

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

February 28, 2018

Closed Session at 5:00 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. 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 3401CSM Drive, San Mateo, CA 94402.*
 - *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
 - *Regular Board meetings are recorded; recordings are kept for one month.*
 - *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*
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5:00 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. LocusPoint Networks, LLC, et al. v San Mateo County Community College District, Case No. 17CIV04899
3. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
4. Public Employee Discipline, Dismissal, Release

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

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

Pledge of Allegiance

MINUTES

18-2-1 Approval of the Minutes of the Regular Meeting of January 24, 2018

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

18-2-1B Recognition by the Board of Trustees of District and College Classified Employees of the Year and Selection of Nomination to be Forwarded to the State Chancellor's Office

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

18-2-6C Math – Teaching, Learning and Outcomes

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

18-2-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

Approval of Consent Agenda

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

18-2-1CA Acceptance of Gifts by the District

18-2-2CA Ratification of November and December 2017 District Warrants

18-2-3CA Declaration of Surplus Property

18-2-4CA Approval of Curricular Additions, Deletions and Modifications – College of San Mateo and Skyline College

18-2-5CA Approval of International Student Health Insurance Program for 2018-2019

18-2-6CA Acceptance of Grant Funds from San Bruno Community Fund

Other Recommendations

18-2-100B Authorization of the Use of University of California Contract 701/OP/050 with Steelcase Inc. to Purchase Furniture and Associated Services

18-2-101B Authorization to Execute a Use Permit with Jefferson Union High School District for Use of Swing Space for Skyline College

- 18-2-102B Adoption of Resolution No. 18-1 in Support of the Skyline College Express Shuttle and Submitting an Application for San Mateo County Shuttle Program Funding for the Skyline College Express Shuttle
- 18-2-103B Approval of Contract Award for Skyline College Building 19 Pacific Heights Swing Space
- 18-2-104B Approval of Construction Consultants
- 18-2-105B Authorization to Utilize the Lease-Leaseback Delivery Method for College of San Mateo Building 17 Learning Communities Modernization Project

INFORMATION REPORTS

- 18-2-7C First Quarter Report of Auxiliary Operations, 2017-18

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 Regular Meeting of the Board of Trustees
San Mateo County Community College District
January 24, 2018, San Mateo, CA**

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Holober said that during Closed Session, the Board will (1) consider the recommendation for expulsion of a student, (2) hold a conference with legal counsel regarding three cases of existing litigation and one case of potential litigation as listed on the printed agenda, and (3) 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 6:10 p.m.

Board Members Present: President Richard Holober, Vice President Maurice Goodman, Trustee Dave Mandelkern, Trustee Thomas Mohr, 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 President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Holober said no reportable action was taken during closed session.

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober said that in order to accommodate the auditors, it was requested that items 18-1-100B through 18-1-103B be placed first on the agenda. There were no objections from the Board.

RECEIPT AND ACCEPTANCE OF THE 2016-17 DISTRICT AUDIT REPORT (18-1-100B)

It was moved by Trustee Mandelkern and seconded by Trustee Mohr to accept the audit report.

District Audit Report

Financial Statements: Auditor Jeff Jensen of Crowe Horwath LLP said the auditors rendered an unmodified opinion that the District's financial statements are free of material misstatement and comply with all accounting pronouncements that are required to be adopted by the District. No material weaknesses or significant deficiencies were identified with regard to internal control over financial reporting. There were no audit adjustments.

Federal Awards: Mr. Jensen said there were no findings related to federal compliance and the auditors rendered an unmodified opinion.

State Awards: Mr. Jensen said there was a modified opinion due to a finding related to the 50 Percent Law. In response to a question from President Holober, Mr. Jensen said that in order to be in compliance with the 50 Percent Law, the District would be required to spend \$67.2 million of its current expense of education for salaries of classroom instructors. As of June 30, 2017, the District spends \$61.3 million, or 45.63 percent, for classroom instruction.

After this discussion, the motion to approve the District audit report carried, all members voting Aye.

RECEIPT AND ACCEPTANCE OF THE 2016-17 KCSM AUDIT REPORT (18-1-101B)

It was moved by Trustee Schwarz and seconded by Vice President Goodman to accept the audit report. Auditor Joseph Trone of Crowe Horwath LLC said the auditors rendered an unmodified opinion that the financial statements present fairly, in all material respects, the financial position of KCSM-FM. He said there were no findings or audit adjustments. Trustee Mandelkern noted that the recommendation is to accept the KCSM audit report but the actual audit report addresses only KCSM-FM and not KCSM-TV. Executive Vice Chancellor Blackwood said that because the District no longer receives a Corporation for Public Broadcasting grant, it is not required to prepare separate financial statements for KCSM-TV. Trustee Mandelkern asked that the motion be amended to read "Receipt and Acceptance of the 2016-17 KCSM-FM Audit Report." The amendment was made without objection.

After this discussion, the motion to approve the KCSM-FM audit report carried, all members voting Aye.

RECEIPT AND ACCEPTANCE OF THE 2016-17 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (18-1-102B)

It was moved by Vice President Goodman and seconded by Trustee Schwarz to accept the audits.

Measure A Financial Statements: Mr. Trone said there was an unmodified opinion that the financial statements present fairly, in all material respects, the financial position of the Measure A general obligation bond activity. There were no findings.

Measure A Performance Audit: Mr. Trone said the auditors tested a sample of Measure A expenditures from July 1, 2016 through June 30, 2017. He said the results of the tests indicated that the District expended Measure A funds only for the specific projects developed by the Governing Board and approved by the voters.

Measure H Financial Statements: Mr. Trone said there was an unmodified opinion and no findings.

Measure H Performance Audit: Mr. Trone said the auditors tested a sample of Measure H expenditures from July 1, 2016 through June 30, 2017. He said the results of the tests indicated that the District expended Measure H funds only for the specific projects developed by the Governing Board and approved by the voters.

Trustee Mohr asked how the auditors, with their extensive experience in conducting audits, would rate the District. Mr. Trone said that with no adjustments and one small finding related a state compliance area, the District's audit is excellent. He said the District's fiscal services team, as well as the teams at the Colleges, were extremely well-prepared for the audit.

After this discussion, the motion to approve the general obligation bond financial and performance audits carried, all members voting Aye.

RECEIPT AND ACCEPTANCE OF THE 2016-17 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT (18-1-103B)

It was moved by Trustee Mandelkern and seconded by Trustee Mohr to accept the audit report as presented. Mr. Jensen said the auditors rendered an unmodified opinion that the financial statements present fairly, in all material respects, the financial position of the Retirement Futuris Public Entity Investment Trust. He said approximately \$97 million was held in the Trust as of June 30, 2017. There was a net increase of \$16.7 million. Mr. Jensen said the Trust implemented GASB 74 as required.

Trustee Mandelkern said it appears that the District had a less than ten percent return on investments. He said that during a discussion last year, it was noted that the Retirement Board of Authority (RBOA) was rather conservative on investments but that this might change. He asked if there is an update on this issue. Executive Vice Chancellor Blackwood said she has brought this matter to the attention of both Morgan Stanley and Benefit Trust. She said she believes the group will be conducting another risk analysis as well as looking at whether the RBOA's investment policy is actually being followed. Trustee Mandelkern asked if the low return was due to an overly conservative investment policy or due to Morgan Stanley's investment advice not being as good as it might have been in light of the RBOA's investment policy. Executive Vice Chancellor Blackwood said Morgan Stanley was not following the RBOA's investment policy. She said the RBOA requested 75 percent in equities and 25 percent in bonds and they were closer to a 50 percent split, which would have a deleterious effect on returns. Trustee Mandelkern asked if part of the conversation will be whether Morgan Stanley should continue to be the fund manager. Executive Vice Chancellor

Blackwood said this has not been part of the conversation to date. She said that as Executive Vice Chancellor, she does not sit on the RBOA. However, she has had extensive discussions with Chief Financial Officer Bernata Slater who sits on the Board and will continue to work on this issue.

President Holober asked if the RBOA has the authority to tell the investment advisors what the mix of investments should be. Executive Vice Chancellor Blackwood said the RBOA has the authority to tell the investment advisors what the policy and goals should be but not which specific investments to make.

President Holober said his recollection is that the District was in the process of setting aside money toward the day when retiree benefits would be paid from the Trust rather than from the general fund. He asked if this goal has been achieved. Executive Vice Chancellor Blackwood said it has not. She said the \$7 million deduction for retiree benefits shown on the financial statement still came out of the unrestricted general fund. She clarified the process as follows:

1. The District charges itself five percent of its payroll and transfers that amount to the Post Retirement Reserve. This five percent of payroll is not yet being used to pay premiums. When the cash flow is appropriate, money is transferred from the Post Retirement Reserve to the Trust.
2. The District pays medical premium bills and Medicare bills out of the unrestricted general fund but for purposes of this liability assessment, this is shown as both revenues coming in and expenses going out.

Executive Vice Chancellor Blackwood said that when the liability is assessed every two years, the amount will change depending on the stock market, age of existing employees and some other factors.

Trustee Mandelkern asked if the RBOA's direction to invest 75 percent in equities and 25 percent in fixed income also has a cash percentage recommendation. Executive Vice Chancellor Blackwood said it does not. She said the majority of the money in the Post Retirement Reserve (as opposed to the Trust) is invested in the County Pool and is liquid.

Regarding the liability calculation, Trustee Mandelkern said the projected rate of return is seven percent. He asked if it is correct that the historical rate has been above that. Executive Vice Chancellor Blackwood said it has been just below seven percent, at approximately 6.88 percent.

After this discussion, the motion to approve the Retirement Futuris Public Entity Investment Trust audit report carried, all members voting Aye.

MINUTES

It was moved by Trustee Mandelkern and seconded by Trustee Mohr to approve the minutes of the Study Session of January 10, 2018. The motion carried, all members voting Aye.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said he and Trustee Mohr will be in Sacramento on January 26 for a conference on incarcerated youth. He said Trustee Mohr was recognized earlier this week for his work on Project Change.

Cañada College President Moore said sixteen students in the STEM program received Latinos in Technology scholarships from the Silicon Valley Community Foundation. She said Cañada College recently completed a climate survey. Eighty percent of respondents said they feel that Cañada College is a great place to work and more than 75 percent said they are proud to be part of Cañada College.

Executive Vice Chancellor Blackwood said she has been sending updates to the Board regarding the state budget and will continue to keep the Board apprised of changes.

District Academic Senate President Shaw said the Senate will begin its spring work at its first meeting on February 12. She said this year the Senate will:

- appoint delegates to the Equity in Hiring Institute
- discuss revising the Senate bylaws, including consideration of moving to a President-elect election system, which could change the length of the President's term
- discuss revising the peer evaluation forms

President Shaw said she has asked the three College Senates to review their processes for applying for faculty professional development. She thanked the Board for their discussion on homelessness at the last meeting and asked the Board to let her know if there is information that the Academic Senate can provide.

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 (18-1-2A)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the actions in the report. The motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA

President Holober said the consent agenda consists of Board Reports 18-1-1CA through 18-1-9CA:

- 18-1-1CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 18-1-2CA Acceptance of the AmeriCorps Student Ambassador Program Grant for October 2017-November 2018
- 18-1-3CA Acceptance of Pre-Apprenticeship and Enhanced On-the-Job Training (OJT) Grant Program Funds from the Workforce and Economic Development Division, California Community College Chancellor's Office
- 18-1-4CA Acceptance of Proposition 39 Clean Energy Workforce Grant
- 18-1-5CA Acceptance of San Mateo County Measure K Grant
- 18-1-6CA Approval of Nonresident Tuition Fee, 2018-19
- 18-1-7CA Approval of 2018-19 Integrated District Budget Planning Calendar
- 18-1-8CA Approval of District Organizational Memberships, 2017-18
- 18-1-9CA Denial of Claim Against the District

Trustee Mandelkern asked that item 18-1-6CA be removed from the agenda for further discussion. Vice President Goodman asked that item 18-1-8CA be removed from the consent agenda for further discussion. It was moved by Vice President Goodman and seconded by Trustee Mandelkern to approve the items on the consent agenda with the exception of 18-1-6CA and 18-1-8CA. The motion carried, all members voting Aye.

Trustee Mohr noted that the consent agenda included approval of three major grants – the Pre-Apprenticeship and Enhanced On-the-Job Training Grant, Proposition 39 Clean Energy Workforce Grant, and San Mateo County Measure K Grant. He said it takes a tremendous amount of effort to secure each grant and congratulated staff involved in the process.

APPROVAL OF NONRESIDENT TUITION FEE, 2018-19 (18-1-6CA)

Maxine Turner, a member of the public, said she is concerned about the amount of money being spent on recruiting and supporting international students. She questioned why the District does not charge the full amount for fees that is allowed by the state. Executive Vice Chancellor Blackwood said there are several different ways that the state allows districts to calculate the rate for nonresident tuition fees. She said the District tends to use a comparison with contiguous districts because it competes with these districts for international students. She said she attempts to have fees go up a little each year and to tie the rate to the CPI when possible. Executive Vice Chancellor Blackwood said it is important to remain competitive so that the program can continue to grow. She said the District is approaching \$10 million in nonresident tuition revenue which is used to operate College programs. She said the majority of classes at the Colleges are not full and international students are placed into existing sections, improving efficiency. She said the presence of international students improves the quality of instruction for all students in terms of their experiences. Chancellor Galatolo said international students are also charged a capital outlay fee which is calculated to make sure they pay their fair share. Trustee Mandelkern said he is comfortable with the recommended fee. He said international students are drawn to the proximity of Silicon Valley and it is important to maintain a competitive position with others in the area.

Trustee Mandelkern said that last year, he raised the issue of DACA and AB 540 students' fees. He said language was inserted in the approval of the nonresident tuition fee to protect these students from paying out-of-state fees. Executive Vice Chancellor Blackwood said AB 540 students are already exempt from nonresident tuition fees. She said the District has the ability to waive nonresident tuition for nonresident students who experience economic need; this number cannot be greater than five percent of the student population.

Trustee Mandelkern proposed adding hold harmless language to the recommendation stating that the District will continue to extend the resident tuition rate to any students who are currently benefitting from being charged the resident tuition rate because of their status under Deferred Action for Childhood Arrivals, but who have to reapply as international students under an international student visa because of a change in their immigration status. The Board agreed to the amended recommendation.

President Holober asked if there is a requirement that students from other states within the United States pay the same nonresident tuition fee as students from other countries. Executive Vice Chancellor Blackwood said they must be charged the same fee; however, districts are allowed to charge an application fee for students from other countries.

After this discussion, the amended motion to approve the nonresident tuition fee carried, all members voting Aye.

APPROVAL OF DISTRICT ORGANIZATIONAL MEMBERSHIPS, 2017-18 (18-1-8CA)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the organizational memberships as detailed in the report. Vice President Goodman asked if checks are routinely mailed to organizations on the list or if they are paid on demand. Chancellor Galatolo said most are invoiced and paid on demand. Executive Vice Chancellor Blackwood said all memberships must be institutional rather than individual. Vice President Goodman said that, in light of events at Skyline College, there are a few organizations that he would be interested in looking into: the Council on Black American Affairs, the African American Regional Educational Alliance, and the African American Male Education Network and Development. President Stanback Stroud said Skyline College has been a long-time member of the National Council of Black American Affairs and the Western Region Council of Black American Affairs and they should be on the list. Executive Vice Chancellor Blackwood said it is possible that the memberships have not yet been paid for this year and would, therefore, not be on the list at this time. President Stanback Stroud said staff will look into institutional memberships for the other organizations mentioned by Vice President Goodman.

Trustee Mandelkern asked approximately how much money is spent for all memberships. Executive Vice Chancellor Blackwood said she will find the total amount and provide it to the Board.

Trustee Mohr asked how requests for memberships are processed at the Colleges. President Stanback Stroud said most solicitations for memberships come from the organization to the office of the President, Vice President of Instruction or Vice President of Student Services. She said that staff members sometimes bring requests to deans or vice presidents. She said requests are discussed at Cabinet and decisions are made with consideration given to budget, whether a membership is consistent with the goals and objectives of the institution, and whether it meets the goals of the strategic plan. President Claire added that if individuals will attend conferences sponsored by organizations, it is sometimes less expensive to be a member than to pay higher registration fees. He said that memberships are not automatically renewed; conscious decisions are made in terms of what makes sense for the institution.

After this discussion, the motion to approve the District organizational memberships carried, all members voting Aye.

Other Recommendations

NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2018 (18-1-1B)

It was moved by Trustee Mohr and seconded by Vice President Goodman to discuss and approve any nominations. There were no nominations.

APPROVAL TO REJECT ALL BIDS AND REBID DISTRICTWIDE CLASSROOM SECURITY HARDWARE PHASE 4 – LOCKDOWN BUTTON INSTALLATION PROJECT (18-1-104B)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to reject all bids and rebid the project as outlined in the report. The motion carried, all members voting Aye. Trustee Mandelkern said this is a very important project in terms of safety and he hopes the rebidding will take place without delay.

APPROVAL TO REJECT ALL BIDS AND REBID COLLEGE OF SAN MATEO BUILDING 17 LEARNING COMMUNITIES MODERNIZATION PROJECT (18-1-105B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to reject all bids and rebid the project as outlined in the report. Trustee Mandelkern said the bids received were in the range of \$4 million. He asked what the threshold is for a design-build project. Vice Chancellor José Nuñez said community college districts are authorized to use the design-build method on projects costing in excess of \$2.5 million. He said the Building 17 project was originally under that threshold but now exceeds it due to escalating costs. Consequently, the Facilities team is examining alternative delivery methods. Trustee Mandelkern asked if the lease-leaseback method is under consideration. Vice Chancellor Nuñez said the two delivery methods being considered are design-build and lease-leaseback.

After this discussion, the motion carried, all members voting Aye.

APPROVAL OF REVISIONS TO BOARD POLICIES – 3.05, DESIGNATION OF FACULTY; 6.18, CREDIT BY EXAMINATION; 6.24, ARTICULATION (18-1-106B)

It was moved by Trustee Schwarz and seconded by President Holober to approve the revisions as outlined in the report. The motion carried, all members voting Aye. Trustee Mohr asked if many students challenge a course for credit by examination. It was agreed that staff will investigate this question and report back to the Board.

BOARD MEMBER COMPENSATION (18-1-107B)

It was moved by Trustee Schwarz and seconded by Vice President Goodman to open discussion on an increase in compensation. The motion carried, all members voting Aye. President Holober said that according to law, the Board is allowed to adopt a 5% increase in compensation on an annual basis. Trustee Mandelkern asked if the average salary increase for faculty and staff for the past year reached five percent. Executive Vice Chancellor Blackwood said that when considering salary only, the average varied between approximately 1.9 and 3.5 percent; however, some employees did reach a five percent increase due to a step increase or because additional steps were added. Trustee Mohr asked what amount of compensation the Board currently receives. President Holober said he believes the stipend is approximately \$600 per month. He said he believes that if the Board were to approve a five percent increase, the total dollar amount of the increase for the entire Board would be approximately \$2,000 for the year.

It was moved by Trustee Mohr and seconded by Vice President Goodman to approve a five percent increase in Board member compensation as permitted by law. Trustee Mandelkern said he will vote “No” for the reasons he has expressed in previous years. The motion carried, with President Holober, Vice President Goodman, Trustee Mohr and Trustee Schwarz voting Aye and Trustee Mandelkern voting No.

INFORMATION REPORTS

PURCHASING AND CONTRACTS (18-1-3C)

Executive Vice Chancellor Blackwood provided an overview of purchasing and contracts, including purchasing limits, typical contracts, contract standardization, and warrant listings. With regard to contracts resulting from bids, she said all bids come to the Board for approval of the award. The timing of the bid or the RFP evaluation and selection process may not result in a finalized contract when the Board is asked to approve the award. Therefore, staff may request authority to enter into a contract so that contract finalization can proceed and work may begin in advance of contract ratification at a future Board meeting.

Executive Vice Chancellor Blackwood said it is recommended that contract language be included with the request for approval in the following instances:

- Annual membership dues over \$25,000
- Lease agreements over \$25,000
- Purchases of products or equipment over the legal bid limit of \$90,200
- Contracts or agreements for services (except public works projects) in excess of the \$90,200 legal bid limit
- Public works projects over \$175,000

Executive Vice Chancellor Blackwood said all contracts above the bid limit will come to the Board in some form:

- All bids where bid evaluation, selection and contract negotiations have been finished prior to the Board meeting will include the proposed contract with the request for approval of the award.
- Contracts finalized after Board approval of the bid award will come to the Board for ratification.
- Initial contracts but not renewals will come to the Board.

Executive Vice Chancellor Blackwood said some contracts exceed 300 pages with exhibits; it is recommended that not all exhibits be included when contracts are provided to the Board.

Trustee Mohr asked if an entire contract or the most pertinent parts of the contract would be provided to the Board. Executive Vice Chancellor Blackwood said she envisions bringing the main part of the contract, which will detail when the contract starts and ends, what the liability is, how much and when the District is paying, etc. Trustee Mandelkern said the statement of work and compensation may be spelled out in the exhibits rather than in the body of the contract. He said the Board should be provided the relevant details and how much of a contract to include will depend on the structure of the contract. Executive Vice Chancellor Blackwood said she can review contracts before they are brought to the Board and make sure that all relevant details are included either in the contract being provided or in the accompanying board report.

Vice President Goodman said any deviation from the norm should be pointed out when presenting contracts to the Board.

Trustee Mandelkern said that if there is a competitive bidding process, he would like to see the names of other bidders and the amounts of the bids.

President Holober said he believes there are two reasons for presenting the entire contract:

1. The right of the public to know what language exists and to be able to express their points of view prior to entering into the contract. President Holober said this is spelled out in the Education Code and is a major pivotal point in litigation that is underway now involving the District.
2. The right of the Board to make sure they have the opportunity to weigh in with questions and concerns. President Holober said that in the past, there was difficulty in getting a copy of a large contract prior to ratification.

President Holober said he believes the trustees have the right to be provided a contract in its entirety if so requested. He said the contract should be provided with sufficient advance notice so that it can be reviewed before the Board meeting. He said trustees are careful to not micromanage the District; however, when a trustee has concerns, he/she should have the right to request a copy of the proposed contract sufficiently in advance of Board action.

President Holober said he believes that any time the District enters into a new or novel type of enterprise – which it is doing through the enterprise programs – it is venturing into areas in which it does not have experience or expertise. He said that when such a contract reaches a certain size, it should be provided to the Board well in advance and should be reviewed by outside counsel with expertise in the area. President Holober said he believes the same should be the case with exceptions to standard contracts and renewals that alter the terms and conditions of an existing contract.

Trustee Mohr said he believes the guiding principle should be that the Board needs to know the essence of what is in a contract before approving it.

Trustee Mandelkern said the guidelines presented by Executive Vice Chancellor Blackwood do not address the issue of redacted information. He said he recalls at least two occasions in the last ten years in which contracts were brought to the Board with significant financial information redacted because it was felt that sharing them in public would damage the District's negotiating position or competitive nature of the business, etc. Trustee Mandelkern said he does not believe this is appropriate because a public institution has a responsibility to make sure contracts are vetted in the light of day. He said Board members have a responsibility to review the financial terms of a contract. He said that being asked to approve a contract in which the terms are redacted is inappropriate.

Trustee Schwarz said she recalls that there have been explanations whenever information has been redacted from contracts. She said she has confidence in staff to know when it is not appropriate to make certain information public and in some instances the information can be provided in closed session. Trustee Schwarz said she gets very nervous about the Board getting so deeply into the weeds of contracts because this is not their expertise. She said the District hires people to do this and she is confident they do it well. She said she has no concerns about Board members asking questions about what is in a contract. However, she said that if Board members try to go back and recreate why something happened, it is sometimes necessary to take ownership of not having asked the right questions. Trustee Schwarz said she believes the Board will need to have a deeper discussion about the process because the

recommendations brought by Executive Vice Chancellor Blackwood are apparently not sufficient for some Board members.

Vice President Goodman said he believes the issue is the anatomy of a contract – what the administration believes the anatomy is and what the Board is willing to accept once a contract is presented to them. For instance, if the Board does not want renewal terms or automatic rollovers to be included in contracts, they should not be part of standard contracts. Vice President Goodman said he believes there should be a broader conversation around what the Board accepts and believes the anatomy of a contract should be and what the administration believes it should be. He said the discussion about areas of concern should result in a common understanding of the Board's expectations regarding contracts that come to them.

Trustee Mohr said he recalls only one case in which there was redaction in a contract. He said he can conceive of cases in which redaction would be in the interest of the District. He said he would like to have expert input regarding when redaction is permissible. Trustee Mohr said that with regard to contracts, in many cases the Board depends on the insight and experience of staff. He said he does not want to see every word of a contract. He wants to be able to understand the relevant information in a contract and be able to take a position on it. He suggested that the Board not go to the lengths of getting into the weeds of contracts.

Trustee Mandelkern said he does not suggest that the Board micromanage contracts. He asked that staff use common sense to bring relevant information no matter where it appears in a contract so that the Board can make informed decisions.

President Holober agreed that the Board cannot decide at this meeting what is the right thing to do. He said he will suggest during discussion of an upcoming item that the Board talk about characteristics of excellent, high-performing institutions. He said this would include reviewing some of the District's practices, in particular some practices brought up during this discussion. President Holober said that being in litigation leads him to think about how we can perform better and, by performing better, avoid certain problems. He suggested the Board come back to this item at the retreat or another time.

CAPITAL IMPROVEMENT PROGRAM-PHASE 3 (CIP3) UPDATE (18-1-4C)

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said a District bond measure was passed in 2014 and conceptual budgets were devised for various projects Districtwide. The current program is valued at \$550 million to \$600 million. Since the passage of the bond measure, market conditions have changed: there is a myriad of current construction projects in San Francisco and on the Peninsula; construction costs have risen dramatically since the District's program was implemented; labor shortages have developed; costs of materials have risen; there are unknown impacts on commodities due primarily to natural disasters.

Chris Strugar-Fritch, Director of Capital Projects, outlined the four major projects:

Cañada College Building 1N – Kinesiology and Wellness Center

The 110,000 square foot project includes an activated roof, expansion of Parking Lot 6, and expansion of the plaza at the north end of the project so that it connects with the central plaza of the campus. Construction and design documents were submitted to the California Division of the State Architect (DSA) in two increments: (a) site work and (b) the building and plaza itself. Approval of Increment 1 is expected in March and approval of Increment 2 is expected next July. The existing building has been demolished and the groundbreaking ceremony for the new building was held. The project is forecast to be completed in the third quarter of 2020. The current total estimated project cost is \$114 million. It is anticipated that the guaranteed maximum price will be brought to the Board for approval next summer.

Cañada College Building 23N – Science and Technology

The 50,000 square foot building will house programs such as Radiology, Anatomy, Computer Science, and general lecture classrooms. It also includes improvements to the Central Utility Plant and development of the north plaza. Increment 1 of this project was approved by the DSA earlier this month and Increment 2 is expected to be approved in late March or early April. The project is forecast to be completed in the third quarter of 2019. The current total estimated project cost is \$69 million. It is anticipated that the guaranteed maximum price will be brought to the Board for approval in the next one to two months.

Skyline College Building 12N – Environmental Science

DSA approval for Increment 1 of the 22,000 square foot building was received in September 2017 and approval of Increment 2 is expected in the very near future. The groundbreaking ceremony was held in October 2017. Site utility work is progressing at this time and the foundation work will begin within one month of the DSA approval of Increment 2. The project is forecast to be completed in the first quarter of 2019. The current total estimated project cost is \$38 million. It is anticipated that the guaranteed maximum price will be brought to the Board for approval in the next one to two months.

Skyline College Building 1N – Creative Arts and Social Sciences

The approximately 125,000 square foot building will replace the existing Building 1. It is still in the design phases and DSA submittals will start in summer 2018. The existing building is planned to be demolished approximately one year from now. The project is forecast to be completed in the fourth quarter of 2021. The current total estimated project cost is \$160 million. The guaranteed maximum price will most likely be brought to the Board for approval in the first quarter of 2019.

Natalie Saylor of Leland Saylor Associates discussed market conditions in the Bay Area. The volume of construction increased 350% since 2012 and volume was up 40% in 2017. Specialty trade employment rose 54% since 2011. The cumulative cost increase since 2014 was 32.4%. Current costs risks include: rising costs due to increasing wages and contractor margins; decreasing competition; shortages in mechanical/engineering/plumbing; severe shortages in major supply chains; and ongoing escalation for multi-year projects.

Vice Chancellor Nuñez discussed funding sources. Identified funding totals \$452 million, and the current projected total program budget is \$550 to \$600 million, which leaves a shortfall. There is potential additional State Capital Outlay funding of \$45.2 million; however, this requires matching funds from the District. There are also potential funds from insurance of approximately \$16 million.

Trustee Mandelkern asked what the prioritization process is for projects, given the funding gap. Vice Chancellor Nuñez said staff worked hand in hand with the College presidents and their executive teams to prioritize projects and many have come off of the list. He said the four major projects remain, along with ancillary projects to support them.

President Holober asked if there are other funding sources that can be anticipated, such as Proposition 39 funds. Vice Chancellor Nuñez said Proposition 39 energy funds end this year. He said there is a potential to receive scheduled maintenance funding but this would be miniscule in terms of meeting needs. Chancellor Galatolo said the District might want to consider floating a Certificate of Participation (COP) to meet the District's match requirement if it receives the \$45.2 million in State Capital outlay funds. He said staff is looking at ways to offset the cost of a COP. Chancellor Galatolo said the intent is to inform the Board now of market conditions and the resulting gap in funding and to bring funding options to the Board in the future.

Trustee Schwarz asked if there is any discussion of delaying projects rather than eliminating them. Chancellor Galatolo said economic predictions indicate that it could be advantageous for the District to delay capital projects that are state funded for approximately 36 months.

Trustee Mohr suggested that thought be given to informing faculty and staff of the rising cost factors. Vice Chancellor Nuñez said he will work with the College presidents and their executive teams to set up open forums.

Trustee Schwarz said that at the last meeting of the Educational Housing Corporation Board of Directors, they were informed of the severe labor shortage and told that workers are being brought in from around the state and country. Mr. Strugar-Fritsch said productivity is down because of workers who have long commutes and workers who are not familiar with the area and with California regulations.

2018 CONTRACTOR PREQUALIFICATION UPDATE (18-1-5C)

Trustee Schwarz noted that there is only one contractor listed for some license types and asked if this is a concern. Vice Chancellor Nuñez said this could be a concern but he is comfortable for the most part, particularly with the listing of 65 Class B General Building Contractors. President Holober asked about the level of investigation of applications from contractors. Michele Webster, Facilities Planning and Operations Administrative Assistant, said a team of three staff members conduct an extensive investigation, including checking on insurance, visiting the Department of Industrial Relations website, checking county websites to see if there has been litigation, and checking references. They then go

through the list with Vice Chancellor Nuñez and Mr. Strugar-Fritsch to determine whether follow-up investigation is needed.

DISCUSSION OF AGENDA FOR BOARD OF TRUSTEES ANNUAL RETREAT (18-1-6C)

President Holober asked for Board member input on topics for the upcoming retreat on February 3. Trustees offered suggestions as follows:

Trustee Mohr – how to continue to pursue the matter of race, class and privilege, including support of great teaching; principles of governance for exceptional boards; importance of reviewing the strategic plan on a regular basis; College Promises.

Trustee Schwarz – continuation of the discussion on race, class and privilege; continuing conversation on student housing; update from the Foundation and determination of how the Board feels about the District’s commitment to the Foundation.

Trustee Mandelkern – study session topics for the coming year; review of goals and metrics of strategic plan; Chancellor evaluation process in context of goals connected to the strategic plan.

Vice President Goodman – college redesign; student food insecurity and housing, including strategizing actionable steps; update on College Promise Programs and a uniform District Promise Program.

President Holober – principles of governance of excellent boards; review of Chancellor goals in relation to evaluation (during a closed session at the end of the day).

President Holober said he believes it is premature to try to determine a plan or solution with regard to housing, but said he believe this should be a topic for an objective, third party review in the near future. Trustee Mandelkern noted that staff is preparing a white paper on housing that will be useful for the discussion.

Trustee Mandelkern suggested that the Board determine topics for the retreat and prioritize other topics for future study sessions. Trustee Schwarz said there is an ongoing list of study session topics that can be considered along with topics suggested by Board members at this meeting. Vice President Goodman said retreat topics will in some part be based on the data that staff is able to put together in time for the retreat.

Chancellor Galatolo said staff have potential topics of interest for the coming year as well, including Board/Chancellor relations; budget priorities, including Promise, equity and technology funding; Public Safety recommendations; distribution of available Enterprise funds; update on strategic plan/evaluation of metrics; legislative initiatives, including food insecurity, 2 + 2 and DACA; and Board goals beyond the strategic plan.

During Board discussion, it was agreed that the agenda for the Board retreat would consist of the following items:

- Strategic plan review and update
- College/District Promise Programs
- Board governance issues
- Distribution of Enterprise funds
- Setting of study session topics
- Review Chancellor goals and Board/Chancellor relations during closed session

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin said this will be his last semester as a student in the District. He said it is a pleasure to attend Board meetings.

Trustee Mandelkern said the San Francisco Unified School District held a study session on the issue of housing. He said he will reach out to a Board member he knows to see if there is common work and common solutions to share. Trustee Mandelkern mentioned the booklet on the “Regina Stanback Stroud Diversity Award” winners which was

distributed to Board members. He congratulated President Stanback Stroud on having this prestigious award named in her honor.

Trustee Mandelkern said the topic for the 2018 Black History Month is African Americans in Times of War. He said this brought to mind the Williams family from San Mateo. Leslie Williams graduated with the San Mateo Junior College class of 1939 and was a graduate of Stanford University. He had many distinctions and accomplishments, including being a Tuskegee Airman and being in the first class of bomber pilots. He also played a significant role in the integration of the armed forces. Leslie Williams' father was Noah Williams, who was the proprietor of Noah's Ark, a famous 1920s and 1930s San Mateo restaurant. Archie Williams, a cousin of Leslie, was also a graduate of San Mateo Junior College and was a career Air Force officer and meteorology instructor. He was a gold medalist in the 1936 Olympics in Berlin. When asked about Adolph Hitler's refusal to shake Jesse Owens' hand, he replied, "Hitler wouldn't shake my hand either." When he came home from World War II he was asked, "How did those dirty Nazis treat you?" He replied, "I didn't see any dirty Nazis, just a lot of nice German people, and I didn't have to ride in the back of the bus over there." Trustee Mandelkern said he hopes that something can be done to highlight the Williams family's accomplishments. President Claire said he will make sure that Trustee Mandelkern's comments are passed on to the students who are planning Black History Month activities.

Trustee Schwarz said she learned from the Retiree report that the San Mateo Junior College was originally part of the San Mateo Union High School District and was governed by the high school district Board of Trustees. It became one of the first junior colleges in the state to split from its high school district and form its own public agency.

Trustee Schwarz thanked Jennifer Taylor-Mendoza, Interim Vice President of Instruction at Skyline College, for sending information to the Board on HIP Housing as requested. She said this information can be helpful as the board continues to discuss the housing issue.

Trustee Schwarz said she will attend the Foundation's Chancellor's Circle dinner to be held on January 31 at the History Museum in Redwood City. She said she and Vice President Goodman attended the Educational Housing Corporation Board of Directors meeting on January 23. She said Vice President Goodman mentioned that the District Board was discussing student housing and members of the Housing Board expressed interest in this item.

Trustee Schwarz said she would like to make sure that the issue of transportation continues to be an item of discussion. Chief of Staff Mitchell Bailey said he is working with Aaron McVean, Interim Vice President of Planning, Research and Institutional Effectiveness, to develop a survey in order to obtain hard data on what the transportation issues are for District students. He said he is continuing to work with SamTrans to build a stronger relationship and find common ground. He said SamTrans understands the challenges that students have and the District also understands the issues SamTrans has as a public transportation agency.

Vice President Goodman thanked Trustee Mandelkern for his comments on Black History Month and on the Williams family. He said the contributions and history of African Americans should not be relegated to just one month nor should the contributions of other marginalized communities. He suggested that the Board continue to have conversations about these contributions and consider bringing individuals forward and honoring them with resolutions.

Vice President Goodman said a member of the Jefferson Union High School District (JUHSD) reached out to him regarding the upcoming joint meeting and noted that the only topic mentioned to the JUHSD Board concerns the two districts continuing to work together. Vice President Goodman said he had asked at a prior meeting that one topic for a joint meeting be to further the conversation on race, class and equity, a topic in which the JUHSD board member is also interested. Chancellor Galatolo said he and President Stanback Stroud met with the superintendent of the JUHSD and there was agreement that the Middle College and expansion of the Early College program would be topics for discussion at the joint meeting. Trustee Mandelkern suggested that the College Promise programs and how they can integrate with the high schools also be an item for discussion.

Trustee Mohr congratulated Dr. Jeremiah Sims, Director of Equity at College of San Mateo, on the tremendous program on equity teaching that he has developed. Trustee Mohr said the most basic mission of the organization is the delivery of curriculum. He said he believes excellent pedagogy should be supported at a higher level than is currently being done. He said he would like to have Dr. Sims come to a meeting to talk to the Board about this topic.

Trustee Mohr said data about the accomplishments of the Promise Program at Skyline College was included in an issue of “Skyline Shines” and in President Stanback Stroud’s executive report to the Board. He said the data was outstanding and is exactly what the Board wishes to see.

President Holober congratulated the College of San Mateo Jazz Ensemble on being a 2018 Monterey Jazz Next Generation Festival Finalist. He said College of San Mateo is the first community college to be named a finalist in quite a few years. He said it is a wonderful distinction.

President Holober said District Academic Senate President Shaw reminded him that the ACCT Annual Legislative Conference will be held in Washington, D.C. next week. As part of the conference, the Community College League of California will convene its own meeting for the purpose of then going forth to brief Congress about community college issues.

ADJOURNMENT

The meeting was adjourned by consensus at 9:05 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 28, 2018 meeting.

Maurice Goodman
Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Fewer than half of the students who start college with the intention to complete their education ever finish. The Skyline College Promise is our commitment to directly address that reality and deliver an education experience designed for students to finish college.

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DR. STANBACK STROUD FEATURED IN FORBES ONLINE

Forbes

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Civic NationVoice Contributor

Regina Stanback Stroud, Ed.D

[FULL BIO](#)

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Skyline College President, Dr. Regina Stanback Stroud was recently featured in Forbes magazine's Civic Nation column as a guest contributor. The article, in full, is below:

The Skyline College Promise Is Helping More Students Complete Their Education. Here's How.

At Skyline College, we understand and fundamentally believe completing college is the most significant step people can take to improve their life circumstances. We know that the basics of higher education can pose big challenges—paying for college, choosing a major, sequencing courses into a successful pathway—these are all barriers that can throw students off. The truth is, fewer than half of the students who start college with the intention to complete their education ever finish.

That's an unacceptable reality. The Skyline College Promise is our commitment to directly address that reality and deliver an education experience designed for students to finish college.

To do that, we are redesigning our processes, programs, and services, so applying will be streamlined, students will get proactive academic and social support as they progress through college, and the path to completion will be clear and efficient. Our Promise means more people will be able to pursue education as a means to personal agency, enfranchisement, and prosperity for themselves, their families, and their communities.

And we are making this commitment to ALL students.

We began this work in the same way we advise students to begin: by doing research. Skyline College found inspiration in the incredible work being done at the City University of New York (CUNY) through their Accelerated Study in Associate Programs, the ASAP program. That work, launched 10 years ago and designed to streamline student pathways to success, has doubled graduation rates for students enrolled in the program.

Those results speak clearly—something is working. Luckily, the innovators at CUNY recognize that great ideas shouldn't live in silos. We studied their model, traveled to New York, and partnered with a CUNY team to understand their vision and were chosen to replicate the proven model. Thanks to their transparency, Skyline College didn't need to reinvent the wheel; we were able to begin the work of repurposing it to fit the needs of our own institution with the support of a grant from the Arnold Foundation.

For us, that means a comprehensive redesign of our college—creating signature approaches that actively remove student barriers to success through intentional and impactful design. It's a three-pronged approach that looks like this:

1) The Promise Scholars Program



The Promise Scholars Program is designed to eliminate barriers that often keep first-year students from the strong start associated with completing college. Students' college fees are covered, they have access to

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laptops, a lending library, and an intensive summer bridge program, and they receive dedicated counseling support throughout the year.

We're already seeing results in students like Naomi Quizon who acknowledged that the question of how she was going to pay for college weighed heavily on her during high school.

"With the Scholars Program," says Naomi, "we can go to class, study, meet new friends, find faculty mentors, and do all this without having to worry about how we are going to pay that first year of fees."

In its first year, the program served 140 students who demonstrated an 86.3% persistence rate, significantly higher than the 62.4% persistence rate of the comparison group.

2) Contemporary Teaching

Students who love their classes stay in school, and teachers co-create the attraction. So we're integrating equity-centered teaching strategies—relevant teaching built on best practices and critical consciousness—to make classes more engaging and effective.

New training for faculty and staff infuses our approach to pedagogy with cultural fluency and digital savvy. And our comprehensive diversity framework applies an equity lens to our teaching practices, strengthening connections across the diverse Skyline College student population.

3) Guided Pathways

Guided pathways support students in declaring a major, encouraging them to connect their studies to careers, and providing simple and clear requirements to finish their education. Guided pathways solve a common community college problem: too many programs with unclear completion tracks that inevitably lead to students taking more time, spending more money, and

taking more classes than necessary.

By organizing education and career options within broad fields called meta-majors, we can make it easier for students to explore directions based on their interests and abilities. By mapping the way through programs, we optimize time and money so students can finish college.

Our actions create transformational opportunities that we're seizing upon to make impactful changes to our college and eliminate barriers to success. This challenging and ongoing work is about intentionality and accountability, and at its heart, it constitutes the very root of our mission to put students first.

Article by Dr. Regina Stanback Stroud | Photo by Will Nacouzi

SKYLINE COLLEGE SCORES #1 RANKING FOR SUSTAINABILITY



Skyline College is firmly committed to sustainability, a fact recently recognized in an international ranking. In the latest Universitas Indonesia (UI) GreenMetric World Universities Rankings 2017, Skyline College stands out

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as being the #1 community college in the world!

The UI GreenMetric Rankings is an international ranking that measures and scores an institution's sustainable educational programs, facilities, and practices. Scoring categories include: Setting and Infrastructure, Energy and Climate Change, Waste, Water, Transportation, and Education. Globally, Skyline College ranked #360 out of 619 international participants from 75 countries.

Skyline College's leadership and commitment to sustainability contributed to the college's scoring and ranking. Notable Skyline College sustainability initiatives included numerous educational programs and courses offered, public transportation and shuttle service, implementation of energy efficiency strategies, green building practices for renovation and new construction, greenhouse gas emissions inventory, Zero Waste Program, and Water Efficiency Program. "The dedication of faculty, staff, administration, and—most importantly—students to making campus more sustainable is how Skyline College earned this recognition," said Mary Thomasmeyer, the Sustainability Coordinator at Skyline College. "The results further establish this college as a front-runner in sustainability, which means students here have many opportunities to learn about sustainability in order to become well-rounded leaders."

Skyline College continues to innovate and improve strategies to establish a sustainable culture on campus for our current and future students, faculty, staff, as well as the wider community.

Visit the [UI GreenMetric](#) website to learn more about this incredible accomplishment.

Article by Connor Fitzpatrick | Photo by Gino De Grandis

CONGRATULATIONS TO OUR LATEST NEW FACULTY ACADEMY GRADUATES



Please join the Center for Transformative Teaching and Learning (CTTL) in congratulating seven recent graduates of Skyline College's New Faculty Academy: Cassidy Ryan (Cosmetology); Safiyyah Forbes (Chemistry); Nicole Porter (Early Childhood/Elementary Education); Alberto Santellan (Counseling); Jessica Truglio (Learning Disability Specialist, DRC); Kenyatta Weathersby (Math); Ching-Yi (Miranda) Wang (Math). New Faculty Academy (NFA) graduates received a certificate of completion during a celebratory lunch that brought together four cohorts of NFA faculty from academic years 13-14, 14-15, 15-16 and the current academic year, 17-18.

Previously known as BootUp Camp, NFA is a semester-long training program offered in the fall for recently hired full-time faculty. The training is designed to provide new full-time faculty with knowledge, skills, and tools that foster success in their roles as practitioners in the classroom and as College/District employees. NFA faculty commit to participating in two full-day sessions prior to the start of the Fall semester and six half-day sessions throughout the semester in which they explore and engage in transformative activities and assignments rooted in culturally relevant, equity-driven pedagogies and practices.

NFA instruction, activities, and assignments in areas

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such as active learning, collaborative/cooperative learning, assessment, universal design for learning, reciprocity, and educational technology, are grounded in the core of Arthur W. Chickering and Zelda F. Gamson's seminal article, "[Seven Principles for Good Practice in Undergraduate Education](#)". The CTTL also partners with Student Equity and Support Services to include modules to provide training and resources specifically focused on equity, race, and diversity, including but not limited to topics such as unconscious bias and micro-aggressions. Additionally, NFA participants are introduced (or reintroduced) to key and critical campus academic and student support services, personnel, resources, and processes and procedures.

Graduates of NFA have reported successes both in the classroom and within the college community as a result of their NFA experiences. Furthermore, long-lasting connections and partnerships/collaborations developed during the semester-long training inspire faculty involvement in projects and initiatives that contribute to Skyline College's commitment to innovation and excellence. Look out for the recent NFA graduates! They have already begun to make their mark in their departments and divisions and are shining ever-so-brightly in our Skyline College community!

Article and photo by Nina L. Floro

BETA THETA OMICRON HONORED BY CALIFORNIA PARK AND RECREATION SOCIETY



Beta Theta Omicron, the Skyline College chapter of the Phi Theta Kappa honor society, received an Award

of Excellence from the California Park & Recreation Society (CRPS) for its Computer Literacy and Internet Competency for Seniors (CLICS) program.

Beta Theta Omicron officers and members have been volunteering at the South San Francisco Senior Center for several years. Throughout the year our students teach senior citizens to use their smartphones, tablets, and laptops. One senior commended the students' patience, appreciated their support, and was grateful that there are people dedicating their time for this cause.

"I haven't heard my grandson's voice for three months," a senior said. "Thanks to you, I learned how to use FaceTime to talk with him. Today is a big day!"

South San Francisco nominated the chapter for this award. This statewide award recognizes the contributions of those who volunteer and provide support and services in their community that improves the quality of their community.

The CPRS award is the highest recognition CPRS can award and this honor is a credit to the Skyline College students who make CLICS happen.

Article by Dr. Christine Case

EQUITY TRAINING SERIES 2018 KICK OFF



On January 26, the Division of Student Equity and Support Programs (SESP), hosted an experience that brought together a cohort of 40 Skyline College staff, faculty, and administrators. The afternoon commenced with welcoming remarks from Dean Lasana O. Hotep, President Dr. Stanback Stroud, and Vice President of Student Services, Dr. Angélica Garcia. Dr. Stanback

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Stroud shared, “When we have our own developed consciousness, when we have our own level of sophistication and cultural fluency, it improves and raises the standards of excellence of our institution of higher education.”

Every spring semester, the Equity Training Series (ETS) brings together a dedicated group of staff, faculty, and administrators, representing a variety of departments, to engage in a teaching and learning experience centered on equity. ETS is designed to equip participants with skills, strategies, and tools in the areas of pedagogy and cultural fluency to address the challenges that impact Skyline College’s diverse student populations. The ETS orientation marked the beginning of an eight-week experience where participants have the opportunity to learn from subject matter experts about various topics including: Critical Pedagogy, Whiteness and Teacher Education, Supporting Men of Color, and Disability in Higher Education. Throughout this experience, participants will develop projects that incorporate lessons learned from ETS into their daily work on campus.

Following welcoming remarks, the cohort engaged in a group activity to examine how race, gender, residency status, economic background, and being first-generation all play a role in shaping a student’s educational journey. The activity transitioned into a presentation, facilitated by Hotep, which provided the context for why our college has made a commitment to become more culturally fluent, racially literate, and knowledgeable about issues that affect our students. The presentation featured a number of interesting research studies, video clips, and theories that highlight the existing disparities in educational institutions. Hotep also explained how philosophies, such as Deficit Thinking and Color-Blindness, prevents educators from addressing the root causes of inequity.

“The natural inclination, based on the narrative in this country is, if you work hard, you can accomplish

anything you want.” Hotep said. “But in our work, many of us don’t have the vocabulary, the orientation, the training, and the background to be able to navigate and address issues that have to deal with race, culture, and ethnicity in a way that continues to have harmonious human relationships.”

Throughout the presentation, participants actively engaged in group discussions and raised important questions.

Rick Hough, professor of mathematics shared, “The food and company were great. The presentation was fast-paced and engaging. I’m excited to keep discovering during the semester and hopefully will learn to put the theory into practice for our students.”

Article by Katrina Pantig

DANCE TEAMS WIN AWARDS AT NATIONAL CHAMPIONSHIPS



Our very own Competitive Hip Hop and Pom Dance teams have once again won big at the UDA West Coast National Championships.

They again took the first place title in the College Open Pom category! This means that they out-scored all thirteen other teams who competed in their category this year!

Our Competitive Hip Hop Team raised the bar this year and scored second place in the championship Open College level, and this was only their second year together!

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Congratulations to the wonderful team dancers, their skilled and talented lead coach, Gary Ferguson, and the President's Innovation Fund for supporting our project for these last three years!

Article by Amber Steele

YOUTUBE HOSTS MIDDLE COLLEGE STUDENTS



Through the collaborative efforts of YouTube's Tom Denton, Ph.D., Wu Yu, Ph.D. and Dean Tammy Robinson, Ph.D., 75 students from the Middle College along with staff toured the YouTube corporate headquarters in San Bruno.

The first-hand opportunity to visit a film production studio, observe the collaborative work environment, and participate in a panel discussion with current YouTube employees to learn about possible non-tech careers at technology companies was a real-life eye opening experience for our first-generation students (80%), especially the young women (70%) and racial-ethnic minorities (90%). Students were then divided into groups to participate in a YouTube "User Experience" interactive research project that critique YouTube consumer products, i.e., YouTube TV.

Acknowledging the difficulty in recruiting high school age participants to try out new YouTube features, the Director of User Experience Research extended

an invitation for students to register and be paid for their participation in future User Experience research projects. The half-day tour concluded with YouTube's employees representing nearly every major and degree sharing a delicious lunch with students in small intimate conversation groups that let students ask questions about the YouTube's culture, work environment and employment opportunities.

"I was amazed that there are so many different non-tech career opportunities," Erik, a Middle College student said. "I thought you had to be into sciences and math."

Article by Dr. Raymond W. Jones | Photo by M. Center

HOSPITALITY AND TOURISM MANAGEMENT ADULT SCHOOL BRIDGE STUDENTS EARN GUEST SERVICE GOLD CERTIFICATE



On December 14, 22 students in the Hospitality and Tourism Management Adult School Bridge Experience received the Guest Service Gold certificate, an industry-recognized certificate that serves to accomplish the goal of creating guest service-oriented employees who know how to engage with their guests to provide memorable guest service.

Students in the bridge program came from South San Francisco and Jefferson Adult Schools and Peninsula Alternative High School. Now in its third year, students take a sequence of Skyline College courses taught by ESOL instructor, Serena Chu-Mraz, at South San Francisco Adult School where they learn contextualized English in subjects focused around hotel and restaurants.

This semester, students also had the opportunity to tour the Skyline College campus and take a field trip to AC

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Hotel in South San Francisco where they learned about prospective job opportunities and career pathways.

The Hospitality and Tourism Management Adult School Bridge Experience was developed by Career and Workforce Programs and expanded to serve as a pathway of ACCEL and deepen partnerships between South San Francisco Adult School, Jefferson Adult School and Skyline College.

Article by Stacy Nojima and Serena Chu-Mraz | Photo by Stacy Nojima

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INTRODUCING THE NEW CTTL LIBRARY COLLECTION



The Center for Transformative Teaching and Learning (CTTL) is pleased to introduce a new collection of books for instructors.

CTTL has partnered with the Skyline College Library to establish a new library collection that currently includes 45 books to support your exploration of best practices in teaching and learning.

We understand that teaching and learning is in a constant state of change, making it difficult for instructors to stay well informed of a wide variety of best practices and current issues in education.

Instructors are bombarded with new and ongoing education jargon; student-centered, active learning, equity across the curriculum; intrinsic motivation, formative assessment, OER, and the list goes on. Where should one begin their search for understanding the current best practices in teaching and learning? Wikipedia? We hope not! Google Search? Good luck with that search!

The CTTL Library Collection is available for faculty and staff to begin their search for best practices in teaching and learning, and a place to understand current issues in curriculum and content delivery.

Visit the CTTL (Building 1, Room 3-11F), and check out the [items in our new collection](#). For questions, contact the CTTL at skylinectl@smccd.edu.

Article by Dr. Jim Houpis & Dr. Bianca Rowden-Quince

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 28, 2018

SKYLINE COLLEGE RECEIVES ZERO TEXTBOOK COST DEGREE – IMPLEMENTATION PHASE II AWARD



Skyline College received close to \$150,000 from the Zero Textbook Cost Degree – Implementation Phase II 2017/18 program awarded by the California Community Colleges Chancellor's Office. The Zero Textbook Cost (ZTC) Degree program aims to reduce barrier costs

for education and the time it takes for students to complete degree and certificate programs.

The California Community Colleges Chancellor's Office defines a ZTC program as "a community college associate degree or career technical education certificate earned entirely by completing courses with no cost textbooks. The program uses alternative instructional materials and methodologies, including educational resources." Alternative instructional materials are referred to as "Open Educational Resources" (OER) materials.

Skyline College proposed an implementation plan for its Associate of Science (AS) degree in Respiratory Care to become a ZTC program. This degree was identified as a priority program due to its high unit requirements for major completion, high textbook costs, and high demand from students. Additionally, the Respiratory AS degree is one of only 19 Respiratory Care California Community College programs across the state.

The development of the ZTC pathway will leverage and build on planning activities through an existing President's Innovation Fund grant for the Open and Affordable Textbooks project (\$25,000) and the existing multi-member Steering Committee for the Respiratory Care Bachelors' of Science of Pilot Program to ensure the better alignment of work and leveraging of existing OER materials. A ZTC Community of Practice that includes faculty from Respiratory Care and prerequisite courses, college, administrators and other content-focused staff will guide

ZTC content development and work together to accomplish the following objectives:

- Identify, develop, and compile OER materials;
- Review, refine, and adopt OER materials;
- Publish and pilot OER materials to be prepared for student enrollment in January 2019.

The Respiratory AS degree program will serve 25 students per cohort beginning in spring 2019, serving approximately 125 degree students over a three-year period after implementation begins. ZTC sections will also be available for the degree's prerequisite courses in other fields, serving an estimated 350 additional students per year.

To learn more about OER and Zero Textbook Cost activities at Skyline College, join us for on campus activities during Open Education Week, March 5-8th, 2018.

Article by Mara Mahmood, Dr. Jim Houppis & Dr. Bianca Rowden-Quince

FUNDS RAISED FOR PROMISE SCHOLARS PROGRAM



Last December, Skyline College was presented with a generous donation of \$50,000 to the Promise Scholars Program to support students interested in vocational training. The Promise Scholars Program is part of the students first priority for both Skyline College and the San Mateo County Community College District.

The program helps students achieve their dreams by removing financial barriers to achieving higher education and providing support services.

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 28, 2018

Having initiated the Promise Scholars Program over two years ago, Skyline College has already seen a significant boost in first-year completion rates.

The San Mateo County Community Colleges Foundation is partnering with Skyline College and the District to raise funds for this important program. High school graduates and students who recently completed their GED/HSE and who enroll full-time to earn a certificate or a degree are eligible to apply for this exceptional program. \$1,200 can send a student to college for the year and the goal is to provide 500 Promise scholarships next year!

Skyline College and the San Mateo County Community Colleges Foundation wish to thank all the generous donors who have supported Skyline College's Promise Scholarship.

Article by Dafna Kapshud | Photo by Mia Coo

NEW SCHOLARSHIPS AWARDED FOR STUDY ABROAD



The Study Abroad Office would like to congratulate two more Skyline College students who have received scholarships to study abroad this summer!

Pearl Ibeanusi and Xueyan Cai have been awarded the Benjamin A. Gilman International Scholarship to study abroad, in addition to the IIE Generation Study Abroad

Travel Grant they received last November. Ibeanusi will be studying Intercultural Communication for two-and-a-half weeks in South Africa with Skyline Professor Danielle Powell, and Cai will be participating in the SMCCCD Global Internship Program for two months in Hong Kong this summer.

Both Ibeanusi and Cai submitted early applications for these scholarships; however, it is not too late for students who are considering studying abroad this summer.

Applications for both the Gilman Scholarship and the IIE Generation Study Abroad Travel Grant are now open for summer and fall 2018 programs! Applications close March 6, 2018.

The Study Abroad Office is collaborating with the Learning Center at Skyline to offer Scholarships for Study Abroad Workshops throughout the month of February. Students will learn about the SMCCCD Study Abroad Programs, scholarships they may be eligible for, and creating a strong personal statement and application.

Article by Stephanie Wells | Photos by Stephanie Wells and Emma Briones

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 28, 2018

UPCOMING EVENTS

WOW! VOICES NOW

WOMEN ON WRITING

March 3, 2018
9:30 a.m. – 12:30 p.m.
Building 6, Room 6-202

BROTHERS AND SISTERS

March 9, 2018
9:00 a.m. – 3:00 p.m.
Building 6, Room 6-202

STANFORD HEALTH VAN

March 13, 2018
10:00 a.m. – 3:30 p.m.
Drop-off circle, Building 4

VETERANS RESOURCE EVENT

March 13, 2018
10:00 a.m. – 1:00 p.m.
Building 6, Fireside Dining Room

SPRING TRANSFER FAIR

March 14, 2018
9:30 a.m. – 12:30 p.m.
Building 6, Fireside Dining Room

CAREER TECHNICAL EDUCATION DAY

March 15, 2018
9:00 a.m. – 3:00 p.m.
Skyline College Theater, Building 1

EQUITY TRAINING SERIES: SUPPORTING MEN OF COLOR

March 16, 2018
12:00 p.m. – 3:00 p.m.
Building 6, Room 6-202

COLLEGE & CAREER CONNECTION

March 21-22, 2018
9:00 a.m. – 2:00 p.m.
Skyline College Theater, Building 1

PRESIDENT'S BREAKFAST

March 22, 2018
7:00 a.m. – 8:30 a.m.
Lake Merced Golf Club,
2300 Junipero Serra Blvd,
Daly City, CA 94015
skylinecollege.edu/presidentscouncil/presidentsbreakfast.php

LA RAZA CONFERENCE

March 23, 2018
8:00 a.m. – 4:00 p.m.
Building 6, Room 6-202



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ February 23, 2018

CSM Expands its Promise Scholarship Program for 2018-19

Inside...

CSM Expands its Promise Scholarship Program for 2018-191

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College of San Mateo is making college even more accessible by offering an expanded Promise Scholarship program. Beginning in fall 2018, first-year, full-time students can attend CSM for free and receive up to \$750 towards the costs of textbooks. Promise Scholarships will pay for the fall, spring and summer terms of a student's first year.



CSM had 231 Promise Scholars in 2017-18, its first year. Thanks to funding from the San Mateo County Community College District, CSM expects to double that number in 2018-19. This would cover most first-time, full-time students at CSM.

In order to qualify for the scholarship students are required to participate in CSM's Year One program, which is designed to help students make the transition to college. Year One provides intensive counseling support, workshops, and other services designed to get students off to a good start. CSM is also developing plans for more comprehensive student supports as part of an expansion of Year One in 2019-20.

Students should complete the application as soon as possible. Priority deadline for consideration for the scholarship is May 1, 2018.

To qualify for the Fall 2018 Promise Scholarship, students must have completed their high school degree, GED/HSE, or Adult Education after October 1, 2017.

The CSM Promise Scholarship is not need based—anyone can apply. Priority will be given to recent, local high school and adult school graduates.

To learn more about the scholarship, students can visit CollegeofSanMateo.edu/promise. ■

College of San Mateo

CSM Jazz Ensemble One of Six College Bands Selected to Perform in the Monterey Jazz Next Generation Festival on March 11

If there was a Super Bowl for jazz ensembles, it would be the Monterey Jazz Next Generation Festival, and the College of San Mateo Jazz Ensemble will be competing there on March 11. The Next Generation Festival has invited only six collegiate bands, chosen by nationwide blind audition, to perform as finalists in the College Big Band Division. CSM is in exclusive company: since the inclusion of collegiate bands in 2012, only 5 out of 78 finalists have been from community colleges. Out of those, there are only three schools that have been selected – Brookhaven, Santa Barbara, and College of San Mateo.

Each spring, the Next Generation Festival invites the nation's top student musicians from middle school, high school and colleges to play their hearts out. This year CSM is up against Sacramento State University, University of Denver, University of Central Oklahoma, the University of Miami and the University of Nevada, Las Vegas.

College of San Mateo Jazz Ensemble began in the 1960s and the current director, Mike Galisatus, has been its soul since 1993. He feels honored to be chosen to perform along the elite of the elite at the festival. "This recognition is a feather in the hat for community colleges," says Galisatus. He refers to the band as "the best kept secret in town." Performing at Next Generation Festival sets precedent and reestablishes the level of talent at community colleges, he says.

Saxophone player and vocalist Jewel Molejona, a business major from El Camino High School, has been in the Jazz Ensemble for three years. The competition excites her as it "is something to look forward to other than just showcasing," says Molejona. It has brought the team closer; she says as they only have a few months to prepare.

Michael Galea has been a trumpet player with the band since 2012. He started his education at CSM and went on to pursue jazz studies at the University of the Pacific. Because of this, Galea is no newcomer to the festival. In 2015, he represented the University of the Pacific at the Next Generation Festival. He feels the strength of the band is its unity and credits Galisatus. "The real central power to the band is Mike Galisatus," says Galea. I have worked with many directors and educators, and he is the best, and there isn't a close second." As the band prepares for their day, the focus is on the band playing to their potential and giving it their best effort, which is a victory for Galisatus.

The next time fans can hear the CSM jazz on campus will be Friday April 27 at their Annual Jazz Festival.

More information can be found on the Monterey Jazz Festival website:

www.montereyjazzfestival.org/NGJF/2018-next-generation-jazz-festival-finalists-special-guests

(Submitted by CSM Student Maitri Desai) ■

Guided Pathways at CSM is Underway

California Community Colleges are adopting Guided Pathways system-wide. CSM began its Guided Pathways planning process with meetings and a student survey in the 2016-17 academic year. CSM has established a Guided Pathways Steering Committee that will oversee this multi-year project and begin to engage the campus



community. A larger Guided Pathways Planning Team will be responsible for actually designing the process, including setting a vision, goals, objectives and timeline.

In 2017, the Guided Pathways Team at CSM collaborated with Career Ladders to compile *Bringing Student Voices to Guided Pathways Inquiry and Design: Findings from Student Focus Groups at Two California Community Colleges*. This report was reviewed by the campus on flex day and at Guided Pathways meetings.

In addition, in fall 2017, faculty, staff, and administrators have been attending state-level trainings and college-level meetings. Beginning spring 2018, these groups will continue to meet every second and fourth Wednesday of the month to gather data and create the Guided Pathways plan, in addition to attending workshops and conferences around Guided Pathways.

To watch Guided Pathways' progress, please visit: collegeofsanmateo.edu/guidedpathways ■

CSM Hosts U.S. Rep. Jackie Speier, State Legislators in Town Hall

Rep. Speier held a town hall meeting at CSM on February 3 to address the Peninsula community's concerns with changes in the tax code going into effect next year. In attendance were IRS spokesman Paul Axelson, state Sen. Jerry Hill, Assemblyman Kevin Mullin, D-South San Francisco, and tax attorney and CPA Russ Stanaland. The panel expounded upon the new tax plan and clarified its possible impact on residents of San Mateo as well as the rest of the Peninsula. Speier expressed concern over the increase in the federal deficit—2.3 trillion—that the tax plan would add over the course of the next 10 years.



Photo by Anna Schuessler/Daily Journal

Speier was likewise concerned over the apparent gain for wealthy taxpayers while programs for the lowest earners would be cut. "So who pays in the end for this little benefit that some of us are going to receive? ... It's our kids. It's truly serious," Speier said. While the main concern of the audience was cuts to Social Security and Medicare, Speier felt confident that, given the pressures of campaign season, those programs should remain safe, for now.

(Resource: https://www.smdailyjournal.com/news/local/tax-cuts-spur-concerns-about-deductions-and-entitlements/article_o6597a36-0894-11e8-81co-abaa298dd315.html) ■

CSM Holds Annual Sports Hall of Fame

This year, CSM was proud to induct 19 women and men, who have distinguished themselves either as CSM athletes or later in their careers, into the Sports Hall of Fame at a banquet held on February 9. Two-time Super Bowl winner Julian Edelman and



Photo by Al Bello/Getty Images

Major League Baseball Hall of Fame announcer Jon Miller were among the inductees who were celebrated. Seven players from CSM's illustrious 96 seasons of football were on the list, joining past inductees/players Bill Walsh and John Madden:

Al Namanny, Sal Genilla (Aragon), Mario Ballestrasse (Terra Nova), Tony Plummer (Sequoia), Burt Blackwell (Menlo-Atherton), Julian Edelman (Woodside), and Al Gaspard (Jefferson).

Men's basketball stars and top two all-time scorers inducted were: Dennis O'Brien (Sacred Heart, SF) and Owney Williams (Wilson, SF).

Three Baseball stars were inducted: Steve Bissett (San Mateo HS), Leigh Gullette (Carlmont), and Mike Mooney (Serra), as well as Softball star Cindy Pacheco (Half Moon Bay).

Track & Field state champions were: Jennifer Ruff (Sequoia), Andrea PappasAusmus, and Kevin Marks.



Photo by Mike Groll

In Aquatics, star Don Gray (Carlmont), was inducted.

Jon Miller began his broadcasting career as a student at CSM, doing football, basketball and baseball games on KCSM, the college's radio and TV stations, in the early 1970's. He was the 2010 Ford C. Frick Baseball Hall of Fame award winner for broadcasting excellence.

He got his first baseball play-by-play job in 1974 at age 22 calling radio and TV for that

year's World Series Champion Oakland Athletics. He was chosen as the first play-by-play announcer on ESPN-TV Sunday Night Baseball game of the week in 1990. Miller is entering his 22nd season as the Voice of the Giants locally on KNBR Radio and NBC Bay Area. He has broadcast 16 World Series. He was inducted into the National Radio Hall of Fame in 2014. ■

Project Change Co-hosts Statewide Conference on Creating Pathways from Juvenile Hall to College



Educators, juvenile justice professionals and community organizations gathered on January 26 in Sacramento to attend the Creating Pathways from Youth Incarceration to Higher Education Conference.

The statewide conference was convened to increase post-secondary education opportunities in California for young people impacted by the juvenile justice system. Organizers hope to support the implementation of higher education programs throughout California by sharing knowledge and experience about effective practices and by addressing barriers to program success and sustainability.

“Once a student is incarcerated, it can be difficult to continue with school, graduate, and be successful in a college classroom,” says Katie Bliss, founder of Project Change at the College of San Mateo. “We are developing supports to help these students get out of the system, into college, and on to a successful career.”

Elisabeth Ocampo is one CSM student who sought assistance and took advantage of Project Change. After having been incarcerated as a youth, she managed to enroll in community college while still holding down a full-time job. Once she was at CSM, Project Change connected her with a community of formerly incarcerated students, helping with study skills, tutoring and books. With a support network for the first time in her life, Elisabeth has become a successful student leader and will be transferring to

a four-year university next fall.

Elisabeth shared her story, along with other California college and university students, with educators, juvenile justice professionals and community leaders at the conference.



Conference highlights included welcome addresses by California Division of Juvenile Justice Director Charles Supple and San Mateo County Community Colleges Chancellor Ron Galatolo; a panel of college students who have had involvement with the juvenile justice system; and a panel of agency leaders who have created and implemented strong higher education pathways for young people in the juvenile justice system.

Conference Participants

California Community Colleges Chancellor's Office
California Department of Juvenile Justice
Youth Law Center
San Mateo County Community College District
College of San Mateo, Project Change
The Opportunity Institute
UC Berkeley Underground Scholars
National Center for Youth Law
Guardian Scholars
Los Angeles County Probation
Los Angeles Mission College

Project Change offers college-prep workshops and college-level courses in the San Mateo County Juvenile Hall. Students earn CSU and UC-transferable college credits while still incarcerated. The program also serves as a pipeline for students to enter College of San Mateo, providing financial and academic support for students like Elisabeth. It currently serves about 110 students at Juvenile Hall and CSM. ■

CSM Hosts Local High School Seniors for Its First Bulldog Bash

CSM's first-year experience program, Year One, seeks to ease the transition from high school to college by providing students with a simple transition path paired with a supportive community. Year One assists students through three critical points of transition: during the college enrollment period, summertime, and through their first-year at the college.



On Wednesday, January 31, Year One hosted CSM's first Bulldog Bash, a recruiting event welcoming high school seniors from across the district to preview CSM, our programs, and resources. The half-day event brought approximately 200 high school seniors to the campus.

The Bulldog Bash kicked off with a welcome from College President Mike Claire.



Students then attended breakout sessions hosted by various campus partners on

topics such as: “Your First-Year of College,” presented by Year One; “Experiments in STEM,” presented by METaS; and “The Road to Transfer,” by Transfer Services. Other presentations were offered by Disability Resource Center, Career Center and Student Life.

The Bulldog Bash also brought together a variety of support services and campus resources for a lunch-time tabling event. In attendance included: Financial Aid, Student Life, Transfer Services, Priority Enrollment Program (PEP), Extended Opportunity Programs and Services (EOPS), the Disability Resources Center (DRC), MeTAS, Multicultural & Dream Center, learning communities, College Outreach, and Career & Technical Education (CTE) programs. (Submitted by Allie Fasth) ■

In The News...

CSM Jazz Band Alum Phil Lesh Featured in San Mateo Daily Journal

The San Mateo Daily Journal ran a story on CSM alumnus and former Grateful Dead bassist Phil Lesh, featuring his time with the CSM Jazz Ensemble. See: https://www.smdailyjournal.com/arts_and_entertainment/grateful-dead-star-s-college-recording-surface/article_8e893fc4-obb2-11e8-bc82-2705feaad9do.html ■



Photo by Erika Goldring/Getty Images

UPCOMING EVENTS

CA State Senator Jerry Hill

Presentation and Q&A

Friday, February 23 • 10:10-11 am

College Center Building 10, Room 193

California State Senator and CSM Alum Jerry Hill will speak about current issues of public policy in California and answer questions. This is a great chance to let your views be known and to ask for changes to public policy in the state of California.

CSM Beach Volleyball - West Valley Kickoff Tournament

Friday, February 23 • 1:00 pm

West Valley College

14000 Fruitvale Avenue

Saratoga, CA 95070 USA

Come out and support the Bulldogs!

Detroit - Screening

Part of CSM's Black History Month Movie Series

Friday, February 23 • 1pm - 4 pm

CSM North Hall Building 18, Room 110, Puente/Umoja Village

Join the Umoja Community for a Black History Month screening of Detroit. All members of the community are welcome and the screening is free!

Jazz Under the Stars

Free Stargazing on CSM's Rooftop Observatory

Saturday, February 24 • 6:30 am - 8:30 pm

CSM Science Building 36, Rooftop

Come see craters on the first quarter moon, the Orion Nebula, star clusters, and more through our telescopes while listening to KCSM Jazz 91 FM! Dress warmly and come by anytime between 6:30 & 8:30 pm. Parking is free.

Poetic Activist Porsche Kelly - Spoken Word Event

Part of CSM's Black History Month Event Series

Monday, February 26 • 12:30 - 2 pm

CSM College Center Building 10, Bayview Dining Room

Porsche Kelly is a spoken word artist from Oakland, CA. She performs gut-wrenching, heartfelt poetry in a variety of spaces and is especially passionate about social justice, including fighting against racism, sexism, and human trafficking.

CSM Baseball vs. Gavilan College

Thursday, March 1 • 2 pm

CSM Baseball Field

Come out and cheer on the Bulldogs!

CSM Softball vs. Feather River

Saturday, March 3 • 2 pm

CSM Softball Field

Come out and cheer on the Bulldogs!

'Patay Na Si Hesus (Jesus Is Dead)' Film Screening

Meet Celebrated Filipina Filmmaker Moira Lang

Tuesday, March 6 • 1-3 pm

CSM College Center Building 10, Room 195

Join us for a screening of the 2017 cinematic hit Patay Na Si Hesus (Jesus is Dead) and hear from the award-winning indie filmmaker, Moira Lang, about how this epic road trip explores the joys and challenges of being a family in the Philippines..

Cañada College

Report to the SMCCCD Board of Trustees

February 28, 2018



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College Recognized with Chamber of Cornerstone Award



Cañada College was recently presented with the Redwood City/San Mateo Country Chamber's 2017 Cornerstone Award. The Cornerstone Award honors individuals and/or organizations selected by the Chamber's Executive Committee, for their ability in making a meaningful and lasting impact in their communities, devoting time, talent and resources to community development, and philanthropic initiatives.

The College received the award at the Chamber Gala Awards Dinner on January 26. Congratulations to all of the faculty and staff, as this award is representative of the outstanding and impactful work they do to support Cañada students!

Cañada Students Invited to World's Largest Film Festival

Cañada students Ivy Woolridge, Elizabeth Birdwell and Victor Kolbe have been invited to show their films at the Cannes Film Festival in France -- the world's largest and most prestigious film gathering! The films will be entered into the Short Film Corner at Cannes, where the students have the opportunity to be part of an educational program for rising filmmakers. In addition, Heroism will also be featured on all Virgin America flights during February and March through Virgin America's onboard entertainment system, "Red."

For those who would like to support Ivy, Elizabeth and Victor in their endeavor to travel to Cannes, experience the festival and show their films, a donation page has been created by the SMCCC Foundation to support the students with travel expenses. Donations can be made [here](#).

About the Students and their Films:

[Heroism](#), created by Ivy Woolridge and Elizabeth Birdwell, is an inspiring film about love, hope, community and supporting others. [PhotoCorpse](#), is a short film, by Victor Kolbe, about characters Bob and Bob, who face the many hardships of trying to get the printer to work.

Last October, the students put their talent to the test and created films during Campus Movie Fest, the world's largest student film festival for the next generation of filmmakers. The Cañada Campus Movie Fest, hosted by Cañada Student Senate, was a weeklong film competition where more than 200 students created and shared their stories. At the red carpet finale, the College selected the films Heroism, PhotoCorpse as the winners.

This is the second time in the last four years that Cañada College students have placed in the top 45 in the nation and received the invitation to the Cannes Film Festival. In addition, Cañada College was the only community college to participate in Campus Movie Fest, where our students competed with many prestigious university film programs.

Cañada in Your Community: Half Moon Bay High School College Fair



On February 13, several Cañada College faculty, staff and students connected with hundreds of Half Moon Bay High School students for a Community College Fair. At the fair, many students showed interest in several instructional programs, as well as concurrent enrollment and the Promise Scholarship. A special thank you to the following programs who participated: Marketing & Outreach, Digital Arts & Animation, Education & Human Development, Fashion Design & Merchandising, Career Education, SparkPoint and College for Working Adults.



Outreach Success by the Numbers: January- December 2017



The Cañada College Outreach Department has had a very busy year holding a strong presence throughout the Peninsula, as well as cultivating new community-based relationships on behalf of the College. In 2017, the Outreach team has attended 155 events, promoting Cañada College and connecting with more than 13,000 members of greater San Mateo County and northern Santa Clara County. Some of these events include:

- Transition to Independence Fair
- Immigrant Health Forum
- San Mateo County Benefits & Health Fair
- Port Fest
- Street Team: Music on the Square and Movies on the Square
- Reading Circle
- Jingle Ball- iHeart Radio
- Lunar Festival



In addition, with the leadership of Campus (student) Ambassadors, 50 campus tours were given to around 500 potential students from 20 high schools and community organizations, including:

- Edgewood
- Pilarcitos High School
- Rise Institute
- Baden High School
- San Mateo Adult School
- Menlo Atherton High School



The College has worked diligently to discover and cultivate new partnerships with local corporate and non-profit organizations. These efforts have generated new opportunities for Cañada College to not only hold a stronger presence in the community, but connect with potential students and guide them to Cañada. These groups include:

- Catholic Charities
- University Art
- SFUSD
- Christian Ministries, Bay Shore, New Creation in East Palo Alto



The momentum not only continues -- it accelerates-- as the Outreach team heads into Spring, the busiest recruitment and enrollment semester of the year! Members of the College community are invited to participate in a number of upcoming events, including Cañada's annual open house, Connect to College Night, on April 26, 2018 as well as a series of Priority Enrollment Program (PEP) events on April 9, 10, 23-25, May 8, 9 and May 23.

Connect to College: <https://www.canadacollege.edu/connect/>

Priority Enrollment Program: <https://canadacollege.edu/outreach/pep.php>

Sixteen STEM Students Become Scholarship Finalists



Congratulations to 16 Cañada STEM students who are finalists for the Latinos in Technology Scholarship from the Hispanic Silicon Valley Foundation and Silicon Valley Community Foundation. This award is for Latino(a) students who have a declared major in a Science, Technology, Engineering and Math (STEM)-related field and will transfer to a four-year university in the fall. Once each student successfully transfers (as a STEM major) to their university, he/she will be eligible for \$10,000 per year for up to three years during their final years at their university! They will also have opportunities to apply for paid summer internships at local companies who are partnering with the Hispanic Silicon Valley Foundation.

DREAM Center Recognized by the City of Redwood City



On February 12, Redwood City Mayor Ian Bain presented The DREAM Center team with the Welcoming Star award at a City Council meeting. The award was given by Redwood City Together, which gives the quarterly award to shine a light on and lift up programs in Redwood City and North Fair Oaks that are excelling at creating a welcoming environment for all in our communities, especially immigrants. In attendance were Professors Julie Carey and Kristen Park, Dream Center Staff Assistant Brenda Martinez and Cañada College alumna Adriana Fernandez.

Margie Carrington Appointed to Cal-SOAP Advisory Committee



Congratulations to Margie Carrington, Cañada's Director of Financial Aid Services, who was recently appointed to serve a two-year term as the Financial Aid Representative on the Cal-SOAP Advisory Committee. Cal-SOAP is the California Student Opportunity and Access Program under the oversight of California Student Aid Commission that was established in 1978 and has 14 regional consortia operating across the state. Cal-SOAP provides a variety of academic enrichment, college and financial aid advising, and outreach activities targeted towards elementary, middle and high school students from low-income families, who would be first generation college students, who are from geographic regions with documented low-eligibility or college participation rates.

The role of the Advisory Committee is to advise Cal-SOAP Project Directors and the Student Aid Commission on the development and operation of various regional projects and assist in the formulation of a statewide performance measurement framework to assess and improve the effectiveness in meeting the objectives of Cal-SOAP. Margie is the only representative from San Mateo County to serve on the Cal-SOAP Advisory Committee.

Upward Bound Students Chosen for Community Internship



Each year the Fair Oaks Community Center conducts a county wide call for two paid internship opportunities with the OYE (Orgullo y Educacion) Latinx Youth Conference committee. The OYE Conference creates a platform for students to express their views and concerns about their community, propose suggestions for solutions and provides leadership opportunities for youth (ages 14-22).

For the past two years, Cañada College has hosted the OYE Conference and this year, two Cañada TRIO Upward Bound students were selected to intern with the OYE Latinx Youth Conference committee. Sophomore, Mary Cheevakasemkoon was selected to be the Administrative Intern who will assist with the finance administration tasks, organize and coordinate OYE conference registration for 350+ participants, and help prepare the logistics for the conference. Sophomore, Maria Casique will be the Community Outreach/Fundraising Intern who will assist in the recruitment for attendees, organize and coordinate social media accounts and postings, and assist with the fundraising efforts for the conference.

Both students are excited for the opportunity to work closely with community leaders and represent their peers. Please be on the lookout for more information to come and the opportunity to present at the OYE conference.

Cañada Students JAM in January



Kicking off the New Year, Cañada College students started Spring 2018 strong by attending the Winter Jams! Founded nearly a decade ago at Cañada College with a single annual offering of Math Jam and less than two dozen students, the program has grown to become a staple of foundational support for all student levels in a variety of different subject matter at all three campuses.

Today, the Cañada Jams are offered three times a year at the beginning of each new term and include both day and evening sessions. In addition to Math Jam, programming has grown to include two sections of Word Jam for ESL and entry level English students; the Physics Jam supports our upper level science and engineering students; and most recently, STEM

has started offering Chemistry Jam for those ready to tackle Chem 210.

This year approximately 170 students attended the day and evening Math Jams, 17 students in Physics Jam, 45 combined day and evening Word Jammers and seven students attended the newly formed Chemistry Jam. Most student who participate in the Jams score higher on placement tests and do better in their classes. All students who participate are better prepared for their coursework.

Learning Center Launches Online Tutoring

Transition Guide:
NetTutor® User Experience (UX) Updates


Same Great Online Tutoring Service, New Look-and-Feel!

We're excited to announce that LSI will be updating the NetTutor website this Spring. Through collaboration with our partners in the learning community and interaction with students, we prioritized updates to the user experience.

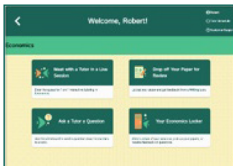
The redesign includes:

- ▶ Fresh, more intuitive interface—students *just know* what to do
- ▶ Calm colors; new icons—welcoming and relaxing
- ▶ Student-friendly language—no more “queue” or “archives”
- ▶ Guided paper submission—stepping through the process
- ▶ Personal lockers—grouping private sessions
- ▶ Responsive design—pages resize to fit all devices
- ▶ Accessible for all users—core to all LSI solutions

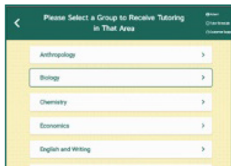
Coming in
Spring 2018



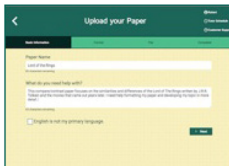
Updates to the Student's Path to a Tutor



Improved usability, modern design



Student-friendly language



Guided paper submission.

Next Steps and More Information


We're adding a new “Resources” section to the LSI website. We'll post images there so you can update any faculty/student collateral.

We'll be staggering our “go live” dates.

Tier 1 partners go live January 1st. Tier 2 partners will follow shortly thereafter in early Spring, and Tier 3 will bring all remaining partners live.

Between now and then, we'll email updates and invite you to webinars to learn more.

© 2017 Link-Systems International, Inc.
4515 George Rd #340 Tampa, FL 33634 Phone: 813.674.0000



www.link-systems.com

The Cañada College Learning Center is excited to announce the addition of online tutoring for students starting this Spring, via the NetTutor platform. The initial priority for outreach and access will be students enrolled in online courses, students taking courses for which face-to-face tutoring is not available in the Learning Center, and students who are not able to be on campus during open hours. NetTutor will be accessed through the Canvas learning management system.

NetTutor is an online tutoring platform that offers several levels of assistance; live one-on-one tutoring online, a Q & A center where students can submit questions for response, and an online student locker where students can submit and retrieve drafts of composition assignments for review and replay previously recorded tutoring sessions on demand. The Q & A Center and Paper Review feature have a turnaround time of 24 hours and 48 hours maximum, respectively. Tutors providing support via NetTutor hold at least a bachelor's degree and their training is aligned to the same professional standards as college tutors.

Online tutoring will be available for Cañada College students in more than 50 subject areas within the broader discipline areas of English, Math, Accounting, Economics, Finance and Business, Life Sciences and Physical Sciences, World Languages, General Humanities and Social Science, Nursing and Allied Health, Information Technology and Computer Science. As this service is implemented, the Learning Center will work with individual faculty and departments to ensure that NetTutor provides the correct type of support for students.

For more information about Learning Center programs and services, please refer to their [website](http://www.link-systems.com).

Upcoming Events

Every Wednesday in February & March

STEM Speaker Series

5-6 p.m.

Building 6, Room 101/102

February 28

“In Their Own Words:” A Black History Teach-in Series

11:30 a.m.-2 p.m.

Building 3, Room 104

March 1

Sexual Harassment Awareness

12:45- 2 p.m.

Building 6, Room 101/102

March 6

Science & Technology Building Groundbreaking Ceremony

2:30 p.m.

Parking Lot 1A

March 14

Pi Day

9 a.m.-1 p.m.

Upper Lawn

March 22

Awareness Summit: Housing, Transportation, Food Insecurity

10 a.m.- 3 p.m.

Building 6, Room 101/102

PHOTOCOLLAGE: The Importance of Black History Month

On February 7, Dr. Melina Abdullah, Chair of Pan-African Studies, California State University, Los Angeles, gave an informative and inspiring talk on “The Importance of Black History Month.” This was the first of the 2018 Equity Lecture Series (organized by the Academic Committee of Equity and Success) and a successful start to the many exciting Cañada College to come this February. Dr. Abdullah’s talk was attended by 80 people including students, faculty, staff, administrators, colleagues from SMCCCD and members of the community.



BOARD REPORT NO. 18-2-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

**RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE
CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION
TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE**

The California Classified Employees of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Statewide award winners are selected by representatives of the Community Colleges Board of Governors, Chancellor's Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Up to six recipients are selected and honored annually at the May Board of Governors meeting.

To be eligible for the award, a classified employee must have served a minimum of five years (full-time or part-time) as a permanent employee within the nominating Community College District. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

At the February 28, 2018 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

BOARD REPORT NO. 18-2-6C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kimberlee Messina, Interim Vice Chancellor for Educational Services and Planning, 358 6887
Aaron McVean, Interim Vice President of Planning, Research, and Institutional Effectiveness, 358-6803

MATH – TEACHING, LEARNING AND OUTCOMES

The District's Strategic Plan identifies two goals that intentionally focus on the student access, success, and completion:

- Goal 1 – Develop and strengthen educational offerings, Interventions, and support programs that increase student access and success.
- Goal 2 – Establish and Expand Relationships with School Districts, 4-Year University Partners, and Community-Based Organizations to Increase Higher Education Attainment in San Mateo County.

It is increasingly recognized that success in math, and specifically early success in transfer level math, is a primary barrier that prevents many students from successfully completing their educational goals. As part of the implementation of the District Strategic Plan, the Colleges of the SMCCCD have implemented and are in the process of developing intentional strategies to remove this barrier.

As part of the Board's Student Success Presentation Series, the data relating to student success in math and the strategies being employed to positively impact the metrics related to placement into, and successful completion of, transfer-level math will be presented and discussed.

SMCCCD STUDENT SUCCESS PRESENTATION SERIES

MATH SUCCESS

OVERVIEW

The San Mateo County Community College District (SMCCCD) [Strategic Plan](#) identifies two goals that intentionally focus on the student access, success, and completion:

- **Goal 1** – Develop and strengthen educational offerings, Interventions, and support programs that increase student access and success.
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DISTRICT STRATEGIC PLAN – METRICS AND TARGETS

As show in Table 1 below, there are three metrics included in the assessment of the District Strategic Plan that directly relate to student success in math. A fourth metric addressing on-time completion of an Associate Degree, is directly impacted by the ability for students to access and be successful in transfer level math courses. Each of the Colleges has identified multi-year targets to both increase the number and percent of student beginning their enrollment in transfer level math, progressing to transfer level from basic skills, and ultimately completing their educational goals on-time. These efforts will simultaneously reduce the number and percentage of student whose initial enrollment is in basic skills math.

FALL FULL TIME FIRST-TIME STUDENTS	FALL '12	FALL '13	FALL '14	FALL '15	FALL '16	17-18 target	19-20 target
% initial enrollment in basic skills MATH	41%	39%	35%	31%	26%	25%	20%
% initial enrollment in transfer level MATH	25%	28%	30%	35%	44%	45%	50%
Among students enrolled in basic skills MATH in first year: % completing transfer level MATH within 2 years	17%	17%	18%	21%	-	25%	30%
% of students completing a degree within 150% of normal time	15%	15%	16%	-	-	20%	50%

Table 1

STUDENT SUCCESS AND EQUITY IN MATH – DISTRICTWIDE STRATEGIES

MULTIPLE MEASURES FOR PLACEMENT

The most critical barrier to students successfully completing their educational goals is placement into below transfer-level math courses. As of November, 2016, the SMCCCD has shifted away from the use of high-stakes placement exams and has implemented the use of high school transcripts and course work as the primary mechanism for placement into math. The sunset of the COMPASS Math Placement Exam, combined with the failure of the CCCC Common Assessment Initiative (CAI), accelerated the process of full-scale adoption of high school transcripts for placement.

Course Number- Course Name	Qualifying Thresholds- No Recency Requirement
Math 190 – Path to Statistics	Algebra 1 with a C or higher and GPA of 2.0
Math 110 – Elementary Algebra	Algebra 1 with a C or higher and GPA of 2.0
Math 120 – Intermediate Algebra	Algebra 2 with a C or higher and GPA of 2.4
Transfer level	Algebra 2 with a C or higher and GPA of 2.8

Table 2 – Districtwide Math Placement Criteria using HS Course Grades and GPA for Transfer/below Transfer Level

ACCELERATION

The three Colleges of the SMCCCD have been involved in efforts to reduce and eliminate the number of below transfer-level math courses that students are required to take. Informed by research from¹, and participation in, the [California Acceleration Project](#) (CAP) and other initiatives, alternative models and courses have been developed that accelerate enrollment and completion of transfer-level math. These approaches are described below.

STATISTICS PATHWAY

The Pathway to Statistics model was developed as an alternative pathway for non-STEM majors to complete transfer-level quantitative reasoning requirements. This alternative pathway is in place at all three Colleges in the SMCCCD. Students move from **Math 190 – Path to Statistics**, which is equivalent in level to **Math 110 – Elementary Algebra**, directly into transfer level **Math 200 – Elementary Probability and Statistics**, which fulfills transfer requirements for non-STEM majors.

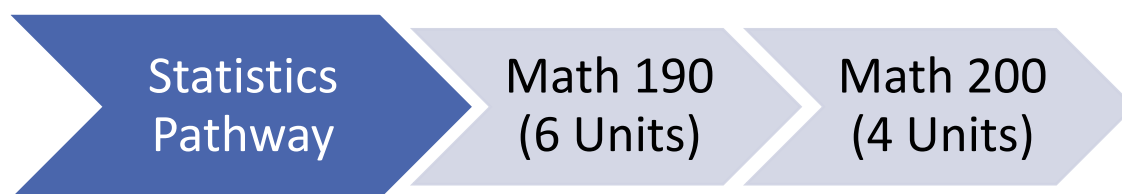


Figure 1

¹ http://www.learningworksca.org/wp-content/uploads/2012/02/AcceleratingCurriculum_508.pdf

CURRICULUM INNOVATION – CO-REQUISITE MODELS

Recent innovation in approaches to acceleration in math involve the creation of co-requisite models that are designed to allow direct placement into transfer level math courses. These models include “hard-linked” developmental math sections that provide enhanced academic supports and instruction. These approaches have been demonstrated outside of California to have dramatic impacts on successful completion of transfer-level math while also reducing equity gaps. [Cuyamaca College](#) in San Diego is one of the California community colleges leading this effort.

Curriculum is being developed by the Colleges of the SMCCCD that would establish similar co-requisite models, with the potential of eliminating the need for below transfer-level sections. The proposed model for *all students to be placed directly into transfer-level math* is as follows:

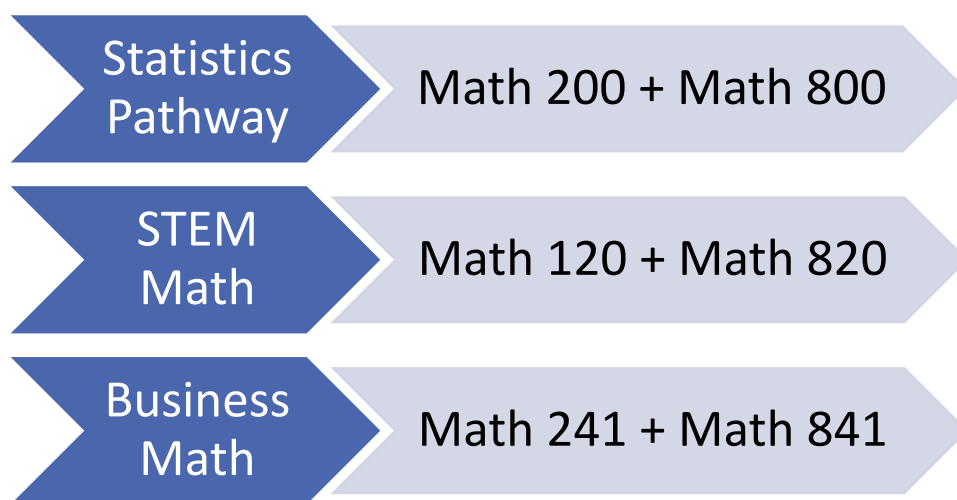


Figure 2

PROFESSIONAL DEVELOPMENT

The implementation of new models that accelerate placement into transfer-level math require a parallel effort to develop and implement professional development to support effective classroom instruction. Through Communities of Practice, faculty engage in the development of instructional design principles that engage students in transfer-level work, combined with academic supports. These principles inform the development of a curriculum where students reason their way through relevant, open-ended problems in a collaborative and supportive classroom environment. These pedagogical changes will require ongoing support for faculty, including structured Communities of Practice and collaborative development of curricular materials.

Professional development for faculty and academic support staff is essential for the effective implementation of these innovative models of teaching and learning. The structural changes require substantial front-end work: creating new placement policies, designing new co-requisite support courses, transforming the class schedule, working closely with instruction and ITS to ensure that students can easily register for the linked support courses.

INTEGRATION WITH GUIDED PATHWAYS

The 2017-18 California State Budget has provided \$150 million in one-time grants to seed the expansion of the [Guided Pathways](#) framework across the California Community Colleges over the next five years. These funds will complement and augment existing financial support provided by various statewide initiatives such as the Student Success and Support Programs (SSSP), Student Equity Planning, the Basic Skills Initiative, and the Strong Workforce Program. The Colleges of the SMCCCD are at different points in the process of this implementation.

The reform of assessment and placement into math and English to eliminate unnecessary developmental coursework and provide access to transfer-level sequences should be viewed as an essential component of the implementation of a Guided Pathways framework. The Promise Scholars program model that is proposed to be expanded across the three Colleges of the SMCCCD includes the integration of a Guided Pathways framework with integrated student and academic support services based on the City University of New York (CUNY) – Accelerated Study in Associate Programs (ASAP) model. By incorporating these evidence-based practices, the Promise Scholars program model has the potential dramatically impact success and completion across the District, while eliminating equity gaps that have resulted from systemic barriers.

ADDITIONAL CONSIDERATIONS – AB 705

[AB 705](#) requires community college districts to maximize the probability that a student will enter and complete transfer-level coursework in math and English within a one-year timeframe by utilizing assessment measures that include high school performance to achieve this goal. Pursuant to AB 705, a college shall not require students to enroll in remedial English or math coursework that lengthens their time to complete a degree unless placement research, that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to succeed in transfer-level coursework in English and mathematics. AB 705 was signed by the Governor on October 13, 2017, and took effect on January 1, 2018.

SUMMARY

The implementation of the strategies outlined above are intended to achieve the goals of the SMCCCD Strategic Plan, and are expected to positively impact the metrics related to placement into, and successful completion of, transfer-level math. The removal of barriers, in the form of high-stakes assessment exams and unnecessary developmental sequences that have systematically prevented populations of students from accessing transfer-level math, specifically African American, Latino, low-income and first-generation students, is part of realizing the District's commitment to equity and social justice.

BOARD REPORT NO. 18-2-1A

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)

None

B. PUBLIC EMPLOYMENT

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

Cañada College

Libia Bustamante	Staff Assistant	Academic Support & Learning Technologies/Middle College
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New part-time (48%), 12-month classified employment, effective January 17, 2018, replacing Mayra Rios who resigned.

To Nhu Do	Counselor	Counseling
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New temporary academic employment, effective for the Spring 2018 semester.

College of San Mateo

Patrice Reed-Fort	Counselor	Counseling
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New temporary academic employment, effective for the Spring 2018 semester.

***Farida Nejrab** Child Care Center Aide II Child Development Center

New full-time, 10-month classified employment, effective February 5, 2018, replacing Yovanka Crossley who was reassigned through the hiring process.

District Office

***Katherine Hoffman** Public Safety Office Manager (Dispatcher) (NP) Public Safety

New full-time, 12-month classified employment, effective February 26, 2018. This is a new position that was Board approved June 28, 2017.

***Erin Laske** Emergency Preparedness Manager (NP) Public Safety

New full-time, 12-month classified supervisory employment, effective April 2, 2018. This is a new position that was Board approved June 28, 2017.

Skyline College

***Hazel Neoh** Program Services Coordinator (NP) Workforce Development/
Bioscience

New full-time, 12-month classified employment, effective January 22, 2018. This is a new position that was Board approved August 23, 2017.

Bryan Swartout Instructional Aide II Academic Support & Learning
Technologies/The Learning Center

New part-time (48%), 10-month classified employment, effective January 19, 2018, replacing Jessica Belluomini who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Olivia Viveros Project Director Math/Science Division (MESA)

Reassignment from a full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule (60)), into this full-time, 12-month position at Grade 175S of the Classified Professional/Supervisory Salary Schedule 40), effective February 21, 2018.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**District Office****Douglas Pickel**

Public Safety Officer

Public Safety

Transferred from a full-time 12-month Public Safety Officer position at the College of San Mateo into this full-time, 12-month position at Cañada College, effective January 22, 2018.

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

1. Recommend creation of a new classification titled, “High School Transition and Dual Enrollment Director” at Grade 193E of the Academic-Classified Exempt Supervisor Salary Schedule (35), effective March 1, 2018. In addition, recommend a change in staff allocation to add one full-time, 12-month High School Transition and Dual Enrollment Director position in Student Services, effective March 1, 2018.

District Office

1. Recommend a change in staff allocation to add one full-time, 12-month “Public Safety Officer” at Grade 27 of the Public Safety Salary Schedule (62), effective March 1, 2018.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE**College of San Mateo****Sabrina Deans**

Athletic Trainer

Kinesiology

Recommend approval of a personal leave of absence without pay without benefits, effective January 11, 2018 through May 18, 2018.

Skyline College**Pcyeta Stroud**

Project Director

Global Learning Programs
& Services

Recommend approval of a personal leave of absence without pay without benefits, effective February 12, 2018 through August 12, 2018.

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

None

2. Resignation**Cañada College****Patricia Sehl**

Program Services Coordinator

Vice President of
Student Services

Resigned effective February 26, 2018.

District Office**Fermin Varela**

Public Safety Officer

Public Safety

Resigned effective January 22, 2018.

Skyline College**Pearl Ly**

Director of the Learning Commons

Academic Support &
Learning Technologies

Resigned effective January 13, 2018.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**College of San Mateo****Kimberly Salido Morgan**

Cosmetology

Business/Technology

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Cosmetology discipline.

Skyline College**Valerie Higgins**

Sociology

Social Science/ Creative Arts

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Sociology discipline.

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Business Technology	5	12/15/2017	6/30/2018	Professional Expert: Expert professional services for and assistance in EMT Skills Proctoring.
Skyline College	Language Arts and Learning Center	1	2/16/2018	5/20/2018	Professional Expert: Expert professional services for facilitation of experiential learning experience teaching Black WOMEN Rock curriculum.

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	Student Services/A2B	1	1/02/2018	6/30/2018	Program Services Coordinator, A2B: <u><i>This is an extension of a previously Board approved position.</i></u> This position is responsible for coordinating partnerships with four-year institutions and Cañada College for the A2B program and other duties as prescribed.
Cañada College	Science & Technology	1	1/16/2018	6/30/2018	Retention Specialist: <u><i>This is an extension of a previously Board approved position.</i></u> This retention specialist will support academic success and retention of MESA students within the STEM Center at Cañada College. The retention specialist will work as part of the team to support low-income, first generation college students who are pursuing STEM majors, including providing academic workshops and individualized support for academic success skills and strategies.

Cañada College	Science & Technology	1	2/15/2018	6/30/2018	Retention Specialist: <u><i>This is an extension of a previously Board approved position.</i></u> This retention specialist will support success and retention of MESA students within the STEM Center at Cañada College. The retention specialist will work as part of the team to support low-income, first-generation college students who are pursuing STEM majors, including helping students develop and implement strategies to increase their academic success and make progress toward transfer to a 4-year university as a STEM major.
College of San Mateo	Counseling/ DSPS	1	01/01/2018	05/31/2018	Instructional Aide II: <u><i>This is an extension of a previously Board approved position.</i></u> Facilitate state mandated alternate media requests, production, and distribution in a timely manner. Provide assistance in DSKL classes, coordinate smartpen and computer loan program, provide lab assistance for students in DSKL courses. Assist with front office coverage and test proctoring when needed.
College of San Mateo	Student Services, Vice President Office	1	1/25/2018	6/30/2018	Instructional Aide II: Coverage needed for Thursday evenings at the Extended Study Hours.
College of San Mateo	Kinesiology/Athletics	1	2/01/2018	6/01/2018	Athletic Trainer: Perform all duties of a Certified Athletic Trainer to support the intercollegiate athletics program under the direction of the head trainer and the dean.
District Office	International Education	1	2/01/2018	06/30/2018	Office Assistant II: <u><i>This is an extension of a previously Board approved position.</i></u> Assist in processing expense reports and procord reconciliation. Research international data for marketing use. Assist in the planning and execution of recruitment trips. Other office projects as necessary.

Skyline College	Business, Education & Professional Programs	1	2/01/2018	5/31/2018	Cosmetology Aide: Cosmetology Aides are critical employees for the Cosmetology Instructional Program on an intermittent basis during peak periods. They supervise students during practical application experiences in lab and when students perform services on clients. They also assist faculty in classes where students must be closely supervised to ensure students success and safety.
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BOARD REPORT NO. 18-2-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

ACCEPTANCE OF GIFTS BY THE DISTRICT

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

GIFT

1. Bauer 4500 PSI SCBA Fill Station and Compressor
For instructional use in the Firefighter I Academy
at College of San Mateo
Estimated value: \$4,800
2. Three vehicles: 2009 Murano, 2008 Altima and
2005 Pathfinder
For instructional purposes to train new technicians
and update working technicians in the Skyline College
Automotive Program
Estimated value: \$12,775

DONOR

North County Fire Authority
10 Wembley Drive
Daly City, CA 94015

Nissan North America, Inc. 2005
One Nissan Way
Franklin, TN 37067

RECOMMENDATION

It is recommended that the Board accept the gifts listed above.

San Mateo County Community College District

February 28, 2018

BOARD REPORT NO. 18-2-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF NOVEMBER AND DECEMBER 2017 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 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 November 1, 2017 through December 31, 2017 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
November 1 - 30, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0073992	11/01/17	U.S. Bank National Association ND, .	369,905.16	Districtwide Procurement Card Payment
0073995	11/01/17	Allana Buick & Bers, Inc.	53,816.59	Cañada College and Cañada Vista Housing Roof Repair Projects
0073998	11/01/17	Associated Std-Skyline	100,000.00	Interbank Transfer
0073999	11/01/17	Blach Construction Company	237,901.00	Cañada Design and Construction Services
0074002	11/01/17	CDW LLC	40,512.69	Districtwide IT Equipment Purchases
0074004	11/01/17	Constellation NewEnergy, Inc.	10,481.34	Utilities
0074006	11/01/17	Dell Marketing LP	78,268.19	Districtwide Computer Purchases
0074009	11/01/17	Krueger International, Inc.	12,779.78	Cañada Furniture Purchases
0074010	11/01/17	Meta Bank/BB San Mateo CCD CFA	183,027.00	Financial Aid Disbursement
0074018	11/01/17	Schneider Electric Buildings Americas, Inc.	49,403.00	Districtwide Maintenance and Service of Facilities Management Systems
0074019	11/01/17	School Project for Utility Rate Reduction (SPURR)	22,481.08	Utilities
0074028	11/01/17	VALIC Retirement Services Company	247,596.90	Monthly Tax Sheltered Annuities
0074031	11/01/17	Western Allied Mechanical Inc.	273,532.50	CSM Aquatics Pool Upgrade Project
0074046	11/07/17	Allana Buick & Bers, Inc.	14,855.00	Cañada and Skyline Construction Projects
0074050	11/07/17	Casey Printing, Inc.	16,494.26	CSM Class Schedules Printing Services
0074052	11/07/17	Dell Marketing LP	10,120.12	Districtwide Computer Purchases
0074054	11/07/17	17-Mile Education Investment (Shanghai) Co. Ltd.	26,000.00	International Students Recruitment Services
0074059	11/07/17	Meta Bank/BB San Mateo CCD CFA	102,842.86	Financial Aid Disbursement
0074068	11/07/17	SMCCCD Bookstore	11,604.44	Skyline Special Programs Books and Supplies Purchases
0074069	11/07/17	SMCCCD Bookstore	79,256.42	Bookstore Monthly Student Fees Reimbursement
0074071	11/07/17	Sutro Tower Inc.	20,593.00	KCSM TV Broadcast Site Lease
0074111	11/09/17	Sedgwick Claims Management Services. Inc.	43,368.14	Replenish Workers' Compensation Insurance Fund
0074113	11/09/17	W W Grainger Inc	323,560.97	Districtwide Security Hardware Upgrade Purchase
0074129	11/14/17	Coulter Construction Inc.	16,683.00	Cañada Library Display Installation Project
0074133	11/14/17	Meta Bank/BB San Mateo CCD CFA	167,429.50	Financial Aid Disbursement
0074138	11/14/17	Siemens Industry, Inc.	31,636.75	Districtwide Fire Alarm Panels Upgrade and Monitoring Services
0074141	11/14/17	XL Construction Corporation	244,533.00	Skyline Design and Construction Services
0074150	11/16/17	Constellation NewEnergy, Inc.	37,116.77	Utilities
0074162	11/16/17	School Project for Utility Rate Reduction (SPURR)	13,169.55	Utilities
0074163	11/16/17	Swinerton Builders	223,378.50	Program Management Services
0074180	11/21/17	CDW LLC	73,375.38	Districtwide IT Equipment Purchases
0074182	11/21/17	Dell Marketing LP	11,760.16	Districtwide Computer Purchases
0074183	11/21/17	Chen, Gang	15,680.00	International Students Recruitment Services
0074184	11/21/17	Meta Bank/BB San Mateo CCD CFA	153,456.90	Financial Aid Disbursement
0074187	11/21/17	SM County Community College District	27,414.51	Replenish Flex Spending Account
0074191	11/21/17	Sutro Tower Inc.	40,674.75	KCSM Spectrum Repack Project
0074215	11/28/17	Constellation NewEnergy, Inc.	24,109.32	Utilities
0074221	11/28/17	Keenan & Associates	95,000.00	Districtwide Construction Projects Insurance Fees
0074222	11/28/17	Meta Bank/BB San Mateo CCD CFA	42,607.00	Financial Aid Disbursement
0074225	11/28/17	San Mateo County Schools Insurance Group	199,705.37	Monthly Dental and Vision Insurance Premiums
0074227	11/28/17	SMCCCD Bookstore	47,801.23	CSM Special Programs Books and Supplies Purchases

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
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WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
0074228	11/28/17	Keenan & Associates	1,755,016.18	Skyline and Cañada Construction Projects Insurance Fees
0074231	11/28/17	W W Grainger Inc	12,649.34	Districtwide Security Hardware Upgrade Purchase
498433	11/01/17	A.C.C.J.C.	25,091.00	Cañada Annual Membership Dues
498439	11/01/17	AT&T/MCI	13,559.56	Districtwide Telephone Services
498445	11/01/17	CareerAmerica, LLC	24,500.00	CSM Financial Aid TV Comprehensive Service
498447	11/01/17	Comm College League/Calif	56,580.00	Districtwide Annual Subscription Dues
498450	11/01/17	Corezon Corporation	50,000.00	Cañada Surplus Breakdown and Removal Services
498489	11/01/17	Renaissance Insurance Agency, Inc.	512,316.00	CSM International Students Health Insurance Premium
498490	11/01/17	Renaissance Insurance Agency, Inc.	80,028.00	Cañada International Students Health Insurance Premium
498509	11/01/17	American Federation of Teachers	103,064.32	Monthly Union Dues
498512	11/01/17	C S E A	15,364.60	Monthly Union Dues
498517	11/01/17	County of San Mateo	174,566.02	CSM Annual Sewer Tax Payment
498548	11/01/17	Public Empl Ret Sys	1,620,224.47	Monthly Health Insurance Premium
498557	11/01/17	Western Allied Mechanical Inc.	11,353.81	CSM Aquatics Pool Upgrade Project
498570	11/01/17	U.S. Postal Services	10,000.00	CSM Postage Purchase
498584	11/07/17	Artel Inc.	12,545.00	Skyline Biology Equipment Purchases
498588	11/07/17	Atlas Pellizzari Electric, Inc.	10,569.00	Skyline EV Station Electrical Project
498592	11/07/17	Barclay Sanitary Supplies	15,323.88	Skyline Facilities Equipment Purchases
498593	11/07/17	Bay Area Biotechnology Education Consortium	12,500.00	Skyline Supply Chain Operations Services
498609	11/07/17	Enrollment Rx, LLC	30,000.00	Districtwide Enrollment Software Annual Fee
498612	11/07/17	Folsom Lake Ford	86,021.22	Districtwide Public Safety Vehicle Purchases
498613	11/07/17	Foundation for California Community College	46,892.68	Districtwide Career Ladders Project Consulting Services
498625	11/07/17	Margolis Healy & Associates, LLC	23,058.00	Districtwide Public Safety Study Research Services
498631	11/07/17	Midpoint International Inc.	31,958.00	Districtwide Facilities Recycling Bins Purchases
498638	11/07/17	Pacific Gas & Electric Co	14,142.28	Utilities
498659	11/07/17	County of San Mateo	13,824.70	Districtwide Monthly Parking Income Allocation
498673	11/07/17	The Guardian Life Insurance Company	38,415.03	Monthly Life Insurance Premium
498692	11/09/17	Diversified Search LLC	18,000.00	Skyline Special Program Membership Dues
498694	11/09/17	Eternal Construction, Inc.	52,497.00	Cañada Access Compliance Project
498704	11/09/17	Miller, Morton, Caillat & Nevis, LLP	51,566.70	Cañada Vista Litigation Legal Services
498709	11/09/17	PlanetBids, Inc.	32,537.69	Districtwide Vendor Management System
498711	11/09/17	San Francisco State University	50,269.52	Cañada College MSEIP Grant Related Expenses
498714	11/09/17	Strategic Energy Innovations	18,300.00	Skyline Climate Corps Bay Area Fellow Services
498719	11/09/17	Western Roofing Service	93,278.60	Cañada Roof Replacement Services
498749	11/14/17	City of San Bruno	33,344.91	Utilities
498772	11/14/17	Research Foundation of The City University of New York	100,559.00	Skyline ASAP Project Expenses
498782	11/16/17	BLX Group LLC	10,500.00	Annual Bond Arbitrage Calculation Service Fees
498802	11/16/17	Leland Saylor & Associates, Inc.	22,156.25	Cañada Construction Cost Estimating Services
498805	11/16/17	Miller, Morton, Caillat & Nevis, LLP	38,539.71	Cañada Vista and Cañada Bldg. 9 Litigation Legal and Construction Services
498810	11/16/17	Pacific Gas & Electric Co	35,698.74	Utilities
498812	11/16/17	Pacific Gas & Electric Co	53,111.91	Utilities
498865	11/21/17	Chouinard & Myhre, Inc.	17,033.95	ITS Equipment Purchases
498876	11/21/17	McGraw-Hill Education, Inc.	13,680.00	CSM and Skyline Math Assessment Testing Purchases

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Check Num	Check Date	Vendor Name	Check Amount	Description
498878	11/21/17	MV Transportation, Inc.	26,277.48	Skyline Students Shuttle Services
498885	11/21/17	S.A.C.O.	13,920.00	Skyline Athletics Tournaments Officials Services
498889	11/21/17	Strata Information Group	61,440.00	Monthly Districtwide Professional & Management Services
498911	11/28/17	Atlas Pellizzari Electric, Inc.	17,211.00	Cañada and Skyline Electrical System Project
498932	11/28/17	Gaumard Scientific Co., Inc	149,379.94	Skyline instructional Material Purchase
498934	11/28/17	Goodfellow Top Grade Construction, LLC	28,576.00	Cañada Central Plant Upgrade Project
498946	11/28/17	Leland Saylor & Associates, Inc.	18,022.50	Skyline and Cañada Construction Professional Services
498955	11/28/17	Pacific Gas & Electric Co	38,142.75	Utilities
498959	11/28/17	Pillsbury Winthrop Shaw Pittman LLP	185,394.45	KCSM Legal Services
498965	11/28/17	Sowiski, Mona C.	10,000.00	Skyline Executive Leadership Services
498974	11/28/17	Calif Water Service Co	39,809.41	Utilities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1801895	11/01/17	Mass Mutual 457	44,880.47	Tax Annuity
J1801828	11/01/17	US Treasury - Federal Payroll Tax	2,915,077.64	Federal Payroll Tax
J1801828	11/01/17	EDD - State Payroll Tax	666,875.89	State Payroll Tax
J1801828	11/01/17	EDD - State Payroll Tax	30,074.70	State Tax-Disability Insurance
J1802135	11/16/17	US Treasury - Federal Payroll Tax	93,862.45	Federal Payroll Tax
J1801918	11/15/17	EDD - State Payroll Tax	29,078.56	State Unemployment Payroll Tax
J1801944	11/02/17	PERS Retirement	968,601.30	PERS Retirement Advance
J1802138	11/14/17	State Teacher Retirement - Cash Balance	117,704.06	STRS Retirement-Cash Balance
J1801947	11/03/17	State Teacher Retirement - Defined Benefit	1,544,011.47	STRS Retirement-Defined Benefit 95%
J1802136	11/13/17	State Teacher Retirement - Defined Benefit	59,106.12	STRS Retirement-Defined Benefit Bal
<u>SMCCCD Bookstores</u>				
117614	11/08/17	SM CC College District	241,521.78	Salaries and Benefits of September 2017
117615	11/08/17	SMCCD Community Education	18,000.00	College Support - CCCE project
117621	11/08/17	Sysco Food Company of SF	12,682.67	Purchase of Inventory
EFT 30086	11/27/17	Board of Equalization	11,037.35	Sales Tax October 2017
Subtotal			16,575,257.19	94%
Warrants Issued ≤ \$10,000			1,089,921.86	6%
Total Non-Salary Warrants Issued			17,665,179.05	100%
District Accounts Payable	Ck#498432-498979 DD73973-74233		10,788,399.58	
District Payroll	Ck#129211-129919 DD50142917-50144807		14,005,926.25	
SMCCCD Bookstores	Ck#117576-117626, EFT30086		367,009.24	
Total Warrants Including Salaries -Nov 2017			25,161,335.07	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
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WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0074245	12/05/17	Lupac, Cindy A.	10,075.00	Skyline Event Planning and Coordination Services
0074256	12/05/17	U.S. Bank National Association ND, .	339,478.36	Districtwide Procurement Card Payment
0074262	12/05/17	Allana Buick & Bers, Inc.	43,827.50	Cañada Construction Projects
0074266	12/05/17	Blach Construction Company	365,754.38	Cañada Design and Construction Services
0074270	12/05/17	Constellation NewEnergy, Inc.	11,390.48	Utilities
0074278	12/05/17	McCarthy Building Companies	1,097,993.00	Cañada Construction Projects
0074279	12/05/17	Meta Bank/BB San Mateo CCD CFA	158,372.00	Financial Aid Disbursement
0074285	12/05/17	Purple Communications Inc.	63,187.50	Cañada Students Sign Language Interpreting Services
0074287	12/05/17	Schneider Electric Buildings Americas, Inc.	12,350.75	Districtwide Maintenance and Service of Facilities Management Systems
0074288	12/05/17	School Project for Utility Rate Reduction (SPURR)	29,095.02	Utilities
0074296	12/05/17	SMCCCD Bookstore	74,516.25	Bookstore Monthly Student Fees Reimbursement
0074299	12/05/17	Turner Construction Company	1,207,039.89	Skyline Design and Preconstruction Services
0074301	12/05/17	VALIC Retirement Services Company	246,596.30	December Monthly Tax Sheltered Annuities
0074304	12/05/17	Wesco Graphics, Inc.	21,288.83	CCCE Catalog Printing Services
0074712	12/07/17	Gordon Kenny Realty, Inc.	50,000.00	College Staff Housing Operating Expenses Advancement
0074716	12/07/17	Sedgwick Claims Management Services. Inc.	22,210.07	Replenish Workers' Compensation Insurance Fund
0074717	12/07/17	SMCCCD Bookstore	13,966.12	Skyline Supplies and Special Program Books Purchases
0074718	12/07/17	Sutro Tower Inc.	20,593.00	KCSM TV Broadcast Site Lease
0074741	12/12/17	Air Systems, Inc.	11,873.55	Skyline HVAC Related Services
0074742	12/12/17	Allana Buick & Bers, Inc.	26,538.96	Cañada Construction Projects
0074745	12/12/17	Computerland	81,432.50	Districtwide Software Annual Subscription Fees
0074748	12/12/17	17-Mile Education Investment (Shanghai) Co. Ltd.	18,500.00	International Students Recruitment Services
0074748	12/12/17	Crown Education	15,500.00	International Students Recruitment Services
0074752	12/12/17	Meta Bank/BB San Mateo CCD CFA	115,117.00	Financial Aid Disbursement
0074754	12/12/17	Netronix Integration, Inc.	14,504.62	CSM Camera Installation Project
0074756	12/12/17	SM County Community College District	38,460.13	Replenish Flex Spending Account
0074791	12/14/17	Computerland	19,943.90	Districtwide Software Renewal Fees and Equipment Purchase
0074792	12/14/17	Constellation NewEnergy, Inc.	22,990.64	Utilities
0074802	12/14/17	Knorr Systems, Inc.	11,671.94	CSM Aquatics Maintenance and Repair Services
0074808	12/14/17	Purple Communications Inc.	23,767.50	Skyline Students Sign Language Interpreting Services
0074810	12/14/17	SMCCCD Bookstore	19,482.89	Cañada Special Program Books Purchases
0074811	12/14/17	SMCCCD Bookstore	66,821.45	Cañada Special Program Books Purchases
0074812	12/14/17	Swinerton Builders	13,982.10	Program Management Services
0074814	12/14/17	VWR Funding, Inc.	21,193.88	Cañada Instructional Equipment Purchases
0074855	12/19/17	A. Teichert & Son, Inc.	506,928.31	Skyline Parking Lot Expansion Project
0074859	12/19/17	CDW LLC	93,648.28	CSM IT Equipment Purchases
0074864	12/19/17	Ellucian Company L.P.	409,972.00	Districtwide Banner Annual Maintenance and Support Services
0074869	12/19/17	McCarthy Building Companies	1,467,547.00	Cañada Construction Project
0074870	12/19/17	Meta Bank/BB San Mateo CCD CFA	100,509.95	Financial Aid Disbursement
0074875	12/19/17	Schneider Electric Buildings Americas, Inc.	12,350.75	Districtwide Facilities Management Systems Maintenance and Services
0074883	12/19/17	Keenan & Associates	2,871,795.39	Cañada Construction Projects Insurance Fees
0074884	12/19/17	Swinerton Builders	659,377.00	Program Management Services
0074888	12/19/17	United California Glass & Door	11,076.00	Cañada Window Replacement Project
0074889	12/19/17	VALIC Retirement Services Company	233,981.30	January Monthly Tax Sheltered Annuities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
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WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
0074891	12/19/17	Western Allied Mechanical Inc.	15,607.50	CSM Aquatics Upgrade Project
0074895	12/19/17	XL Construction Corporation	921,282.00	Skyline Design and Construction Services
0074899	12/20/17	Kimbria Inc	18,701.83	KCSM Monthly Credit Card Processing Services
0074901	12/20/17	San Mateo County Schools Insurance Group	201,000.30	Monthly Dental and Vision Insurance Premiums
498984	12/05/17	AT&T/MCI	11,038.53	Districtwide Telephone Services
498985	12/05/17	Atkinson, Andelson, Loya, Rudd and Romo	14,430.32	Districtwide Legal Services
498997	12/05/17	EBSCO	16,041.86	Skyline Library Periodicals Subscription Renewals
499065	12/05/17	American Federation of Teachers	68,233.71	December Monthly Union Dues
499070	12/05/17	C S E A	23,205.44	December Monthly Union Dues
499107	12/05/17	Public Empl Ret Sys	1,647,145.88	Monthly Health Insurance Premium
499130	12/05/17	VALIC	14,750.00	December Monthly Tax Sheltered Annuities Employee Contribution
499565	12/07/17	Mercer Health & Benefit Administration LLC	20,028.00	January Monthly Tax Sheltered Annuities
499571	12/07/17	U.S. Postal Services	11,273.45	Community Education Postage
499582	12/12/17	Aurora Novus LLC	35,240.00	Skyline Marketing Campaign Photography Services
499593	12/12/17	City of San Bruno	27,166.59	Utilities
499600	12/12/17	Distributor Operations Inc.	11,842.20	Skyline Facilities Batteries Purchases
499618	12/12/17	Miller, Morton, Caillat & Nevis, LLP	167,558.99	Cañada Vista Litigation Legal Services
499621	12/12/17	Pacific Gas & Electric Co	39,805.96	Utilities
499625	12/12/17	Pillsbury Winthrop Shaw Pittman LLP	253,559.78	KCSM Legal Services
499631	12/12/17	Sedgwick Claims Management Services. Inc.	25,763.25	Districtwide Quarterly Worker's Comp TPA Service Fees
499639	12/12/17	Total Equipment & Rental of Fremont LLC	19,371.46	CSM Facilities Equipment Purchases
499640	12/12/17	Townsend Communications, Inc.	11,000.00	Skyline Students Assessment Software Subscription
499694	12/14/17	Group 4 Architecture, Research + Planning, Inc.	31,535.00	Skyline Architectural Design Services
499710	12/14/17	Pillsbury Winthrop Shaw Pittman LLP	233,344.11	KCSM Legal Services
499746	12/14/17	The Guardian Life Insurance Company	39,089.22	Monthly Life Insurance Premium
499766	12/19/17	Carducci & Associates, Inc.	12,411.50	Skyline Landscaping Services
499794	12/19/17	Kennedy & Company Education Strategies, LLC	37,500.00	Districtwide Student related Technology Systems Research Services
499798	12/19/17	Leland Saylor & Associates, Inc.	19,465.00	Skyline and Cañada Construction Costs Estimating Services
499805	12/19/17	Marin Airporter	10,136.25	CSM Athletics Student Transportation Services
499815	12/19/17	Pacific Gas & Electric Co	26,741.21	Utilities
499817	12/19/17	Pacific Gas & Electric Co	10,628.06	Utilities
499849	12/19/17	American Federation of Teachers	54,253.44	January Monthly Union Dues
499854	12/19/17	C S E A	19,066.79	January Monthly Union Dues
499855	12/19/17	Calif Water Service Co	21,356.22	Utilities
499858	12/19/17	County of San Mateo	10,350.00	Districtwide Monthly Parking Income Allocation
499867	12/19/17	Division of the State Architect	87,680.00	Cañada Construction Project DSA Filling Fee
499911	12/19/17	A. Teichert & Son, Inc.	26,680.44	Skyline Parking Lot Expansion Project
499912	12/19/17	McCarthy Building Companies	49,162.00	Cañada Construction Project
499913	12/19/17	XL Construction Corporation	14,822.00	Skyline Design and Construction Services
499914	12/19/17	XL Construction Corporation	30,729.00	Skyline Design and Construction Services
499926	12/19/17	VALIC	13,250.00	January Monthly Tax Sheltered Annuities Employee Contribution
499937	12/20/17	E3: Education, Excellence & Equity	40,000.00	CSM Counseling Consulting Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
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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>				
J1802784	12/12/17	Mass Mutual 457	56,280.47	Tax Annuity
J1802999	12/20/17	Mass Mutual 457	51,325.47	Tax Annuity
J1802335	12/01/17	US Treasury - Federal Payroll Tax	2,181,945.35	Federal Payroll Tax
J1802335	12/01/17	EDD - State Payroll Tax	438,975.45	State Payroll Tax
J1802809	12/18/17	EDD - State Payroll Tax	402,618.57	State Payroll Tax
J1802335	12/01/17	EDD - State Payroll Tax	18,652.68	State Tax-Disability Insurance
J1802809	12/18/17	US Treasury - Federal Payroll Tax	2,064,604.43	Federal Payroll Tax
J1802505	12/07/17	PERS Retirement	953,459.52	PERS Retirement Advance
J1802782	12/14/17	State Teacher Retirement - Cash Balance	77,420.24	STRS Retirement-Cash Balance
J1802966	12/21/17	State Teacher Retirement - Cash Balance	38,769.36	STRS Retirement-Cash Balance
J1802506	12/07/17	State Teacher Retirement - Defined Benefit	1,131,790.49	STRS Retirement-Defined Benefit 95%
J1802827	12/15/17	State Teacher Retirement - Defined Benefit	74,399.38	STRS Retirement-Defined Benefit Bal
 <u>SMCCCD Bookstores</u>				
117632	12/04/17	Dell Marketing LP	12,192.22	Purchase of Inventory
117645	12/04/17	MTC Distributing	10,896.14	Purchase of Inventory
117648	12/04/17	Pearson Education, Inc	35,157.08	Purchase of Inventory
117664	12/04/17	Sysco Food Company of SF	14,162.00	Purchase of Inventory
117670	12/04/17	Xerox Corporation	14,716.59	Purchase of Inventory
117678	12/19/17	Macmillan Publishing USA	14,134.50	Purchase of Inventory
117679	12/19/17	McGraw-Hill Companies	11,268.43	Purchase of Inventory
117658	12/04/17	SM CC College District	225,575.12	Salaries and Benefits of October 2017
		Subtotal	22,867,292.27	93%
		Warrants Issued ≤ \$10,000	1,840,577.04	7%
		Total Non-Salary Warrants Issued	<u>24,707,869.31</u>	100%
District Accounts Payable	Ck#498980-499943	DD74235-74902	16,747,962.02	
District Payroll	Ck#129920-131067	DD50144808-50146732	14,249,873.80	
SMCCCD Bookstores	Ck#117627-117688	EFT38496	421,548.04	
		Total Warrants Including Salaries - Dec 2017	<u>31,419,383.86</u>	

BOARD REPORT NO. 18-2-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 650-358-6879
Bob Domenici, Purchasing Services Supervisor, 650-358-6728

DECLARATION OF SURPLUS PROPERTY

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board Policy 8.02 delegates the disposal to the Chancellor, Executive Vice Chancellor, or designee, in compliance with state or local laws and regulations.

The equipment and vehicles listed below consisted mainly of outdated IT equipment from College of San Mateo, a Facilities vehicle from Canada College and outdated Skyline College Cosmetology equipment.

Commodity	Surplus Sales
IT Equipment	\$ 32,760
Vehicles	\$ 1,100
Cosmetology Equipment	\$ 210
	\$ 34,070

RECOMMENDATION

It is recommended that the Board of Trustees declare the items listed above as surplus to the needs of the District's and the Colleges' services and programs.

BOARD REPORT NO. 18-2-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of thirty-three courses to, and the deletion of nine courses from, the College catalogs are proposed by College of San Mateo and Skyline College at this time. Additionally, thirteen courses are proposed to be offered in the distance education mode. The addition of four degrees/certificates is also proposed.

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

Furthermore, thirty-two courses and eleven programs were modified. Two courses were reactivated.

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

RECOMMENDATION

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

San Mateo County Community College District

February 28, 2018

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

ARCHITECTURE

146 INTRODUCTION TO ADVANCED 3D DIGITAL MODELING (1) (day or evening)

Justification: This course has been offered as an experimental course "680MC" spring 2017 and 2018 with success. Introduction to the current digital architectural modeling software is critical for transfer students articulating to university architectural & environmental design programs where this skill is expected.

Prerequisite: ARCH 120.

Recommended Preparation: None.

Description: This course provides the beginning architecture student with an elementary exposure to the use of advanced digital 3D modeling software currently being widely utilized by architecture and design students at the university level. At the present time this software is "Rhino 3D". This skill is necessary and critical in order to further our students' effectiveness and facility with the process of designing, thus increasing their transfer success. Students will use a free downloadable student version of the software to complete homework assignments.

Classification: AA/AS Degree; CSU transferable.

225 MAKING ARCHITECTURE: BUILDING METHODS, MATERIALS & DESIGN BUILD 1 (3) (day or evening)

Justification: This course has been offered as an experimental course (Arch 680MB) Spring 2017 and 2018. Spring 2017 final student project was the design and construction of 2 temporary "parklets" for the City of San Mateo located in front of 2 restaurants in downtown San Mateo, "31st Union" and "Pausa". This topic is of interest to design students and provides critical transfer value to university programs requiring material & methods of construction coursework and or making experience.

Prerequisite: ARCH 120, completion of or concurrent enrollment in ARCH 140 and ARCH 210.

Recommended Preparation: None.

Description: Introduction to the terminology, principles, and materials of construction and building components within the context of the design and build process in architecture. Emphasis on the origin, history, nature and application of both traditional and emergent materials and processes in building construction. Includes discussion of sustainable materials and methods in construction and fundamental principles of stability and form in buildings. Term project is a student team or individual design-build project. Additional supplies and fees may be required.

Classification: AA/AS Degree; CSU transferable.

BUSINESS

672 COOPERATIVE EDUCATION: INTERNSHIP (1-3) (day or evening)

Justification: Workforce experience. To be used as part of new business and management certificates, including the new Facilities Management certificate.

Prerequisite: A minimum of 12 completed units in the occupational discipline.

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

Description: Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD.

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

DIGITAL MEDIA

680MC RADIO PRODUCTION LAB II (2) (day or evening)

Justification: In DGME 119, students are exposed to the broad range of skills needed to develop and deliver streaming and broadcast content. DGME 680MC provides students with the opportunity to develop longer, in-depth programming focused on particular topics. Students will carry out interviews, document community events, or explore a particular issue or genre in greater depth. It is anticipated that DGME 680MC will be offered at the same time as DGME 119 and that more experienced students will also begin to explore leadership roles in production teams.

Prerequisite: DGME 119.

Recommended Preparation: None.

Description: A continuation of DGME 119 Radio Production Lab. Students gain experience with more complex radio programming and production projects in the context of community-interest radio.

Classification: AA/AS Degree; CSU transferable.

ETHNIC STUDIES

108 RETHINKING RACE, GENDER, AND NATION (3) (day or evening)

Justification: Our Ethnic Studies curriculum is in need of being updated, and the creation of this course represents the first stage of that process. One issue with our current course structure is that we lack a general introductory series to familiarize our students with the basic language and concepts of Ethnic Studies. This course will be the first in a two-course series that will fill that gap.

Prerequisite: None.

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

Description: This course introduces students to the theoretical, methodological, and substantive foundations of Ethnic Studies. Through a re-examination of U.S. history, students will develop an understanding of the relationships between racial formation and the production of social and economic inequality. Readings will focus on the interrelated processes of settler-colonial land expropriation, chattel slavery, multiple forms of migration, overseas imperial expansion, inter- and intra-national circulations of economic value, and the historical development of the U.S. settler legal regime. We will pay particular attention to the ways in which race and ethnicity have been historically co-constituted with other socially-constructed identities, such as gender, sexuality, class, and citizenship.

Classification: AA/AS Degree; CSU transferable.

109 BORDERS AND CROSSINGS (3) (day or evening)

Justification: The Ethnic Studies 108 and 109 courses fulfill a much needed and long absent introduction to the Ethnic Studies curriculum and will give students and introduction to the basic history, theory and foundational principals of the discipline.

Prerequisite: ETHN 108.

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

Description: The second in a two-semester introduction to Ethnic Studies, this course examines how U.S. processes of racial formation and gendering are related to multiple transnational circulations – circulations of commodities, bodies, labor, capital, knowledge, and culture. We interrogate the material and ideological work of borders – particularly nation-state borders, but also the borders and boundaries of racial and ethnic categories, gendered and sexualized identities, languages, forms of labor, and disciplinary categories of knowledge. We also explore the many ways in which such borders are variously resisted, contested, transgressed, transcended, and transformed over time.

Classification: AA/AS Degree; CSU transferable.

122 BLACK LEADERSHIP THEORY (3) (day or evening)

Justification: This class is intended as part of the second year curriculum for the Umoja students and other students who are interested in developing their leadership in the African and African American community. This class will focus on the leadership styles and theories of prominent African and African American leaders, and students will develop their leadership capacity through self-reflection and critical dialogue.

Prerequisite: None.

Recommended Preparation: ETHN 105.

Description: Leadership development course through the lens of the African and African American experience. Students will research and discuss leadership theories and study the leadership styles of prominent Black Leaders, helping them develop their own leadership capacity and practice.

Classification: AA/AS Degree; CSU transferable.

123 BLACK LEADERSHIP PRACTICUM (3) (day or evening)

Justification: This class will allow students to take the histories and theories of Black leadership learned in the first class (Ethnic Studies 122) and their own personal leadership philosophy and utilize them in a community service project in either the African and/or African American communities.

Prerequisite: ETHN 122.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105.

Description: Students will utilize their personal leadership philosophy and vision to implement a service project in the African and African American community. Project development will include data analyses, planning, advocacy, execution and assessment. This class is a part of the Umoja learning community but is open to all students.

Classification: AA/AS Degree; CSU transferable.

LITERATURE

154 INTRODUCTION TO LGBT LITERATURE (3) (day or evening)

Justification: This is a reactivation of sorts of a former GLBT LIT course more broadly referred to as "thematic" literature, which is no longer part of the curriculum. Thus, to offer the course again, it needs to be approved as a self-standing LIT class. We wish to offer it once again in response to requests from the GSA and Multicultural Center as well as to better serve the needs of our GLBTQIA+ students.

Prerequisite: Eligibility for ENGL 100 or ENGL 105.

Recommended Preparation: None.

Description: Study of representative works by LGBTQ+ authors in addition to exploring themes relevant to the LGBTQ+ community and allies. Authors may include E.M. Forster, Rita Mae Brown, Adrienne Rich, Michelle Tea, David Henry Hwang, E. Lynn Harris, W.H. Auden, James Merrill, among others. Reading, discussion, critical analysis.

Classification: AA/AS Degree; CSU transferable.

221 WORLD LITERATURE FROM 1600 (3) (day or evening)

Justification: This course aligns with the state C-ID recommendations and will be eligible to be included in various A.A. degrees, including the Global Studies A.A.

Prerequisite: Eligibility for ENGL 100 or ENGL 105.

Recommended Preparation: None.

Description: Comparative study of selected works, in translation and in English, of literature from around the world, including Africa, Asia, Europe, the Middle East, the Pacific Islands, and other areas, from the mid or late seventeenth century to the present.

Classification: AA/AS Degree; CSU transferable.

MATHEMATICS

280 PROOFWRITING (4) (day or evening)

Justification: This "proof writing" course shall be transfer-equivalent to "Math 280" at CSU Fullerton, "Math 233" at CSU Long Beach, and "Math 13" at UC Irvine, just to name a few. Why do we need this course in the SMCCD system? "Proof writing" courses, where offered, are taught primarily to first and second year university students majoring in math. Success in higher mathematics depends on the ability to read, write, and understand mathematical proofs. It therefore makes sense to create an entire course devoted to developing a foundation in proofs, which is why a number of universities have lower-division "proof writing" courses in their curriculum. Moreover, students who are math majors transferring out of SMCCD may be required to take a "proof writing" course at certain UC and CSU institutions before they can enroll in further math courses, the existence of this requirement depends on where they transfer.

Prerequisite: MATH 252.

Recommended Preparation: Eligibility for ENGL 110.

Description: An introductory course on reading and writing proofs with an emphasis on mathematical rigor. Topics include formal logic, set theory, infinity, equivalence relations, well-orderings, modular arithmetic, the Euclidean algorithm; and proof techniques such as direct, indirect, contrapositive, induction, and exhaustion.

Classification: AA/AS Degree; CSU transferable.

800 JUST-IN-TIME SUPPORT FOR ELEMENTARY PROBABILITY AND STATISTICS (2) (day or evening; distance education)

Justification: New course being added as part of the district-wide math curriculum redesign. This course is intended to provide extra support for Math 200.

Prerequisite: Appropriate score on the College Placement Test or other multiple measures assessment.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 200, Elementary Probability and Statistics, at College of San Mateo. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions.

Classification: Not degree applicable; not transferable.

820 JUST-IN-TIME SUPPORT FOR INTERMEDIATE ALGEBRA (3) (day or evening; distance education)

Justification: This course is the primary component of the Math curriculum redesign. The general purpose of this course is to accelerate students through the developmental math sequence. This will be done by removing most of the elementary algebra (Math 110) courses from the schedule, and replacing them with extra Math 120 course that will be linked to this new course.

Prerequisite: None.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts for intermediate algebra. Intended for students who are concurrently enrolled in MATH 120, Intermediate Algebra, at College of San Mateo. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions. Topics covered in more depth include: solving and graphing linear equations and inequalities in one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions, solving quadratics using factoring, and rational equations. Recommended for students with little or no recent knowledge of algebra.

Classification: Not degree applicable; not transferable.

890 JUST-IN-TIME SUPPORT FOR PATH TO STATISTICS (2) (day or evening; distance education)

Justification: This course is being created as part of the district wide math curriculum re-design. This will be a linked course offered as support for underprepared students in Math 190.

Prerequisite: None.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts needed in pre-statistics. Intended for students who are concurrently enrolled in MATH 190, Path to Statistics at College of San Mateo. Topics include basic arithmetic involving whole numbers, signed numbers, fractions, and decimals; estimation, number sense, and order of operation.

Classification: Not degree applicable; not transferable.

MANAGEMENT

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

Justification: Core course for new Facilities Management certificate.

Prerequisite: None.

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

Description: Concepts of facility management and how it can be of value to an organization. The primary goal of this course is to expose students to tactical planning, scheduling, and facility management tasks that support the operations of an organization's facilities.

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

MUSIC

124 JAZZ IMPROVISATION I (2) (day or evening)

Justification: One of the basic elements of jazz performance is improvisation. Improvisation is perhaps the single most element that sets jazz apart from many other musical genres. As our jazz program continues to grow and gain recognition, a course in jazz improvisation becomes increasingly necessary to foster the development of student improvisers. Jazz improvisation is a required course for Jazz Studies programs in our four-year universities across the nation, and is offered at a wide number of community colleges nationwide.

Prerequisite: None.

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

Description: This is an introductory course designed to apply the study of beginning techniques of rhythmic, melodic, and harmonic improvisation in the jazz performance idiom.

Classification: AA/AS Degree; CSU transferable.

125 JAZZ IMPROVISATION II (2) (day or evening)

Justification: As our jazz program continues to grow and gain recognition, a course in jazz improvisation becomes increasingly necessary to foster the development of student improvisers. Jazz improvisation is a required course for Jazz Studies programs in our four-year universities across the nation, and is offered at a wide number of community colleges nationwide.

Prerequisite: MUS. 124 or demonstration through audition of intermediate level jazz improvisation skills.

Recommended Preparation: None.

Description: This is an intermediate level course designed to apply the study of intermediate techniques of rhythmic, melodic, and harmonic improvisation in the jazz performance idiom.

Classification: AA/AS Degree; CSU transferable

296 ELECTRONIC MUSIC COMPOSITION PORTFOLIO I (1.5) (day or evening)

Justification: A composition portfolio is required by many transfer institutions and often is necessary when seeking employment in digital media and the music industry.

Prerequisite: MUS. 290, MUS. 291 and MUS. 292.

Recommended Preparation: None.

Description: Students will develop electronic music compositions to be included in a professional portfolio. They will begin assembling a cohesive body of work and present their pieces in peer reviews and public performance.

Classification: AA/AS Degree; CSU transferable

297 ELECTRONIC MUSIC COMPOSITION PORTFOLIO II (1.5) (day or evening)

Justification: A composition portfolio is required by many transfer institutions and often is necessary when seeking employment in digital media and the music industry.

Prerequisite: MUS. 296.

Recommended Preparation: None.

Description: Continuation of Music 296. Each student will refine his/her portfolio to create a professional, coherent, representative collection of works. These portfolios may be used for applying for internships, transfer applications or professional employment. Students will research and select one or more ways to publicly release their music such as internet radio, podcasts, live performance venues and web-based music sites.

Classification: AA/AS Degree; CSU transferable

866.1 ADVANCED BAND III (3) (day or evening)

Justification: This course provides an ensemble experience that is more advanced than what is provided in by a typical high school group. The course is the third in a 4-semester sequence intended to allow a college-level ensemble experience to be offered in a high school setting.

Prerequisite: Demonstration through audition of proficiency on a band instrument.

Recommended Preparation: None.

Description: Continuation of MUS. 466.2. Correct playing techniques for brass, woodwind and percussion instruments as part of an ensemble performing band literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required.

Classification: AA/AS Degree; CSU transferable

866.2 ADVANCED BAND IV (3) (day or evening)

Justification: This course provides an ensemble experience that is more advanced than what is provided in by a typical high school group. The course is the fourth in a 4-semester sequence intended to allow a college-level ensemble experience to be offered in a high school setting.

Prerequisite: Demonstration through audition of proficiency on a band instrument.

Recommended Preparation: None.

Description: Continuation of MUS. 866.1. Correct playing techniques for brass, woodwind and percussion instruments as part of an ensemble performing band literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required.

Classification: AA/AS Degree; CSU transferable

867.1 ADVANCED CHOIR III (3) (day or evening)

Justification: This course provides an ensemble experience that is more advanced than what is provided in by a typical high school group. The course is the third in a 4-semester sequence intended to allow a college-level ensemble experience to be offered in a high school setting.

Prerequisite: Demonstration through audition of proficiency in vocal performance.

Recommended Preparation: None.

Description: Continuation of MUS. 467.2. Performance of choral music for accompanied and/or unaccompanied choir at the intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required.

Classification: AA/AS Degree; CSU transferable.

867.2 ADVANCED CHOIR IV (3) (day or evening)

Justification: This course provides an ensemble experience that is more advanced than what is provided in by a typical high school group. The course is the fourth in a 4-semester sequence intended to allow a college-level ensemble experience to be offered in a high school setting.

Prerequisite: Demonstration through audition of proficiency in vocal performance.

Recommended Preparation: None.

Description: Continuation of MUS. 867.1. Performance of choral music for accompanied and/or unaccompanied choir at the advanced intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required.

Classification: AA/AS Degree; CSU transferable.

868.1 ADVANCED ORCHESTRA III (3) (day or evening)

Justification: This course provides an ensemble experience that is more advanced than what is provided in by a typical high school group. The course is the third in a 4-semester sequence intended to allow a college-level ensemble experience to be offered in a high school setting.

Prerequisite: Demonstration through audition of proficiency on an orchestra instrument.

Recommended Preparation: None.

Description: Continuation of MUS. 468.2. Correct playing techniques for string, brass, woodwind, and percussion instruments as part of an ensemble performing orchestral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required.

Classification: AA/AS Degree; CSU transferable.

868.2 ADVANCED ORCHESTRA IV (3) (day or evening)

Justification: This course provides an ensemble experience that is more advanced than what is provided in by a typical high school group. The course is the fourth in a 4-semester sequence intended to allow a college-level ensemble experience to be offered in a high school setting.

Prerequisite: Demonstration through audition of proficiency on an orchestra instrument.

Recommended Preparation: None.

Description: Continuation of MUS. 868.1. Correct playing techniques for string, brass, woodwind, and percussion instruments as part of an ensemble performing orchestral literature. Preparation and performance of works covering a wide range of musical styles and periods contributing to an understanding and appreciation of artistic musical expression. Individual practice outside of class hours is required. Performance is required.

Classification: AA/AS Degree; CSU transferable.

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

100	Survey of Modern Architecture
120	Architecture + Design Drawing I: Drawing and Visual Thinking
140	Architecture + Design Drawing II: Design Communication
210	Design I: Introduction to Architecture, Environmental Design, and the Design Process
220	Design II: Architecture Design, Form and the Built Environment
666	Introduction to Architecture

ART

350	Visual Perception
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DANCE

100	Dance Appreciation
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DIGITAL MEDIA

170	Digital Advertising
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ENGLISH

850	Individual Writing Instruction
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HISTORY

100	History of Western Civilization I
101	History of Western Civilization II
260	Women In American History

LITERATURE

- 823 American Literature I
- 824 American Literature II
- 840 The Short Poem in English: A Survey

MANAGEMENT

- 235 Supervisory Management

MUSIC

- 454 Jazz Workshop Big Band

NURSING

- 615 Pharmacology for Nurses: Practical Applications

POLITICAL SCIENCE

- 130 International Relations

SOCIAL SCIENCE

- 319 Co-Occurring Disorders I: Recognition and Referral

PROPOSED CURRICULAR REACTIVATION – COLLEGE OF SAN MATEO**ENGLISH SECOND LANGUAGE**

- 849 Listening and Speaking Workshop

SOCIAL SCIENCE

- 321 Adolescent/Youth Substance Use Prevention, Interventions and Treatment

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

- 100 Dance Appreciation

HISTORY

- 100 History of Western Civilization I
- 101 History of Western Civilization II

MANAGEMENT

- 306 Essentials of Facility Management

MATHEMATICS

- 800 Just-in-Time Support for Elementary Probability and Statistics
- 820 Just-in-Time Support for Intermediate Algebra
- 890 Just-in-Time Support for Path to Statistics

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

COMPUTER AND INFORMATION SCIENCE

Internet of Things (IoT) - Certificate of Specialization

MANAGEMENT

Facility Management - Certificate of Specialization

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

ART

Art History - Certificate of Achievement
Art: Art History - AA Degree
Studio Art – AA-T

COMPUTER AND INFORMATION SCIENCE

Computer Science Applications and Development - Certificate of Achievement
Computer Science Applications and Development - AS Degree
Web and Mobile Application Development - AS Degree
Web and Mobile Application Development - Certificate of Achievement
Web Programming - Certificate of Specialization

DENTAL ASSISTING

Dental Assisting - Certificate of Achievement

FILM

Film - AA Degree

San Mateo County Community College District

February 28, 2018

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

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PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

COSMETOLOGY

705 COSMETOLOGY BUSINESS AND SALON EXPERIENCE (9.0) (day)

Justification: This course was created as part of the redesign of the Cosmetology program.

Prerequisite: COSM 701, COSM 702 and COSM 703, or equivalent.

Recommended Preparation: None.

Description: One of two courses in the second semester of the Cosmetology sequence. Topics include business fundamentals and offering of salon services to clientele. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

Classification: AA/AS Degree; Certificate; not transferable.

706 COSMETOLOGY ADVANCED CONCEPTS (6.0) (day)

Justification: This course was created as part of the redesign of the Cosmetology program.

Prerequisite: COSM 704 and COSM 705, or equivalent.

Recommended Preparation: None.

Description: One of two courses in the third semester of the Cosmetology sequence. Topics include wigs and hair additions, electricity, braiding and extensions, skin and nails anatomy and physiology, advanced hair color and advanced hair cutting, providing of services to salon clientele. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

Classification: AA/AS Degree; Certificate; not transferable.

707 COSMETOLOGY SALON AND LICENSURE PREP (6.0) (day)

Justification: This course was created as part of the redesign of the Cosmetology program.

Prerequisite: COSM 704 and COSM 705, or equivalent.

Recommended Preparation: None.

Description: One of two courses in the third semester of the Cosmetology sequence. Topics include preparing for licensure and employment, on the job, the salon business, and state board exam preparation. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

Classification: AA/AS Degree; Certificate; not transferable.

INTERNATIONAL BUSINESS

104 PRINCIPLES OF CUSTOMS COMPLIANCE (3.0) (day or evening)

Justification: This is a core course in the pending Import Operations and Customs Brokerage certificate program. The course will prepare students to understand the concepts and procedures required to take the Customs Broker License Examination administered by the United States Customs & Border Protection (CBP) agency.

Prerequisite: None.

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

Description: An introduction to customs brokerage. Students will study The Code of Federal Regulations Title 19, which contains the codified Federal laws and regulations governing the customs duties. The course will also provide an overview of business concepts and procedures involved in importing merchandise into the United States.

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

MATHEMATICS

800 JUST-IN-TIME SUPPORT FOR ELEMENTARY PROBABILITY & STATISTICS (2.0) (day or evening)

Justification: Assembly Bill 705 (Irwin) mandates that we maximize the probability that our students will complete college level coursework within one year, a key factor in their ultimate success. The creation of MATH 800 will allow Skyline College to meet this mandate by eliminating pre-college level coursework. Specifically, appropriately placed students will take MATH 200 linked with MATH 800 as opposed to

MATH 190 followed by MATH 200. Thus, the review of the fundamental concepts necessary for success in Statistics will occur just-in-time, as opposed to being front-loaded in a prior semester.

Prerequisite: None.

Corequisite: MATH 200.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 200, Elementary Statistics, at Skyline College. Topics include concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions.

Classification: Not degree applicable; not transferable.

820 JUST-IN-TIME SUPPORT FOR INTERMEDIATE ALGEBRA (3.0) (day or evening)

Justification: Assembly Bill 705 (Irwin) mandates that we maximize the probability that our students will complete college level coursework within one year, a key factor in their ultimate success. The creation of MATH 820 will allow Skyline College to meet this mandate by shrinking down pre-college level coursework to a single semester. Specifically, students will take MATH 120 linked with MATH 820 as opposed to MATH 110 followed by MATH 120. Thus, the review of Elementary Algebra will occur just-in-time and in the context of Intermediate Algebra, as opposed to being front-loaded in a prior semester.

Prerequisite: None.

Corequisite: MATH 120.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts for intermediate algebra. Intended for students who are concurrently enrolled in MATH 120, Intermediate Algebra, at Skyline College. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translation from English to algebra, and evaluation of literal expressions and functions. Topics covered in more depth include: solving and graphing linear equations and inequalities in one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions, solving quadratics using factoring, and rational equations. Recommended for students with little or no recent knowledge of algebra. A graphing calculator is required for this course.

Classification: Not degree applicable; not transferable.

841 JUST-IN-TIME SUPPORT FOR APPLIED CALCULUS I (2.0) (day or evening)

Justification: Assembly Bill 705 (Irwin) mandates that we maximize the probability that our students will complete college level coursework within one year, a key factor in their ultimate success. The creation of MATH 820 will allow Skyline College to meet this mandate by shrinking down pre-college level coursework to a single semester. Specifically, appropriately placed students will take MATH 241 linked with MATH 841 as opposed to MATH 120 followed by MATH 241. Thus, the review of Intermediate

Algebra will occur just-in-time and in the context of Applied Calculus, as opposed to being front-loaded in a prior semester.

Prerequisite: None.

Corequisite: MATH 241.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts needed in college algebra. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 241, Applied Calculus I, at Skyline College. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, and an in-depth focus on quadratic functions. Appropriate for students who are confident in their graphing and beginning algebra skills. A graphing calculator is required.

Classification: Not degree applicable; not transferable.

SOCIAL SCIENCE

879SA GLOBAL IDENTITY AND PROFESSIONAL DEVELOPMENT (3.0) (day or evening)

Justification: Currently, students who go through the global internship program have no structured way to reflect on their experiences in the host society or make use of their international experiences to enhance their presentation of their career-related skills in job market. This course intends to make their overseas internship more meaningful by having them go through an intentional and continuous reflection process on their experiences.

Prerequisite: Admission into the Global Internship Program.

Recommended Preparation: None.

Description: Designed to provide students in a global internship program a structured opportunity to understand, reflect on, and articulate their multi-layered experiences in the host country. Exploration of various frames, concepts, and tools to understand and analyze their intercultural work experience, which culminates in a professional portfolio that showcases the newly acquired intercultural skill-set.

Classification: Not degree applicable; not transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

ADMINISTRATION OF JUSTICE

180 CRIMINAL IDENTIFICATION

Justification: This course was designed by an adjunct instructor who is no longer teaching in the program, and the course has not been taught for a minimum of ten years.

205 JUDICIAL PROCESS IN CALIFORNIA

Justification: This course was designed by an adjunct instructor who is no longer teaching in the program, and the course has not been taught for a minimum of ten years.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**880SA ENGLISH PREP FOR HIGH SCHOOL EXIT EXAM**

Justification: California no longer requires the high school exit exam, and this course has been replaced by the institution of Middle College.

KINESIOLOGY – DANCE**165 TANGO PERFORMANCE IMPROVISATION**

Justification: This course has not been offered since repeatability regulations changed in Fall 2012, and it will not be offered in the future.

166 TANGO DE LA GUARDIA VIEJA

Justification: This course has not been offered since repeatability regulations changed in Fall 2012, and it will not be offered in the future.

167 SWING DANCE I

Justification: This course has not been offered since repeatability regulations changed in Fall 2012, and it will not be offered in the future.

168 SWING DANCE II

Justification: This course has not been offered since repeatability regulations changed in Fall 2012, and it will not be offered in the future.

169 SWING DANCE III

Justification: This course has not been offered since repeatability regulations changed in Fall 2012, and it will not be offered in the future.

260 TANGO TEACHER TRAINING

Justification: This course has not been offered since repeatability regulations changed in Fall 2012, and it will not be offered in the future.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**ADMINISTRATION OF JUSTICE**

135 Narcotics and Special Investigations

AUTOMOTIVE TECHNOLOGY

761/861	Automotive Brakes II
781/881	Electrical III

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

801	Basic Conversational English
802	Intermediate Conversational English
851	High-Beginning ESL Listening and Speaking

KINESIOLOGY – DANCE

125.1	Salsa I
125.2	Salsa II
125.3	Salsa III
125.4	Salsa IV
172.1	Classical Chinese Dance I
172.2	Classical Chinese Dance II
172.3	Classical Chinese Dance III
172.4	Classical Chinese Dance IV

MATHEMATICS

268	Discrete Mathematics for Computer Science
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PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**CHEMISTRY**

410	Chemistry for Health Sciences
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GEOGRAPHY

100	Physical Geography
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HISTORY

108	Survey of American History
244	African American History
248	Women and the American Experience

KINESIOLOGY

305	Health-Related Fitness and Wellness
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MUSIC

250	World Music
501	Studio Lessons I (Applied Music I)
502	Studio Lessons II (Applied Music II)

- 503 Studio Lessons III (Applied Music III)
- 504 Studio Lessons IV (Applied Music IV)

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

CHEMISTRY

- 410 Chemistry for Health Sciences

HISTORY

- 108 Survey of American History
- 244 African American History
- 248 Women and the American Experience

KINESIOLOGY

- 305 Health-Related Fitness and Wellness

SOCIAL SCIENCE

- 879SA Global Identity and Professional Development

PROPOSED PROGRAM ADDITIONS– SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree and an Associate Degree for Transfer in the following programs:

CHEMISTRY

Chemistry – Associate in Science Degree (30 units in the major area + General Education and other requirements for the Associate Degree)

SOCIOLOGY

Sociology for Transfer – Associate in Arts Degree for Transfer – 18-19 units in the major area + Certified completion of the California State University General Education Breadth (CSU GE Breadth) pattern OR the Intersegmental General Education Transfer Curriculum (IGETC/CSU) pattern, and other requirements for the Associate Degree for Transfer.

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

KINESIOLOGY – DANCE

Dance – Associate in Arts Degree

BOARD REPORT NO. 18-2-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790
Sue Harrison, Director of General Services, 358-6879

**APPROVAL OF INTERNATIONAL STUDENT HEALTH INSURANCE PROGRAM
FOR 2018-2019**

Each year, the Colleges make available a health insurance program to international students. International students are required to have accident and sickness insurance when they enroll at any of the Colleges.

International Student Health Insurance is purchased pursuant to Government code 53060 that allows the board to enter into contracts for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters. For the 2018-19 year, the District conducted an informal RFP for these services and received seven proposals. An evaluation team including District and International Student Administration and Purchasing reviewed the proposals and conducted in-person interviews with four firms. During its interview, one vendor presented a different proposal than it had submitted as part of the RFP. Consequently, that proposal was eliminated from further consideration. All vendors were required to propose pricing based on the same coverages with a \$250,000 annual maximum. Vendors could also propose coverages with higher limits. One vendor, Relation, proposed pricing for two different plans.

The initial proposals and premiums for \$250,000 annual maximum coverage included:

Vendor	Plan (Network)	Monthly Premium	Additional Plan Proposed (Network)	Monthly Premium
Envisage (International Student Insurance Program)	Tokio Marine HCC (First Health)	\$126	N/A	N/A
Keenan	Tokio Marine HCC (First Health)	\$121	N/A	N/A
Relation (Formerly Ascension and District's current provider)	GeoBlue (BlueCross/Blue Shield)	\$127	ISP (First Health)	\$108

While all proposals included similar coverages, the evaluation team concluded that its current provider, Relation Insurance Services, presented the pricing, customer service, capacity, and knowledge of the District most advantageous to the students.

At the district's request, Relation presented best and final offers for both the GeoBlue and ISP plans and included the following for both at no or minimal impact on the rates provided in the original proposal:

Included "New Directions", a "Managed Behavioral Healthcare Organization (MBHO) similar to the district's Employee Assistance Program (EAP) to provide services such as face-to-face counseling, 24/7 helpline, online tools and resources and the like.

Included listings of nearby CVS convenient clinics who accept either plan.

Makes available a standalone repatriation and medical evacuation plan at \$95 annually for the few students who come to the District with their own health insurance.

While the GeoBlue plan offers a more extensive provider network, it has a higher premium, requires co-pays for many services, and only covers prescriptions at 50%. Claims management is handled through Blue Cross/Blue Shield. The ISP plan has a somewhat smaller provider network but offers no co-pays after a \$100 deductible, covers prescriptions at 100% and includes the "New Directions" MBHO at no additional premium. Claims are processed directly through Relation. Based on these criteria, the evaluation team concluded that the ISP plan is in the best interest of the students.

The final 2018-2019 premium for ISP, with coverage limits a \$500,000, will be \$114 per month, or \$1,368.00 per year which is equal to the current 2017-2018 premium with coverage limits at \$250,000 per year.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2018-2019 insurance program for international students, ISP, underwritten by Catlin Insurance Company, Incorporated and administered through Relation Insurance Services, as detailed above.

BOARD REPORT NO. 18-2-6CA

To: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Interim Vice President of Instruction, Skyline College, 738-4321

ACCEPTANCE OF GRANT FUNDS FROM SAN BRUNO COMMUNITY FUND

The San Bruno Community Fund (SBCF) has provided a \$3,000 grant to the San Mateo County Community College District to be used for the Skyline College Music Department Choral Program. The Grant is to be used exclusively in connection with enhancing the Skyline College Music Department's choral program, including increased choral education opportunities in San Bruno and participation of program participants in music competitions and festivals.

The grant will be used in furtherance of the grant purposes in a manner consistent with SBCF's mission to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term.

The SBCF is the nonprofit organization created by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E after the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. The SBCF is a resource dedicated to enhancing the quality of life for the San Bruno Community.

The SBCF serves the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the SBCF assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of grant funds as described and authorize the Chancellor and the Executive Vice Chancellor, or their designees, to execute an agreement with SBCF and Skyline College.

BOARD REPORT NO. 18-2-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jose Nuñez, Vice Chancellor, Facilities Maintenance, Planning and Operations
650-358-6722
Susan Harrison, Director of General Services, 650-358-6879

**AUTHORIZATION OF THE USE OF UNIVERSITY OF CALIFORNIA CONTRACT 701/OP/050
WITH STEELCASE INC. TO PURCHASE FURNITURE AND ASSOCIATED SERVICES**

Assembly Bill 653 added Section 81646 to the Education Code and Section 20653.5 to the Public Contract code enabling Community College Districts to purchase materials, equipment, supplies and services under the same conditions as those specified in a contract lawfully awarded by the University of California (UC) or the California State University (CSU). UC awarded Steelcase Incorporated contract 701/OP/050 for the purchase of furniture and associated installation and design services. The contract expires on October 31, 2020.

Steelcase subcontracts with a network of authorized dealers to deliver the products, goods and services associated with the contract. The District will enter into an Agreement with OneWorkplace, an authorized Steelcase Dealer, to provide the products and services.

The academic furniture purchases are estimated to be in the amount of approximately \$7 million over the next five years and will be used for various buildings on all campuses with majority of the purchases for the projects under the CIP3 program.

RECOMMENDATION

It is recommended that the Board approve the purchase of Steelcase furniture and associated services using UC Agreement 701/OP/050. It is also recommended that the Board approve the agreement between OneWorkplace and the District in order to provide the product and services associated with the Steelcase agreement. Expenditures are not expected to exceed \$7,000,000 through the life of the contract, which ends on October 31, 2020.

BOARD REPORT NO. 18-2-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, President, Skyline College, 738-4111

AUTHORIZATION TO EXECUTE A USE PERMIT WITH JEFFERSON UNION HIGH SCHOOL DISTRICT FOR USE OF SWING SPACE FOR SKYLINE COLLEGE

At the end of December 2018, Skyline College Building 1 will be vacated to make way for its demolition and the construction of a new Social Science Creative Arts Complex starting in spring 2019. Most programs currently in Building 1 will move to Pacific Heights/Building 19 during the reconstruction of Building 1.

Over the past two years of swing planning, it was determined that Pacific Heights will not accommodate all the programs, classrooms and offices currently used in Building 1. After a search for nearby educational, institutional or commercial space, Skyline College has entered negotiations with the Jefferson Union High School District (JUHSD) for the use of space at Oceana High School in Pacifica for Art and Music classes during evenings and weekends.

The JUHSD has offered space at a highly discounted rental rate for teaching use from January 2019 through August 2021, by which time the programs are expected to move into the brand new state-of-the-art Social Science Creative Arts Building on campus.

For a flat rate of \$70,200 annually, the swing space includes:

Exclusive Use of:

- 4 Standard Classrooms
- Music Room
- 2 Restrooms

Shared Use of:

- Theater to be arranged with site management (Skyline College would be entitled to at least 5 hours per week)

Additional Items (included in fee):

- Added Ceramics space with kilns
- Added storage spaces (near room 406)
- Utilities costs, except for kilns

JUHSD would charge Skyline additional for:

- Custodial or Maintenance support outside of regular work hours at the rate of \$50/hour

The JUHSD facilities group and the District facilities group are currently discussing design and construction plans. Construction for swing will be paid for by the District and is expected to occur during summer 2018,

with minor details completed during fall 2018. JUHSD will not charge rent during the period of swing construction.

RECOMMENDATION

It is recommended that the Board authorize the execution of a use permit for the facilities shown above with the Jefferson Union High School District at a monthly cost not to exceed \$70,200 per year for the period beginning June 1, 2018 through August 1, 2021 with an option to extend the permit through December 21, 2021.

BOARD REPORT NO. 18-2-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

FROM: Dr. Regina Stanback Stroud, President, Skyline College, 738-4111

ADOPTION OF RESOLUTION NO. 18-1 IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS SHUTTLE AND SUBMITTING AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDING FOR THE SKYLINE COLLEGE EXPRESS SHUTTLE

In 2014, Skyline College conducted a comprehensive transportation study which provided data collected from 1,006 participants. Responses indicated that travel time is the most important consideration for students and employees when they decide how to commute to campus. Convenience and ease of access are also key considerations for how people make their commute decision. Current SamTrans service is not adequate for students, faculty and staff of Skyline College with the route taking between 48 and 51 minutes to travel the seven (7) mile distance between Daly City BART and the campus due to frequent stops. The study also highlighted that due to the long travel time and lack of convenience, 67% of students and 74% of faculty and staff who participated in the study drive alone to the campus or have someone drive them.

In 2015, Skyline College applied for a two-year grant from the San Mateo County Transportation Authority (TA) to operate one (1) shuttle during FY 2016-17 and FY 2017-18. The application required the Board of Trustees to submit a Resolution in support of the Skyline College Express Project and for submitting an application for the San Mateo County Shuttle Program Funding. Skyline College was awarded a two-year grant for \$202,703 to establish a free non-stop, round-trip shuttle service between the Daly City BART Station and the campus. As a new shuttle provider then, the college was required to provide at least 55% of the total Project Costs of \$449,435, which is equivalent to \$246,732.

The shuttle has been a huge success since it was launched on the first day of the fall 2016 semester. Ridership far exceeded expectations, necessitating the addition of another 28-seat shuttle to accommodate all passengers. The college used one-time funds to pay for the second shuttle. Students and employees took an average of 5,000 rides per month on the shuttle in fall 2016 and spring 2017. When asked why they used the shuttle, 84% of riders cited free ridership as their top reason, 64% noted that it reduced their commute time, and 50% used the shuttle because they did not have access to a vehicle. The incredibly positive response underscores the critical need for this service and the importance of removing a common logistical and financial barrier for students. The monthly ridership report published by SamTrans shows Skyline College Express ridership outpaces the other Transportation Authority Funded shuttles. For instance, in October 2017, the ridership of the Skyline Express Shuttle ranked 2nd highest after Stanford's Marguerite.

Skyline College is now applying as an existing shuttle provider for TA Funding for FY 2018-19 and FY 2019-20 to continue operating two 28-seat shuttles. The college's "operating cost per passenger" for FY 2016-17 was \$4.06 and is below the \$7 benchmark required for existing shuttle providers. The grant application is for \$298,611 for TA funding, with SMCCCD providing a match equivalent to 50% of the total project cost, or \$298,611. The total project cost to operate two shuttles is \$597,222.

Below are important ridership and cost data gathered during the first year and a half of Skyline College Express Shuttle operation:

Unique rider headcount		<u>FY 2016-17</u>	<u>Fall 2017</u>
Average ridership per month		5,758	6,810

Operating Costs:	<u>FY 2016-17</u>	<u>Fall 2017</u>
Shuttle Lease	\$253,472	\$107,612
Marketing Costs	8,364	0
Total Costs	\$261,836	\$107,612

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 18-1 in Support of the Skyline College Express Shuttle and the submission of a renewal grant application for San Mateo County Shuttle Program funding for the Skyline College Express Shuttle for FY 2018-19 and FY 2019-20. The grant application will be for \$298,611. It is further recommended that the District provide matching funds of \$298,611, equivalent to 50% of the total project cost.

**RESOLUTION NO. 18-1
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS SHUTTLE AND
SUBMITTING AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM
FUNDING FOR THE SKYLINE COLLEGE EXPRESS SHUTTLE**

WHEREAS, a comprehensive transportation survey conducted in 2014 for Skyline College found that, due to the long travel time and lack of convenience, 67% of students and 74% of faculty and staff drive alone to the campus or have someone drive them; and

WHEREAS, the Skyline College Express Shuttle will provide regular and direct access between a major transportation hub, Daly City BART Station to Skyline College, and will make available first / last mile connections for more than 5,000 students and employees residing in Daly City, San Francisco, and East Bay vicinities; and

WHEREAS, it will cost \$597,222 to implement the Skyline College Express Shuttle for two fiscal years 2018-19 and 2019-20; and

WHEREAS, the San Mateo County Community College District will sponsor the Skyline College Express Shuttle and will provide \$298,611 over two years to partially fund this effort; and

WHEREAS, the San Mateo County Community College District seeks \$298,611 in funding for the Skyline College Express Shuttle from the City/County Association of Governments (CCAG) Congestion Relief Plan and the San Mateo County Transportation Authority (TA); and

WHEREAS, a component of the C/CAG Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

WHEREAS, the TA and C/CAG requires a governing board resolution from the San Mateo County Community College District Board of Trustees in support of its application for \$298,611 from the San Mateo County Shuttle Program for the Skyline College Express Shuttle; and

WHEREAS, TA and C/CAG require a governing board resolution committing the agency to the completion of the Skyline College Express Shuttle that will provide regular and direct access between a major transportation hub, such as Daly City BART Station and Skyline College;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the San Mateo County Community College District:

1. Directs staff to submit an application for funding from the San Mateo County Shuttle Program for \$298,611 for the Skyline College Express Shuttle that will provide regular and direct access between Daly City BART Station and Skyline College, and will create convenient first / last mile connections for more than 5,000 students and employees residing in Daly City, San Francisco, and East Bay vicinities.

2. Authorizes its Chief Executive Officer, Chancellor Ron Galatolo, to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments Local Transportation Services Program funds awarded.
3. The San Mateo County Community College District commits to the completion of Skyline College Express Shuttle that will provide regular and direct access between Daly City BART Station and Skyline College, if awarded the requested funds from San Mateo County Shuttle Program.

REGULARLY PASSED AND ADOPTED this 28th day of February 2018.

Ayes:

Noes:

Abstentions:

Attest:

Maurice Goodman,
Vice President-Clerk, Board of Trustees

BOARD REPORT NO. 18-2-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF CONTRACT AWARD FOR SKYLINE COLLEGE
BUILDING 19 PACIFIC HEIGHTS SWING SPACE PROJECT**

To provide swing space for use by Skyline College's Building 1 occupants while Building 1 is reconstructed, Building 19 (Pacific Heights) will receive minimal upgrades to support temporary classrooms, offices and campus services. The Graphic Arts Production and Shipping & Receiving units will move permanently to Building 19 in order to free space in Building 5 for a program moving from Building 1. The District hired Group 4 Architecture, Research + Planning to design and develop the plans and specifications for the project.

The District sought competitive bids for the project through a formal bid (Bid No. 86754) advertised to pre-qualified B contractors in a local newspaper on January 9, 2018 and January 16, 2018, posted the bid on PlanetBids, and notified contractors on the District's 2018 pre-qualified contractor list. Eleven contractors and three subcontractors attended at least one of the two mandatory pre-bid conferences. Five of the contractors were not prequalified with the District.

On February 14, 2018, the District received two bids for this project as follows:

Contractor	Total Bid
Rodan Builders	\$1,648,900
Coulter Construction	\$1,664,294

After bid opening, Facilities conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, bidders were evaluated for their conformance with bidding requirements. Rodan Builders was deemed the lowest responsive, responsible bidder.

This project is funded by local funds and Measure H general obligation bonds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with Rodan Builders for the Skyline College Building 19 Pacific Heights Swing Project (Bid #86754) in an amount not to exceed \$1,648,900.

DOCUMENT 00 52 00

AGREEMENT

THIS AGREEMENT, dated this 15th day of March, 2018, by and between Rodan Builders, Inc., whose place of business is located at 859 Cowan Rd, Burlingame, CA 94010 ("Contractor"), and the SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT ("District") acting under and by virtue of the authority vested in the District by the laws of the State of California.

WHEREAS, District, by action of its Board of Trustees on the 28th day of February, 2018, awarded to Contractor the following contract:

**BID NUMBER 86754
THE SKYLINE COLLEGE BUILDING 19 SWING PROJECT**

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Contractor and District agree as follows:

Article 1. Work

- 1.1 Contractor shall complete all Work specified in the Contract Documents, in accordance with the Specifications, Drawings, and all other terms and conditions of the Contract Documents.

Article 2. District's Representative, Architect/Engineer and Construction Manager

- 2.1 District has designated Yanely Pulido to act as District's Representative(s), who will represent District in performing District's duties and responsibilities and exercising District's rights and authorities in Contract Documents. District may change the individual(s) acting as District's Representative(s), or delegate one or more specific functions to one or more specific District's Representatives, including without limitation engineering, architectural, inspection and general administrative functions, at any time with notice and without liability to Contractor. Each District's Representative is the beneficiary of all Contractor obligations to District, including without limitation, all releases and indemnities.
- 2.2 District has designated Glenn Claycomb to act as Construction/Project Manager. District may assign all or part of the District Representative's rights, responsibilities and duties to Construction Manager. District may change the identity of the Construction Manager at any time with notice and without liability to Contractor.
- 2.3 District has designated Group 4 Architecture, Research + Planning to act as Architect/Engineer. District may change the identity of the Architect/Engineer at any time with notice and without liability to Contractor.
- 2.4 All notices or demands to District under the Contract Documents shall be submitted to the District's Representative at:

Yanely Pulido, Contracts Manager

Skyline College Building 19 Swing Project

San Mateo County Community College District

3401 CSM Drive, San Mateo CA 94402

or to such other person(s) and address(es) as District shall provide to Contractor.

Article 3. Contract Time and Liquidated Damages

3.1 Contract Time.

Contractor shall commence Work at the Site on the date established in the Notice to Proceed. District reserves the right to modify or alter the Commencement Date of the Work.

Contractor shall achieve Substantial Completion of GAP (Rooms 202, 215, 217) and Shipping & Receiving (Room 222 and loading dock) areas no later than July 5, 2018.

Contractor shall achieve Substantial Completion of the entire Work within **150** Days from the date when the Contract Time commences to run as provided in Document 00 71 00 (General Conditions). Contractor shall achieve Final Completion of the entire Work and be ready for Final Payment in accordance with Section 01 77 00 (Contract Closeout) within **30** Days from the date of acceptance of Substantial Completion to run as provided in Document 00 71 00 (General Conditions).

3.2 Liquidated Damages.

District and Contractor recognize that time is of the essence of this Agreement and that District will suffer financial loss in the form of contract administration expenses (such as project management and consultant expenses), if all or any part of the Work is not completed including consequential loss of use and disruption of normal operations within the times specified above, plus any extensions thereof allowed in accordance with the Contract Documents. Consistent with Article 15 of Document 00 71 00 (General Conditions), Contractor and District agree that because of the nature of the Project, it would be impractical or extremely difficult to fix the amount of actual damages incurred by District because of a delay in completion of all or any part of the Work. Accordingly, District and Contractor agree that as liquidated damages for delay Contractor shall pay District:

- 3.2.1 **\$5,000** for each Day that expires after the time specified herein for Contractor to achieve Substantial Completion of the GAP and Shipping & Receiving areas, until achieved.
- 3.2.2 **\$5,000** for each Day that expires after the time specified herein for Contractor to achieve Substantial Completion of the entire Work, until achieved.
- 3.2.3 **\$500** for each Day that expires after the time specified herein for Contractor to achieve Final Completion of the entire Work, until achieved.

These measures of liquidated damages shall apply cumulatively and except as provided below, shall be presumed to be the damages suffered by District resulting from delay in completion of the Work.

- 3.3 Liquidated damages for delay shall only cover administrative, overhead, interest on bonds, and general loss of public use damages suffered by District as a result of delay or costs of substitute facilities. Liquidated damages shall not cover the cost of completion of the Work, damages resulting from defective Work, lost revenues or damages suffered by others who then seek to recover their damages from District (for example, delay claims of other contractors, subcontractors, tenants, or other third-parties), and defense costs thereof.

Article 4. Contract Sum

- 4.1 District shall pay Contractor the Contract Sum for completion of Work in accordance with Contract Documents as follows:

\$1,648,900.00

Article 5. Contractor's Representations

In order to induce District to enter into this Agreement, Contractor makes the following representations and warranties:

- 5.1 Contractor has visited the Site and has examined thoroughly and understood the nature and extent of the Contract Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions, and

federal, State and local laws and regulations that in any manner may affect cost, progress, performance or furnishing of Work or which relate to any aspect of the means, methods, techniques, sequences or procedures of construction to be employed by Contractor and safety precautions and programs incident thereto.

- 5.2 Contractor has examined thoroughly and understood all reports of exploration and tests of subsurface conditions, as-built drawings, drawings, products specifications or reports, available for Bidding purposes, of physical conditions, including Underground Facilities, which are identified in Document 00 31 19 (Reports, Surveys and Existing Conditions), or which may appear in the Drawings. Contractor accepts the determination set forth in these Sections and Document 00 71 00 (General Conditions) of the extent of the information contained in such materials upon which Contractor may be entitled to rely.
- 5.3 Contractor has correlated its knowledge and its review of those items with the terms and conditions of the Contract Documents.
- 5.4 Contractor has given District prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the written resolution thereof through Addenda issued by District is acceptable to Contractor.
- 5.5 Contractor is duly organized, existing and in good standing under applicable state law, and is duly qualified to conduct business in the State of California.
- 5.6 Contractor has duly authorized the execution, delivery and performance of this Agreement, the other Contract Documents and the Work to be performed herein. The Contract Documents do not violate or create a default under any instrument, agreement, order or decree binding on Contractor.
- 5.7 Contractor and all Subcontractors identified in Contractor's Subcontractors' List are a Department of Industrial Relations registered contractor pursuant to Labor Code §1725.5. At all times during the performance of all Work, the Contractor and all Subcontractors, of any tier, shall be DIR Registered Contractors.
- 5.8 Contractor has listed the following Subcontractors pursuant to the Subcontractor Listing Law, California Public Contracting Code §4100 et seq.

Name of Subcontractor and Location of Mill or Shop	Description of Work: Reference To Bid Items	Subcontractor's License No.	Subcontractor's DIR Registration No.
McKim Gilroy	Concrete	976269	1000005844
Hewitt Brentwood	Structural Steel	413072	1000024965
Pioneer San Francisco	Metal Roof Panels	777064	1000002195
American Glass Livermore	Glazing	1025673	1000048906
S & R Drywall South San Francisco	Gypsum Board	595258	1000027389
Wester Acoustics Fairfield	Acoustical Ceilings	465198	1000008480
Kim's Flooring South San Francisco	Flooring	739226	1000006544
Stella Painting San Mateo	Painting	888268	1000017165
Aire Sheet Metal Redwood City	HVAC	271264	1000000307

Atlas Pellizzari Redwood City	Electrical	375862	1000000068
Netronix San Jose	Security	901751	1000001140
Roldan Fremont	Demolition	549375	1000009492
Dinelli Plumbing San Mateo	Plumbing	801472	1000000999

Article 6. Contract Documents

- 6.1 Contract Documents consist of the following Sections, including all changes, addenda, and modifications thereto:

Document 00 01 01	Title Page
Document 00 01 07	Seals Page
Document 00 01 10	Table of Contents
Document 00 01 05	List of Drawings
Document 00 41 00	Bid Form
Document 00 43 25	Substitution Request Form (if submitted and approved during bid period)
Document 00 43 33	Schedule of Major Equipment and Material Suppliers
Document 00 43 36	Subcontractors List
Document 00 43 45	Escrow Agreement for Security Deposit in Lieu of Retention (if submitted by contractor)
Document 00 45 00	Bidder Certifications
Document 00 45 01	Verification of Contractor/Subcontractors' DIR Registration
Document 00 45 14	Key Personnel
Document 00 45 19	Non-Collusion Affidavit
Document 00 51 00	Notice of Award
Document 00 52 00	Agreement
Document 00 55 00	Notice to Proceed
Document 00 61 00	Construction Performance Bond
Document 00 62 00	Construction Labor and Material Payment Bond
Document 00 65 36	Guarantee
Document 00 65 73	Agreement and Release of Any and All Claims
Document 00 71 00	General Conditions
Section 00 73 00	Supplementary Conditions
Section 00 73 17	Insurance (and Attachment A)
Section 00 73 37	Apprenticeship Program
Section 00 91 01	Addendum No. 1
Section 00 91 02	Addendum No. 2
Section 01 10 00	Summary of Work
Section 01 21 00	Owner's Allowance
Section 01 26 00	Modification Procedures
Section 01 29 00	Measurement and Payment
Section 01 31 19	Project Meetings
Section 01 32 16	Progress Schedules and Reports
Section 01 32 19	Submittal Procedures
Section 01 35 00	Special Procedures
Section 01 35 27	Program Stabilization Agreement
Section 01 41 00	Regulatory Requirements
Section 01 42 00	References and Definitions
Section 01 45 23	Testing and Inspection
Section 01 51 00	Temporary Facilities and Controls

Section 01 51 10	Storm Water Pollution Prevention Program Requirements
Section 01 56 00	Site Security and Safety
Section 01 58 00	Project Identification and Signs
Section 01 60 00	Product Requirements
Section 01 74 00	Cleaning and Waste Management
Section 01 76 01	Existing Underground Facilities
Section 01 77 00	Contract Closeout
Section 01 78 39	Project Record Documents
Section 01 81 13	Sustainable Design Requirements
Section 01 91 00	Commissioning Requirements

All Technical Specifications as issued with this Project Manual

Drawings as listed in Section 00 01 15 List of Drawings

- 6.2 There are no Contract Documents other than those listed in this Document 00 52 00, Article 6. The Contract Documents may only be amended, modified or supplemented as provided in Document 00 71 00 (General Conditions).

Article 7. Miscellaneous

- 7.1 Terms used in this Agreement are defined in Document 00 71 00 (General Conditions) and Section 01 42 00 (References and Definitions) and will have the meaning indicated therein.
- 7.2 It is understood and agreed that in no instance are the persons signing this Agreement for or on behalf of District or acting as an employee, agent, or representative of District, liable on this Agreement or any of the Contract Documents, or upon any warranty of authority, or otherwise, and it is further understood and agreed that liability of the District is limited and confined to such liability as authorized or imposed by the Contract Documents or applicable law.
- 7.3 Contractor shall not assign any portion of the Contract Documents, and may subcontract portions of the Contract Documents only in compliance with the Subcontractor Listing Law, California Public Contracting Code §4100 *et seq.*
- 7.4 In entering into a public works contract or a subcontract to supply goods, services or materials pursuant to a public works contract, Contractor or Subcontractor offers and agrees to assign to the awarding body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. §15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time District tenders final payment to Contractor, without further acknowledgment by the parties.
- 7.5 Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are available through the Department of Industrial Relations and are deemed included in the Contract Documents by reference. See <http://www.dir.ca.gov/dirdatabases.html>. Upon request, District will make available copies to any interested party.
- 7.6 Contractor shall be required to pay its workers on this project a sum not less than the general prevailing wage rate of per diem wages and not less than the general prevailing rate for holiday and overtime work for work of a similar character in the locality in which the project is performed as provided under California Labor Code section 1770 *et seq.* The District has determined the prevailing rate of per diem wages and the general prevailing rate for holidays and overtime work in the locality in which this project is to be performed for each craft, classification or type of work needed to execute the work.

- 7.7 Contractor shall be required to post job site notices, at each job site, including a copy of such prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations, prescribed by regulation.
- 7.8 Pursuant to Section 1861 of the Labor Code, Contractor represents that it is aware of the provisions of Section 3700 of the 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 that Code, and Contractor shall comply with such provisions before commencing the performance of the Work of the Contract Documents.
- 7.9 Contractor and each of Contractor's subcontractors agrees to complete and verify construction reports on a form prescribed by the Division of the State Architect and to file the reports no less than quarterly during construction as required by Title 24; at the completion of the Work; at the suspension of work for a period of more than one month; whenever the services of Contractor or any of Contractor's subcontractors are terminated for any reason; and at any time a special verified report is required by the Division of the State Architect.
- 7.10 Should any part, term or provision of this Agreement or any of the Contract Documents, or any document required herein or therein to be executed or delivered, be declared invalid, void or unenforceable, all remaining parts, terms and provisions shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby. If the provisions of any law causing such invalidity, illegality or unenforceability may be waived, they are hereby waived to the end that this Agreement and the Contract Documents may be deemed valid and binding agreements, enforceable in accordance with their terms to the greatest extent permitted by applicable law. In the event any provision not otherwise included in the Contract Documents is required to be included by any applicable law, that provision is deemed included herein by this reference (or, if such provision is required to be included in any particular portion of the Contract Documents, that provision is deemed included in that portion).
- 7.11 This Agreement and the Contract Documents shall be deemed to have been entered into in the County of San Mateo, State of California, and governed in all respects by California law (excluding choice of law rules). The exclusive venue for all disputes or litigation hereunder shall be in San Mateo County. Contractor accepts the Claims Procedure in Document 00 71 00, Article 12, established under the California Government Code, Title 1, Division 3.6, Part 3, Chapter 5.

IN WITNESS WHEREOF the parties have executed this Agreement in duplicate the day and year first above written.

DISTRICT:

SAN MATEO COUNTY COMMUNITY
COLLEGE DISTRICT

By: _____
Kathy Blackwood
Executive Vice Chancellor

CONTRACTOR:

RODAN BUILDERS, INC.

By: _____
Printed name:
Title:

END OF DOCUMENT

BOARD REPORT NO. 18-2-104B

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
Yanely Pulido, Construction Procurement, Risk and Contract Manager, 358-6863

APPROVAL OF CONSTRUCTION CONSULTANTS

To fulfill the requirements of its Capital Improvement Program, the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor's office.

Listed below are prequalified consultants that the District will have under contract in support of CIP3 planning, design and construction efforts.

Firm	Board Approval Requested	Activity/Projects
AECOM Construction Services	\$500,000	Scheduling Services for Districtwide Projects
Allana Buick & Bers, Inc.	\$1,500,000	Building Envelope and Waterproofing Architectural, Engineering and Consulting Services for Districtwide Projects
Advanced Soil Technology	\$250,000	Geotechnical Services for Skyline College Building 1, Building 12 and Boiler Building.
All American Inspection, Inc.	\$100,000	Construction Inspection Services for Districtwide Projects
Construction Testing Services	\$200,000	Special Inspection and Materials Testing Services for Cañada College Building 1 and Building 23
Group 4	\$300,000	Facility Condition Assessment Services and Architectural and Design Services for Skyline College Projects
ICF	\$250,000	Consulting Services for CEQA and Associated EIR Reports and Development of Mitigation Measures
Krazan & Associates, Inc.	\$150,000	Special Inspection and Materials Testing Services for Districtwide Projects
Leland Saylor Associates	\$250,000	Cost Estimating Services and Design-Build Peer Review Estimates for Districtwide Projects
RMA Group	\$150,000	Special Inspection and Materials Testing Services for Districtwide Projects

Sensible Environmental Solutions	\$150,000	Special Testing and Investigation for Cañada College Building 9 Exterior Envelope Repairs
Sol Ecology	\$150,000	Biological Consulting Services for Environmental Impact Report and CEQA Mitigation for Districtwide Projects
TRC Engineers, Inc.	\$250,000	Geotechnical Consulting Services for Districtwide Projects
Wildlife Research Associates	\$100,000	Biological Consulting Services for Environmental Impact Report and CEQA Mitigation for Districtwide Projects

Funding sources for construction consultant services include Measure H general obligation bond, State and local funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$4,300,000.

BOARD REPORT NO. 18-2-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning and Operations, 358-6836

**AUTHORIZATION TO UTILIZE THE LEASE-LEASEBACK DELIVERY METHOD
FOR COLLEGE OF SAN MATEO BUILDING 17 LEARNING COMMUNITIES
MODERNIZATION PROJECT**

On January 14, 2015 and March 25, 2015, staff presented an information report (Board Report 15-1-2C) and recommendation for authorization (Board Report 15-3-112B) to use the Lease-Leaseback (LLB) project delivery method for capital projects, which the Board of Trustees approved. Subsequently, a California Court ruled in a matter between Davis (plaintiff) and Fresno Unified School District (defendant) in which the defendant was found to have inappropriately implemented LLB on one of their capital projects. Consequently, staff, with consultation from outside counsel, recommended pivoting away from using LLB on CIP3 capital projects.

Since the 2015 California Court ruling there have been subsequent case law rulings, which have confirmed that California Community Colleges continue to have statutory authority to use LLB on capital projects. Staff has consulted with outside counsel and determined that LLB is a viable project delivery method and now formally requests authorization to utilize the LLB delivery method to deliver the College of San Mateo Building 17 Learning Communities Modernization Project.

RECOMMENDATION

It is recommended the Board of Trustees authorize the Vice Chancellor of Facilities Planning, Maintenance and Operations to proceed with the utilization of the Lease-Leaseback delivery method for the College of San Mateo Building 17 Learning Communities Modernization Project, in accordance with Education Code Section 81335.

BOARD REPORT NO. 18-2-7C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790
 Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations, 358-6782

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2017-18

The following report covers the period July 1, 2017 through September 30, 2017 for Associated Student Bodies, Bookstores, Cafeterias, San Mateo Athletic Club and Aquatic Center and Community, Continuing and Corporation Education. The District Auxiliary and Commercial Operations, including the three campus bookstores, cafeterias, vending operations, the San Mateo Athletic Club and Aquatic Center at College of San Mateo, and Community, Continuing and Corporation Education are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

ASSOCIATED STUDENTS

The Student Bodies represent student interests at each of the Colleges. Associated Student Body reports, as submitted by the Colleges, are included on Pages 4-8 of this report. Total income and expenditures for the Associated Student Body (ASB) comparing fiscal years 2017-18 and 2016-17 are listed below:

Associated Students - Cañada	2017-18	2016-17	\$ Change	%Change
Net Income for the year	\$ 37,113	\$ 9,984	\$ 27,129	271.73%
Beginning Fund Balance, July 1	\$ 273,571	\$ 301,293	\$ (27,722)	-9.20%
Ending Fund Balance, September 30	\$ 310,684	\$ 311,277	\$ (592)	-0.19%

Associated Students - CSM	2017-18	2016-17	\$ Change	%Change
Net Income for the year	\$ 20,743	\$ (6,581)	\$ 27,324	-415.19%
Beginning Fund Balance, July 1	\$ 307,151	\$ 360,524	\$ (53,373)	-14.80%
Ending Fund Balance, September 30	\$ 327,894	\$ 353,943	\$ (26,049)	-7.36%

Associated Students - Skyline	2017-18	2016-17	\$ Change	%Change
Net Income for the year	\$ 19,863	\$ 413	\$ 19,451	4711.87%
Beginning Fund Balance, July 1	\$ 536,025	\$ 532,912	\$ 3,113	0.58%
Ending Fund Balance, September 30	\$ 555,888	\$ 533,325	\$ 22,564	4.23%

ASB Incomes:**Revenue source**

Activity card sales are the major source of income for the Associated Students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card. Expenditures of the ASBs include normal operating expenses (office supplies, activity cards, student assistant salaries and other miscellaneous expenses) as well as student programs, printing and publishing costs, scholarships and club assistance supporting campus life.

Cash Basis Accounting policy – effective FY 2016-17

For the accounting of student fees revenues, “Accrual Basis of Accounting” was replaced by “Cash Basis” starting April 1, 2017.

Under “Cash Basis” accounting, revenues recognized represent fees received from students in the current fiscal year regardless of the year in which they were billed.

ASB Expenditures:

In general, expenditures of the ASBs include normal operating expenses (office supplies, activity cards, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

The following table summarizes the number of events organized by the ASB at each college and also a comparison of total expenditures.

Associated Students	2017-18		2016-17	
Activities Vs Expenditure Analysis	# of Events	Expenditure	# of Events	Expenditure
Cañada College ASB	22	\$ 5,818	16	\$ 5,281
College of San Mateo ASB	8	\$ 50,934	8	\$ 32,847
Skyline College ASB	8	\$ 27,825	15	\$ 25,621

ASB Canada College

At Cañada College, there were 22 ASB organized events and activities in the first quarter of this fiscal year; there were 16 events during the first quarter of last year. The ability to put on additional events has been made possible by the increase in Student Body Fees. The overall expenditures have increased by 10.16% compared to last year. The increase in program and operation activities were due to the Student Body Fee increase from \$8 to \$15. The largest increase in expenditure was the replacement of the dysfunctional and old student body card machine for a new ID printer costing \$4,160. There was a conference trip to United Camp last year costing \$2,439 and the same leadership conference was repeated at the YMCA, with an additional training taking place at the Museum of Tolerance. With the increase in Student Body Fees, the Student Senate will be able to start a meal subsidies program in Spring 2018, working in partnership with Sparkpoint and the Bookstore.

ASB College of San Mateo

At College of San Mateo, there were 8 ASB organized events in the first quarter of this fiscal year; there were also 8 events during the first quarter of last year. The overall expenditures have increased by 59.95% or \$15,507.34 compared to last year. The largest increases were in Conference Expense by \$7,523.33, Club Assistance by \$5,410.52 and Publicity by \$4,302.51.

Conference expenses reflect costs associated with the annual summer student government leadership retreat. In light of the increase in student body fees, the student government is providing additional opportunities for

non-student government members to attend conferences. These include the Women's Leadership Conference in Los Angeles and the Honors Council Conference in Atlanta, Georgia. An increase in Club Assistance reflects the increased number of active clubs during the fall semester. Additionally, the ASB has prioritized outreach and publicity and, therefore, has devoted more resources to this goal. Overall, the ASB has increased spending as a result of the increase in the student body fee. Not reflected in the above activities are weekly Student Senate meetings, weekly Programming Board, Advocacy Board, and Cultural Awareness Board meetings, and Inter Club Council meetings.

ASB Skyline College

At Skyline College, there were 8 ASB organized events in the first quarter of this fiscal year compared to 15 events during the first quarter of last year. The overall expenditures have increased by 100.3% or \$25,690 over the same period last year. The expenditures include the transfer of \$23,487 to the Hospitality Trust Fund for Graduation and other activities. Excluding the transfer, the expenditure increase would have been a modest increase of 8.6% or \$2,203. The largest increase is for College Program Assistance, with two donations of \$5,000 each to the GRAD trust and the Honors Award Ceremony (SRAC) trust respectively. This increase is primarily offset by the decrease in conference expenses. The ASB did not attend any conference or retreat during this quarter. In the first quarter last year, there was a trip to United Camp for \$6,845.24.

**Associated Students of Cañada College
FY 2017-18 First Quarter Report
July 2017- September 2017**

The following is a summary highlighting the events and activities of ASCC this quarter:

Participatory Governance

The students continue to serve on **16** committees at Cañada College and the District.

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student Body Cards for the student body. The Center produced **965** cards this quarter, helped students print **10,326** free pages this quarter, and provided **4,500** discounted bus tokens in this quarter.

Inter-Club Council (ICC)

The ASCC continues to encourage students to become an active member on campus through their handouts, fliers, activities, social media and Inter-Club Council. This past quarter **22** clubs became active.

Events & Activities

- July 2017
 - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
 - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
 - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
 - Ongoing 4th of July Float Building Workshops: Everyday Weekday 9am-5pm
 - Fourth of July Parade: July 4
- August 2017
 - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
 - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
 - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
 - Welcome Week Day 1: August 16
 - Welcome Week Day 2: August 17
 - Welcome Week Day 3: August 21
 - Inter Club Council Orientation and Training Day: August 28
- September 2017
 - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
 - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
 - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
 - Sponsored: DREAMers Club Solidarity Lunch: September 6
 - Superhero in Your Community Spirit Day: September 12
 - Club Rush: September 13
 - Constitution Day: September 14
 - Leadership Retreat and Training: September 15, 16, 17
 - Sponsored: Elevate Your Brand Business Speaker: September 27
 - Sponsored: CWA Student Body Card Night: September 28

Associated Students of College of San Mateo
FY 2017-18 First Quarter Report
July 2017- September 2017

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the fall 2017 semester. ASCSM has been able to successfully continue to participate in college governance and has been to create a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the first half of the fall 2017 semester are:

Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including, the Executive Cabinet, Programming Board, the Inter Club Council, Advocacy Board, and Cultural Awareness Board. Additionally, members of the ASCSM Student Senate continued to participate in College and District governance committees.

The ASCSM, in cooperation with the Center for Student Life and Leadership continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to Students, Faculty, Staff and Administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

Events and Activities:

July 2017:

- July 19: **ASCSM-** Summer Ice Cream Social

August 2017:

- Aug. 10: **ASCSM/Student Life-** Welcome Day
- Aug. 11 thru 13: **ASCSM-** Summer Leadership Retreat
- Aug. 29 thru 31: **ASCSM-** Fall 2017 Welcome Week

September 2017:

- Ongoing: **ASCSM-** Hurricane Disaster Relief Fundraiser
- Sept. 26: **AGS-** Donut Sale Fundraiser
- Sept. 27 and 28: **ASCSM-** Club Fair
- Sept. 30: **Red Cross Club, Medical Scholars, Botany, and STEM Club-** CSM Family Science Day

**Associated Students of Skyline College
FY 2017-18 First Quarter Report
July 2017- September 2017**

The following is a summary highlighting the events and activities of this quarter.

Participatory Governance

The students continue to serve on the following committees at Skyline College and the District:

Governance Committees

Academic Senate Governing Council
Accreditation Oversight Committee
ACED / Advisory Committee for Employee Development
College Governance Council
Curriculum Committee
District Committee on Budget Finance
District Participatory Governance Council
District Public Safety Committee
District Student Council
Ed Policy
Health and Safety Committee
Institutional Effectiveness Committee
SEED / Student Equity Committees
Strategic Planning and Allocation of Resources Committee
Technology Advisory Committee

Task Forces & Operational Work Groups

Art on Campus
Campus Auxiliary Services Advisory Committee
Commencement Committee
Outreach Committee
Student Recognition and Awards Ceremony

Recruitment of Students

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled.

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC. New ID card machine has been purchased due to the age of the current machine and the increasing demand of ID cards. We hope to integrate more use to the ID cards to further enhance student life and student success.

Skyline Reflection Room

The Center for Student Life and Leadership Development has been overlooking the new Reflection Room was first opened at the beginning of Fall 2017. There have been an increase foot traffic of students, faculties, and staffs utilizing the Reflection room.

Skyline Organizations and Clubs (SOCC)

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. We've had an increase of cultural clubs this quarter such as: Japanese Culture Link, Chinese Student Association, Burmese Cultural Club, Native American Students Association.

Programs and Events**ASSC Meetings**

8/22/17 - Present:

ASSC weekly meetings on Tuesdays from 4-6pm

Welcome Week

8/16/17 – 8/23/17

The ASSC welcomed new and returning students to Skyline College by hosting a series of events to make the transition from summer to classes smoother for everyone. The events were as follows:

Coffee and Donut Social

8/16/17

The ASSC gave out donuts and coffee to energize students in the morning as they walked through the quad.

Pancake Breakfast

8/17/17

Welcome Week's second event was the annual pancake breakfast in which faculty and staff volunteer to wake up early and serve students hot breakfast. This gives faculty, staff, and students a chance to briefly meet each other and enjoy free breakfast to start their mornings, and semesters, right.

Program Services and Club Fair

8/23/17

This was ASSC's first large event of the semester which showcased all of the different clubs and organizations on campus to make students aware of the many resources that are available to them.

Trojan Tuesday

Students enjoyed a 5% discount at World Cup Coffee and Pacific Dining with their student ID. Trojan Tuesdays are every first Tuesday of the month and are incentives for students to get their student body cards.

LatinX Heritage Month

9/28/17 – 10/18/17

Political Awareness Day

9/28/17

The ASSC started off LatinX Heritage Month with Political Awareness Day. The ASSC gave out mini U.S. Constitutions to students in the quad to spread awareness of one of the most important documents of our history. They also distributed Constitution

related/designed buttons, as well as provided brochures and information regarding voter registration and the 2018 elections. The reason the ASSC called the event Political Awareness Day instead of Constitution Day is because they wanted to be prepared to educate people regarding the urgent issues around DACA as well as sharing details on the legislation that the Dream Center had provided us.

*LatinX Heritage Month events continued into October
(See 2nd Quarter report)

BOOKSTORES

The following data reflects Bookstore operations for the fiscal year beginning July 1, 2017 through September 30, 2017. It includes summer 2017 and the first half of fall 2017 semester sales.

Bookstore Sales	2017-18	2016-17	\$ Change	% Change
Regular Merchandise Sales	\$ 2,165,677	\$ 2,206,682	\$ (41,006)	-1.9%
Computer Products Sales	\$ 37,915	\$ 47,249	\$ (9,334)	-19.8%
Total Merchandise Sales	\$ 2,203,592	\$ 2,253,932	\$ (50,339)	-2.2%
Textbook Rental Income	\$ 160,740	\$ 214,483	\$ (53,743)	-25.1%
Production Service Income	\$ 123,576	\$ 127,805	\$ (4,229)	-3.3%
Total Sales	\$ 2,487,908	\$ 2,596,219	\$ (108,311)	-4.2%

Regular merchandise sales have decreased this year compared to last year due to a continuing drop in textbook sales. Textbook sales are down over last year due to several factors including lower enrollment, more faculty transitioning to on-line, publisher provided alternatives, and the introduction of Inclusive Access which provides academic materials electronically using the District's Canvass platform. Textbook rentals also impact textbook sales in that they are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would on the sale of a new book on the rental of any book. Textbook rental fees collected this year have decreased compared to last year. While diminishing supply of rental books is an issue, the main drivers behind the decline in textbook rentals are student enrollment and the aforementioned switch from traditional textbooks to publisher provided online resources chosen by faculty members, including Inclusive Access.

Comparative figures are shown below:

Bookstore Recap	2017-18	2016-17	\$ Change	%Change
Operations				
Merchandise Sales	\$ 2,203,592	\$ 2,253,932	\$ (50,339)	-2.2%
Textbook Rental Income	160,740	214,483	(53,743)	-25.1%
Production Service Income	123,576	127,805	(4,229)	-3.3%
Cost of Goods Sold	1,421,188	1,419,529	1,658	0.1%
Gross Profit from Operations	\$ 1,066,720	\$ 1,176,690	\$ (109,969)	-9.3%
Total Operating Expenses	797,510	803,446	(5,936)	-0.7%
Net Income/(Loss) from Operations	\$ 269,211	\$ 373,244	\$ (104,034)	-27.9%
Other Income	107,561	50,287	57,274	113.9%
Net Income Before Other Expenses	\$ 376,771	\$ 423,531	\$ (46,760)	-11.0%
District Support				
District Support Income	\$ 201,009	\$ 83,867	\$ 117,142	139.7%
Admin Salary & Benefits	\$ (40,225)	\$ (37,539)	\$ (2,686)	7.2%
Other Expenses	\$ (76,311)	\$ (19,513)	(56,798)	291.1%
Investment - FMV Adjustments	\$ (216,884)	\$ -	(216,884)	-100.0%
Net Change in Fund Balance	\$ 244,361	\$ 450,346	\$ (205,985)	-45.7%

Particularly noteworthy is the \$201,009 represented as “in-kind donations” received. This represents funds paid to the Bookstores from Pepsi according to the terms of the contract. This money will be completely spent down over the course of the academic year, supporting the textbook rental fund as well as a variety of initiatives at the colleges that support teaching and learning.

A significant factor impacting the bookstores’ financial performance is a one-time, very significant \$190,000 loss booked to our investments due to an error discovered by District accounting staff. Other income increased significantly due to the increase in the sale of web codes and online access materials sold directly to students as they register. This is tracked as other income as there is no tangible item to sell.

It is expected that this will continue to be a very challenging time for bookstores in California in general as enrollments continue to flatten or decline. Lower enrollment, coupled with the added competition from now numerous outside organizations, particularly in terms of textbook sales, will put added pressure on the bookstores’ overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions and convenience stores, as well as the addition of the copy center at College of San Mateo and the merging of the copy center at Skyline College and Cañada College into the bookstore operations, are examples of the proactive measures we are taking to insure the financial stability of the bookstore operations in these turbulent economic times. We will continue our commitment to focus on all efforts to improve service, offer as many lower cost textbook alternatives as possible, continue to grow the rental program, further integrate digital and online solutions at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo Community College District.

CAFETERIAS

Beverage, Snack and Food Service Vendors

- The District’s beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2017, ending on June 30, 2024 with the option of renewing for three one year terms at the discretion of the District.
- The District’s snack vending partner is Compass Group USA through its Canteen Vending Services Division. The contract was effective July 1, 2017, ending on June 30, 2022.
- The District’s food service partner is Pacific Dining Services. The contract was awarded on July 1, 2017 through June 30, 2022 with an option for one five year renewal at the discretion of the District.

First quarter comparisons are noted below; this includes commissions from July 2017 through September 2017.

Cafeteria	2017-18	2016-17	\$ Change	% Change
Revenues				
Food Service Income	\$ 50,554	\$ 36,958	\$ 13,596	36.8%
Vending Income	12,335	15,376	(3,041)	-19.8%
Interest Income	1,918	208	1,711	823.3%
Event Rental	16,196	18,907	(2,711)	-14.3%
Total Revenues	\$ 81,003	\$ 71,449	\$ 9,554	13.4%
Expenditures	\$ 45,422	\$ 48,420	\$ (2,998)	-6.2%
Net Change in Fund Balance	\$ 35,581	\$ 23,029	\$ 12,552	54.5%

FOOD SERVICE INCOME	2017-18	2016-17	\$ Change	% Change
PACIFIC DINING				
Skyline	\$ 18,751	\$ 11,174	\$ 7,577	67.8%
Cañada	\$ 6,448	\$ 3,736	2,712	72.6%
CSM	\$ 21,817	\$ 15,520	6,297	40.6%
Le Bulldog	\$ 3,537	\$ 6,528	(2,991)	-45.8%
Total Food Service Income	\$ 50,554	\$ 36,958	\$ 13,596	36.8%

Compared to the first quarter 2016-17, food service income has increased \$13,596 or 36.8% Districtwide. Event rental fees have decreased slightly this year over last year due to fewer large events that use the entire space. We continue to make the Bayview Dining Room available to members of the community and are booked almost every weekend of the year. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility at a superior level.

Vending income has decreased by \$3,041 or 19.8% compared to last year. This decrease is due primarily to the decrease in student enrollment. Vending income is returned to each College Associated Students for use in supporting student activities on each campus.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. As part of the Enterprise Fund, the cafeteria and vending operations are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB AND AQUATIC CENTER

Operating as an enterprise through Auxiliary Services, the San Mateo Athletic Club is a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the College budgetary needs including equipment maintenance and replacement. The San Mateo Athletic Club provides our community broader access to the College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Since opening our doors in April 2010, San Mateo Athletic Club (SMAC) has grown its membership to over 6,000. SMAC provides health and wellness opportunities to the local community and offers training and certification programs to fitness professionals. SMAC also provides a revenue stream that helps to support the facility and the equipment therein where the college faculty provide teaching and learning to the students at College of San Mateo. In addition to all we do to help support the mission and goals of College of San Mateo, we continue to engage the local community in an effort to increase the exposure opportunities for the college. This effort continues to be led by our outstanding aquatics facility and programming which has attracted attention from the Peninsula and surrounding areas.

The San Mateo Athletic Club and Aquatic Center financial summary is shown below.

San Mateo Athletic Club and Aquatic Center	2017-18	2016-17	\$ Change	%Change
Operating Revenues				
Registration & Membership	\$ 882,769	\$ 860,210	\$ 22,559	2.6%
Personal Training	107,331	85,517	21,814	25.5%
Pilates	29,456	43,372	(13,916)	-32.1%
Aquatics	233,871	231,710	2,161	0.9%
Parking	18,394	20,556	(2,162)	-10.5%
Group Exercise	21,243	5,510	15,733	285.5%
Retail	5,096	5,196	(100)	-1.9%
Other Income	5,394	5,500	(106)	-1.9%
Total Operating Revenue	\$ 1,303,554	\$ 1,257,571	\$ 45,983	3.7%
Operating Expenses	\$ 913,869	\$ 868,629	\$ 45,240	5.2%
Net Operating Income/(Loss), prior to District and College Support	\$ 389,685	\$ 388,942	\$ 743	0.2%
District Support				
District Support Income				
Interest Income on Investments	30,531	14,015	16,516	117.8%
Operating Expenses charge back to District	22,618	25,000	(2,382)	-9.5%
Unrealized Gain - Investment	9,311	-	9,311	100.0%
Total District Support Income	62,460	39,015	23,445	60.1%
District Support Expense				
Admin Salaries & Benefits	98,590	71,363	27,227	38.2%
Equipment Use Fee & Depreciation	14,090	12,959	1,131	8.7%
Miscellaneous Expenses	4,739	586	4,153	708.8%
Pool Maintenance	10,418	5,861	4,557	77.7%
Total District Support Expense	127,837	90,769	37,067	40.8%
Net Income/(Loss) after District Support, prior to College Support	\$ 324,308	\$ 337,188	\$ (12,880)	-3.8%
College Support Expense				
Operating Expense charge back waived	\$ 22,618	\$ 25,000	\$ (2,382)	-9.5%
Total College Support Expense	\$ 22,618	\$ 25,000	\$ (2,382)	-9.5%
Net Income/(Loss) after District & College Support	\$ 301,690	\$ 312,188	\$ (10,498)	-3.4%

Total operating revenue continues to exceed expectations as well as budget and is 3.7% or \$45,983 ahead of last year for a total of \$1,303,554. Our operating expenses have increased this year with the introduction of our new Journey fitness management software. In addition to increased District salary and benefit costs for District employees charged to the operation, including a Facilities engineering staff member who has taken over the pool maintenance, personnel costs for club staff have increased. In addition, maintenance costs have increased as equipment ages. Net income including all direct and indirect expenses decreased by \$10,498 or 3.4% this year over last year. We project to end the year with a surplus in excess of \$1 million. One of the many benefits of this enterprise is that we are in a position to replace equipment that is aging or replace equipment with equipment outfitted with superior technology with enterprise funds. Prior to creating SMAC,

equipment used by students in the KPE academic program was used far in excess of its useful life due to limited resources for equipment replacement.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.

COMMUNITY, CONTINUING AND CORPORATE EDUCATION

Community, Continuing and Corporate Education (CCCE) is committed to serving the educational needs of the community at large both locally and internationally through development of innovative new programs as well as continued investment in our signature programs such as Silicon Valley Intensive English Program (SVIEP), which matriculated 24 international students from its first year of operation, and the Bay Area Pathways Academy (BAPA), which serves over 400 middle school students annually.

As CCCE accrues accomplishment after accomplishment, we continue to strive toward our mission of becoming a financially self-sustaining powerhouse of programs and initiatives that creates impact for San Mateo County residents, families, businesses, nonprofits and government agencies – and for international students and groups seeking educational and training opportunities within the San Mateo County Community College District.

Below represents the financial performance of CCCE through September 2017:

CCCCE and SVIEP Combined 2017-18 Q1	CCCCE	SVIEP	Total
Revenues	\$ 393,934	\$ 52,371	\$ 446,304
Expenditures			
Salaries and Benefits	\$ 130,481	\$ 110,144	\$ 240,625
Other Operating Expenses	191,324	49,935	241,259
Total Expenses	\$ 321,805	\$ 160,079	\$ 481,884
Net Change in Fund Balance	\$ 72,128	\$ (107,708)	\$ (35,580)

CCCE remains in the investment phase of a multi-year growth curve in FY 2017-18, which is projected to yield over a million dollars in new revenues by FY19. CCCE anticipates continuation of this investment phase in FY 18-19 with anticipated revenue growth from new programs helping to support our operational expenses for SVIEP, which will not break even until 2018-19. Given the nationwide market downturn in international student enrollments in Intensive English Programs, SVIEP will roll out plans in 2018 for consolidation of operations to maintain efficiencies and performance while simultaneously reducing expenses.

Creating the robust infrastructure required to fuel CCCE's evolving story of innovative education, signature programs and global impact entails investment in the people and resources needed to create a sound operational and outreach ecosystem. To that end, CCCE continues to invest time, money and energy in development of high impact, high revenue programming; building of select partnerships; expanded marketing capacity through increased catalog/postcard mailings and increased online, newspaper and magazine advertisements; and increased staff/instructor support for BAPA, which is projected to reach 500 students in 2018.

The CCCE team is lean yet hungry to continue building self-sustaining programming that benefits our community and continues our evolving story of Innovative Education, Signature Programs, and Global Impact.