districtwide Facilities Management Systems
0073076	07/03/17	Siemens Industry, Inc.	12,261.30	Cañada Fire Alarm System Troubleshooting Services
0073078	07/03/17	SMCCCD Bookstore	26,312.61	Cañada Special Programs Books Purchases
0073079	07/03/17	SMCCCD Bookstore	41,721.49	Bookstore Monthly Student Fees Reimbursement
0073083	07/03/17	VALIC Retirement Services Company	131,058.90	Monthly Tax Sheltered Annuities
0073115	07/06/17	Meta Bank/BB San Mateo CCD CFA	57,289.92	Financial Aid Disbursement
0073159	07/11/17	McCarthy Building Companies	245,000.00	Cañada Construction Project
0073161	07/11/17	Meta Bank/BB San Mateo CCD CFA	38,944.00	Financial Aid Disbursement
0073163	07/11/17	Oracle America, Inc.	13,622.99	Districtwide Software Renewal and Support Services
0073172	07/11/17	SMCCCD Bookstore	35,719.28	CSM Special Programs Books and Supplies Purchases
0073208	07/13/17	Air Systems, Inc.	23,453.00	CSM Child Development Center HVAC System Replacement
0073209	07/13/17	Blach Construction Company	294,622.23	Cañada Design and Preconstruction Services
0073214	07/13/17	Kathmandu AlfaBeta Institute Pvt. Ltd	34,250.00	International Students Recruitment Services
0073218	07/13/17	Krueger International, Inc.	17,225.85	Cañada and CSM Furniture Purchases
0073224	07/13/17	School Project for Utility Rate Reduction (SPURR)	16,773.03	Utilities
0073225	07/13/17	Sedgwick Claims Management Services. Inc.	40,870.05	Replenish Workers' Compensation Insurance Fund and Settlement Payments
0073258	07/18/17	GRD Energy Inc.	19,765.00	Districtwide Utility Measurement and Verification Project Exterior Lighting Upgrade
0073262	07/18/17	Meta Bank/BB San Mateo CCD CFA	36,519.00	Financial Aid Disbursement
0073265	07/18/17	Pacific Dining - Food Service Management	22,880.00	Skyline Cafeteria Cleaning Services
0073270	07/18/17	SMCCCD Bookstore	13,097.19	CSM Special Programs Books and Supplies Purchases
0073271	07/18/17	SMCCCD Bookstore	41,816.61	CSM Special Programs Books and Supplies Purchases
0073272	07/18/17	SMCCCD Bookstore	81,632.30	Skyline Special Programs Books and Supplies Purchases
0073287	07/20/17	Blach Construction Company	305,861.05	Cañada Design and Preconstruction Services
0073289	07/20/17	Dell Marketing LP	10,319.39	Districtwide Computer Purchases
0073292	07/20/17	Nuventive, LLC	17,627.00	Districtwide TracDat Annual Subscription Renewal
0073296	07/20/17	Sutro Tower Inc.	41,186.00	KCSM TV Broadcast Site Lease at Sutro Tower
0073310	07/25/17	Apple Computer, Inc	14,050.55	Districtwide Computer Purchases
0073312	07/25/17	Dell Marketing LP	52,695.37	Districtwide Computer Purchases
0073318	07/25/17	Meta Bank/BB San Mateo CCD CFA	23,243.00	Financial Aid Disbursement
0073323	07/25/17	San Mateo County Schools Insurance Group	198,838.03	Monthly Dental and Vision Insurance Premiums
0073325	07/25/17	SM County Community College District	18,759.14	Replenish Flex Spending Account
0073328	07/25/17	Swinerton Builders	207,561.00	Program Management Services
0073335	07/27/17	Mohr, Thomas C.	14,157.54	Current Medical Advancement and Previous Years Adjustment
495873	07/03/17	Atlas Pellizzari Electric, Inc.	23,731.00	Skyline and Cañada Electrical Services
495878	07/03/17	Burkett's Pool Plastering, Inc.	18,550.00	CSM Pool Repair Services
495902	07/03/17	RSC Insurance Brokerage, Inc.	627,009.40	Districtwide Annual Insurance Premiums

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
July 1 - 31, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numt	Check Date	Vendor Name	Check Amount	Description
495904	07/03/17	Schools Excess Liability Fund	68,858.76	Districtwide Excess Liability Program Annual Fee
495905	07/03/17	Sedgwick Claims Management Services, Inc.	25,763.25	Districtwide Quarterly Worker's Comp TPA Service Fees
495906	07/03/17	SKINACT	26,677.19	Skyline Equipment Purchases
495922	07/03/17	C S E A	15,524.96	Monthly Union Dues
495936	07/03/17	Public Empl Ret Sys	1,634,638.45	Monthly Health Insurance Premium
495973	07/06/17	County School Service Fund	11,935.53	Cañada FCMAT Study Consulting Services
495975	07/06/17	Foundation for California Community College	23,897.32	Districtwide Fusion Annual License Fee
495996	07/06/17	Pacific Gas & Electric Co	15,081.60	Utilities
496000	07/06/17	San Francisco State University	23,380.75	Cañada College MSEIP Grant Related Expenses
496027	07/11/17	Advanced Marking Solutions, Inc.	41,692.06	Skyline Equipment Purchases
496029	07/11/17	American Trainco	11,150.00	Districtwide Facilities Safety Training Program
496036	07/11/17	Bill Gould Architectural Corporation	36,184.17	Skyline Architectural Design Services
496042	07/11/17	City of Redwood City	13,094.22	Utilities
496044	07/11/17	City of San Bruno	27,202.08	Utilities
496057	07/11/17	iContracts, Inc.	11,377.00	Districtwide Contract Software Annual Subscription
496074	07/11/17	RSC Insurance Brokerage, Inc.	347,948.00	Districtwide Annual Insurance Premiums
496097	07/11/17	Associated Std -Canada	29,937.20	Quarterly Student Fees Reimbursement
496098	07/11/17	Associated Std-CSM	45,916.34	Quarterly Student Fees Reimbursement
496099	07/11/17	Associated Std-Skyline	44,509.97	Quarterly Student Fees Reimbursement
496159	07/11/17	The Guardian Life Insurance Company	37,919.09	Monthly Life Insurance Premium
496172	07/13/17	A. Teichert & Son, Inc.	240,664.60	CSM Asphalt Repairs Project
496188	07/13/17	Crowe Horwath, LLP	43,500.00	Districtwide Auditing Services
496196	07/13/17	Hellas Construction, Inc.	11,465.00	Cañada and Skyline Fields Maintenance Services
496202	07/13/17	Marin Community College District	10,342.21	Cañada CALSTEP Program Services
496205	07/13/17	Monterey Peninsula College	17,702.65	Cañada CALSTEP Grant related Services
496209	07/13/17	Pillsbury Winthrop Shaw Pittman LLP	160,012.70	KCSM Legal Services
496216	07/13/17	Strategic Planning Online, LLC	15,000.00	Skyline SPOL Cloud Services Annual Fee
496232	07/13/17	HPT TRS IHG-1, Inc.	41,922.60	Skyline Grant Related International Students Lodging Expenses
496242	07/13/17	A. Teichert & Son, Inc.	12,666.56	CSM Asphalt Repairs Project
496260	07/18/17	Comm College League/Calif	22,907.11	Districtwide Annual Database Subscription
496266	07/18/17	Harbor View Hotel, Inc.	19,499.91	Skyline College Career Connection Event
496269	07/18/17	Leland Saylor & Associates, Inc.	11,157.50	Skyline Construction Cost Estimating Services
496271	07/18/17	Miller, Morton, Caillat & Nevis, LLP	83,620.60	Cañada Vista Litigation Legal Services
496273	07/18/17	Myers Information Systems, Inc.	11,119.05	KCSM TV & FM Modules Annual Support
496276	07/18/17	PAD System Technologies, Inc.	14,500.00	Cañada PAD Equipment and Software Purchases
496277	07/18/17	R & S Erection North Peninsula	24,825.00	Skyline Doors Installation Project
496280	07/18/17	RSC Insurance Brokerage, Inc.	119,792.80	Districtwide Annual Insurance Premiums
496284	07/18/17	ThyssenKrupp Elevator Corporation	10,088.91	Districtwide Elevators Maintenance and Repair Services
496300	07/18/17	Foundation for California Community College	85,000.00	Skyline Career Ladders Project Consulting Services
496308	07/18/17	HPT TRS IHG-1, Inc.	39,333.92	Skyline Grant Related International Students Lodging Expenses

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
July 1 - 31, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numt	Check Date	Vendor Name	Check Amount	Description
496341	07/20/17	Aaronson, Dickerson, Cohn & Lanzone	12,312.50	HR Personnel Legal Services
496350	07/20/17	Comm College League/Calif	21,885.69	Skyline Library Subscription Services
496354	07/20/17	Foster Bros. Security Systems Inc.	32,574.63	Districtwide Classroom Security Hardware Replacement
496360	07/20/17	Miller, Morton, Caillat & Nevis, LLP	114,709.80	Cañada Bldg. 9 and Cañada Vista Litigation Legal Services
496362	07/20/17	MV Transportation, Inc.	14,804.04	Skyline Students Shuttle Services
496364	07/20/17	Pacific Gas & Electric Co	32,084.54	Utilities
496368	07/20/17	Pillsbury Winthrop Shaw Pittman LLP	176,222.39	KCSM Legal Services
496372	07/20/17	Reliable Concepts Corporation	22,050.00	Skyline SIMS Lab improvement Project
496385	07/20/17	American Federation of Teachers	22,411.53	Monthly Union Dues
496406	07/20/17	U.S. Postal Services	10,000.00	CSM Postage Purchase
496408	07/25/17	A.C.C.J.C.	25,091.00	Skyline Annual Membership Dues
496410	07/25/17	AT&T/MCI	11,092.59	Districtwide Telephone Services
496426	07/25/17	Group 4 Architecture, Research + Planning, Inc.	143,040.00	Skyline Architectural Design Services
496430	07/25/17	KTGY Group, Inc.	25,710.00	Skyline Housing Architectural Design Services
496435	07/25/17	Remy Moose Manley, LLP	16,536.08	CSM Parking Lot Litigation Services
496444	07/25/17	Strata Information Group	59,410.00	Monthly Districtwide Professional & Management Services
496449	07/25/17	Van Dorn Abed Landscape Architects Inc.	17,352.00	Skyline Housing Architectural Services
496462	07/25/17	Pacific Gas & Electric Co	16,000.00	Utilities
496469	07/27/17	BKF Engineers	31,170.30	Skyline Housing Planning and Engineering Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1800002	07/03/17	US Treasury - Federal Payroll Tax	1,985,019.32	Federal Payroll Tax
J1800002	07/03/17	EDD - State Payroll Tax	385,251.37	State Payroll Tax
J1800009	07/05/17	State Teacher Retirement - Defined Benefit	329,798.77	STRS Retirement-Defined Benefit 95%
J1800018	07/06/17	Mass Mutual 457	33,980.47	Tax Annuity
J1800007	07/12/17	PERS Retirement	1,131,238.78	PERS Retirement Advance
J1800058	07/14/17	State Teacher Retirement - Cash Balance	37,191.72	STRS Retirement-Cash Balance
J1800044	07/17/17	EDD - State Payroll Tax	77,718.17	State Payroll Tax
J1800044	07/17/17	US Treasury - Federal Payroll Tax	429,098.31	Federal Payroll Tax
J1800069	07/18/17	State Teacher Retirement - Defined Benefit	267,026.67	STRS Retirement-Defined Benefit Bal
J1800106	07/25/17	Mass Mutual 457	15,100.00	Tax Annuity
J1800105	07/26/17	EDD - State Payroll Tax	31,299.70	State Tax-Disability Insurance
J1800105	07/26/17	US Treasury - Federal Payroll Tax	102,649.38	Federal Payroll Tax
J1800114	07/27/17	EDD - State Payroll Tax	13,867.59	State Unemployment Payroll Tax
J1800115	07/27/17	PERS Retirement	19,234.14	PERS Retirement Balance

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
July 1 - 31, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numt	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
117122	07/12/17	Cengage Learning	20,355.04	Purchase of Inventory
117149	07/12/17	MBS Textbook Exchange	21,804.21	Purchase of Inventory
117150	07/12/17	McGrew-Hill Companies	18,771.28	Purchase of Inventory
117154	07/12/17	MTC Distributing	13,833.68	Purchase of Inventory
117165	07/12/17	Pens Etc	29,569.42	Purchase of Inventory
117166	07/12/17	Pepsi-Cola	10,065.35	Purchase of Inventory
117171	07/12/17	Russell Athletic	13,959.93	Purchase of Inventory
EFT 70319	07/28/17	Board of Equalization	18,036.00	Sales Tax Quarter-ends June 2017
		Subtotal	12,632,532.74	90%
		Warrants Issued ≤ \$10,000	1,438,909.61	10%
		Total Non-Salary Warrants Issued	<u>14,071,442.35</u>	100%
District Accounts Payable	Ck#495869-496492, DD73054-73338		8,880,258.86	
District Payroll	Ck#126198-127087, DD50135640-50137293		11,252,964.22	
SMCCCD Bookstores	Ck#117113-117189, EFT70319		278,454.76	
	Total Warrants Including Salaries -July 2017		<u>20,411,677.84</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
August 1 - 31, 2017
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0073351	08/01/17	U.S. Bank National Association ND, .	218,035.34	Districtwide Procurement Card Payment
0073353	08/01/17	CDW LLC	16,348.50	Districtwide IT Equipment Purchases
0073354	08/01/17	Corovan Moving & Storage Co.	35,098.67	CSM Moving Services
0073360	08/01/17	Meta Bank/BB San Mateo CCD CFA	30,983.75	Financial Aid Disbursement
0073365	08/01/17	School Project for Utility Rate Reduction (SPURR)	33,263.94	Utilities
0073367	08/01/17	Keenan & Associates	136,843.20	Skyline Construction Projects Insurance Fees
0073370	08/01/17	Wesco Graphics, Inc.	26,210.18	CCCE Catalog Printing Services
0073371	08/01/17	Western Allied Mechanical Inc.	11,626.25	HVAC Repair Services
0073372	08/01/17	XL Construction Corporation	446,190.00	Skyline Design and Preconstruction Services
0073385	08/03/17	Constellation NewEnergy, Inc.	73,002.62	Utilities
0073391	08/03/17	Siemens Industry, Inc.	31,636.75	Districtwide Fire Alarm Panels Upgrade and Monitoring Services
0073393	08/03/17	SMCCCD Bookstore	23,966.61	Bookstore Monthly Student Fees Reimbursement
0073396	08/03/17	VALIC Retirement Services Company	118,221.90	Monthly Tax Sheltered Annuities
0073403	08/08/17	CDW LLC	37,278.00	CSM Network Equipment Purchases
0073405	08/08/17	Computerland	63,783.00	Districtwide ITS Software License Annual Subscription
0073409	08/08/17	McCarthy Building Companies	275,000.00	Cañada Construction Project
0073410	08/08/17	Meta Bank/BB San Mateo CCD CFA	230,197.15	Financial Aid Disbursement
0073411	08/08/17	Netronix Integration, Inc.	30,273.79	Districtwide AMAG and EXACQ Annual Support Services
0073415	08/08/17	Sutro Tower Inc.	20,593.00	KCSM TV Broadcast Site Lease at Sutro Tower
0073419	08/08/17	Western Allied Mechanical Inc.	23,750.00	CSM Aquatics Pool Upgrade Project
0073436	08/10/17	SM County Community College District	21,941.21	Replenish Flex Spending Account
0073448	08/15/17	Meta Bank/BB San Mateo CCD CFA	1,967,022.25	Financial Aid Disbursement
0073449	08/15/17	Sedgwick Claims Management Services. Inc.	49,933.77	Replenish Workers' Compensation Insurance Fund and Settlement Payments
0073459	08/17/17	Constellation NewEnergy, Inc.	60,674.47	Utilities
0073463	08/17/17	Evisions, Inc	18,377.00	Districtwide Argos Annual License Renewal
0073466	08/17/17	Gordon Kenny Realty, Inc.	15,000.00	College Staff Housing Operating Expenses Advancement
0073476	08/17/17	School Project for Utility Rate Reduction (SPURR)	11,615.67	Utilities
0073484	08/22/17	Apple Computer, Inc	14,426.47	Skyline and CSM Computer Purchases
0073490	08/22/17	Meta Bank/BB San Mateo CCD CFA	417,781.41	Financial Aid Disbursement
0073500	08/24/17	Jaime L Arce	37,452.80	Districtwide Signage Projects
0073502	08/24/17	San Mateo County Schools Insurance Group	196,974.13	Monthly Dental and Vision Insurance Premiums
0073503	08/24/17	Sedgwick Claims Management Services. Inc.	54,989.56	Replenish Workers' Compensation Insurance Fund and Settlement Payments
0073509	08/29/17	Apple Computer, Inc	22,031.38	Skyline Computer Purchases
0073510	08/29/17	Blach Construction Company	1,485,043.75	Cañada Design and Preconstruction Services
0073512	08/29/17	Dell Marketing LP	14,951.19	Districtwide Computer Purchases
0073515	08/29/17	Meta Bank/BB San Mateo CCD CFA	355,458.33	Financial Aid Disbursement
496495	08/01/17	Allana Buick & Bers, Inc.	65,911.84	Cañada Construction Leak Investigation Services
496509	08/01/17	Eastern Educational Television Network, Inc.	20,359.00	KCSM American Public Television Access Fee
496519	08/01/17	Peninsula Library System	86,923.00	Districtwide Subscriptions Services
496522	08/01/17	RJMS Corporation	41,283.75	Facilities Vehicle Purchase
496523	08/01/17	RSC Insurance Brokerage, Inc.	206,821.00	Districtwide Annual Insurance Premiums

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
August 1 - 31, 2017
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
496548	08/03/17	BrightView Tree Care Services, Inc.	27,307.00	CSM Tree Removal Services
496554	08/03/17	DBBuilder Inc.	35,100.00	Skyline Cosmetology Software and Equipment Purchase
496555	08/03/17	e-Learning Innovation LLC	60,000.00	Districtwide Helpdesk and Support Services
496572	08/03/17	Pacific Gas & Electric Co	17,084.82	Utilities
496578	08/03/17	STEM Learning, LLC	15,080.00	BAPA Lecture Services
496587	08/03/17	American Federation of Teachers	22,321.92	Monthly Union Dues
496589	08/03/17	Calif Water Service Co	43,473.08	Utilities
496602	08/03/17	Public Empl Ret Sys	1,630,940.60	Monthly Health Insurance Premium
496622	08/08/17	Bill Gould Architectural Corporation	20,833.31	Skyline Architectural Design Services
496623	08/08/17	Board of Governors	17,700.00	Districtwide Student Right To Know Act Reporting Subscription Fee
496630	08/08/17	City of Redwood City	14,585.74	Utilities
496633	08/08/17	City of San Bruno	27,817.49	Utilities
496642	08/08/17	Governet	26,250.00	Districtwide Curricunet Annual Support Maintenance & Hosting Fees
496650	08/08/17	Miller, Morton, Caillat & Nevis, LLP	59,541.34	Cañada Vista Litigation Legal Services
496661	08/08/17	SARS Software Products Inc	25,600.00	Districtwide Software Renewal Fees
496666	08/08/17	UndergroundGIS, Inc.	15,000.00	Facilities Landmark Software Annual License & Support
496689	08/10/17	McGraw-Hill Education, Inc.	17,130.00	CSM Math Assessment Testing Purchases
496690	08/10/17	Miller, Morton, Caillat & Nevis, LLP	12,840.00	Cañada Vista Litigation Legal Services
496693	08/10/17	Pacific Gas & Electric Co	15,443.77	Utilities
496695	08/10/17	PeopleAdmin, Inc.	32,663.17	HR Recruiting Services Annual Fee
496714	08/10/17	The Guardian Life Insurance Company	37,600.90	Monthly Life Insurance Premium
496718	08/15/17	Black Rocket Productions LLC	10,310.00	BAPA Lecture Services
496753	08/15/17	Pacific Gas & Electric Co	50,605.47	Utilities
496754	08/15/17	Pacific Gas & Electric Co	49,406.93	Utilities
496759	08/15/17	Strata Information Group	61,440.00	Monthly Districtwide Professional & Management Services
496777	08/15/17	U.S. Postal Services	15,020.00	Community Education Postage
496779	08/17/17	A. Teichert & Son, Inc.	471,631.29	CSM Asphalt Repairs Project
496780	08/17/17	A.C.C.J.C.	25,091.00	CSM Annual Membership Dues
496806	08/17/17	H.Y. Floor and Gameline Painting, Inc.	14,792.00	CSM Gym Flooring Services
496831	08/17/17	Pacific Gas & Electric Co	30,968.49	Utilities
496869	08/17/17	A. Teichert & Son, Inc.	24,822.70	CSM Asphalt Repairs Project
496912	08/22/17	Hernandez, Pablo I.	12,635.00	Skyline Opening Day Keynote Speaker Fee
496940	08/22/17	Pacific Gas & Electric Co	20,040.29	Utilities
496976	08/22/17	Calif Water Service Co	41,548.96	Utilities
496977	08/22/17	County of San Mateo	11,686.40	Districtwide Monthly Parking Income Allocation
497014	08/24/17	IA Lodging Burlingame TRS, LLC	19,617.16	Skyline Grant Related Student Event Services
497040	08/24/17	OmniUpdate, Inc.	30,875.00	Districtwide ITS Web Annual License & Services
497053	08/24/17	Sensible Environmental Solutions Inc.	10,815.75	Cañada Building 9 Leak Litigation Consulting Services
497134	08/29/17	MV Transportation, Inc.	13,948.62	Skyline Students Shuttle Services
497170	08/29/17	Turner Construction Company	1,331,826.00	Skyline Design and Preconstruction Services
497225	08/29/17	Blach Construction Company	31,870.93	Cañada Design and Preconstruction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
August 1 - 31, 2017
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1800113	08/01/17	US Treasury - Federal Payroll Tax	1,547,385.36	Federal Payroll Tax
J1800113	08/01/17	EDD - State Payroll Tax	276,596.63	State Payroll Tax
J1800113	08/01/17	EDD - State Payroll Tax	10,701.41	State Tax-Disability Insurance
J1800141	08/02/17	Mass Mutual 457	30,380.47	Tax Annuity
J1800132	08/02/17	State Teacher Retirement - Cash Balance	41,648.52	STRS Retirement-Cash Balance
J1800133	08/02/17	State Teacher Retirement - Defined Benefit	419,356.00	STRS Retirement-Defined Benefit 95%
J1800133	08/02/17	State Teacher Retirement - Defined Benefit	22,071.37	STRS Retirement-Defined Benefit Bal
J1800154	08/09/17	PERS Retirement	910,223.42	PERS Retirement Advance
J1800218	08/10/17	EDD - State Payroll Tax	11,515.80	State Unemployment Payroll Tax
J1800251	08/16/17	EDD - State Payroll Tax	12,028.98	State Payroll Tax
J1000251	08/16/17	US Treasury - Federal Payroll Tax	146,021.62	Federal Payroll Tax
J1800292	08/17/17	Mass Mutual 457	12,400.00	Tax Annuity
J1800406	08/25/17	PERS Retirement	15,114.14	PERS Retirement Balance
<u>SMCCCD Bookstores</u>				
117228	08/02/17	McGrew-Hill Companies	27,343.04	Purchase of Inventory
117238	08/02/17	Pearson Education, Inc	38,418.00	Purchase of Inventory
117242	08/02/17	Promevo	17,378.90	Purchase of Inventory
117249	08/02/17	Skyline Bookstore GAP	15,950.10	Purchase of Inventory
117250	08/02/17	SM CC College District	356,682.14	Salaries & Benefits of June 2017
117264	08/02/17	Xerox Corporation	11,538.67	Purchase of Inventory
117271	08/10/17	Pearson Education, Inc	18,289.89	Purchase of Inventory
117281	08/29/17	Cengage Learning	12,403.99	Purchase of Inventory
117289	08/29/17	CSM Bookstore	10,847.88	Purchase of Inventory
117300	08/29/17	Elsevier Publishing CO.	20,239.04	Purchase of Inventory
117315	08/29/17	Indico	11,169.93	Purchase of Inventory
117324	08/29/17	Marianna Industries Inc	35,969.60	Purchase of Inventory
117325	08/29/17	MBS Textbook Exchanges	35,279.28	Purchase of Inventory
117326	08/29/17	McGrew-Hill Companies	89,676.90	Purchase of Inventory
117335	08/29/17	Partnership	10,468.17	Purchase of Inventory
117336	08/29/17	Pearson Education, Inc	63,469.19	Purchase of Inventory
117340	08/29/17	Poise Makeup Professional	12,055.00	Purchase of Inventory
117356	08/29/17	SM CC College District	205,000.69	Salaries & Benefits of July 2017
117374	08/29/17	Xerox Corporation	10,631.93	Purchase of Inventory
		Subtotal	15,958,795.82	93%
		Warrants Issued ≤ \$10,000	1,203,828.62	7%
		Total Non-Salary Warrants Issued	<u>17,162,624.44</u>	100%
District Accounts Payable	Ck#496493-497237, DD73339-73525		12,414,750.52	
District Payroll	Ck#127088-127710, DD50137294-50139089		9,979,250.63	
SMCCCD Bookstores	Ck#117190-117375, EFT63692		<u>1,278,681.97</u>	
	Total Warrants Including Salaries - July 2017		<u>23,672,683.12</u>	

BOARD REPORT NO. 17-10-6CA

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

ACCEPTANCE OF ZERO TEXTBOOK COST DEGREE GRANT

The California Community Colleges Chancellor's Office's (CCCCO) Zero Textbook Cost Degree - Implementation Phase 2 program was developed in response to the California State Legislature's intent to develop and implement zero textbook cost (ZTC) degrees. The CCCCCO ZTC degree program made available to colleges implementation grants of up to \$150,000 with the purpose of expediting the development and implementation of a ZTC degree program.

In response to this program, Skyline College developed a proposal to transform the Associate of Science (AS) program in Respiratory Care into a ZTC degree program. The Respiratory Care program is accredited to admit cohorts of 25 students into the two-year program each fall semester. The Respiratory Care ZTC program pathway will serve all students in the cohort, for a total target of approximately 125 students over a three-year period after implementation begins. With funding from this CCCCCO ZTC program, Skyline College will address the following objectives:

- Objective 1: Identification, development, and compilation of Open Educational Resources (OER) materials.
- Objective 2: Review, refining, and adoption of OER materials.
- Objective 3: Publishing and piloting of OER materials and preparing for student enrollment in January 2019. Implementation strategies include piloting ZTC courses with the Respiratory Care Cohorts 1 and 2 as well as one prerequisite course in fall 2018.

Based on Skyline College's application to the CCCCCO ZTC program, the College was subsequently awarded a one-year grant in the amount of \$149,816, effective January 1, 2018.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Zero Textbook Cost Degree award of \$149,816 for the development and implementation of the Skyline College Zero Textbook Cost Degree Program in Respiratory Care.

BOARD REPORT NO. 17-10-102B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Eugene Whitlock, General Counsel, 358-6883

**RESCISSION OF THE REVISED ADDENDUM TO THE 2006 INITIAL STUDY/MITIGATED
NEGATIVE DECLARATION ADOPTED AUGUST 24, 2011 AND RELATED BUILDING 20
DEMOLITION/EDISON PARKING LOT CONSTRUCTION APPROVALS**

The final Court of Appeal opinion, published on May 5, 2017, in *Friends of the College of San Mateo Gardens v. San Mateo County Community College District* (Case No. A135892, appeal from Superior Court Case No. CIV 508656) held that the District's Revised Addendum to the 2006 Initial Study/Mitigated Negative Declaration for the College of San Mateo campus plan project was not the correct subsequent review document under CEQA for the Building 20 demolition/Edison parking lot construction project. The result of the Court of Appeal's ruling was to affirm the original trial court decision to issue a writ directing the District to rescind the approvals of the revised addendum and projects. The writ further directs that the District can not consider approving the projects again until fully complying with CEQA and to make a return to the writ indicating what the District has done to comply with these directives.

In order to fulfill the terms of the writ, this Board must take action to rescind the August 24, 2011 approvals, and then the District will file a return to the writ with the trial court, attaching documentation of the Board's action and asking the trial court to discharge the writ.

RECOMMENDATION

It is recommended that the Board of Trustees rescind its approval of the Revised Addendum to the 2006 Initial Study adopted August 24, 2011 and rescind its approval of the Building 20 Demolition and Construction of the Edison Parking Lot.

BOARD REPORT NO. 17-10-103B

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

ACCEPTANCE OF DISTRICT ACTUARIAL STUDY

The District has a plan that provides medical benefits to retirees. With the advent of GASB 45 and subsequently GASB 74/75, the District is required to determine the overall liability of our post-retirement medical benefits plan every two years. This estimate uses assumptions about how much medical costs will increase in the future, the retirement and mortality rates of our employees and retirees and various other assumptions that may change from period to period. In addition, the District started funding the liability in 1993 and established the Futuris OPEB Trust in 2009. The Trust enables the District to invest in longer term investments and consequently receive a better return, which in turn reduces our liability.

	June, 2017	Feb., 2013	Feb., 2011	May, 2009
Total Liability	\$116,969,506	\$125,352,953	\$126,301,338	\$150,588,200
Balance in Futuris Trust	\$ 97,061,619	\$ 36,835,312	\$ 15,643,762	-

The District continues to charge itself a benefit percentage that covers the future cost of current employees' retiree benefits. This charge is transferred to the Post Retirement Reserve Fund, which is the source of the transfers to the Futuris Trust.

RECOMMENDATION

It is recommended that the Board accept the actuarial study.

BOARD REPORT NO. 17-10-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance and Operations, 358-6836
Chris Strugar-Fritsch, Director of Capital Projects, 378-7342

**APPROVAL OF CONTRACT AWARD FOR
DISTRICTWIDE FIRE ALARM PANELS UPGRADE PROJECT**

The District’s current fire alarm monitoring and alarm system is in need of an upgrade to the system’s control panels. The fire alarm systems were last updated in 1997 for Skyline College and 2006 for Cañada College and College of San Mateo. The current Siemens MXL fire alarm control panels and annunciator panels are soon to become obsolete since the existing panel model is no longer manufactured and repair parts will no longer be available after 2018. This project will upgrade all fire alarm control panels and annunciator panels Districtwide to the newest technology available from Siemens fire alarm systems. The new product, Siemens XLS panels, will work with all the existing field devices (pull stations, smoke detectors, horns and strobes, etc.) so that only the panels themselves have to be replaced.

The District launched a request for qualifications process in June 2016 to hire a design engineer to provide fire alarm professional services for this project. After a proposal review and interview process, the District hired Interface Engineering as the best qualified engineer to provide the engineering services. Interface Engineering worked with Facilities to design the upgrade project and submitted design documents to the Division of State Architect (DSA) on May 1, 2017. DSA approved the design on August 29, 2017.

The Facilities Planning Department with the support of Swinerton Management and Consulting advertised this construction project through the Planet Bid online bidding system to all of the District’s prequalified B license General Building contractors and C-10 license Electrical contractors. In addition, a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on September 18 and 25, 2017. A total of four (4) contractors, two (2) of whom were prequalified, attended one of the mandatory pre-bid conferences held on September 25 and 28.

On October 12, 2017 the District held a public bid opening and received three (3) bids for this project as follows:

Contractor	Bid Amount
Atlas-Pellizzari Electric Company	\$2,698,200.00
Inter-Mountain Electric	\$2,636,331.00
F.E. Controls	\$2,290,266.60

After bid opening, Facilities conducted a due diligence investigation of the bid result to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, the bid was evaluated for its conformance with bidding requirements. Based on the due diligence review process, Inter-Mountain Electric was deemed the lowest responsive, responsible bidder. The bid received from F.E. Controls was deemed non-responsive because this contractor is not on the District's 2017 Contractor Prequalified List, and they did not acknowledge Addendum #1.

This recommended contract award amount is within the project budget. This project will be funded by Measure H general obligation bonds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with Inter-Mountain Electric for the Districtwide Fire Alarm Panels Upgrade Project, Bid #86750, in an amount not to exceed \$2,636,331.00.

BOARD REPORT NO. 17-10-105B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Mitchell Bailey, Chief of Staff, (650) 574-6510

NOMINATION OF CANDIDATES TO SERVE ON COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

On November 13 at 7:00 p.m., there will be a meeting at the San Mateo County Office of Education to elect members to the County Committee on School District Organization (CCSDO) and to encourage any interested party to nominate candidates for that election prior to November 13.

Five seats on the Committee are up for election. To be eligible, a candidate must: 1) be a registered voter; 2) reside in the supervisorial district of the seat for which the candidate is running; and 3) not be an employee of any school district in San Mateo County. Members of school district governing boards may serve on the CCSDO, provided they are not employees of other school districts in the county.

Attached are four documents:

1. The CCSDO Roster shows the current membership, highlights the five terms of office that will expire on November 30, 2017, and indicates whether the incumbent is seeking re-election .
2. The map shows the Supervisorial Districts from which members are elected. This year, the Governing Board Representatives will elect two Committee members from District #2 (Supervisor Groom's District), one member from District #4 (Supervisor Slocum's District), one member from District 5 (Supervisor Canepa's District) and one member At-Large.
3. The Nominations Instructions Form includes information about the criteria for membership on the CCSDO.
4. The Nomination Form can be used to nominate a candidate for election to the Committee. If you would like to nominate a candidate, please complete and return the Nomination Form; although nominations will be accepted up to and including the November 13 election meeting, we request that you submit nominations by November 10, 2017 if at all possible. (Note: anyone can nominate a candidate; nominations are not limited to Governing Board Representatives. However, only the Governing Board Representatives vote to elect the candidates.)

RECOMMENDATION

It is recommended that the Board determine if there is interest by any Board member to nominate a candidate to serve on the County Committee on School District Organization.



Anne E. Campbell • County Superintendent of Schools

San Mateo County Committee on School District Organization Roster of Members – October 2017

Name	Supervisorial District	Term Expires Fall
Vacant	At-Large	2017
Greg Dannis	District 1 (Dave Pine)	2018
Vacant	District 1 (Dave Pine)	2018
Colleen You (incumbent)	District 2 (Carole Groom)	2017
Melchior Thompson (incumbent)	District 2 (Carole Groom)	2017
Marc Tarpensing	District 3 (Don Horsley)	2018
Virginia Bamford	District 3 (Don Horsley)	2018
Hilary Paulson (incumbent)	District 4 (Warren Slocum)	2017
Laura Rich	District 4 (Warren Slocum)	2018
George Robinson (incumbent)	District 5 (David Canepa)	2017
Bill Lock	District 5 (David Canepa)	2018

Timeline for Election of Five New Members to Take Office on 12/1/17

October 16, 2017	Call for nominations of candidates for election to the County Committee on School District Organization
November 13, 2017	Election Date: Governing Board Representatives meet to elect five (5) people to fill new terms on the County Committee on School District Organization (CCSDO)
December 1, 2017	New terms of office begin and organizational meeting of Newly constituted CCSDO



SUPERVISORIAL DISTRICTS

C O U N T Y O F S A N M A T E O



Anne E. Campbell • County Superintendent of Schools

Instructions to Governing Board Representatives (GBR)
For
Election of Members to the
County Committee on School District Organization (CCSDO)

The Governing Board Representatives (GBR) to the San Mateo County Committee on School District Organization will meet at 7:00 p.m. on Monday, November 13, 2017, to elect five members to the County Committee on School District Organization. The meeting will be held at the San Mateo County Office of Education, 101 Twin Dolphin Drive, Redwood City.

The regulations governing the election are outlined below.

- There must be a quorum of at least 13 GBRs present at the meeting. If a quorum is not present, the Education Code stipulates that the County Superintendent will appoint the new members.
- CCSDO must be registered voters who reside in the Supervisorial District they are seeking to represent.
- Employees of school districts are not eligible to serve.
- Governing Board members may simultaneously serve on the Committee provided they are not employees of another district in the county.
- Each GBR can vote for five candidates - two in District 2, one in District 4, one in District 5 and one At-Large.
- The new term will begin on December 1, 2017, and run for four years, until November 30, 2021.

A Sample Ballot will be shared, showing the names of all candidates who have been nominated prior to the meeting. The official ballots will be distributed at the meeting on November 13, and will include the names of any additional candidates nominated by November 10. Prior to the vote, nominations will also be accepted from the floor.

GOVERNING BOARD NOMINATION FORM FOR COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION REPRESENTATIVE

(Use a separate form for each candidate being nominated.)

Part I: Information About Candidate Being Nominated

Candidate's Name: _____

Candidate's Address: _____

City: _____ State: _____ Zip: _____

Note: You must provide the home address, not a mailing address.

Supervisory District in which Candidate lives (i.e., #1, 3, 4 or At-Large): _____

Candidate's Phone: (Home) _____ (Work) _____

(Cell) _____

Candidate's Email: _____

Part II: Information about Person Submitting the Nomination

Name: _____

Phone: _____

Email: _____

Complete and return this form by November 10, 2017, via mail, fax or email to:

Marco A. Chavez
San Mateo County Office of Education
101 Twin Dolphin Drive,
Redwood City 94065-1064
Fax 650-802-5564
Email: mchavez@smcoe.org

or

To make a nomination from the floor, bring this form to the meeting on
November 13, 2017, at 7:00 p.m. at the County Office of Education

BOARD REPORT NO. 17-10-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, 574-6179

INFORMATION REPORT REGARDING CERTIFIED NURSING ASSISTANT PROGRAM

Mission and Goals

Community Education was established in the California Community College system for the specific purpose of offering additional educational opportunities to members of the local community other than for-credit instruction. Building a robust and effective Community Services Education program created the opportunity for colleges to address the needs of all members of a community in credit, non-credit and not-for-credit instruction. Community Education, as it has been known in our district, has existed for many years serving the educational needs of the San Mateo County community as well as learners around the world. The program has evolved over the years and in 2015, the program known as Community Education was rebranded Community, Continuing and Corporate Education (CCCE).

CCCE seeks to educate and enhance the lives of San Mateo County residents, families, businesses, nonprofits, government agencies, and internationals through self-supporting, innovative educational programs and partnerships, renowned signature programs, and global impact initiatives. CCCE's Strategic Goals are based on the District Strategic Plan adopted by the District Board of Trustees on September 30, 2015, with particular emphasis on Strategic Goal #4. CCCE's 2015-2020 Strategic Goals are as follows:

1. Increase Community, Continuing and Corporate Education (CCCE) training and services to San Mateo County residents, families and businesses through increased lifelong learning and professional certifications for adults, expanded academic and fitness programming for youth, and customized workforce training for public and private-sector organizations.
2. Increase revenue-generating contract training for public and private-sector organizations.
3. Develop internationally recognized, revenue-generating Intensive English Programs for students, educators, administrators and executives.
4. Contribute to the economic development of San Mateo County through collaborative partnerships with industry and workforce/economic development agencies.
5. Increase credit-based enrollments through new credit/not-for-credit hybrid programming.
6. Create or expand revenue-generating programs in collaboration with the San Mateo Athletic Club.

Certified Nursing Assistant (CNA) Program

At the request of College of San Mateo's Nursing Director Jane McAteer, CCCE was asked to pursue development of a California State approved Certified Nursing Assistant program to provide the community with career opportunities in an occupation with faster than average growth projections through 2024. Based on alignment with its mission and goals, CCCE relayed this request to Vice Chancellor Tom Bauer, who reached out to College of San Mateo President Michael Claire. After consulting with his cabinet, President Claire gave approval for CCCE to pursue development of a Certified Nursing Assistant program with the support of, and in collaboration with, College of San Mateo's Nursing Department. Details will be brought before the Board of Trustees in November.