

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**February 27, 2019**  
**Closed Session at 4:00 p.m.; Open Meeting at 6:00 p.m.**  
**District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

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**4:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two Cases
2. Employee Discipline, Dismissal, Release
3. Conference with Labor Negotiator  
Agency Negotiator: Mitchell Bailey  
Employee Organizations: AFT and CSEA
4. Ratification of Confidential District Warrants

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

## **MINUTES**

- 19-2-1 [Approval of the Minutes of the Study Session of January 9, 2019](#)
- 19-2-2 [Approval of the Minutes of the Regular Meeting of January 23, 2019](#)
- 19-2-3 [Approval of the Minutes of the Special Closed Session of January 31, 2019](#)

## **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

### **PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

- 19-2-1B [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](#)
- 19-2-1C [Presentation by Professor Shari Bookstaff on "Lifetime of Impact!"](#)
- 19-2-2C [Foundational Presentation on Race, Class, Gender, Privilege and Equity](#)

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

### **NEW BUSINESS**

- 19-2-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)
- 19-2-2A [Public Hearing on Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO Initial Proposal to the District](#)
- 19-2-3A [Public Hearing on the District's Initial Proposal to Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO](#)

### **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.*

- 19-2-1CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College](#)
- 19-2-2CA [Ratification of November and December 2018 District Warrants](#)

### **Other Recommendations**

- 19-2-100B [Acceptance of 2018-19 Mid-Year Budget Report and Approval of Budgetary Transfer and Income Adjustments for the Period Ending December 31, 2018](#)
- 19-2-101B [Authorization of Sole Source Purchase of Licenses from Salesforce for the District's Constituent Relationship Management \(CRM\) Project](#)
- 19-2-102B [Ratification of Sole Source Agreement with City University of New York \(CUNY\) for Technical Assistance in the Replication of the Promise Scholars Program](#)

- 19-2-103B Approval of Contract Award for Skyline College Building 7 STEM Center Project
- 19-2-104B Acceptance of Grant for Deputy Sector Navigator for Energy, Construction and Utilities for College of San Mateo and Approval of Matching Resources
- 19-2-105B Adoption of Resolution No. 19-4 Honoring College of San Mateo Alumnus Julian Edelman for Being Named Most Valuable Player of Super Bowl LIII
- 19-2-106B Approval of Revisions to Board Policies: 4.00, Applicability of Chapter IV Policies; 4.15, Employee Requirements; 4.20, Supervision of Classified Employees; 4.25, Employees Not Members of the Classified Service; 4.30, Pay Period for Classified Employees; 5.00, Applicability of Chapter V Policies; 5.02, Non-Represented Employees: Work Year and Workday; 5.06, Non-Represented Employees: Conflict Resolution; 5.07, Non-Represented Employees: Health Benefits and Leaves of Absence

## **COMMUNICATIONS**

### **STATEMENTS FROM BOARD MEMBERS**

**RECONVENE TO CLOSED SESSION (if necessary)**

**RECONVENE TO OPEN SESSION (if necessary)**

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

**ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
January 9, 2019, San Mateo, CA**

**The meeting was called to order at 4:00 p.m.**

**Board Members Present:** President Maurice Goodman, Vice President Karen Schwarz, Trustee Richard Holober, Trustee Dave Mandelkern, Trustee Thomas A. Nuris

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Goodman said that during closed session, the Board will (1) hold a conference with legal counsel regarding one case of anticipated litigation as listed on the printed agenda and (2) consider 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 4:00 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:04 p.m.

**Board Members Present:** President Maurice Goodman, Vice President Karen Schwarz, Trustee Richard Holober, Trustee Dave Mandelkern, Trustee Thomas A. Nuris, Student Trustee Gabriela Topete Eng Goon

**Others Present:** Chancellor Ron Galatolo, Chief Financial Officer Bernata Slater, Skyline College Vice President of Student Services Angélica Garcia, 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 Goodman announced that the Board took no action during closed session.

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Goodman said there was a request to remove two items from the agenda; he said this request will be considered when the items come up on the agenda.

**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 (19-1-1A)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the items in the report. President Goodman said there was a request to remove from consideration the District Office position, "Interim Director of Operations" under Transfer/Administrative Reassignment. Chief of Staff Mitchell Bailey said the position is currently assigned to Cañada College. It was created at the District Office and was loaned to Cañada College to handle a series of issues and work that needed to be done over a period of time. The office in which the position is currently located is undergoing reorganization with a new Vice President of Administrative Services. In addition, the District Office is going through a reorganization within the financial operations offices. Therefore, this request is to move the position back to the District Office. Chief of Staff Bailey said the position is a temporary position that will extend only through June 2019. He said the incumbent is aware that it is an interim position and she will be encouraged to apply for other positions with the District. He said she will help transition between the District Office and Cañada College, particularly on some of

the facilities issues that Cañada is facing. He said her work has been excellent and she works well with the administrative teams at both locations.

Trustee Holober asked how long the position has been in place. David Feune, Director of Human Resources, said it has been in place since December 2016. Trustee Holober he said he thought there was a two-year limit for someone to occupy an interim position and asked if there is a maximum tenure. Mr. Feune said that under certain circumstances, including interim positions for educational administrators, there is a two year limit. He said interim positions for classified administrative positions, such as the position under discussion, fall into a somewhat gray area. Trustee Holober said he would prefer that the item was removed from consideration so that legal clarification can be obtained. President Moore said the incumbent has been in the position for just over one year. Chancellor Galatolo suggested that the Board move forward with approving the transfer request with the stipulation that staff conduct research to make sure it is within the law. If it is determined that it is not within the law, the request will be withdrawn.

President Goodman asked if any concerns have been expressed about the request, either from Cañada College or from the District Office. President Moore said the board packet, including all personnel items, was discussed in her cabinet meeting and no concerns were expressed. Chancellor Galatolo said no concerns have been voiced at the District Office.

Trustee Mandelkern asked that there be a statement that the incumbent has been in the position for slightly more than one year and her tenure in the position will not exceed two years. In addition, research will be conducted and if it is determined that there is a legal problem with the recommendation, it will be withdrawn. The motion was amended to include this language in connection with the position in question. The amended motion carried, all members voting Aye.

#### **Other Recommendations**

#### **PUBLIC HEARING ON CERTIFICATION OF FINAL SUBSEQUENT ENVIRONMENTAL IMPACT REPORT (SEIR) MITIGATION MONITORING AND REPORTING PROGRAM (MMRP) FOR COLLEGE OF SAN MATEO BUILDING 20 DEMOLITION PROJECT (19-1-100B)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to conduct the public hearing. President Goodman called the public hearing open at 6:14 p.m. Chief of Staff Mitchell Bailey said the public hearing relates to the proposed demolition of Building 20 at College of San Mateo (CSM). For this hearing, the District provided written notice via US Mail to nearly 150 local residents and other interested parties. Additionally, the District noticed this hearing in the San Mateo Daily Journal posted notice on the District website, along with the associated documents under consideration.

Chief of Staff Bailey said the District engaged ICF to analyze the proposed demolition of Building 20 at CSM on the basis of the California Environmental Quality Act and the State CEQA Guidelines and to prepare a Subsequent Environmental Impact Report (SEIR) disclosing the significant environmental impacts of the Project. The SEIR is based upon the certified San Mateo Community College District 2015 Facilities Master Plan Amendment Final Environmental Impact Report (2015 Certified EIR). The Final SEIR prepared by the District determined that the Project could have potentially significant effects on the environment. However, with the exception of one impact relating to air quality, which will be addressed later, all of the impacts can be reduced below the level of significance by mitigation measures.

Chief of Staff Bailey said that consistent with CEQA's requirements, the Draft SEIR was circulated for public comments received during the public comment period were responded to in Chapter 3 of the Final SEIR.

Chief of Staff Bailey said that before the Board hears public comment on this matter, information and context about the project and the SEIR will be provided. He introduced the following presenters:

- Heidi Mekkelson, senior project manager from ICF
- Sabrina Teller, partner at Remmy Moose Manley and our outside counsel who is participating by telephone
- Chris Strugar-Fritsch from the District Facilities Team

Chief of Staff Bailey noted that Amanda Monchamp, partner at Monchamp Meldrum, also participated in the final review of the SEIR.

Ms. Mekkelson summarized the environmental review process that was conducted for the CSM Building 20 Demolition Project under the California Environmental Quality Act (CEQA). The Building 20 Demolition Project proposes to demolish all existing structures and vegetation within the Building 20 complex site at CSM and construct a single surface

parking lot containing up to 208 uncovered parking stalls, along with attendant landscaping, lighting, signage, storm drainage, and security improvements.

Ms. Mekkelson said the Building 20 Demolition Project is a change to the Facilities Master Plan Amendment Project analyzed in the *San Mateo Community College District 2015 Facilities Master Plan Amendment Final Environmental Impact Report* (2015 EIR), State Clearinghouse #2015052007, certified by the Board of Trustees in December 2015. The 2015 EIR did not evaluate any changes to the Building 20 complex site because the Building 20 project was under litigation at the time. The previous litigation involved an Addendum for the Building 20 project that tiered from a 2006 Mitigated Negative Declaration (MND). These documents are separate from the 2015 EIR, and the court's ruling on the 2011 Addendum has no bearing on the 2015 EIR.

Ms. Mekkelson said ICF prepared a Subsequent Environmental Impact Report (SEIR) to evaluate the potential environmental effects of the Building 20 Demolition Project as a proposed change to the previously approved project in the 2015 EIR. The SEIR is a new CEQA document that supplements the 2015 EIR for the 2015 Facilities Master Plan Amendment Project. The SEIR does not rely on the previously prepared 2006 MND or the 2011 Addendum to the 2006 MND. In accordance with CEQA, the SEIR evaluates whether the Building 20 Demolition Project or changes in circumstances would result in new significant environmental effects or a substantial increase in the severity of effects identified in the 2015 EIR. The Draft SEIR evaluated the following environmental topics in detail: Aesthetics, Air Quality, Biological Resources, Cultural Resources, Greenhouse Gas and Energy, Hydrology and Water Quality, Noise, and Recreation. The Draft SEIR evaluated temporary construction impacts, long-term operational impacts, cumulative impacts, and alternatives to the project. The Draft SEIR determined that the Facilities Master Plan Amendment Project, including the project change (Building 20 Project), would continue to have the significant and unavoidable impacts identified in the 2015 EIR. Additionally, there would be a cumulatively considerable air quality impact that was not identified in the 2015 Certified EIR related to exposing sensitive receptors to substantial pollutant concentrations during construction. Four new mitigation measures were added to the District's Mitigation Monitoring and Reporting Program (MMRP) for CSM. The new mitigation measures entail relocating unique botanical specimens and commemorative plaques to mitigate aesthetic impacts, and designing and maintaining stormwater treatment features specific to the Building 20 site.

Ms. Mekkelson said the Draft SEIR was made available to the public and regulatory agencies for review and comment during a 47-day comment period between July 25, 2018 and September 10, 2018. Eight comment letters were received including two letters from public agencies (Caltrans and Town of Hillsborough), two letters from organizations (American Institute of Architects Students College of San Mateo and Friends of the College of San Mateo Gardens), and four letters from individuals. The public agency comment letters included requests for the District to coordinate with the agencies during construction and operation of the project, and did not include specific comments or questions about the Draft SEIR analysis. The comment letters from the organizations and individuals mostly expressed personal opinions about the aesthetic, recreational, and social value of the Building 20 site, and general objections to the project.

Ms. Mekkelson said a Final SEIR was prepared in October 2018. The Final SEIR includes comments on the Draft SEIR, responses to those comments, and revisions to the Draft SEIR. Information provided in the responses to comments and in the revisions to the Draft SEIR clarifies and amplifies the analysis presented in the Draft SEIR. No significant new information, as defined by CEQA Guidelines Section 15088.5, was added that would trigger recirculation of the Draft SEIR. Specifically, there are no new significant environmental impacts, or a substantial increase in the severity of any significant impact, identified in the comments or responses that were not already identified in the Draft SEIR.

Ms. Mekkelson said that moving forward, the District will need to approve the Building 20 Project, certify the SEIR, adopt a new Statement of Overriding Considerations (SOC), adopt the amended MMRP, and file a new Notice of Determination (NOD) for the project. Following a 30-day statute of limitations period, the CEQA process for the Building 20 project will be complete.

Sabrina Teller, legal counsel for the District, said the EIR was prepared because of the final Court of Appeal's finding that the addendum to the previous Mitigated Negative Declaration was not the right CEQA document to analyze the potentially significant impacts of the project, including aesthetic impacts. She said that decision did not, and cannot under law, mandate that any specific conclusions be reached in the EIR. Ms. Teller said ICS and District staff based their conclusions contained in this EIR on substantial evidence as they are supposed to do under CEQA.

Ms. Teller said two last-minute letters were received from the legal counsel for the Friends of the College of San Mateo Gardens. She said the previous letter, received at the last minute before the last scheduled public hearing, raised an issue

alleging that the impact analysis reached a wrong conclusion and did not provide substantial evidence supporting a different set of conclusions. She said ICF, in coordination with staff, prepared a very thorough response that is included in the board packet for this meeting. Ms. Teller said the most recent letter was received 15 minutes before this hearing. She said District staff, ICF and she have reviewed the letter and nothing in it causes them to change their recommendation that the Board certify the EIR at this meeting. She said the issues raised in Mr. Kahn's letter of February 2, 2018, which was attached to the attorney's letter, have been thoroughly addressed in the EIR which is in front of the Board tonight. Ms. Teller said she sees no reason for a further delay in certifying the EIR.

Liane Benedict, a member of the public, said she understands the Building 20 Project plan is to demolish the horticulture complex, including the green space around this area, and replace it with a parking lot and a few young bushes and trees. She said she does not support the project because green spaces provide natural beauty and recreation and are a habitat for animals including some species that are listed as protected or of special concern. She said the area is used by students for various class projects and by the community in general. She said it contains diverse plant life, providing unique opportunities for learning. She said unusual species include the Dawn redwood which, although not native, is classified as endangered. She said there are also many mature California natives. Ms. Benedict said that with current environmental and global warming issues, she believes there is a need for biology and horticulture programs. She questioned how science can know the effects of people's actions on the environment without individuals who are properly trained in biology and horticulture. She said medicine also depends on chemicals derived from plants and said there is scientific evidence that flowers speed the healing process.

Ms. Benedict said the main reason listed for demolishing the horticulture complex is to provide parking near Building 10, parking for future needs, and space for construction staging. She said the final EIR notes that there is currently no campus wide parking shortage at CSM. She questioned whether more parking is needed, noting that the number of online classes is growing and there are many transportation alternatives such as bus service, carpooling and Uber. She said she believes it would be shortsighted to destroy a valuable teaching green space for possible future parking needs and temporary construction staging.

Trustee Holober said the most recent letter from Susan Brandt-Hawley, attorney for the Friends of the College of San Mateo Gardens, which he saw when he arrived for this meeting, refers to a recent court ruling – the Sierra Club v. County of Fresno – that the attorney thinks is important for the Board to consider. He asked Ms. Teller to address this. Ms. Teller said she does not believe the attorney's characterization regarding what this court decision holds is entirely accurate. She said the question of whether the EIR contains adequate analysis is, according to this decision, a de novo review, but the District is still entitled to exercise its discretion as to the significance of the impacts at issue as long as the conclusions are supported by substantial evidence. She said she believes the EIR exhaustively documents the substantial evidence it relied upon in reaching the proposed conclusion.

Hearing no further comments or questions from members of the public, President Goodman declared the public hearing closed.

**ADOPTION OF RESOLUTION NO. 19-1 CERTIFYING THE FINAL SUBSEQUENT ENVIRONMENTAL IMPACT REPORT FOR COLLEGE OF SAN MATEO BUILDING 20 DEMOLITION PROJECT, AND RESOLUTION NO. 19-2 ADOPTING THE CEQA FINDINGS OF FACT, MITIGATION MONITORING AND REPORTING PLAN, AND APPROVING THE COLLEGE OF SAN MATEO BUILDING 20 DEMOLITION PROJECT (19-1-101B)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to adopt Resolutions 19-1 and 19-2. Trustee Holober said the letter from Ms. Brandt-Hawley, which was received 15 minutes before this meeting, asks for a continuance for one more meeting. He asked if there is anything imminent that would be affected by continuing it for approximately two weeks. Mr. Bailey said the Board received a similar letter from the same interested party asking for a continuance at the last meeting. He said staff believes a similar request could be received at the next meeting as well. Mr. Bailey said the issue has been under review for several years and the District would like to proceed with the project as soon as possible. Ms. Teller said the previous letter requesting a continuance alleged that the letter writer had not received notice of the hearing as requested and, out of an abundance of caution, it was recommended that the continuance be granted. Ms. Teller said the letter received just prior to this meeting asks for a continuance simply to give more students an opportunity to review the documents. She said this is not a legally compelling reason. She said the Final EIR and findings were published on the District's website for well over a month and anyone interested had an opportunity to review them thoroughly. Therefore, she said she does not believe there is a legal basis for a delay. Trustee Holober asked

if there is a planned schedule for the project. Chris Strugar-Fritsch, Director of Capital Projects, said there is no plan to bring construction equipment onto the site until the requests submitted to the Board under this item are complete.

Trustee Mandelkern said that in the past, there was considerable interest from students on this issue. He said the District is a student centered organization and encourages students to participate in the governance process. He noted that classes are not in session and will not resume until January 13. He questioned whether more students might weigh in on the topic by, for example, attending a public hearing if this item is delayed until students return to the campuses. Chief of Staff Bailey said that a group of students from an Architecture class did provide written comments during the draft period and their comments are included in the report. Student Trustee Topete Eng Goon said students have been discussing the issue for a very long time, since before current students came to the campus. She said she believes it is too late to bring a complete opinion from students. She said students would have to be provided with old information and that would take at least one semester. She said she does not believe every single student can be involved in every conversation. Student Trustee Topete Eng Goon said she is sure that everyone involved has considered what this project means for students and she believes the Board should move forward with the project if the logic is sound.

Student Topete Eng Goon asked if faculty have expressed an opinion on the project. President Shaw said she has not heard discussion on the issue. She said she would assume that there is interest among some faculty members, such as those in the biological sciences, but she cannot say what their opinions are.

Trustee Nuris said that in the letter received today, Ms. Brandt-Hawley thanked the Board for continuing the hearing to this date and for providing notice, verifying that she received notice. He asked if legal notice was provided to everyone who is required to receive it. Chief of Staff Bailey said the District is required to give legal notice to specified organizations; however, out of an abundance of caution, legal notice was given to every resident who has property that abuts the CSM campus, as well as to individuals and organizations who had expressed an interest in the project. He said the hearing was also noticed in the *San Mateo Daily Journal* and on the District website. He said the same procedure was followed when noticing the previously scheduled hearing. Therefore, Chief of Staff Bailey said he believes the District has gone above and beyond with regard to the noticing component. Trustee Nuris said that unless counsel believes that proper notice was not provided, he believes the Board should proceed. Ms. Teller said she is satisfied with the notice provided.

Trustee Mandelkern said an allegation was made in Ms. Brandt-Hawley's letter that written correspondence from Shawn Kahn, dated February 2, 2018, was not acknowledged or responded to. He asked if all written comments are supposed to be acknowledged. Ms. Mekkelson said the letter from Mr. Kahn was a comment letter on the Notice of Preparation which advises the public that an EIR is being prepared. She said that under CEQA, the lead agency is required to review and consider comments made on the Notice of Preparation, but is not required to provide a written response.

Trustee Holober asked if Ms. Brandt-Hawley or the Friends of the College of San Mateo Gardens provided comments subsequent to the continuance granted at the December 12 Board meeting. Chief of Staff Bailey said no comments have been received since that meeting. Trustee Holober said Ms. Brandt-Hawley is now making an almost identical request for a continuance. He said he believes the Board did the right thing by acceding to the request on December 12; however, as the attorney representing the Friends of the College of San Mateo Gardens, he believes she should have provided the formal response in the additional time provided, which was nearly a month.

Trustee Mandelkern said he understands that the mitigation measures call for transplanting biological specimens or, if that is not possible, replacing them with new ones. He asked if this would include the Dawn redwood tree. Ms. Mekkelson said it is the consensus that the Dawn redwood is not suitable for relocation and would be replaced with a new tree. Trustee Mandelkern said an alternative that was considered would have Building 20 and the greenhouses demolished and have some landscaping removed, but would allow for fewer parking spaces. He said that with this alternative, the Dawn redwood would be preserved. He asked why this alternative was not considered acceptable. Ms. Mekkelson said the District's conclusion was that this alternative did not meet certain project objectives, one of which is to provide an adequate construction staging area for the proposed Building 19.

Trustee Mandelkern said a number of comment letters, as well as the letter from Ms. Brandt-Hawley which was received today, referenced the issue of aesthetics. He asked if aesthetics are required to be considered under CEQA. Ms. Mekkelson said aesthetics are a component of the CEQA checklist and will be evaluated if there is potential for a project to have a significant impact. She said ICF conducted an exhaustive analysis of aesthetic impacts for this project.

Trustee Mandelkern asked if any research was done to determine if there are nests or nesting sites of the various bird species listed in the findings. Ms. Mekkelson said an ICF biologist did site reconnaissance and determined that any trees and buildings that have not been in use for some time are considered potential nesting habitats. As a result, construction monitoring mitigation measures have been built into the project. Ms. Teller said there is a requirement that before construction begins, each tree will be individually surveyed and all inactive nests will be removed. If active nests are observed, demolition will be halted until a biologist confirms that all nests have become inactive.

Chief of Staff Bailey said that prior to approving the Building 20 Demolition Project, the Board must certify that it has considered the Final SEIR, that the Final SEIR adequately meets the requirements of CEQA, and the Final SEIR reflects the independent judgment of the Board. If the Board approves the Project, which staff recommends that they do, the Board must also adopt findings of fact regarding the significant effects and the alternatives identified in the Final SEIR. As a reminder, the Final SEIR concluded that there would be a significant and unavoidable environmental impact on air quality during the Project's construction. Accordingly, the Board must adopt a Statement of Overriding Considerations describing the Project benefits that outweigh this impact.

Chief of Staff Bailey said the SEIR included revisions to some mitigation measures for College of San Mateo in the 2015 Certified EIR, as well as new mitigation measures to reduce potentially significant environmental impacts related to the Project Change to a less-than-significant level. Accordingly, a revised mitigation monitoring and reporting program (MMRP) has been prepared. Pursuant to Public Resources Code, the Board must also adopt the revised MMRP for the mitigation measures that are the Board's responsibility to implement. The revised MMRP establishes a program to ensure that the adopted mitigation measures identified in the Final SEIR will be implemented, as amended by the Final SEIR.

Chief of Staff Bailey said staff has provided proposed resolutions to accomplish the approval of the project and the adoption of the findings, statement of overriding considerations, and MMRP, so that the required sequence of legal conclusions are documented for the administrative record. He said that if the Board takes action, it must do so in a sequential manner. First, staff recommends approval of Resolution No. 18-30, Certification of the Final Subsequent Environmental Impact Report for the College of San Mateo. If approved, then staff recommends approval of Resolution No. 18-31, Adoption of CEQA Findings of Fact for College of San Mateo Building 20 demolition project, statement of overriding considerations, and mitigation monitoring and reporting plan; and approval of College of San Mateo Building 20 demolition project.

After this discussion, the motion to adopt Resolution No. 19-1 carried, all members voting Aye. The motion to adopt Resolution No. 19-2 carried, all members voting Aye.

## **STUDY SESSION**

### **REPORT ON AB288 – “COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT” AND AB705 – “MATRICULATION: ASSESSMENT IMPLEMENTATION” (19-1-1C)**

Aaron McVean, Vice Chancellor of Educational Services and Planning, said both Assembly bills have significant implications for the District Strategic Plan, specifically Goal #2 to “Establish and Expand Relationships with School Districts, 4-year College Partners, and Community-based Organizations to Increase Higher Education Attainment in San Mateo County.” In addition, the District wants students who come to the colleges to start in transfer level coursework because this is important in terms of successful and on-time completion.

**AB288:** Vice Chancellor McVean said AB288, College and Career Access Pathways (CCAP) Partnerships, addresses dual enrollment programs established between community college districts and high school and unified school districts that allow high school students to take courses with college curriculum and earn college and high school credit simultaneously. As opposed to traditional concurrent enrollment, CCAP provides for closed sections so that the courses can be offered as part of the students' regular high school schedule. Trustee Nuris noted that adults were allowed come to the high school to take non-closed sections along with high school students. Vice Chancellor McVean said that because of this, courses typically were offered after regular school hours, requiring high school students to remain at school for an extra class period. Vice Chancellor McVean said that under CCAP, students can take more units per term and can be offered basic skills curriculum. He said the District has CCAP agreements in place with the Jefferson Union High School District, the South San Francisco Unified School District, the San Mateo Union High School District and the Sequoia Union High School District. In response to a question from Trustee Mandelkern, Vice Chancellor McVean said the Cabrillo Unified School District has a traditional non-CCAP concurrent enrollment agreement in place but is expected to transition to a CCAP agreement.

Trustee Mandelkern asked if programs offered through the County Office of Education, such as Project Change for incarcerated youth, can be covered under a CCAP agreement. Tammy Robinson, Vice President of Instruction at Cañada College, said this is covered under separate legislation, AB1391.

Dr. Jennifer Taylor-Mendoza, Vice President of Instruction at Skyline College, said dual enrollment is one component of the college's comprehensive redesign. The dual enrollment program focuses on affordability, transferability, workforce and equity. The intended population are students who are historically underrepresented on college campuses. The College works across four high school districts. Courses may be taught by community college instructors or by high school teachers who meet the California Community Colleges' minimum qualifications to teach college courses. The CCAP program started in fall 2018 with 509 students and achieved a success rate of over 90 percent.

Kareen Baca, Associate Superintendent of Educational Services at the Jefferson Union High School District (JUHSD), said the vision of the JUHSD is for students to advance to and through post-secondary learning and careers. She said Superintendent Terry Deloria recognized the importance of a strong partnership with the community colleges to actualize this vision. She said the JUHSD wants to better support English learners and students with disabilities. She said dual enrollment can be the avenue to help these students recognize that college is within their reach. She said that through dual enrollment, students are more likely to graduate from high school, attend and persist through college and receive a certification, associate degree or higher. Dual enrollment classes currently offered include Introduction to STEM, Introduction to Network Administration, Early Childhood Education principles, Introduction to Automotive Technology and American Sign Language. No tuition fees are charged for dual enrollment classes.

Associate Superintendent Baca said that in the past, high school students earned college credits through concurrent enrollment. With the introduction of dual enrollment, it was critical to have clear and early communication which included meetings between the two districts; timelines for students, including a parent and student orientation; meetings between college instructors and the high school principals and staff; and development of a student and parent handbook. Vice President Taylor-Mendoza said Skyline College also developed a faculty resource guide and hosted a joint high school and college orientation day.

Ray Hernandez, Dean of Science/Math/Technology at Skyline College, said dual enrollment career-focused pathways offer clear, concise pathways from high school to career. He highlighted two of the pathways, Biotechnology and Health Careers, including a description of the pathway and program spotlights, the courses to be taken in high school and college, and certificates/degrees that can be earned. Vice President Taylor-Mendoza said general education is also delivered and focuses on IGETC, CSU and associate degree completion.

Student Trustee Topete Eng Goon asked how many high school students who participate in the CCAP program go directly to a four-year institution. Dean Hernandez said most students from high schools that have already established biotechnology programs go directly to four-year schools. He said the CCAP courses are not targeting these traditional biotechnology students. Lizette Bricker, Dean of Enrollment Services at College of San Mateo, said CCAP agreements are targeted to students who may not be college bound or who are underrepresented in higher education. Superintendent Deloria said students take AP courses to help them get to a four-year institution and are not interested in the dual enrollment courses. Student Trustee Topete Eng Goon asked how students who participate in CCAP courses are selected. Associate Superintendent Baca said enrollment is open to all students. She said information is given to students and some counselors also reach out to students who they think could benefit from the program. Vice President Schwarz said she shares Student Trustee Topete Eng Goon's concern that the program might not be serving those it is meant to serve. She said that when the middle colleges first opened, they were targeted to students who had the skills to be successful but were not doing well in high school. She said that since that time, some high schools have been marketing the middle colleges as places where students can get college credits and advance quickly to a four-year institution. Tammy Robinson, Vice President of Instruction at Cañada College, said this is an important issue that will be addressed further during the presentation. Trustee Nuris said there are AP students whose families cannot afford to send them directly to a four-year institution. He asked if there should also be a dual enrollment program for these students at a higher level. Superintendent Deloria said the JUHSD would be happy to discuss this option.

Trustee Mandelkern recalled that the District attempted to develop dual enrollment programs in the past and were unsuccessful, partly because of issues raised by both high school and college faculty regarding who would teach the courses. Chancellor Galatolo said some high school districts are more interested in dual enrollment than others and changes in superintendents have made a difference in the level of interest. Superintendent Deloria said the JUHSD has a

strong relationship with the faculty union and it is understood that the district is not using dual enrollment to replace positions.

Monica Malamud, Professor of Spanish at Cañada College, spoke as a representative of the District's faculty union. She said faculty have come to union meetings to express concerns about certain aspects of dual enrollment, including:

- If courses are taught by high school faculty, make sure they meet minimum qualifications.
- How will employment of high school faculty impact the employment of college faculty, particularly part-time faculty?
- What happens when high school and colleges calendars do not align?
- Who will evaluate instructors, whether high school or college, who are teaching on a high school campus?

Vice Chancellor McVean said the CCAP legislation prohibits districts from displacing sections offered on a college campus in order to offer dual enrollment courses. He said the CCAP agreements state that the College District has control over curriculum. If the courses are being taught by high school faculty, they must meet minimum qualifications and the District can evaluate whether the curriculum is being delivered up to the District's standards. Vice President Taylor-Mendoza said any issues with the calendars have been dealt with collaboratively and the districts will continue to work together. President Goodman said the middle colleges have dealt with different calendars as well and have been able to make it work. He said communication and collaboration are major factors in the success of the CCAP program. He asked Professor Malamud to provide the Board with a list of faculty questions and concerns so that an official response can be provided. Vice President Schwarz asked if AFT was provided with information about the program. Vice Chancellor McVean said AFT submitted a request for information just prior to the winter break and staff is working on the response. Vice President Schwarz asked that the response be delivered directly to AFT. District Academic Senate President Shaw said the Academic Senate should be involved as well because evaluation of minimum qualifications is within the Senate's purview. Kate Williams Browne, Professor of Early Childhood Education at Skyline College, said she serves as a commissioner for community college districts on the California Commission on Teacher Credentialing. She said trying to intertwine the K-12 and community college systems is a major issue statewide. She said the Commission is forming a CTE workgroup to address questions and concerns, including those that were raised by Professor Malamud. She said the State Academic Senate will be involved with this work. President Claire said he appreciates the concerns and details that need to be worked out; however, he said it is important to focus on the social justice mission. He said that in any given year, forty to fifty percent of students in San Mateo County come to one of the District's three colleges. He said he believes that connecting with the high schools is a moral imperative. He said that unless the colleges give students a sense of connection, direction and, most importantly motivation, everything else they do is diminished in effectiveness.

Dean Bricker said College of San Mateo does not currently have CCAP agreements. She said the college wanted to be intentional in its planning and approach while developing the program before beginning to work with the high schools. She said the California Community Colleges Vision for Success is the foundation for the work the College is doing and three key legislative initiatives support that work: AB750 and AB288 which are being discussed at this meeting, along with AB19, The California College Promise.

Dean Bricker said the college began by identifying students who take advantage of concurrent enrollment. Data indicated that out of all concurrently enrolled students in fall 2017 and spring 2018, fifty-six percent identified as white non-Hispanic or Asian and seventy percent were not first generation students. This compares with the incoming high school population of which forty-five percent were Hispanic and sixty-four percent were first generation students. Therefore, the college recognized the need to create an intentional and targeted effort to serve all students. The College developed the following initial guiding principles to follow:

1. Adopt an equity framework by focusing on high school students who may not be already college bond or who are underrepresented in the high schools. This can be accomplished by working with the high schools, particularly high school counselors, to identify students who could benefit from dual enrollment.
2. Develop seamless pathways from the high schools to College of San Mateo through career-technical education and/or preparation for transfer.
3. Establish a college dual enrollment team with each feeder high school.

Dean Bricker said the College hired Tiffany Zammit as the Director of High School Transition and Dual Enrollment. She said Ms. Zammit's work will also include AB19 as part of an early Guided Pathways program. Ms. Zammit said she has had substantial contact with each individual high school to build relationships. She said that in collaboration with the San Mateo Union High School District (SMUHSD), College of San Mateo has started to establish some of the pathways. She

outlined courses that are currently being offered or are planned at San Mateo High School, Hillsdale High School, the Adult School and SMUHSD summer school. President Goodman said some of the most vulnerable students are not getting as far as taking algebra or geometry. He asked how the program is targeting these students and how credits are being addressed. Ms. Zammit said the legislation allows for giving dual credit for pre-transfer level courses. She said there is recognition that gaps exist and beginning courses have been chosen so that students can build confidence as they move forward

Tammy Robinson, Vice President of Instruction at Cañada College, introduced Karen Engel, Vice President of Planning, Research, Innovation and Effectiveness. Vice President Robinson said the college currently does not have dual enrollment classes, but has 211 students enrolled in eight college sections offered at local high schools. However, the students benefitting from these sections are elite students and the college wants to target more underserved and underrepresented students moving forward. The college will pursue building college pathways programs with the Sequoia Union High School District highlighting what is unique and wonderful about Cañada College, e.g. the digital arts and animation program, video game design and computer science programs. The college also will provide professional development opportunities for high school staff, instructors and administrators to discuss creating dual enrollment offerings.

Vice President Robinson discussed expansion of the Middle College program, with an emphasis on underrepresented and underserved students. In terms of gender, Middle College students closely mirror the student population overall, but there is not a correlation in terms of ethnicity:

- White Non-Hispanic – 44% in Middle College; 26% of overall student population
- Hispanic – 18% in Middle College; 31% of overall student population
- Multi-Race – 28% in Middle College; 21% of overall student population
- Asian – 8% in Middle College; 16% of overall student population

Vice President Robinson said the course success rate for concurrently enrolled students and Middle School students is higher than the general student population at Cañada College. She said access to the college is an issue for less affluent students. She said the shuttle service has been helpful and the college would like to expand the service. The college is also working directly with the Sequoia Union High School District to improve recruitment and outreach.

Student Trustee Topete Eng Goon said she supports the concept of dual enrollment. She said that while all details matter, she believes the most important element is equity and the students who are being addressed through the program. She said the goal is to begin a relationship with students while they are in high school, have them come to the District's colleges and be successful when they leave.

Trustee Holober, recapping the status of the colleges with regard to implementation of AB288, said Skyline College launched the implementation CCAP in fall 2018 with approximately 500 student who take one or more courses. He said College of San Mateo's program will launch in spring 2019 and asked if there is a projected number of students enrolling. Ms. Zammit said students are currently enrolling but the final number of participants is not yet known. Trustee Holober asked if CCAP courses are ready to be launched at Cañada College in fall 2019. Vice President Robinson said the college is working on this.

Trustee Holober asked if the high schools and revenue limit college districts are eligible for apportionment funding for CCAP. Vice Chancellor McVean said that under AB288, only one district can claim apportionment funding. He said that because the District is self-supporting, the high school partners that are eligible can claim the apportionment.

President Goodman thanked Superintendent Deloria and Associate Superintendent Baca for the work they have done regarding equity and providing access and opportunities to some of their most vulnerable students. He asked for information about the experience of students from Baden, Thornton and Peninsula High Schools and how these students are being engaged. Superintendent Deloria said the principal of Thornton High School is in his second year and is equity driven, offering a college counseling course during his first semester at the school. She said students come to Thornton High School credit deficient and many have low self-esteem. She said anything that can be done to build their confidence is a step in the right direction. Associate Superintendent Baca said consideration is being given to offering Spanish as a foreign language choice to meet the needs of Thornton High School students. Vice President Taylor-Mendoza said an entrepreneurship pathway is offered at Baden High School and students are excited about the program. She said the intent is offer additional pathways. She said it is gratifying to see the enthusiasm of students at Baden, Thornton and Peninsula High Schools in response to innovative offerings. President Goodman said he is pleased to hear of creative

ways to provide opportunities by creating pathways not only for career exploration, but also for introducing a college track for students who have had success, gained confidence and want to pursue higher education.

AB705: Vice Chancellor McVean said that AB705, Matriculation: Assessment Implementation, mandates the use of high school transcripts for placement into initial English, math and ESL sequences. Specifically, it requires that a “community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one year timeframe and use, in the placement of students into English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average.” Colleges are required to comply with AB705 beginning in fall 2019 for English and math and for ESL by fall 2020. The District will use the default guidelines released by the State. The colleges are in the process of determining the model for additional and concurrent student and academic support services that are needed to make sure students are successful.

Charlene Frontiera, Dean of Mathematics and Science at College of San Mateo, said all of the colleges have taken steps to ensure compliance with AB705. She introduced Christopher Walker and Jay Lehmann, both Professors of Mathematics at College of San Mateo, and John San Jose, a student and tutor. Professor Lehmann said the colleges have been proactive and early adopters, planning and organizing new classes beginning with pre-transfer level classes. Because of this, the District has received questions from many other community colleges around the state and is repositioned as a flagship district. Professors Walker and Lehmann and Mr. San Jose highlighted the College of San Mateo Corequisite Program, including new courses, placement, a typical day, embedded tutoring, affective domain, embedded counseling, professional development, student feedback, and next steps.

Trustee Mandelkern asked if the traditional assessment and placement exams have been completely eliminated. Vice Chancellor McVean said they have been eliminated for English and math and guidance on ESL will be forthcoming. Trustee Mandelkern said the courses with extra hours added to accommodate additional support such as tutoring are helpful to students; however, he noted that they can make up half of a student’s load. He asked how this might affect students’ ability to work through and complete a transfer program. Professor Walker said a student taking an eight unit class for one semester would in the past have taken two or three five unit classes over three semesters to get to the same point. He said immersive study of a subject is one of the best ways for students to get up to speed and the success rate is proving to be higher in these classes. Professor Lehmann said the classes with extra hours could present a problem in terms of finances and for part-time students. Student Trustee Topete Eng Goon said she believes first year students will have an easier time adapting to the classes, but her concern is for returning students and veterans. She said there could be serious financial repercussions if veterans who are using the GI Bill drop one of the classes. She said she believes the issues can be addressed by collaborating with Financial Aid, EOPS, the Veterans Resource and Opportunity Center (VROC), etc. to address the needs of specific groups. Trustee Nuris asked Professors Walker and Lehmann if there is buy-in by the rest of the math faculty in terms of teaching the courses. Professor Lehmann said a minority of faculty have avoided trainings and teaching the courses. He said the vast majority are willing to participate and because of this, there is great momentum.

James Carranza, Dean of Humanities and Social Sciences at Cañada College, discussed the default placement rules for English. He said that prior to AB705, the District had implemented multiple measures applications which had moved many students to transfer level. The colleges also have in place English 105 which is a five unit version of English 100 course and is University of California approved and transferable. The colleges are implementing additional support such as extended counseling, embedded tutoring and proactive registration, as well as professional development for faculty.

Trustee Mandelkern asked if there is collaboration among the colleges in terms of sharing best practices. Vice Chancellor McVean said there is a Districtwide implementation committee and collaboration is very intentional. District Academic Senate President Shaw said she has seen unprecedented collaboration around this item.

Student Trustee Topete Eng Goon asked if there is still a placement test for international students. Vice President Robinson said international students must pass the TOEFL language test before they come to the colleges. President Shaw said that ESL was not mentioned when AB705 was first written. Had it remained as written, it would have been illegal to place an ESL student into a course lower than one level below transfer, regardless of their language proficiency. She said that she and two faculty members from southern California worked with the sponsor of the bill and were able to have new language inserted which distinguishes ESL from basic skills and considers it more akin to a foreign language. She noted that AB705 will be applied only to students who declare their intent to transfer or to get a degree.

President Shaw said all three colleges are fully compliant with sequence portion of the law, requiring that ESL students not be placed lower than five semesters prior to their final transfer English Composition course. Many of the colleges' programs also follow recommendations from the state, including: having integrated courses; the top level course being transferable to the CSU; many college faculty having dual qualifications in ELS and English; and having an alignment between ESL and English programs.

President Shaw said AB705 specifies that ESL may use placement tests through fall 2019 for placement in spring 2020. She said there is uncertainty about how students who need ESL will be identified beyond that time. She said she serves on a statewide subcommittee for the ESL implementation and they are exploring options. She noted that Skyline College is piloting the use of TOEFL scores for placement. President Shaw said there is a group that is advocating for the continued use of placement tests to ensure that students are sufficiently proficient in English to enable them to be successful. Student Trustee Topete Eng Goon asked if placement tests are being used to place international students into math courses. Vice Chancellor McVean said this is still under discussion. Chancellor Galatolo said he believes guided self-assessment would be a useful tool for math placement. President Shaw agreed that it could be helpful if used in conjunction with other measures.

In closing, Vice Chancellor McVean said that in alignment with the District strategic plan, the colleges are engaging high school students from diverse backgrounds to close equity gaps, using dual enrollment as a tool to help them transition into transfer level coursework to the greatest extent possible when they come to the colleges. He said dual enrollment and assessment implementation are transformational for students who come to the colleges and he is confident the metrics will indicate the movement that staff expects. He said he applauds the work that has been done to make this possible.

President Goodman said the Board appreciates the report and also applauds the work that is being done and continues to be done.

**STATEMENTS FROM BOARD MEMBERS:** None

**ADJOURNMENT OF REGULAR MEETING**

President Goodman said the Board will return to closed session to continue considering the items previously announced as closed session topics. The regular meeting was adjourned by consensus at 9:56 p.m.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 9:58 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 11:29 p.m.

**REPORT OF ACTION TAKEN DURING CLOSED SESSION**

President Goodman said that the Board took no action during closed session.

**ADJOURNED**

The meeting was adjourned by consensus at 11:30 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 27, 2019 meeting.

Karen Schwarz, Vice President-Clerk

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
January 23, 2019, San Mateo, CA**

**The meeting was called to order at 4:00 p.m.**

**Board Members Present:** President Maurice Goodman (via telephone), Vice President Karen Schwarz, Trustee Richard Holober, Trustee Dave Mandelkern, Trustee Thomas A. Nuris

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

Vice President Schwarz said that during Closed Session, the Board will (1) hold a conference with legal counsel regarding three cases of existing litigation and one case of anticipated litigation as listed on the printed agenda, and (2) 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 4:01 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:05 p.m.

**Board Members Present:** Vice President Karen Schwarz, Trustee Richard Holober, Trustee Dave Mandelkern, Trustee Thomas A. Nuris, Student Trustee Gabriela Topete Eng Goon

**Others Present:** Chancellor Ron Galatolo, Chief Financial Officer Bernata Slater, 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 ALLEGIENCE**

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

Vice President Schwarz said that in closed session, the Board voted to approve a settlement based on certain materials terms, and authorized the Chancellor to negotiate and execute a final agreement consistent with those material terms.

**DISCUSSION OF THE ORDER OF THE AGENDA**

Vice President Schwarz said that in order to accommodate the auditors, staff requests that items 19-1-102B through 19-1-105B be placed first on the agenda. There were no objections from the Board.

**RECEIPT AND ACCEPTANCE OF THE 2017-18 DISTRICT AUDIT REPORT (19-1-102B)**

It was moved by Trustee Holober and seconded by Trustee Nuris to accept the audit report. Auditor Joseph Trone of Crowe LLP said the auditors follow the auditing standards generally accepted in the United States. They are engaged by the District to render an opinion on the financial statements prepared by management. They visit the District multiple times during the year to perform audit procedures, including testing federal and state compliance, examining the District's internal control cycles and key controls, testing the student financial aid cluster, and testing financial statement transactions. Mr. Trone said there were no new accounting standards adopted by the District this year. He explained how the auditors test estimates made by management in the following areas:

- Investments – tested by confirming valuation of the investments by external third parties.
- Pension and OPEB liabilities – tested relying on actuaries of CalPERS and CalSTRS for pensions and actuary of for the OPEB plan as well.

Mr. Trone said there are no audit adjustments based on the financial information provided by management and no issues were encountered during the audit. Regarding the financial statements, he said the auditors rendered an unmodified opinion, meaning the financials presented fairly in all material respects. There were no internal control findings and no federal awards compliance findings. For the state awards, there was one minor exception regarding the 50 Percent Law, and this item has no fiscal impact on the District.

Trustee Holober asked what the shortfall is on the 50 Percent Law. Mr. Trone said the District is currently at 44.4 percent and approximately \$7.9 million would have to be spent to get to 50 percent.

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

**RECEIPT AND ACCEPTANCE OF THE 2017-18 KCSM-FM AUDIT REPORT (19-1-103B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to accept the audit report. Mr. Trone said no audit adjustments or corrections were made. There were no findings and the auditors rendered an unmodified opinion. The motion to accept the KCSM-FM audit report carried, all members voting Aye.

**RECEIPT AND ACCEPTANCE OF THE 2017-18 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (19-1-104B)**

It was moved by Trustee Nuris and seconded by Trustee Holober to accept the audits. Mr. Trone said the auditors rendered an unmodified opinion on the financial statements for both Measure A and Measure H. Regarding the performance audits, which are based on testing of expenditures, the results indicated that all expenditures were made in compliance with voter approved ballot language for both Measure A and Measure H. The motion to accept the general obligation bond financial and performance audits carried, all members voting Aye.

**RECEIPT AND ACCEPTANCE OF THE 2017-18 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT (19-1-105B)**

It was moved by Trustee Holober and seconded by Trustee Nuris to accept the audit report as presented. Mr. Trone said the auditors rendered an unmodified opinion and no audit adjustments were made. He said investments totaled approximately \$115 million as of June 30, 2018. He said the net position, or trust funds offsetting the OPEB liability, ended the year at 95 percent.

Trustee Mandelkern asked if any subsequent event has been reported based on the fluctuations in the stock market at the end of 2018. Mr. Trone said such events would not be included in the report.

Trustee Holober asked if there is a point at which the trust will be fully funded and can take over the expenses of the liability. Mr. Trone said the liability is reassessed by the actuary on a continual basis. He said he believes the District is on its way to being fully funded. Chancellor Galatolo said there are fluctuations in the stock market, but the trust is now fully funded for all intents and purposes and the District could tap into the resources at any time. Mr. Trone concurred with Chancellor Galatolo's opinion.

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

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Nuris to approve the minutes of the Special Closed Session of November 28, 2018. The motion carried, all members voting Aye.

It was moved by Trustee Holober and seconded by Trustee Nuris to approve the minutes of the Special Closed Session of December 12, 2018. The motion carried, all members voting Aye.

It was moved by Trustee Nuris and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of December 12, 2018. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo congratulated Aaron McVean, Vice Chancellor of Educational Services and Planning, on earning a doctoral degree.

Chancellor Galatolo addressed the Supreme Court's lifting of the injunction from a lower court, allowing enforcement of the president's policy prohibiting transgender individuals from serving the military. He said the Board has a clear policy on nondiscrimination and the District has reached out to legal counsel to get an opinion on how this new development could affect military recruiters being on campus. He said staff will report back to the Board after a legal opinion is provided.

Chancellor Galatolo said that at the last meeting, the Board raised a question about a class being taught at Gunn High School in Palo Alto. He said East Palo Alto is in San Mateo County and Palo Alto is in Santa Clara County, but students from East Palo Alto can attend school in Palo Alto, causing an overlap to occur. Cañada College President Moore said that in 2017-18, the math class was taught at Palo Alto High School and students from both Palo Alto High School and Gunn High School were eligible to take the class. In 2018-19, more students from Gunn High School wanted to take the class and it was moved to that location for the 2018-19 academic year. She said the courses are paid fully by the high school district. There is no cost to the District and the District does not claim apportionment.

College of San Mateo President Claire introduced Mike Holtzclaw, Vice President of Instruction. He provided information on Dr. Holtzclaw's background and qualifications and welcomed him to the College and District.

President Moore announced that three students from Cañada College are finalists for the Jack Kent Cooke Foundation scholarship. If successful, they will receive \$40,000 per year toward their undergraduate degrees. The scholarship awardees will be announced in April. President Moore introduced Graciano Mendoza, who was recently appointed Vice President of Administrative Services.

District Academic Senate President Leigh Anne Shaw said the Senate will hold its first meeting of the semester on the second Monday in February. She said the Senate has an ambitious agenda for the semester and will be working on: revision to professional development processes; revision and possible insertion of boilerplate language for faculty job announcements to include equity-minded language; creation of guidelines for faculty about mitigating disruptions caused by campus closures; revision of equivalency processes; and creation of a proposal for guidelines for the hiring and evaluation of temporary full-time faculty

**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 (19-1-2A)**

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

#### **APPROVAL OF REVISIONS TO STUDENT ASSISTANT SCHEDULE AND EMPLOYMENT POLICY (19-1-3A)**

It was moved by Trustee Holoher and seconded by Trustee Nuris to approve the revisions. The motion carried, all members voting Aye.

#### **PUBLIC HEARING ON THE DISTRICT'S INITIAL PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 (19-1-4A)**

It was moved by Trustee Nuris and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members voting Aye. Vice President Schwarz declared the public hearing open and called for questions for comments from members of the public. Hearing none, she declared the public hearing closed.

#### **PUBLIC HEARING ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (19-1-5A)**

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to conduct the public hearing. The motion carried, all members voting Aye. Vice President Schwarz declared the public hearing and called for questions for comments from members of the public. Hearing none, she declared the public hearing closed.

#### **PUBLIC HEARING ON THE DISTRICT'S INITIAL PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AFT, AFL-CIO (19-1-6A)**

It was moved by Trustee Nuris and seconded by Trustee Holoher to conduct the public hearing. The motion carried, all members voting Aye. Vice President Schwarz declared the public hearing open and called for questions for comments from members of the public. Hearing none, she declared the public hearing closed.

**PUBLIC HEARING ON SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AFT, AFL-CIO INITIAL PROPOSAL TO THE DISTRICT (19-1-7A)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members voting Aye. Vice President Schwarz declared the public hearing open and called for questions for comments from members of the public. Hearing none, she declared the public hearing closed.

**RECEIPT OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO AND SETTING OF PUBLIC HEARING (19-1-8A)**

It was moved by Trustee Nuris and seconded by Trustee Holober to accept receipt of the proposal. The motion carried, all members voting Aye.

**RECEIPT OF LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND SETTING OF PUBLIC HEARING (19-1-9A)**

It was moved by Trustee Mandelkern and seconded by Trustee Nuris to accept receipt of the proposal. The motion carried, all members voting Aye.

Chief of Staff Mitchell Bailey requested that the date for the public hearings listed in items 19-1-8A and 19-1-9A be held at the Board meeting of February 27. The Board agreed to this request.

**APPROVAL OF CONSENT AGENDA**

Vice President Schwarz said the consent agenda consists of Board Reports 19-1-1CA through 19-1-5CA. It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve the items on the consent agenda. The motion carried, all members voting Aye.

**Other Recommendations**

**NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2019 (19-1-1B)**

It was moved by Trustee Holober and seconded by Trustee Nuris to discuss and approve any nominations. There were no nominations. Trustee Mandelkern suggested asking President Goodman if he is interested in being nominated. The Board agreed with this suggestion. Staff will follow up with President Goodman.

**ADOPTION OF RESOLUTION NO. 19-3 REGARDING AWARENESS OF HUMAN TRAFFICKING IN THE BAY AREA (19-1-106B)**

It was moved by Trustee Mandelkern and seconded by Trustee Nuris to adopt Resolution No. 19-3. Vice President Schwarz said she is pleased that this resolution is on the agenda. She said the problem is rapidly becoming worse and awareness is critical in combatting human trafficking. Trustee Mandelkern thanked Vice President Schwarz for bringing this issue forward. He said victims of human trafficking are often brought into the country or across the country to California with little or no job skills and in difficult economic situations. He suggested that the District reach out to organizations that help victims, such as Liberty House, to make them aware of classes and programs offered by the District that might be of interest and help victims get started on a better path. Chancellor Galatolo said this is an excellent recommendation and staff and the college presidents will look into engaging the appropriate organizations. Vice President Schwarz said she was approached by leaders of an organization who expressed hope that the community colleges would become involved for the reasons expressed by Trustee Mandelkern. She said she will share the District's willingness to become involved at the monthly meetings she attends and will also share the agendas for these meetings with the Board. Student Trustee Topete Eng Goon said she believes students would be willing to sponsor an event related to this issue and she invited Board members to attend meetings of the Associated Students at the colleges to discuss it. After this discussion, the motion to adopt Resolution No. 19-3 carried, all members voting Aye.

**APPROVAL OF SOLE SOURCE PURCHASE OF SOFTWARE SUBSCRIPTION AND SERVICES FROM ONELOGIN (19-1-107B)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the purchase. The motion carried, all members voting Aye.

**RATIFICATION OF SOLE SOURCE SERVICES AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND STRATEGIC ENERGY INNOVATIONS (19-1-108B)**

It was moved by Trustee Holober and seconded by Trustee Nuris to ratify the agreement. The motion carried, all members voting Aye.

**BOARD MEMBER COMPENSATION (18-1-109B)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve a five percent increase in Board member compensation as permitted by law. Trustee Mandelkern said the law specifies that an increase of up to five percent may be approved. He asked if members of any of the bargaining units, non-represented employees or administrators have received increases of five percent in the past year. Chancellor Galatolo said the numbers vary depending on the structure of total compensation approved by the groups, but the overall increase is just under five percent. Trustee Mandelkern said that as a proponent of fairness and equity, he is not in favor of the Board receiving a greater increase than other employees; therefore, he will vote against the motion. After this discussion, the motion to approve a five percent increase in Board member compensation carried, with Trustee Mandelkern voting No and all other members voting Aye.

**INFORMATION REPORTS**

**2019 CONTRACTOR PREQUALIFICATION UPDATE (19-1-2C)**

Trustee Holober said there is an improved field of interested applicants and asked if this is a reflection of anything occurring in the marketplace. Chancellor Galatolo said he believes the increase is due to more contractors coming into the area because they see great opportunity. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, concurred, noting that there are more applicants from outside of San Mateo County.

**UPDATE ON SKYLINE COLLEGE BUILDING 1N, SOCIAL SCIENCE AND CREATIVE ARTS (19-1-3C)**

Trustee Holober said he recognizes that in the current environment in which builders and contractors are all very busy, cost escalations will occur. However, he said the amount of escalation presented in the report seems to exceed what would be expected, even in 2017. Vice Chancellor Nuñez said his team has worked hand-in-hand with Turner Construction and the cost estimators to remain up to date on the marketplace in terms of cost escalation. He said that working with Skyline College President Stanback Stroud and her team, staff has worked to value engineer the project and bring it to an acceptable level, but the value engineering analysis fails to meet the academic needs of the College. He said increased construction and associated cost escalation is impacting several other districts and public municipalities as well. Chancellor Galatolo said the escalations are occurring largely in the mechanical, electrical and plumbing areas and it is very difficult to control these costs. He said there is an enormous amount of work available and a tremendous undersupply of labor. He said subcontractors are increasing their margins because they are having to pay overtime and bring workers in from outside the area. Chancellor Galatolo said he is not prepared to ask the Board to float an \$80 million Certificate of Participation to make up the shortfall because it would encumber the general fund for between \$3 million and \$5 million for the next thirty years. Consequently, he said he does not believe this is the time to carry out this project. That being said, he noted that the District did not have the matching funds of \$40 million to \$60 million required by the state for other projects. He said this will help address that match and allow the District to complete some smaller projects. He said he believes this would be a wiser use of funds at this time.

Trustee Mandelkern said he applauds the good judgment of Chancellor Galatolo, Vice Chancellor Nuñez and the Skyline College team to recognize that it does not make sense to move forward when the educational needs of the building cannot be met. He said he fully agrees with their assessment. He said he believes it is wiser to use the resources for a larger number of smaller projects that can help fulfil the educational mission. He said he hopes that the project can be completed at some time in the future if costs drop or the District is able to secure more funds. Trustee Mandelkern noted that Building 1 is one of the original buildings on the campus and suggested that some smaller cosmetic improvements be made to the interior, as well as to the front entryway to the building which includes a loading dock.

Trustee Holober said he understands that there are competing needs, but he is concerned about using the \$110 million originally earmarked for the project for other projects, thereby making the shortfall even greater. Vice Chancellor Nuñez said the amount is somewhat less because some money was spent on the project over the last two years. He said there is a need for \$40 million to \$60 million for matching funds as well as funds for work that is needed on Skyline College Buildings 1 and 19 and other buildings. Chancellor Galatolo said the District has been shifting general fund dollars into the capital projects fund for the last eight to ten years. At the same time, there has been the issue of funding

the Promise Program, CRM and other operational items. He said that at the upcoming Board retreat, he will share how resources can be better used to address the boarder needs of students. He said he would urge the Board to talk to the taxpayers at some point in time about what their interest would be in addressing these broader needs through some kind of taxing authority.

President Stanback Stroud thanked Chancellor Galatolo and Vice Chancellor Nuñez and his team for helping Skyline College navigate through a difficult situation. She said they have constantly looked for solutions and ways to save money, but in the end it was not possible to meet the educational needs of the college. She said this is not the first time the college has had to forego a building because of a shift of resources. President Stanback Stroud said the college community does not want to make this sacrifice and then have the resources taken away from the campus. She said she will work closely with Chancellor Galatolo and Vice Chancellor Nuñez to make sure that the campus meets its resources needs, but will also support the use of funds so that the District overall can access the state funds as well. She said faculty and staff have asked that some cosmetic changes be made to Building 1 along with changes that deal with health and safety. Chancellor Galatolo said cosmetic changes to the building are being examined, along with improvements to Buildings 2 and 5. He said money will also come back to Skyline College from the general fund for the Promise Program and Guided Pathways.

Trustee Nuris shared an experience that occurred when he was a member of the Jefferson Union High School District Board of Trustees. He said the district passed a large bond issue to renovate and modernize high schools that were 40+ years old. For the first project, the construction industry was quick to attend Board meetings to talk about hiring local workers, the requirements of labor, etc. By the time the last project was to begin, the market had turned and the district could barely get contractors to bid, and the courtesy bids were so high that the district was forced to shelve the project. Trustee Nuris said it is difficult for public institutions to compete with private industry and it is unfortunate that public institutions, especially schools, sometimes suffer as a result of changes in the marketplace.

#### **ACCREDITATION UPDATE AND TIMELINE (19-1-4C)**

In response to a question from Trustee Mandelkern, Vice Chancellor McVean confirmed that the Board will first review the Colleges' Institutional Self-Evaluation Reports in April and the reports will be submitted to the Accrediting Commission for Community and Junior Colleges in August.

#### **COMMUNICATIONS**

Vice President Schwarz said the Board and Chancellor received a letter from a member of the public regarding a proposal to create a STEM centered academic enhancement program within San Mateo County. A response was sent by the Chancellor thanking the writer for his input.

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

Trustee Mandelkern thanked President Moore for following up on the enrollment of students at Gunn High School. He said one of the jobs of a trustee is to make sure that District resources are spent for the benefit of the taxpayers in San Mateo County. Trustee Mandelkern said a Community, Continuing and Corporate Education contract for services with GreenFig, a for-profit company, was recently publicized. He asked if that contract was brought to the Board for approval. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said he will provide a report for the Board.

Trustee Mandelkern said former Skyline College graduate and student athlete Alec Roa, who now attends UCLA, had an excellent post on LinkedIn about the value of community college education. He said the article is well worth reading. He noted two other students who transferred from Skyline College to Stanford University and UC, Berkeley as mentioned in President Stanback Stroud's Report to the Board.

Trustee Holober said the Governor's proposed budget includes an extra \$7.8 billion for CalSTRS to produce a one percent reduction in the amount of escalation of rate increases. Chancellor Galatolo said this means that faculty will receive a 1.1 percent benefit increase to their total compensation. Trustee Holober said the proposed budget also includes a commitment to fund the Promise Scholarship Program, with \$40 million for second year funding.

Student Trustee Topete Eng Goon said this is Day 33 of the government shutdown. She said this could affect student financial aid recipients in the long run, as well as GI Bill recipients in terms of customer service through the Veterans Administration.

Student Trustee Topete Eng Goon said hundreds of employees in northern California have nothing to eat. She suggested contacting local representatives to let them know of the colleges' food pantries. She said she is working with local representatives to determine the possibility of retaining federal speakers to make presentations.

Student Trustee Topete Eng Goon said there was a recent pipeline explosion in Mexico and at last count, 91 people were killed and approximately 50 injured, including children. She suggested that instead of talking about a wall, the conversation should be about how people can help. She also mentioned the escalating situation in Venezuela as an area of concern.

Vice President Schwarz said she read an article regarding South San Francisco's discussion on employee housing. She said the presenter was Barbara Christensen who discussed the District's employee housing and its success.

**RETURN TO CLOSED SESSION**

Vice President Schwarz said the Board would return to closed session to continue consideration of the items listed on the printed agenda. The Board recessed to closed session at 7:25 p.m.

**RECONVENE TO OPEN SESSION/ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

The Board reconvened to open session at 8:37 p.m. Vice President Schwarz said the Board did not take reportable action during closed session.

**ADJOURNMENT**

The meeting was adjourned by consensus at 8:38 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 27, 2019 meeting.

Karen Schwarz  
Vice President-Clerk

**Minutes of the Special Closed Session of the Board of Trustees  
San Mateo County Community College District  
January 31, 2019, San Mateo, CA**

**The meeting was called to order at 8:00 a.m.**

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Goodman said that during closed session, the Board will (1) hold a conference with legal counsel regarding one case of anticipated litigation as listed on the printed agenda and (2) consider 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 8:03 a.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 10:40 a.m.

**REPORT OF ACTION TAKEN DURING CLOSED SESSION**

President Goodman said the Board took no action during closed session.

**ADJOURNMENT**

The meeting was adjourned by consensus at 10:42 a.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 27, 2019 meeting.

Karen Schwarz  
Vice President-Clerk



**Skyline**  
COLLEGE

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



*The weekly free community market*

## SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2019

### SKYLINE COLLEGE LAUNCHES FREE COMMUNITY MARKET TO COMBAT FOOD INSECURITY



SparkPoint at Skyline College has launched a weekly Free Community Market that will provide access to free groceries, including a variety of fresh fruits and vegetables, to students and local community members. The market, launched in partnership with Second Harvest Food Bank of Santa Clara and San Mateo Counties, aims to address food insecurity in the local community and on campus through a farmers market style experience. This new approach to distributing groceries focuses on celebration, abundance and inclusion so community members and students who need a little help can feel comfortable receiving it.

The weekly Free Community Market will take place every Thursday from 11:00 a.m. to 1:00 p.m. on the Skyline College campus outside in front of Building 4.

Second Harvest Food Bank collaborated with Skyline College staff to create the innovative program designed to reduce some of the barriers that keep people who are struggling with food insecurity from accessing healthy food.

The Free Community Market will compliment Skyline College's other community-facing programs including Sparkpoint at Skyline College, which provides students and the community with free financial resources like coaching and tax preparation, as well as food pantry access through private shopping appointments.

"The Free Community Market is designed to make it as easy as possible for students and other community members to access healthy food. This project arose because we recognized a clear need in the community and on our own campus to provide direct support to combat food insecurity," said Chad Thompson, Director of Sparkpoint at Skyline College. "We are incredibly proud to expand our offerings through this innovative new project that helps to eliminate the stigma of accepting food assistance."

Second Harvest estimates that 1 in 4 people are at risk for hunger in Silicon Valley. CEO Leslie Bacho explained that many residents are forced to choose between paying for the high cost of housing and putting healthy food on the table. "Food insecurity is a very real issue in our community and many who experience it are not aware help is available. Second Harvest is testing new ways to make our services more accessible to those who need help, and we are thrilled to partner with Skyline College in that important effort."

The market will also help to address key issues brought to light in a survey of Skyline College students conducted in Spring 2018 that revealed a high percentage of students struggle with food insecurity. In that survey, 31% of students stated that they had skipped a meal or ate less because there wasn't enough money for food. However, only 16% of students had visited the

## SKYLINE COLLEGE BOARD REPORT

### FEBRUARY 27, 2019

Food Pantry offered on campus. The Free Community Market will make access to food easier for students and community members who may not be aware of other resources, who may be uncomfortable seeking out resources, or who perceive themselves as ineligible to receive assistance.

Article by Connor Fitzpatrick | Photos by Zaw Min Khant

### SKYLINE COLLEGE'S STEM WOMEN CELEBRATE INTERNATIONAL DAY OF WOMEN AND GIRLS IN SCIENCE!



Students from WISER! (Women In Science and Engineering Represent!) and the Engineering and Tech Scholars learning community celebrated International Day of Women and Girls in Science on February 11, 2019 by hosting a lunch and discussion on the importance of closing the gender gap within STEM fields by reaching out to younger women and increasing retention in science. Club members shared their personal and cultural experiences with STEM gender disparities while empowering each with the notion that resilience is power.

The women continued their festivities at Strava Headquarters on February 12, 2019 for a Girl Geek X Dinner which are hosted weekly at different tech

companies in the Bay Area with the aim of women empowerment and career retention in the workforce. Students were funded to attend the dinner through Skyline College's STEM Pathways Program, a grant-funded project supported by the U.S. Department of Education Developing Hispanic Serving Institution Program (DHSI Award No. P031S180169).

Leading women at Strava, a highly popular and international social fitness network application company, shared their thinking and expertise in areas of career development, meaningful data, iOS and server engineering, scaling to meet demands, branding, and company culture that encourages innovation. Students practiced their elevator speeches beforehand and anticipated the networking event as a first of many for our Skyline College women pursuing engineering and science. It was a highly engaging and inspirational event for our students!

If you are interested in events like this, please stop by our WISER! Club meetings. WISER! aims to empower Skyline College women in their STEM pathways for an improved gender balance within the classroom and workforce. We support each other as fellow peers while celebrating and recognizing our cultural diversity. The club meets every Monday, from 12:00 p.m. - 1:00 p.m. in Building 7, Room 7-307. Guest speakers, workshops and off-campus excursions are facilitated based on monthly themes: Careers in February, Women's History Month in March, Academics in April and Personal Growth in May.

Engineering & Tech Scholars (ETS), a learning community for students pursuing Engineering, Computer Science and Physics, is now receiving applications for its Fall 2019 cohort.

Article by Jenny Le, Maryam Khan and Christal Nevarez

## SKYLINE COLLEGE BOARD REPORT

### FEBRUARY 27, 2019

#### WRESTLING AND WOMEN'S BASKETBALL SELECTED BY CCCAA AS SCHOLAR TEAMS FOR 2017-2018

Skyline College wrestling and women's basketball teams were named Scholar Team recipients by the California Community College Athletic Association (CCCAA) for the 2017-2018 academic year. Only one team is selected for each sport sponsored by the CCCAA. This is a special award as it emphasizes academic achievement of all the members of a specific team.

The criteria for nomination are:

1. Participation in an intercollegiate sport during the 2017-2018 academic year.
2. 80% or more of team participants successfully completing 12 or more units during their season of sport.
3. Achieving a cumulative GPA of 3.0 or higher for all units attempted by members of the team during their season of sport.
4. Achieving better than average results in intercollegiate athletic competition.

Teams are nominated by each conference in every sport and compete against other teams and conferences in the state for this honor. Congratulations to the deserving students on their wonderful accomplishments both in the classroom and on the court and mat. Additionally, congratulations to their Head Coaches, Chris Watters (Women's Basketball) and James Haddon (Wrestling) and their staff in supporting and working with the students. A final note of thanks to all the faculty and staff at Skyline College, with special recognition to Kate Browne, Danielle Powell, Kwame Thomas and Dr. Jennifer Taylor-Mendoza for their hard work in helping the Scholar Team recipients as well as writing letters of support for the nominations.

Article by Joe Morello

#### OUR AMERICA: AN ASPIRING WRITER



Kaileiani Louie, a 12th grade Middle College student and a member of the Phi Theta Kappa Honor Society was honored by Nota Bene which showcases the writing talents of Phi Theta Kappa members from throughout the nation. Nota Bene takes its name

from the Latin expression for "note well" and it is the nation's only literary anthology featuring excellence in writing among community college students. She was published in the 24th edition of the Nota Bene. The title of her submission "Corruption and Contradicting Comments" analyzes the messaging about the economic inequity between the American working class and the upper class.

Article by Dr. Raymond Jones

#### AN EMERGING POET



Kayla Jackson, an 11th grade Middle College student, published her first poetry selection entitled "Blue Mondays" in the anthology, the Gifted Penman's Poetry Collection Volume 1. Founded in 2018, Gifted Penman's Poetry was created with one goal in mind: to

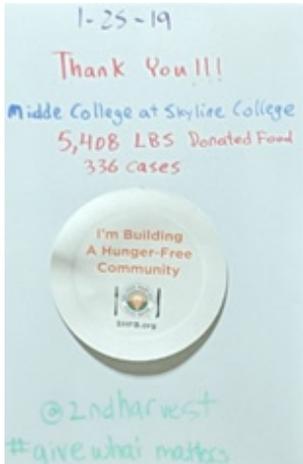
give every poet a voice. On Amazon, the collection "... showcases talented aspiring poets and their expressions on a multitude of topics in many poetic forms. These authors come from many different walks of lives. Their various individual experiences can be felt within the pages of this book, and this is exactly what sets this colorful collection apart from the others."

Article by Dr. Raymond Jones

## SKYLINE COLLEGE BOARD REPORT

### FEBRUARY 27, 2019

### BUILDING A HUNGER-FREE COMMUNITY



Seventeen Middle College students- a combination of 11th and 12th graders- spent a Friday afternoon volunteering at the Second Harvest Foodbank Bing Center in San Carlos sorting food. They were able to sort 5,408 pounds into 336 cases. Second Harvest is committed to providing free healthy food to anyone in need. People are welcome

at their food distribution sites, regardless of citizenship or immigration status, ethnicity or sexual orientation.

Article by Dr. Raymond Jones

### SPARKPOINT AND SKYLINE COLLEGE HIGHLIGHTED IN NATIONAL STUDENT FOOD INSECURITY REPORT



In 2017, the Government Accountability Office (GAO) started their work on a national report covering student food insecurity and the promising programs currently being offered to address this issue at the college level. The research team contacted SparkPoint at Skyline College and requested a full day of interviews with staff, faculty and administrators from across the campus, as well as a confidential student focus group. Data was collected for over a year and the report was released on January 9, 2019 (link below).

Highlights from the report:

- Researchers interviewed universities and colleges from six states. Skyline College was the only community college from California selected for an interview.
- As of September 2018, over 650 colleges reported having a food pantry on campus. This number has been growing steadily.
- Of the 3.3 million students who were potentially eligible for Supplemental Nutrition Assistance Program (SNAP) in 2016, less than half said they participated.
- The report starts with the following quote, which expresses the impact that student food insecurity can have on the national educational system and budget: “In fiscal year 2017, the federal government spent over \$122 billion in grants, loans and work-study funds through federal student aid programs to help make college accessible to students. This substantial federal investment in higher education is at risk if college students drop out because they cannot afford basic necessities like food.”
- Recommendation: Food and Nutrition Services (FNS) should clarify the rules and share information on how states help eligible students use SNAP.

This report will increase awareness about the national issue of student food insecurity and prompt more lawmakers, colleges and communities to take action. Please share this report with any colleagues and any other interested parties.

If you have any questions about the report or would like to get more involved with programs addressing student food insecurity at Skyline College, please contact Chad Thompson, Director for SparkPoint at Skyline College, [thompsonc@smccd.edu](mailto:thompsonc@smccd.edu).

You can access the full report here: <https://www.gao.gov/products/GAO-19-95>.

Article by Chad Thompson | Photo by Zaw Min Khant

## SKYLINE COLLEGE BOARD REPORT

### FEBRUARY 27, 2019

#### INTERNATIONAL STUDENT PROGRAM (ISP) HOSTS MIXER FOR STUDENTS!



On February 1, 2019, Skyline College students—international and domestic alike—faculty and staff members gathered at the Multicultural Center for the International Student Program’s kickoff event, the International Student Mixer. The mixer was an excellent opportunity for all members of the Skyline College community to get together for some fun!

The event was well-attended, starting off with brief welcome notes from the Dean of Global Learning Programs & Services, Russell Waldon, and the ISP manager, Dr. Wissem Bennani. This was followed by an energetic icebreaker which brought out everyone’s competitive spirits and got the party going. The highlight of the event was an African dance to the tune of “Sensima” by Skiibii featuring Reekado Banks which was led by Abiodun Foresythe, Ovie Ogege and Gloria Ewuradjoa Wilson. The trio wowed the crowd with their dancing moves and confidence, paving the way for others to begin dancing as well. Meanwhile, for the non-dancers in attendance, a Super Mario Party game was set up on the big screen and students took turns playing the mini games with gusto.

Additionally, students were introduced to various popular American snacks such as Flaming Hot Cheetos and Chex Mix. The unanimous crowd favorite was

the root beer float, a classic American diner staple, consisting of root beer and a scoop of vanilla ice cream.

The party was a great success, with new friendships forged and new culinary treats savored!

Article by Clair Yeo-Sugajski | Photo by Zaw Min Khant

#### SKYLINE COLLEGE LEARNS, CONNECTS AND COLLABORATES ON FLEX DAY



On January 11, 2019, staff, faculty and administrators came together for the first Flex Day of Spring 2019. The program was designed to highlight approaches to education that emphasize a focus on who we teach not just on what we teach. As keynote speaker Dr. Allyson Tintiangco-Cubales urged the audience, “We have a shared responsibility to be responsive to our students and their understanding of the world, to prepare them to transform it for the better.”

Early feedback suggests that the campus welcomed this approach: “Dr. Tintiangco-Cubales delivered an inspiring keynote that set the tone for Flex Day. What resonated with me was her focus on building relationships with students and asking what they need, instead of assuming,” said Michelle Batista, Director of Student Support.

After the keynote, faculty moderator Nate Nevado and a panel of four Skyline College students took the stage to share and discuss what motivates them to achieve their educational goals. Yatin Kumar, Paul Dzul, Tia Samn and Chantel Jaycee Giner each made clear that they deserve and desire educators willing to connect

## SKYLINE COLLEGE BOARD REPORT

### FEBRUARY 27, 2019

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with them as humans and as learners. Unprompted, each student named a specific Skyline College educator who made a transformative difference in their lives, making it a proud moment for the institution.

Having students take the spotlight was part of an intentional approach on Flex Day to situate learners at the center of the efforts of educators. In the words of Jessica Silver-Sharp, Adjunct Librarian, “Flex Day was great, especially the student panel! It was empowering for me to hear from students in their own words about what motivates them to succeed.”

The day also included sessions on topics such as Open Educational Resources, being student ready, transformative teaching practices, consequential communications, high impact practices, classified engagement in the college redesign and supporting students with children. This aligns with the Center for Transformative Teaching and Learning’s (CTTL) commitment to support the college’s efforts to close equity gaps and increase opportunities for student success. In designing the program, CTTL sought to bring multiple voices to the fore, since students, faculty, classified staff and administrators have a role to play in these efforts. In the words of Classified Senate President, Michele Haggar, “It is inspiring to see several professional development sessions on one flex day led entirely by classified staff!”

The CTTL provides, supports and promotes professional development at Skyline College and is available to faculty, staff and administrators for consultation on all aspects of transformative teaching and learning.

Article by Center for Transformative Teaching and Learning (CTTL) | Photo by Zaw Min Khant

## SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2019

### UPCOMING EVENTS

#### **MAROON MELODIES (SOLILOQUIES OF A SLICK SOUND)**

##### **ART EXHIBITION BY CHRISTOPHER BURCH**

Now - March 15, 2019

Skyline College Art Gallery, Building 1, Room 1-121

#### **RECEPTION FOR MAROON MELODIES**

##### **(SOLILOQUIES OF A SLICK SOUND)**

##### **ART EXHIBITION BY CHRISTOPHER BURCH**

February 28, 2019

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

Skyline College Art Gallery, Building 1, Room 1-121

#### **WOMEN ON WRITING CONFERENCE**

March 2, 2019

9:30 a.m. - 12:30 p.m.

Building 6, Room 6-202

Skyline College

#### **ROCK THE SCHOOL BELLS**

March 9, 2019 | March 23, 2019

Skyline College

#### **CAPITAL IMPROVEMENT PROJECTS FORUM**

March 11, 2019

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

Fireside Dining Room

Skyline College

#### **EXPANDING YOUR HORIZONS**

March 16, 2019

9:00 a.m. - 3:00 p.m.

Skyline College Gymnasium, Building 3

#### **19TH ANNUAL PRESIDENT'S BREAKFAST**

March 21, 2019

7:00 a.m. - 8:30 a.m.

Lake Merced Golf Club

Daly City, CA

#### **LA RAZA YOUTH CONFERENCE**

March 22, 2019

9:00 a.m. - 3:00 p.m.

Fireside Dining Room

Skyline College



# President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ February 22, 2019

## Inside...

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## “ Student Voice

*“The student team went from, ‘Wow, we have never done that.’ to ‘Hey, let’s do that again better!’*

*- Winona, Digital Marketing Student*

## Former CSM Quarterback Julian Edelman Named Super Bowl MVP



Former Bulldog Julian Edelman was named Most Valuable Player of Super Bowl LIII, played on Feb. 3 in Atlanta. The wide receiver for the New England Patriots caught 10 passes for 141 yards in the Patriots’ 13-3 win over the Los Angeles Rams.

Now a three-time Super Bowl champion, Edelman has become the most prolific pass receiver and punt returner in NFL postseason history. He holds NFL postseason records for most punt returns (39) and yards returned (443). He is number two in postseason pass receptions (115) and pass receiving yards (1,412). Both records are held by former 49er Jerry Rice.

Edelman's star status in the NFL was cemented in 2017 with his reception of a tipped pass that set up New England's overtime victory over the Atlanta Falcons in Super Bowl LI. NFL Films called the catch, which was featured on the cover of Sports Illustrated, "the greatest catch in Super Bowl history."



Edelman, who also played quarterback locally at Woodside High School, played quarterback for the Bulldogs in the 2005 season. A product of CSM's innovative Writing in the End Zone program, he transferred to Kent State University where he played quarterback and majored in business.



Edelman was inducted into the Bulldog Athletics Hall of Fame in 2018 (see photo with his former coaches). He returns to CSM whenever he can to visit his former coaches and provide inspirational talks for CSM football players.

Edelman's three Super Bowl rings are among the 19 total worn by former CSM players and coaches. CSM's Super Bowl club includes the likes of Bill Walsh, John Madden, Bill Ring, Dick Vermeil, Steve Shafer and Neal Dahlen. ■

## CSM's Nicole Carroll Lewis to be inducted into Peninsula Sports Hall of Fame

Former Olympian and CSM track star Nicole Carroll Lewis will be inducted into the Peninsula Sports Hall of Fame on April 25. The world-class javelin thrower, who went on to star at Fresno State, was a two-time American champion and a member of the 1996 U.S. Olympic team. Carroll Lewis was inducted into the Bulldog Athletics Hall of Fame in 2011.



The Peninsula Sports Hall of Fame honors local legends who have inspired others with their athletic ability, coaching skills, and/or sports management skills and have raised the level of importance of sports on the Peninsula. The Hall of Fame, located at the San Mateo County History Museum, has grown to include more than 250 people including Olympians, professional athletes, coaches, and many others.

The San Mateo Historical Association will host an induction ceremony on Thursday, April 25, at 5:30pm, at the San Mateo County History Museum. Cost is \$20 for members in advance or \$25 at the door, and \$35 in advance for non-members or \$40 at the door. Visit [www.historysmc.org](http://www.historysmc.org). ■

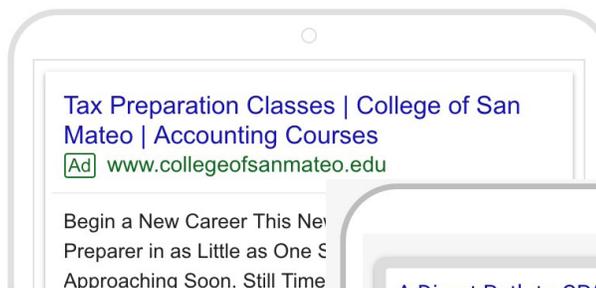
## Digital Marketing Class Gives a Boost to New Accounting Website

Accounting is a terrific career option for CSM students, with many professional entry points and a variety of specializations, such as CPA certification, tax preparation, or transfer to four-year business programs. But it can be hard for a potential student to understand the options and make decisions about what courses and pathways are best for them.



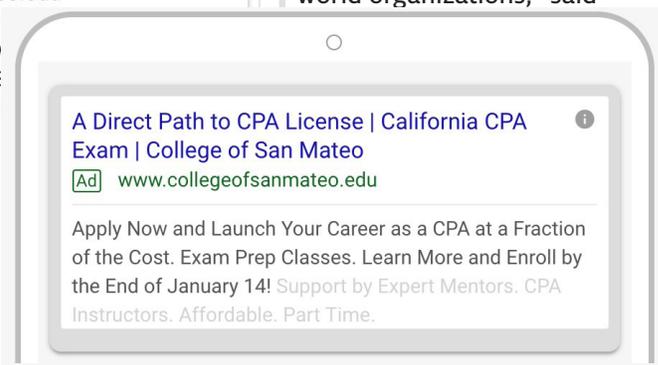
CSM Accounting faculty members have worked with CSM’s marketing department to produce videos to help explain the educational and professional options available in accounting. The first video debuted in January (more will follow this spring). The video is online at <http://collegeofsanmateo.edu/studyaccounting.php>.

In order to drive traffic to the new accounting video, CSM teamed up with the Digital Marketing Science Certification program from SMCCCD Community Education. The program debuted at SMCCCD this fall as a partnership between Community Education and CSM’s Digital Media program. The online class is aimed at students looking to advance their marketing careers.



“We wanted to offer hands-on application of learning through team-based projects for real-world organizations,” said

Jonathan Bissell, director of Community, Continuing and Corporate Education. The course culminates in team presentations and the beginnings of a professional portfolio for the students.”



After their fall coursework in digital marketing strategies and tools, a team of five enthusiastic students took on the task of promoting CSM’s accounting video for Spring 2019 enrollments. The results were exciting. Working with a \$2,000 budget provided

by CSM's Strong Workforce initiative, the students researched target markets, analyzed competitive accounting programs, developed marketing messages, and built a Google Adwords campaign to drive traffic to CSM's video.

"We were newbies in the digital ads world, says Winona Johnson a member of the student team. "The project accelerated our digital advertising expertise by giving the opportunity to translate theoretical knowledge into practical solutions."

The two week campaign generated:

- 26,000 impressions
- 612 clicks
- 492 visits to CSM's website
- More than 70 video views
- 19 clicks to CSM's online application

The project drove valuable traffic to CSM's accounting pages and gave the students gained real-world experience that will help in their careers. ■

## Mobile Black History Museum on Campus February 19

The Black History 101 Mobile Museum visited CSM's Bayview Dining Room on February 19, giving students an emotional and thought-provoking look at the black



experience in America. The Mobile Museum is also visiting Skyline College and Cañada College.

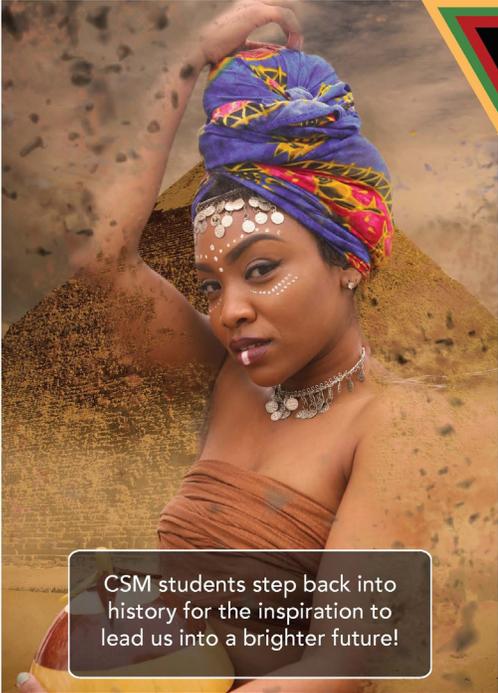
An award winning collection of over 7,000 original artifacts of black memorabilia dating from the trans-Atlantic slave trade era to hip-hop culture, the Mobile Museum offers a fresh and creative lens to view history while developing a broader appreciation for museums in general and providing a “safe space” to have honest conversations about race and social justice. The collection presents rare artifacts that are seldom seen in-person, resulting in a powerful experience for the viewer. There are objects from slavery, politics, Jim Crow, science, religion, education, music, sports and the civil rights movement. Highlights include documents signed by Frederick Douglass, Booker T. Washington, Mary Mcleod Bethune, W.E.B. Dubois, Paul Robeson, Rosa Parks, Marcus Garvey, Malcolm X, Martin Luther King, Jr., George Washington Carver, Lena Horne, Carter G. Woodson, Angela Davis and many more.



The exhibit was created by scholar Khalid el-Hakim, who has been called the “Schomburg of the Hip-Hop generation” because of his passionate commitment to carry on the rich tradition of the Black Museum Movement. The Black History 101 Mobile Museum has traveled to 32 states, visiting more than 300 colleges, K-12 schools, corporations, conferences, libraries, museums, festivals, religious institutions and cultural events.

CSM Director of Equity Jeremiah Sims arranged the visit to CSM, working with the equity partners from Skyline and Cañada. Additional information on the exhibit and its tour dates can be found on their website. ■

# CSM Engages the Community with Black History Month Events



**BLACK HISTORY MONTH 2019**

**STAY WOKE! STAY WOKE!**

CSM students step back into history for the inspiration to lead us into a brighter future!

HEALTH • WEALTH • HISTORY

**Movie Fridays - "The hate u give"**  
Friday, February 1 • 1:30–3:30 pm  
North Hall Building 18, Room 112, The Village

**Africans Vs. African Americans Discussion**  
Tuesday, February 5 • 12:45–2 pm  
College Center Building 10, Room 193

**Movie Fridays - "Malcolm X"**  
Friday, February 8 • 1:30–3:30 pm  
North Hall Building 18, Room 112, The Village

**The Art of Spoken Word**  
Wednesday, February 20 • 12:20–1:45 pm  
College Center Building 10, College Heights Room 468

**Movie Fridays - "Moonlight"**  
Friday, February 22 • 1:30–3:30 pm  
North Hall Building 18, Room 112, The Village

**"Homecoming" - History Through Wearable Art**  
Tuesday, February 26 • 12:20–1:50 pm  
College Center Building 10, College Heights Room 468

**Vegan Soul**  
Thursday, February 28 • 11:45 am – 1:15 pm  
College Center Building 10, Bayview Dining Room

**Current schedule of events**  
[collegeofsanmateo.edu/bhm](http://collegeofsanmateo.edu/bhm)



CSM's Umoja Learning Community has again organized a wide variety of events to celebrate Black History Month. So far, Umoja has presented films, discussions and a spoken word event for CSM students. Still to come are a wearable art exhibition and fashion show celebrating cultural traditions in Africa (Nigeria in particular) on February 26; as well as a workshop on plant-based food, Southern soul food and black culture by the owner of Souley Vegan in Oakland on February 28. See [collegeofsanmateo.edu/bhm](http://collegeofsanmateo.edu/bhm) for details. ■

## CSM Marketing Director Appointed to Board of Directors for Thrive Alliance for Nonprofits

As the College works to build on its strong community connections, CSM Director of Community Relations & Marketing Richard Rojo has been named to the board of Thrive, The Alliance for Nonprofits in San Mateo County. Thrive provides thought leadership, professional development, advocacy and networking for nonprofits and other organizations across the county.

“Thrive is an increasingly vibrant and visible part of the thought leadership in this community,” said Rojo. “I look forward to helping them plan how they can provide the most benefit for San Mateo County in the coming years.”

CSM has been an active partner with Thrive for many years, helping to organize and sponsor community forums, job and networking events and other initiatives. Rojo’s predecessor, Beverly Madden, was a longtime Thrive board member.



Last month, CSM President Mike Claire was named to the board of directors of San Mateo Credit Union. ■

## Middle College Celebrates Korematsu Day

Students from CSM Middle College showed the community exactly why US history is still important to learn and relevant to our society, by commemorating Fred Korematsu Day of Civil Liberties and the Constitution on January 30.

Middle College students, who are concurrently enrolled as both high school and CSM college students, created displays and stood in the quad in front of College Center Building 10, educating passersby about Japanese internment during World War II. They talked about Fred Korematsu, a young American of Japanese ancestry who challenged authority and stood up for his rights as an American citizen.

The students presented different aspects of Japanese internment and how they connect to recent events and ideas, such as the travel ban and proposed border wall. They covered topics such as the Pyramid of Hate, a theory to explain how a biased society can stoop to commit genocide if bias is left unchecked. They also presented displays on groups such as the Quakers who aided Japanese Americans in World War II and the Airport Lawyers who educate people affected by the travel ban about their rights.

People who listened to the presentations had a better understanding of why Japanese internment and the eventual supreme court ruling that it was unconstitutional was so important.

“One of my relatives was in one of the internment camps and my mom talked about it so much,” offered one student after listening to a presentation. “After listening to you I realize why it was such a big deal.” ■

# UPCOMING EVENTS

## **'Homecoming' - History Through Wearable Art**

**Part of Black History Month at CSM**

**Tuesday, February 6 • 12:20 pm - 1:50 pm**

CSM College Center Building 10, Room 468, College Heights Conference Room

Come see the wearable art exhibition and fashion show celebrating cultural traditions in Africa, Nigeria in particular.

## **Free 2018 Income Tax Preparation (VITA)**

**Saturdays, through March 30 • 9:00 am - 12:30 pm**

CSM South Hall Building 14, Room 104

CSM Accounting students will prepare non-complex income tax returns for free for individuals/families with income less than \$55,000. No appointment necessary. See requirements at: [collegeofsanmateo.edu/freetaxes](http://collegeofsanmateo.edu/freetaxes). Funding for this free service provided by United Way of the Bay Area.

## **Vegan Soul**

**Part of Black History Month at CSM**

**Thursday, February 28 • 11:45 am - 1:15 pm**

CSM College Center Building 10, Bayview Dining Room

Come join our workshop on plant-based food, Southern soul food and black culture by the owner of Souley Vegan in Oakland.

## **SMCAS Monthly Astronomy Presentation**

**Near Earth Asteroid Hazards, Research and Space Missions**

**Friday, March 1 • 8 pm - 9pm**

CSM Science Building 36, Planetarium

Dr. Michael Busch, research scientist at SETI, will review the near-Earth population, efforts to discover and characterize NEAs from

the ground, and past, current, and future missions to near-Earth asteroids. More information; <https://tinyurl.com/y7rl8sgt>

Cost: **Free**

## **CSM Softball vs. Diablo Valley**

**Saturday, March 2 • 2 pm**

Come out and cheer on the Bulldogs!

## **CSM Baseball vs. West Valley**

**Thursday, March 7 • 2 pm**

Come out and cheer on the Bulldogs!

## **The Sky Tonight Planetarium Show**

**Secret Lives of Stars**

**Friday, March 8 • 7:30pm - 9:30 pm**

CSM Science Building 36, Planetarium

Come for a live presentation about what's visible in the night sky tonight, followed by a full dome immersive movie about fascinating topics in astronomy! The first 50-minute show begins at 7:30pm in the CSM Planetarium, and is repeated again at 8:30pm.

## **CSM Beach Volleyball vs. Fresno**

**Friday, March 15 • 1 pm**

Fresno City College

Come out and cheer on the Bulldogs!

## **CSM Softball vs. Hartnell Friday,**

**Tuesday, March 19 • 3 pm**

Come out and cheer on the Bulldogs!



# Cañada College

## Report to the SMCCCD Board of Trustees

February 27, 2019

### in this **issue:**

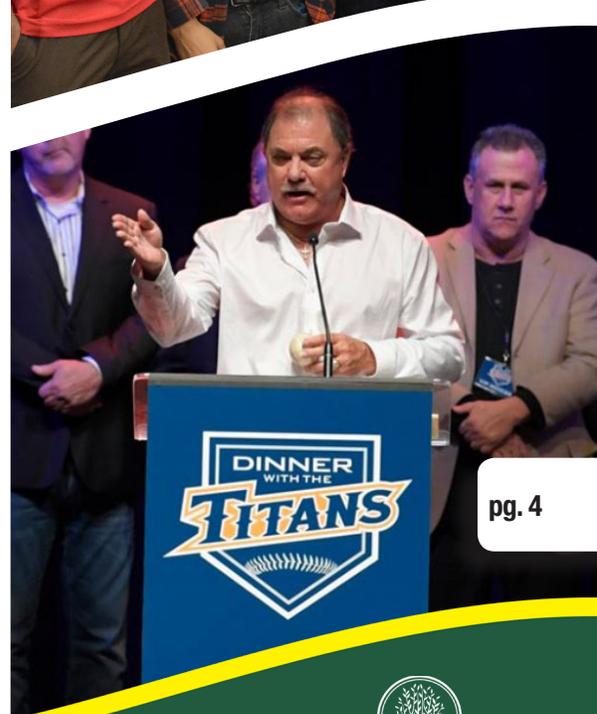
- Cañada Hosts Another Successful Annual Awareness Summit **pg. 2**
- Black History 101 Mobile Museum Visits Cañada **pg. 3**
- Accreditation Peer Review Team Visit Scheduled **pg. 4**
- Cañada Athletic Director Honored at Cal State Fullerton **pg. 4**
- Cañada Students Finalists for Jack Kent Cooke Scholarship **pg. 4**
- Photo Collage: Second Annual Awareness Summit **pg. 5**
- Announcements **pg. 6**



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pg. 4

## Cañada College Hosts Another Successful Annual Awareness Summit



Cañada hosted its second annual Awareness Summit on Thursday, February 21, focusing on the issues of food and housing insecurity. The full-capacity event drew a variety of attendees, including Cañada students, staff, faculty and administrators, as well as community members and local non-profit and government leaders.



The agenda began with Cañada President Jamillah Moore highlighting the progress made on ideas from the previous Summit—specifically, the implementation of the Cañada Shuttle and the Districtwide student survey on food and housing insecurity conducted last spring. The highlight of the event was the keynote presentation by Dr. Russell Hancock, president and CEO of Joint Venture Silicon Valley. He provided an informative overview of the current state of Silicon Valley, touching on various economic, social, regional, and governance indicators.



Rosanne Foust, president and CEO of the San Mateo County Economic Development Association (SAMCEDA), provided a localized response to Dr. Hancock's keynote. She shared food and housing insecurity statistics for San Mateo County, bringing the data closer to home and kicking off two rounds of panels and group work sessions. The panels and group work sessions were designed to encourage dialog, build awareness, and generate new ideas in order to deal with these insecurity issues. Cañada students were very vocal with their ideas and suggestions, oftentimes backed up with their own personal stories of hunger and homelessness.

The Summit concluded with attendees grabbing the same low-cost lunches (sandwich, fruit, cheese stick, and water) that are available to students in the Cañada Bookstore.

By all measures, the second annual Awareness Summit was a resounding success and will fuel much more dialog and action over the coming year.

## Black History 101 Mobile Museum Visits Cañada



On Thursday, February 21, Khalid el-Hakim brought his Black History 101 Mobile Museum to the Cañada Library. The display was very well-attended. Faculty, staff, and students dropped in to view the award-winning collection of original artifacts of Black memorabilia dating from the trans-Atlantic slave trade era to hip-hop culture.

Khalid has been called the "Schomburg of the Hip-Hop generation" because of his passionate commitment to carry on the rich tradition of the Black Museum Movement. The Black History 101 Mobile Museum has traveled to 32 states visiting over 300 institutions including colleges, K-12 schools, corporations, conferences, libraries, museums, festivals, religious institutions, and cultural events.



### Mobile Museum Exhibit

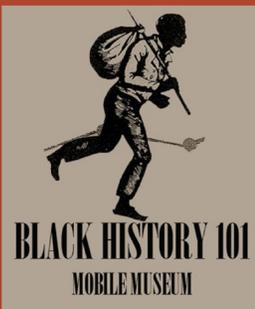
The Black History 101 Mobile Museum is a collection of over 7,000 original artifacts of Black memorabilia dating from the trans-Atlantic slave trade era to hip-hop culture and current social issues.

### College Tour Dates

College of San Mateo  
February 19, 2019  
11:00 a.m. - 1:00 p.m.  
(Exhibit open until 2:00 p.m.)  
Main Quad, Building 10

Skyline College  
February 20, 2019  
11:00 a.m. - 1:00 p.m.  
(Exhibit open until 2:00 p.m.)  
Building 4, Multicultural Center

Cañada College  
February 21, 2019  
1:00 p.m. - 3:00 p.m.  
(Exhibit open until 4:00 p.m.)  
Building 9, The Library



**BLACK HISTORY 101**  
MOBILE MUSEUM



## Accreditation Peer Review Team Visit Scheduled



Cañada College is pleased to announce that the scheduled Peer Review Team visit for a comprehensive evaluation to assist the Accreditation Commission for Community and Junior Colleges (ACCJC) with determination of reaffirmation of accreditation of the College is scheduled for September 30 – October 3, 2019.

The Peer Review Team will be Chaired by Dr. Keith Snow-Flamer, President of College of the Redwoods.

The College has posted a draft of its Institutional Self-Evaluation Report on its website at: <https://canadacollege.edu/accreditation/iser2019.php>. A feedback form is provided for all members of the community to provide feedback and comments on the draft Report.

To find out more about our Peer Review Team Chair, please visit [Dr. Keith Snow-Flamer's biography](#).

## Cañada Athletic Director Honored at Cal State Fullerton



In late January, Cañada Athletic Director Mike Garcia returned to his alma mater to speak at the Annual Dinner with the Titans Fundraiser. As a student, Garcia transferred from Cañada College as an All-State athlete to CSU Fullerton where he was captain of the Titans baseball team during their 1979 NCAA National Championship. Celebrating the 40-year anniversary of the team's first championship win, Garcia shared stories about the team's tough journey to clinch that win.

## Cañada Students Finalists for Jack Kent Cooke Scholarship

Out of 1,500 students nationally, three Cañada students have been selected as the top third of all applicants for the Jack Kent Cooke Scholarship! The Cañada College finalists are Guidance Gunundu, Tamarik Rabb, and Luka Radosavljevic. Final scholarship winners will be selected and announced in April.

# PHOTOCOLLAGE: Second Annual Awareness Summit



## Announcements



**BLM**  
**MELANIN**  
**NOT**  
**MINORITY**

**WEDNESDAY, FEBRUARY 27TH**  
**THE GROVE 9 A.M.-1P.M.**

BLACK EXCELLENCE AND LEGACY TRIVIA GAMES  
Free Southern-Style Hot Lunch from a Black Owned Business  
Black Lives Matter **Bracelets and Shirts**  
Screening of **Hidden Figures Film**  
Black Excellence Photo Booth

CHECKOUT OUR **BLACK HISTORY MONTH DOOR DECORATION**  
AT THE CENTER FOR STUDENT LIFE AND DEVELOPMENT



For disability-related accommodations, please contact  
Char Perlas at [perlasc@smccd.edu](mailto:perlasc@smccd.edu) or (650) 306-3236.



**BOARD REPORT NO. 19-2-1B**

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 27, 2019 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. 19-2-1C**

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

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS:  
INTRODUCTION OF *LIFETIME OF IMPACT!* BY PROFESSOR SHARI BOOKSTAFF**

Last fall, Skyline College Biology Professor Shari Bookstaff requested an opportunity to present information to the Board regarding her personal story about experiences with healthcare providers as a means to help others. Then-president Holober agreed to Professor Bookstaff's request and scheduled the presentation for this meeting.

Professor Bookstaff founded the nonprofit *Lifetime of Impact!* to help as many health professionals as possible instantly connect with their patients and better exhibit compassionate and empathetic treatment. *Lifetime of Impact!* provides presentations to student and professional medical groups, publishes a newsletter with stories and ideas to help maintain an attitude of empathy, and maintains a website and social media.

During her presentation, Professor Bookstaff will discuss the work she is doing through *Lifetime of Impact!*

**BOARD REPORT NO. 19-2-2C**

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

**FOUNDATIONAL PRESENTATION ON RACE, CLASS, GENDER, PRIVILEGE AND EQUITY**

Over the course of the last two and a half years, the Board and the District have had focused conversations relating to race, class, privilege and equity. The foundations of these conversations are manifested in the District's Strategic Plan and facilitated across the campuses in classrooms, programs, curriculum, policies, trainings and general awareness and actions.

The Board will continue this conversation with a foundational presentation by Lasana Hotep, Dean of Student Equity and Support Programs at Skyline College, which will frame future Board discussions.

**BOARD REPORT NO. 19-2-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: David Feune, Director, Human Resources – (650) 358-6775

**APPROVAL OF PERSONNEL ITEMS**

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

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

**Skyline College**

<b>Michael Reiner</b>	Interim Dean, Planning, Research, Innovation and Effectiveness	Planning, Research, Innovation and Effectiveness
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Reassigned from a full-time, 12-month Director of Guided Pathways & Comprehensive Redesign (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35) into this full-time, 12-month position at Grade AD of the Management salary schedule 20, effective January 29, 2019, replacing Jacqueline Honda who resigned.

**PUBLIC EMPLOYMENT**

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

**Cañada College**

<b>Barbara Velline</b>	Instructor, Accounting	Business, Design & Workforce
------------------------	------------------------	---------------------------------

New Contract I status academic employment, effective January 14, 2019, replacing Leonor Cabrera who was reassigned.

<b>Sarah Cortez*</b>	Office Assistant II	Counseling
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New full-time, 12-month classified employment, effective January 2, 2019, replacing Yesenia Haro who was reassigned.

**District Office**

**Bryan Hicks\*** Lead Groundskeeper Facilities

New full-time, 12-month classified employment, effective February 11, 2019, replacing Robert Murphy who resigned.

**Anthony Anderson\*** Public Safety Office Manager (Dispatcher) Public Safety

New full-time, 12-month classified employment, effective February 4, 2019, replacing Katherine Hofman who resigned.

**William Bronson\*** Custodian Facilities

New full-time, 12-month classified employment, effective January 17, 2019, replacing Eduardo Gonzalez who was reassigned.

**Skyline College**

**Rachel Deliz\*** Program Service Coordinator (NP) Social Science/ Creative Arts

New part-time, 12-month classified employment, effective January 22, 2019. This is a new position that was Board approved on July 25, 2018.

**Athena Nazario\*** Librarian Academic Support & Learning Technologies

New Contract I status academic employment, effective February 11, 2019, replacing Eric Brenner who retired.

**2. Re-Employment**

None

**B. REASSIGNMENT THROUGH THE HIRING PROCESS**

None

**C. TRANSFER/ADMINISTRATIVE REASSIGNMENT****District Office**

**Jose Mendoza** Utility Engineer Facilities

Transferred from a full-time, 12-month Utility Engineer at Skyline College into this full-time, 12-month position at College of San Mateo, effective January 28, 2019.

**Matthew Parish**

Public Safety Officer

Public Safety

Transferred from a full-time, 12-month Public Safety Officer at Skyline College into this full-time, 12-month position at College of San Mateo, effective January 28, 2019.

**D. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend a change in staff allocation to add one full-time, 12-month Director of Promise Scholars Program position at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35) in Student Services, effective February 28, 2019.

**College of San Mateo**

1. Recommend a change in staff allocation to add one part-time (48%), 12-month Athletic Equipment Manager position at Grade 21 of the Classified Salary Schedule (60) in the Kinesiology, Athletics and Dance Division, effective February 28, 2019.

**Skyline College**

1. Recommend creation of a new classification titled, “Executive Director of the Equity Institute” at newly created Grade 200E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective February 28, 2019. In addition, recommend a change in staff allocation to add one full-time, 12-month Executive Director of the Equity Institute position in the President’s Office, effective February 28, 2019. The Equity Institute will serve as the center for programs and activities that support the development of organizational cultures that value and promote cultural fluency and diversity.
1. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist (Funded by Innovation in Higher Education) position at Grade 24 of the Classified Salary Schedule (60) in the Counseling Division, effective February 28, 2019. This position involves direct outreach to Promise scholars and will collaborate with counseling faculty and the Director of Program Scholars on various projects and retention efforts to ensure student success.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****College of San Mateo****Autumn Newman**

Program Services Coordinator

Counseling

Retirement effective December 1, 2018 with 7.5 years of District service. Not eligible for District retiree benefits.

**District Office**

**Barbara Dedo** Senior Programmer II ITS

Retirement effective March 31, 2019 with 27 years of District service. Eligible for District retiree benefits.

**Skyline College**

**Christine Roumbanis** Dean, Business, Education, & Professional Programs Business, Education, & Professional Programs

Retirement effective June 30, 2019 with 22 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation****District Office**

**Michelle Fogarty** Public Safety Office Manager (Dispatcher) Public Safety

Resignation effective March 31, 2019.

**Bruce Leung** Public Safety Officer Public Safety

Resignation effective January 21, 2019.

**Cañada College**

**Valencia (Nenaji) Jackson** Director of Post-Secondary Success & Completion Student Services

Resignation effective February 28, 2019.

**Skyline College**

**Gretchen Keys** Director of Respiratory Care & Allied Health Science, Math & Technology

Resignation effective February 6, 2019.

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

None

**J. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

None

**K. SHORT-TERM, NON-CONTINUING POSITIONS**

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Counseling	1	03/01/2019	05/24/2019	<b>Office Assistant II:</b> This position supports the Disability Resource Center, Student Health Center and Psychological Services Offices. The three offices are staffed and open to meet the students.
Cañada College	Enrollment Services/ Financial Aid	1	02/01/2019	06/30/2019	<b>Financial Aid Assistant:</b> <i>Previously Requested Position</i> The Financial Aid Assistant supports the operational needs of the Department by providing consistent professional staffing at our front service counter. This position will help students and families apply for aid and complete their files, refer students to other services, manage phones/general financial email account, schedule student appointments, help maintain the fee waiver program, assist Promise Program staff and other specialized programs needing financial aid support, intake and log the receipt of student documents, provide consistent information for all inquiries, etc.
Cañada College	Business/ Medical Assisting	1	01/04/2019	06/30/2019	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> This position will assist the professor teaching clinical classes - watching and showing students the correct and safe methods when conducting invasive medical procedures, contact externship members in order to place students, assist setting up the medical simulation lab, and clerical duties to keep the medical assisting program organized and efficient.

College of San Mateo	Academic Support & Learning Technologies/Project Change	1	01/02/2019	03/02/2019	<p><b>Retention Specialist:</b> This position serves as an outreach at the youth Services Center, Camp Kemp and Camp Glendwood that consist of incarcerated or formerly incarcerated youth that comprise the Project Change community.</p>
Skyline College	Enrollment Services/ Admissions & Records	2	02/01/2019	06/30/2019	<p><b>Admissions &amp; Records II:</b> The positions will be for 2 short-term, seasonal, needed during peak cycles. These short-term employees' duties will include Front Desk help (all services relating to the application; registration; completion); answer admissions phone and email; correspond with students, staff and the general public; collect/ process/ scan/index all confidential documents related to students' records; other support as needed. These two positions will be limited to 30 days each between 02/01/2019 and 6/30/2019.</p>

**BOARD REPORT NO. 19-2-2A**

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

**PUBLIC HEARING ON LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO INITIAL PROPOSAL TO THE DISTRICT**

Notice is hereby given that the Board of Trustees will hold a public hearing on the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) initial contract proposal to the District, received by the Board of Trustees on January 23, 2019. At its January 23, 2019 meeting, the Board set a public hearing date for February 27, 2019.

**DATE:** Wednesday, February 27, 2019

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402)

The contract between the District and AFSCME expires on June 30, 2019, and both parties wish to negotiate a successor agreement. A copy of the AFSCME's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

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

**Local 829**

80 Swan Way, Suite 110  
Oakland, California 94621-1438  
(510) 577-9694  
(800) 244-8122  
(510) 383-9613 FAX

January 17, 2019

*Sent Via Email to: [baileym@smccd.edu](mailto:baileym@smccd.edu)*

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

Re: Initial Sunshine Bargaining Proposal for Successor Agreement – AFSCME Local 829

Dear Chancellor Galatolo:

The American Federation of State, County and Municipal Employees (AFSCME), Local 829 Bargaining Unit hereby submits the follow initial proposal for a successor agreement with the San Mateo County Community College District. We propose that the Agreement remain in full force and effect until after the parties reach a complete negotiated and ratified agreement.

AFSCME Local 829 Bargaining Unit reserves the right to create, add, delete, amend and modify its proposals and/or open articles of the contract during the negotiations process. Articles that are not opened for negotiations shall remain in full force and effect.

AFSCME is prepared to negotiate in good faith the following contract articles:

Article 2 – Membership Dues or Service Fees

AFSCME intends to modify, revise and update this article to reflect current law.

Article 3 – Definitions

AFSCME has an interest to modify the language to include additional definitions.

Article 4 – Organization Rights

AFSCME has an interest to modify and clarify the language.

Article 5 – Hours and Overtime

AFSCME intends to improve and clarify the language.

Article 6 – Vacation

AFSCME has an interest to modify, clarify and enhance the language.

Article 7 – Holidays

AFSCME proposes to improve and clarify the language.

Article 8 – Pay and Allowances

AFSCME has an interest to modify, clarify and enhance language, increase pay and allowances, and to eliminate the Total Compensation Formula.

*American Federation of State County and Municipal Employees, AFL-CIO*

**Article 9 – Health and Welfare Benefits**

AFSCME proposes to enhance all relevant benefits pertaining to Health and Welfare Benefits.

**Article 10 – Leaves**

AFSCME intends to modify this section to ensure the provisions are compliance with state and federal laws as it relates to the Pregnancy Disability Leave, Family and Medical Leave Act, California Family Rights Act and all other leaves pursuant to law.

**Article 11 – Transfers/Promotions/Reassignments**

AFSCME intends to modify and improve language.

**Article 12 – Grievance Procedure**

AFSCME intends to enhance, modify and clarify the language.

**Article 13 – Safety**

AFSCME intends to improve and strengthen the safety language.

**Article 15 – Miscellaneous**

AFSCME intends to improve and clarify language.

**Article 16 – Disciplinary Procedures**

AFSCME intends to modify, improve and clarify language to ensure due process.

**Article 17 – Duration**

AFSCME proposes to negotiate a three-year agreement.

**Article 18 – Layoffs, Seniority, Bumping Rights and Re-Employment**

AFSCME has an interest to modify the language pursuant to the California Education Code.

**New Proposed Article 19 – Professional Growth**

AFSCME proposes to create a new professional growth article.

**New Proposed Article 20 – Performance Evaluations**

AFSCME proposes to create a new performance evaluation article.

AFSCME proposes to clean up typos and to review MOU's to incorporated into the Agreement.

We look forward to meeting with you and your team.

Sincerely,



Jo Bates

Business Agent

cc: John Cuevas, Chapter President, SMCCCD  
Joe Puckett, Chapter Vice President, SMCCCD  
Michael Floyd, AFSCME Business Agent  
AFSCME Bargaining Unit Members  
Mitchell Bailey, Chief of Staff, SMCCCD

**BOARD REPORT NO. 19-2-3A**

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

**PUBLIC HEARING ON THE DISTRICT'S INITIAL PROPOSAL TO LOCAL 829,  
COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO**

Notice is hereby given that the Board of Trustees will hold a public hearing on the District's initial contract proposal to Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME), received by the Board of Trustees on January 23, 2019. At its December 12, 2018 meeting, the Board set a public hearing date for February 27, 2019.

**DATE:** Wednesday, February 27, 2019

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402)

The contract between the District and AFSCME expires on June 30, 2019, and both parties wish to negotiate a successor agreement. A copy of the District's proposal is attached and by reference made a part of this agenda item. As has occurred in the past, the District will negotiate in good faith AFSCME's proposals.

**RECOMMENDATION**

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



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**San Mateo County Community College District  
Initial Proposal for the Successor Agreement with the  
Local 829, Council 57, American Federation of State, County and  
Municipal Employees, AFL-CIO**

**January 23, 2019**

**GENERAL FRAMEWORK**

The District recognizes that the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO contract expires on June 30, 2019, and is prepared to negotiate any and all provisions of the contract for inclusion in a successor agreement.

The concepts upon which the District wishes to negotiate any items in the contract are reinforced by the following concepts and values:

- Alignment with the District's commitment to 'Students First' as manifested in the District's Strategic Plan
- Commitment to an equity-minded environment and culture that embraces and promotes diversity and inclusion, supports students and employees in achieving their potential, and embodies the fulfillment of a social justice mission
- Fiscally responsible, prudent and economically sustainable

**ECONOMIC MATTERS**

The District has no proposals at this time regarding any economic items in the current contract which will expire on June 30, 2019. However, the District will negotiate in good faith in response to any economic items presented in a fair and equitable manner and within the financial constraints of available District resources.

**NON-ECONOMIC MATTERS**

The District has no proposals at this time regarding any non-economic items in the current contract which will expire on June 30, 2019. However, the District will negotiate in good faith in response to any non-economic items presented in a fair and equitable manner.

**GENERAL CLEANUP OF CONTRACT LANGUAGE**

The District wishes to negotiate on the clarification and updating of other general contract language as appropriate.

**RESERVATIONS**

The District reserves the right to add to or modify its proposals during the negotiation process consistent with the procedure set forth in Government Code section 3547(d).

**BOARD REPORT NO. 19-2-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Aaron McVean, Vice Chancellor, Educational Services and Planning,  
358-6803

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

The addition of twenty-one courses to the College catalogs is proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, fourteen courses are proposed to be offered in the distance education mode. The addition of one Associate degree and two certificates is also proposed.

Seventeen courses and eight programs 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 and programs will be deleted in the coming years.

Furthermore, fifty-seven courses and twelve programs were modified.

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

**RECOMMENDATION**

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

San Mateo County Community College District

February 27, 2019

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

PREPARED BY: Tammy Robinson, Vice President, Instruction  
Cañada College

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

Katherine Schertle, Curriculum Committee Co-Chair  
Cañada College

Hyla Lacefield, Academic Senate President  
Cañada College

Jamillah Moore, President  
Cañada College

**PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE**

COURSE DESCRIPTIONS AND JUSTIFICATIONS

**DIGITAL ART AND ANIMATION**

680CK HISTORY OF VIDEO GAMES (3.00) (day or evening)

Justification: The course is equivalent to MART 442 and it is intended to provide the aspiring game developer with a history and perspective of games and game design. The course is taken in the first semesters of a student's study, so that the information in the course can be used to inform decisions the student makes while developing their own games. The course is being offered in the spring of 2019 as an experimental course, and added as a permanent course to the upcoming 1920 catalog.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Explores the origin and history of ancient to modern games including board games, card games, arcade amusements, and video games of all kinds. Includes game companies, historic platforms, and common jargon used in the industry.

Classification: AA/AS Degree; CSU transferable.

**PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

**COMPUTER BUSINESS OFFICE TECHNOLOGY**

475 Using Outlook

**POLITICAL SCIENCE**

- 130 Introduction to International Relations
- 150 Introduction to Political Theory
- 170 Introduction to Comparative Politics
- 210 American Politics
- 310 California State and Local Government

**RADIOLOGIC TECHNOLOGY**

- 430 Principles of Radiographic Image Production

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**

**DIGITAL ART & ANIMATION**

- 680CK History of Video Games

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

**RADIOLOGIC TECHNOLOGY**

- Radiologic Technology – AS Degree Program**

San Mateo County Community College District

February 27, 2019

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

PREPARED BY: Mike Holtzclaw, 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**

#### **DIGITAL MEDIA**

105 INTRODUCTION TO DIGITAL MEDIA (3) (day or evening; distance education)

Justification: This course is being created to better serve the needs of our students and serve as high school Career Pathways to college. Our students will be prepared for entry-level positions in the industry while meeting local and regional workforce demands. In addition, this course will align course content for digital media C-ID and has been recommended by our industry advisory committee.

Prerequisite: None.

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

Description: Introduction to the tools and techniques of Digital Media. Includes basic computer skills, digital image capture, image manipulation, illustration, layout, time based media, 3D, and emerging technologies.

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

107 INTRODUCTION TO SOCIAL MEDIA (3) (day or evening; distance education)

Justification: This course is being created to better serve the needs of our students and serve as high school Career Pathways to college. Our students will be prepared for entry-level positions in the industry while meeting local and regional workforce demands. In addition, this course will align course content for digital media C-ID and has been recommended by our industry advisory committee.

Prerequisite: None.

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

Description: Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology, such as Facebook, Twitter, blogs and wikis. This course provides a framework for understanding and evaluating social media tools and platforms.

Classification: AA/AS Degree; CSU transferable.

## **ENGINEERING**

### **130 INTRODUCTION TO DRONE-BASED SCIENCE AND ENGINEERING (3) (day or evening)**

Justification: This course provides students an introduction to science and engineering in practice. Students learn design, fabrication, and programming through the construction and/or modification of drones equipped with scientific instrumentation. Students also learn techniques for flying drones legally and ethically for data acquisition, and for analysis and reporting of scientific data collected by drones. The course provides a hands-on alternative to more theory-based courses such as PHYS100, ASTR100, and GEOL100 for students seeking a GE class in physical sciences. It also complements the existing transfer curriculum in physics and engineering, providing students in these fields an opportunity to apply physics and engineering theory in practice. The course will be cross-listed in physics.

Prerequisite: None.

Recommended Preparation: None.

Description: This course gives students a hands-on introduction to drones, their science and engineering, and their use as tools for the collection of scientific data. Students learn design, fabrication, and programming through the construction and/or modification of drones equipped with scientific instrumentation. Students also learn techniques for flying drones legally and ethically for data acquisition, and for analysis and reporting of scientific data collected by drones. Students will use skills typically covered in many elementary algebra courses.

Classification: AA/AS Degree; CSU transferable

## **PHYSICS**

### **130 INTRODUCTION TO DRONE-BASED SCIENCE AND ENGINEERING (3) (day or evening)**

Justification: This course provides students an introduction to science and engineering in practice. Students learn design, fabrication, and programming through the construction and/or modification of drones equipped with scientific instrumentation. Students also learn techniques for flying drones legally and ethically for data acquisition, and for analysis and reporting of scientific data collected by drones. The course provides a hands-on alternative to more theory-based courses such as PHYS100, ASTR100, and GEOL100 for students seeking a GE class in physical sciences. It also complements the existing transfer curriculum in physics and engineering, providing students in these fields an opportunity to apply physics and engineering theory in practice. The course will be cross-listed in engineering.

Prerequisite: None.

Recommended Preparation: None.

Description: This course gives students a hands-on introduction to drones, their science and engineering, and their use as tools for the collection of scientific data. Students learn design, fabrication, and programming through the construction and/or modification of drones equipped with scientific

instrumentation. Students also learn techniques for flying drones legally and ethically for data acquisition, and for analysis and reporting of scientific data collected by drones. Students will use skills typically covered in many elementary algebra courses.

Classification: AA/AS Degree; CSU transferable

### 271 QUANTUM MECHANICS SUPPLEMENT (1) (day or evening)

Justification: The University of California at Berkeley is requiring community colleges to match the Math prerequisites for their Physics 7A/7B/7C sequence or lose articulation agreements. To meet the requirements for Physics 270 to articulate as equivalent to 7C, the Math prerequisite must be raised to completion of Math 253 and concurrent enrollment in Math 270 and 275. To avoid increasing the math prerequisite for all students, we are proposing a 1-unit supplemental course which will explore quantum mechanics topics that require these higher Math prerequisite requirements. We will be asking that the combination of Physics 270 and 271 articulate to be equivalent to Physics 7C at UC Berkeley.

Prerequisite: PHYS 260, and Completion of or concurrent enrollment in PHYS 270, and Completion of or concurrent enrollment in MATH 275, and Completion of or concurrent enrollment in MATH 270

Recommended Preparation: None.

Description: This course will further explore introductory quantum mechanics for students considering majoring in Physics, Chemistry, or certain fields of Engineering.

Classification: AA/AS Degree; CSU transferable

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

### **MATHEMATICS**

880MA CSM Math

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

### **ASTRONOMY**

101 Astronomy Lab

### **BIOLOGY**

250 Human Anatomy

### **BUSINESS**

103 Business Information Systems

## **BUSINESS MICROCOMPUTER APPLICATIONS – WINDOWS PLATFORM**

117 Windows Fundamentals  
 216 Word Processing  
 385 Business Presentations Using PowerPoint  
 418 Spreadsheets  
 452 Microsoft Project Fundamentals

## **COSMETOLOGY**

- 712 Fundamental Cosmetology I
- 722 Fundamental Cosmetology II
- 732 Intermediate Cosmetology III
- 742 Intermediate Cosmetology IV
- 746 Advanced Cosmetology V
- 749 Advanced Cosmetology VI
- 757 Advanced Supplemental Cosmetology VII
- 766 Salon Business Entrepreneur

## **DIGITAL MEDIA**

- 102 Media Law and Ethics
- 104 Digital Media Career Pathways
- 165 Introduction to Digital Animation
- 167 Web and Mobile Design I
- 168 Web and Mobile Design II
- 169 Web and Mobile Design III: Mobile First Design
- 170 Introduction to Online Advertising

## **ENGLISH SECOND LANGUAGE**

- 887 Pronunciation of English Consonants and Vowels
- 888 Pronunciation of English Stress, Rhythm and Intonation

## **FIRE**

- 789 Recruit Firefighter Training

## **KINESIOLOGY**

- 300 Anatomy of Motion

## **MANAGEMENT**

- 235 Leadership and Supervision

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

## **DIGITAL MEDIA**

- 105 Introduction to Digital Media
- 107 Introduction to Social Media

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

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, and/or Certificate of Achievement (18 units or more, state approved), and/or Certificate of Specialization (fewer than 18 units, not state approved) in the following programs:

### **BUSINESS**

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

### **MANAGEMENT**

**Office Management – Certificate of Achievement** (24 units)

## **PROPOSED PROGRAM DEACTIVATIONS – COLLEGE OF SAN MATEO**

**Business Administration, Option 1** – Associate in Arts Degree

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

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

**Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions** – Associate in Arts Degree

**Business Information Processing Option 2: Microcomputer/Data Base and Spreadsheet Functions** – Certificate of Achievement

**Management: Marketing Management** – Associate in Arts Degree

**Office Assistant I** – Certificate of Specialization

**Office Assistant II** – Certificate of Specialization

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

### **BUSINESS**

**Business Administration** – Associate in Science Degree for Transfer

**Business Administration** – Associate in Science Degree

**Business Management** – Associate in Arts Degree

**Business Management** – Certificate of Achievement

**Computer Science Applications and Development** – Associate in Science Degree

**Computer Science Applications and Development** – Certificate of Achievement

**Data Science and Big Data** – Certificate of Specialization

**Retail Management** – Certificate of Achievement

**Web and Mobile Application Development** – Associate in Science Degree

**Web and Mobile Application Development** – Certificate of Achievement

**Web Programming** – Certificate of Specialization

San Mateo County Community College District

February 27, 2019

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

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

APPROVED BY: Jessica Hurless, Curriculum Committee Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ART**

##### 171 VISUAL THEORY AND PRACTICE: B/W PHOTOGRAPHY (3.0) (day or evening)

Justification: An introductory course in b/w film-based photography that will offer students a transferable course intended to meet GE requirements for the Arts and Humanities. The current ART 351 – B/W Photo I is no longer accepted as fulfilling a CSU GE requirement. This course is designed to meet CSU GE Area C1, be UC transferable, and meet IGETC Area 3A.

Prerequisite: None.

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

Description: Introduction to the history, culture and technologies of the art of film-based photography. Integrating social and art histories with the theories of visual literacy, students will engage in analysis and critique of photographs. Through practices of contemporary b/w film photography, students will create images that simulate or recontextualize historic examples of photographic art. The images will demonstrate the communicative abilities of photographic images to present personal perceptions, cultural values and understandings of their world.

Classification: AA/AS Degree; CSU transferable.

#### **AUTOMOTIVE TECHNOLOGY**

##### 509.1 AUTOMOTIVE FUNDAMENTALS FOR HIGH SCHOOL I (2.5) (day or evening)

Justification: With new state regulations, including dual enrollment, there is a huge opportunity to offer automotive fundamentals at the local high schools that have an automotive shop. The problem is in class

scheduling existing courses at the high schools. High school class meeting dates and times do not sync with college course scheduling, and we run into difficulty if classes are taught by adjunct professors who can only teach a 67% load. The structure of this course addresses these challenges.

Prerequisite: None.

Recommended Preparation: None.

Description: Part one of a two-part survey designed for dual enrollment high school students who wish to explore automotive technology as a career path, while earning college degree and certificate course credit. When both parts are successfully completed, students will fulfill part of the Automotive program admission requirements and be eligible for the automotive career track certificate.

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

529 MODERN ENGINE DESIGN, TROUBLESHOOTING AND REPAIR (4.5) (day or evening)

Justification: The evening automotive program needs a basic engine course in order to teach the fundamentals of modern engine design, troubleshooting and repairs. This course is designed for students seeking to understand and repair modern internal combustion engines. This course would be appropriate for highly motivated high school students who wish to take the course concurrently.

Prerequisite: None.

Recommended Preparation: AUTO 710 or AUTO 711 with a minimum grade of C, or four months (approximately 90 days) of high school or ROP Automotive fundamentals training that includes a section on the internal combustion engine, or three months of automotive work experience working on vehicles in an automotive repair facility.

Description: The study of internal combustion engine and 21st century engine designs. Troubleshooting, precision measurement and repair of blocks, pistons, cranks, cylinder heads, valves and valve train systems.

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

530 ENGINE DESIGN WITH CYLINDER HEAD DIAGNOSIS AND REPAIR (4.5) (day or evening)

Justification: This course is a combination of two engine cylinder head classes that are being updated for comprehensive program review and as part of the automotive evening course redesign. The level and skill set of this course is appropriate for adults and very motivated high school students who are enrolled concurrently.

Prerequisite: None.

Recommended Preparation: AUTO 529 or AUTO 929 with a minimum grade of C, or equivalent.

Description: The theory and design of internal combustion engines. Topics include the design and selection of intake and exhaust manifolds, camshaft, and cylinder head. Emphasis is placed on diagnosis, repairs and any modifications for efficiency.

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

926 AUTOMOTIVE TRANSMISSION PRINCIPLES, REPAIR AND DIAGNOSIS  
(APPRENTICESHIP) (4.5) (day or evening)

Justification: This course combines old and new automatic transmission technology into one comprehensive theory, troubleshooting and repair course integrating electronics and computer controls. The course is designed for entry-level students through advanced experienced technicians. This course is required for the Automotive Technician AS degree.

Prerequisite: This course is specific for indentured apprentices who are members of the Local Machinist Union.

Recommended Preparation: AUTO 710 or AUTO 711, or equivalent; and AUTO 523 or equivalent.

Description: Automatic Transmissions/Transaxles operational theory, hydraulics, gears, electrical & computer controls are demystified. Troubleshooting, diagnosis and repair methods and techniques are reinforced with hands-on exercises.

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

929 MODERN ENGINE DESIGN, TROUBLESHOOTING AND REPAIR (APPRENTICESHIP) (4.5)  
(day or evening)

Justification: The evening automotive program needs a basic engine class to teach fundamentals of modern engine design, troubleshooting and repairs. This course is designed for students seeking to understand and repair modern internal combustion engines. This course is specific for apprentices employed at a union auto repair facility.

Prerequisite: This course is specific for indentured apprentices who are members of the Local Machinist Union.

Recommended Preparation: AUTO 710 or AUTO 711 with a minimum grade of C, or four months (approximately 90 days) of high school or ROP Automotive fundamentals training that includes a section on the internal combustion engine, or three months of automotive work experience working on vehicles in an automotive repair facility.

Description: The study of internal combustion engine and 21st century engine designs. Troubleshooting, precision measurement and repair of blocks, pistons, cranks, cylinder heads, valves and valve train systems. This course is for union technicians participating in an apprenticeship.

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

930 ENGINE DESIGN WITH CYLINDER HEAD DIAGNOSIS AND REPAIR (APPRENTICESHIP)  
(4.5) (day or evening)

Justification: This course is a combination of two engine cylinder head courses that are being updated for comprehensive program review and as part of the automotive evening course redesign. This course is designed for apprentices who are employed in a union shop.

Prerequisite: This course is specific for indentured apprentices who are members of the Local Machinist Union.

Recommended Preparation: AUTO 529 or AUTO 929 with a minimum grade of C, or equivalent.

Description: The theory and design of internal combustion engines. Topics include the design and selection of intake and exhaust manifolds, camshaft, and cylinder head. Emphasis is placed on diagnosis, repairs and any modifications for efficiency.

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

## **MANAGEMENT**

101 INTRODUCTION TO HUMAN RESOURCES MANAGEMENT (3.0) (day or evening)

Justification: This will be a core course in the Human Resources Management Certificate of Achievement currently in development.

Prerequisite: None.

Recommended Preparation: None.

Description: An introductory course that examines the fundamentals of human resources management, including employee motivation, labor relations, employee performance and culture and diversity in the workplace.

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

150 HUMAN RESOURCES LAW AND LABOR RELATIONS (3.0) (day or evening)

Justification: This will be a core course in the Human Resources Management Certificate of Achievement currently in development.

Prerequisite: None.

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

Description: Exploration of federal and state employment laws and regulations, including EEO, prohibition of discrimination, harassment and retaliation, disability rights in the workplace, family leave laws and worker's compensation. Understanding of organized labor in the United States; union relations, collective bargaining; contract negotiations, and grievance procedures.

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

151 HUMAN RESOURCES COMPENSATION AND BENEFITS (3.0) (day or evening)

This will be a core course in the Human Resources Management Certificate of Achievement currently in development.

Prerequisite: None.

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

Description: Introduction to compensation and benefits development and administration. Compliance with pay regulations, assessing benefit plans and pension systems. Incentive pay and wellness program components and considerations.

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

152 HUMAN RESOURCES TALENT ACQUISITION AND PERFORMANCE (3.0) (day or evening)

This will be a core course in the Human Resources Management Certificate of Achievement currently in development.

Prerequisite: None.

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

Description: Examination of the fundamental concepts and techniques for hiring and developing employees within an organization. The course examines the identification, recruitment, selection, on-boarding and promoting of employees within an organization. In addition, the course focuses on performance management; the process for developing high performing employees and managing low performing employees.

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

153 MANAGING CULTURE AND DIVERSITY (3.0) (day or evening)

This will be a core course in the Human Resources Management Certificate of Achievement currently in development.

Prerequisite: None.

Recommended Preparation: None.

Description: An in depth exploration to the theory, practices and implementation of creating a diverse and culturally aware company and workforce. Topics include how ethnicity, race, sexual orientation, gender age and physical ability affect employee motivation and experiences, pay gap, ethics, value of diversity, cultural competence and managing issues of harassment, racism and discrimination.

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

## **MATHEMATICS**

825 JUST-IN-TIME SUPPORT FOR PATH TO CALCULUS (2.0) (day or evening)

Justification: This is the new support course for MATH 225, which has been created in response to AB 705.

Prerequisite: None.

Corequisite: MATH 225.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts needed in pre-calculus. Intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in MATH 225, Path to Calculus. 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, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry.

Classification: Not degree applicable; not transferable.

830 JUST-IN-TIME SUPPORT FOR ANALYTICAL TRIGONOMETRY (1.0) (day or evening)

Justification: This is the new support course for MATH 130, which has been created in response to AB 705.

Prerequisite: None.

Corequisite: MATH 130.

Recommended Preparation: None.

Description: A review of the core prerequisite skills, competencies, and concepts needed in trigonometry. Intended for students who are concurrently enrolled in MATH 130, Analytical Trigonometry.

Classification: Not degree applicable; not transferable.

890 JUST-IN-TIME SUPPORT FOR PATH TO STATISTICS (2.0) (day or evening)

Justification: This course has been created as part of the District-wide math curriculum redesign for AB 705. This will be a linked course offered for students who need additional support in Math 190.

Prerequisite: None.

Corequisite: MATH 190.

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. 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.

## **PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**

### **AUTOMOTIVE TECHNOLOGY**

541	Electricity & Electronics I
542	Electricity & Electronics II
776	Drivelines & Differentials
777	Automatic Transmission I
778	Manual Transmission I

787	Automatic Transmission II
790	Automotive Brakes I
791	Auto Chassis II
792	Auto Chassis I
830	Drivelines & Differentials (Apprenticeship)
850	Automotive Brakes I (Apprenticeship)
852	Auto Chassis II (Apprenticeship)
853	Auto Chassis I (Apprenticeship)
878	Manual Transmission I (Apprenticeship)
941	Electricity & Electronics I (Apprenticeship)
942	Electricity & Electronics II (Apprenticeship)

## **PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

### **ADMINISTRATION OF JUSTICE**

120	Criminal Investigation
123	Concepts of Enforcement Principles

### **ART**

231	Watercolor I
435	Digital Illustration

### **BIOLOGY**

260	Human Physiology
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### **BUSINESS**

101	Human Relations at Work
103	Introduction to Business Information Systems
665	Selected Topics in Business

### **COSMETOLOGY**

767	Eyelash Enhancements
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### **ENGLISH**

695	Independent Study in English
819	English Development

### **MATHEMATICS**

150	Mathematics for Elementary School Teachers
200	Elementary Probability & Statistics
201	Math in Society
275	Ordinary Differential Equations
841	Just-In-Time Support for Applied Calculus I

**MUSIC**

- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV

**PARALEGAL STUDIES**

- 320 Criminal Investigation

**PSYCHOLOGY**

- 300 Social Psychology

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

**ART**

- 435 Digital Illustration

**MANAGEMENT**

- 101 Introduction to Human Resources Management
- 150 Human Resources Law and Labor Relations
- 151 Human Resources Compensation and Benefits
- 152 Human Resources Talent Acquisition and Performance
- 153 Managing Culture and Diversity

**MUSIC**

- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV

**PSYCHOLOGY**

- 300 Social Psychology

**PROPOSED PROGRAM ADDITIONS– SKYLINE COLLEGE**

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

**DIGITAL MEDIA AND DESIGN**

**User Experience Design** – Certificate of Achievement – (15 units)

San Mateo County Community College District

February 27, 2019

**BOARD REPORT NO. 19-2-2CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795

**RATIFICATION OF NOVEMBER AND DECEMBER 2018 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 2018 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, 2018 through December 31, 2018 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
November 1 - 30, 2018  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		District Accounts Payable		
0078200	11/01/18	U.S. Bank National Association ND, .	349,467.10	Districtwide Procurement Card Payment
0078204	11/01/18	CDW LLC	29,116.38	Districtwide ITS Software License and Support Renewal Fees
0078216	11/01/18	VALIC Retirement Services Company	248,806.61	Monthly Tax Sheltered Annuities Employee Contribution
0078229	11/06/18	BankMobile Technologies, Inc.	132,569.33	Financial Aid Disbursement
0078227	11/06/18	Allana Buick & Bers, Inc.	18,525.00	Cañada Design Build and Construction Consulting Services
0078244	11/06/18	School Project for Utility Rate Reduction (SPURR)	34,545.55	Utilities
0078246	11/06/18	SMCCCD Bookstore	104,856.59	Bookstore Monthly Student Fees Reimbursement
0078238	11/06/18	Linguabee LLC	14,895.66	Cañada and Skyline Student Sign Language Interpreting Services
0078256	11/08/18	Allana Buick & Bers, Inc.	21,579.10	Skyline and Cañada Vista Design Build and Construction Consulting Services
0078257	11/08/18	Casey Printing, Inc.	16,801.80	CSM Class Schedules Printing Services
0078258	11/08/18	CIS, Inc	20,365.00	Skyline Construction Projects Inspection Services
0078270	11/08/18	Sedgwick Claims Management Services. Inc.	24,911.93	Replenish Workers' Compensation Insurance Fund
0078284	11/13/18	BankMobile Technologies, Inc.	142,643.00	Financial Aid Disbursement
0078269	11/08/18	Rodan Builders, Inc.	100,330.36	Skyline Construction Services
0078289	11/13/18	Hanson Bridgett LLP	14,149.75	Skyline Housing Project Legal Services
0078331	11/20/18	A. Lange Consulting, LLC	14,280.00	Districtwide Consulting and Reporting Services
0078335	11/20/18	BankMobile Technologies, Inc.	69,999.00	Financial Aid Disbursement
0078332	11/20/18	Allana Buick & Bers, Inc.	144,808.30	Cañada Design Build and Construction Consulting Services
0078337	11/20/18	W.E. Lyons Construction CO.	31,325.43	Cañada Bldg. 9 Envelope Repair Project
0078339	11/20/18	Constellation NewEnergy, Inc.	31,986.97	Utilities
0078338	11/20/18	CIS, Inc	14,407.00	Districtwide Construction Projects Inspection Services
0078341	11/20/18	Dell Marketing LP	12,179.51	Skyline Computer Purchases
0078346	11/20/18	ICF Jones & Stokes, Inc.	11,783.61	CSM Parking Lot Environmental Consulting Services
0078348	11/20/18	Intermountain Electric Company	80,552.02	Districtwide Fire Alarm Panels Upgrade Project
0078350	11/20/18	Krueger International, Inc.	18,409.90	Skyline Furniture Purchases
0078356	11/20/18	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0078375	11/27/18	BankMobile Technologies, Inc.	13,823.00	Financial Aid Disbursement
0078377	11/27/18	Constellation NewEnergy, Inc.	23,252.39	Utilities
0078384	11/27/18	San Mateo County Schools Insurance Group	201,959.73	Monthly Dental and Vision Insurance Premiums
0078363	11/20/18	W.E. Lyons Construction CO.	595,182.88	Cañada Bldg. 9 Envelope Repair Project
0078385	11/27/18	SM County Community College District	13,792.20	Replenish Flex Spending Account
0078413	11/29/18	GatesAir Inc	39,769.86	KCSM Equipment Purchase and Training Services
0078418	11/29/18	McCarthy Holdings Inc.	3,819,863.60	Cañada Design Build Services
0078425	11/29/18	School Project for Utility Rate Reduction (SPURR)	11,432.13	Utilities
0078420	11/29/18	Netronix Integration, Inc.	16,051.10	Skyline Campus Cameras Purchase and Installation Project
0078429	11/29/18	McCarthy Holdings Inc.	191,091.40	Cañada Design Build Services
506924	11/01/18	Construction Testing Services, Inc.	35,740.02	Cañada Construction Testing and Inspection Services
506948	11/01/18	American Federation of Teachers	70,591.51	Monthly Union Dues
506950	11/01/18	C S E A	19,412.57	Monthly Union Dues

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
November 1 - 30, 2018  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
506970	11/01/18	Public Empl Ret Sys	1,620,515.61	Monthly Health Insurance Premium
506986	11/01/18	VALIC	19,675.00	Monthly Tax Sheltered Annuities Employee Contribution
506998	11/06/18	City of Redwood City	17,035.95	Utilities
506930	11/01/18	Laerdal Medical Corporation	98,609.22	CSM Instructional Medical Equipment Purchases
507001	11/06/18	Construction Testing Services, Inc.	20,237.13	Cañada Construction Testing and Inspection Services
507037	11/06/18	County of San Mateo	16,080.80	Districtwide Monthly Parking Income Allocation
507052	11/08/18	AECOM Technical Services, Inc.	20,800.00	Districtwide Master Construction Scheduling Consulting Services
507076	11/08/18	Recology San Bruno	10,774.66	Utilities
507077	11/08/18	Relation Insurance Services - Education, Inc.	484,272.00	CSM International Students Health Insurance Premium
507078	11/08/18	Relation Insurance Services - Education, Inc.	186,048.00	Skyline International Students Health Insurance Premium
507091	11/08/18	The Guardian Life Insurance Company	41,263.16	Monthly Life Insurance Premium
507079	11/08/18	Relation Insurance Services - Education, Inc.	79,344.00	Cañada International Students Health Insurance Premium
507147	11/20/18	City of San Bruno	13,718.89	Utilities
507104	11/13/18	EBSCO	17,470.55	Skyline Library Periodicals Subscription Renewals
507150	11/20/18	Construction Testing Services, Inc.	55,993.42	Cañada and Skyline Construction Testing and Inspection Services
507173	11/20/18	Miller, Morton, Caillat & Nevis, LLP	17,074.50	Cañada Bldg. 9 Litigation Legal Services
507178	11/20/18	Pacific Gas & Electric Co	49,895.33	Utilities
507187	11/20/18	RM Executive Transportation	49,648.71	Cañada Students Shuttle Services
507229	11/27/18	AT&T/MCI	12,540.83	Districtwide Telephone Services
507238	11/27/18	Miller, Morton, Caillat & Nevis, LLP	15,817.00	Cañada Vista Housing Legal Counseling Services
507240	11/27/18	Pacific Gas & Electric Co	33,218.91	Utilities
507241	11/27/18	Pacific Gas & Electric Co	36,446.93	Utilities
507257	11/27/18	Calif Water Service Co	39,523.77	Utilities
507287	11/29/18	InsideTrack, Inc.	13,050.00	CSM Students Coaching and Reporting Services
507290	11/29/18	KTGY Group, Inc.	58,066.68	Skyline Housing Project Design, Bidding and Construction Architectural Services
507295	11/29/18	MV Transportation, Inc.	28,390.70	Skyline Students Shuttle Services
507296	11/29/18	National Public Radio, Inc.	10,125.00	KCSM FM Annual Distribution Interconnect Fee
507305	11/29/18	Strata Information Group	64,112.00	Monthly Districtwide Professional & Management Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1901660	11/01/18	US Treasury - Federal Payroll Tax	2,269,100.66	Federal Payroll Tax
J1901660	11/01/18	EDD - State Payroll Tax	526,295.64	State Payroll Tax
J1901660	11/01/18	EDD - State Payroll Tax	23,254.16	State Tax-Disability Insurance
J1901863	11/06/18	PERS Retirement	1,171,382.35	PERS Retirement Advance
J1901865	11/06/18	State Teacher Retirement - Defined Benefit	1,355,497.61	STRS Retirement-Defined Benefit 95%
J1901939	11/08/18	Mass Mutual 457	59,154.27	Tax Annuity
J1901992	11/10/18	State Teacher Retirement - Cash Balance	87,498.64	STRS Retirement-Cash Balance
J1902018	11/16/18	US Treasury - Federal Payroll Tax	94,088.88	Federal Payroll Tax
J1902111	11/21/18	State Teacher Retirement - Defined Benefit	70,668.42	STRS Retirement-Defined Benefit Bal

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
November 1 - 30, 2018  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
118748	11/13/18	College of San Mateo Bookstore	33,139.61	Promise Program Support
118763	11/13/18	MTC Distributing	11,929.09	Purchase of Inventory
118767	11/13/18	Pearson Education, Inc	83,286.06	Purchase of Inventory
118771	11/13/18	Pepsi-Cola	13,030.79	Purchase of Inventory
118788	11/13/18	Xerox Corporation	14,679.88	Purchase of Inventory
EFT 33961	11/23/18	CDTFA	10,256.65	Sales tax prepayment Oct 2018
		Subtotal	15,726,889.55	94%
		Warrants Issued ≤ \$10,000	<u>931,659.64</u>	6%
		Total Non-Salary Warrants Issued	<u><u>16,658,549.19</u></u>	100%
District Accounts Payable		Ck#506921-507325, DD78194-78434	12,848,181.56	
District Payroll		Ck#137767-138440, DD50164588-50166446	13,755,042.37	
SMCCCD Bookstores		CK#118744 - 118788, EFT33961	<u>241,872.51</u>	
		Total Warrants Including Salaries - November 2018	<u><u>26,845,096.44</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
December 1 - 31, 2018  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0078448	12/04/18	U.S. Bank National Association ND, .	328,208.83	Districtwide Procurement Card Payment
0078451	12/04/18	Allana Buick & Bers, Inc.	32,946.00	Cañada Construction Consulting Services
0078452	12/04/18	American Federation of Teachers	64,437.17	December Monthly Union Dues
0078454	12/04/18	Associated Std -Canada	60,000.00	Interbank Transfer
0078456	12/04/18	BankMobile Technologies, Inc.	191,958.53	Financial Aid Disbursement
0078458	12/04/18	CIS, Inc	21,335.00	Cañada Construction Inspection Services
0078461	12/04/18	Gordon Kenny Realty, Inc.	50,000.00	Staff Housing Operating Expenses Advancement
0078466	12/04/18	Netronix Integration, Inc.	38,348.29	Skyline Campus Cameras Purchase and Installation Project
0078467	12/04/18	One Workplace L. Ferrari, LLC	25,937.82	Districtwide Furniture Design, Planning, Purchase and Installation
0078469	12/04/18	Pacific Dining - Food Service Management	10,969.77	Skyline Catering Services
0078474	12/04/18	SMCCCD Bookstore	94,918.47	Bookstore Monthly Student Fees Reimbursement
0078477	12/04/18	VALIC Retirement Services Company	260,833.61	December Monthly Tax Sheltered Annuities
0078895	12/06/18	Air Systems, Inc.	15,905.00	Skyline HVAC System Replacement
0078896	12/06/18	Allana Buick & Bers, Inc.	98,668.50	Cañada Design Build and Construction Consulting Services
0078898	12/06/18	CDW LLC	27,279.77	Districtwide ITS Equipment, Software and Support Services Purchases
0078900	12/06/18	Dell Marketing LP	16,884.33	Districtwide Computer Purchases
0078902	12/06/18	Crown Education	10,350.00	International Students Recruitment Services
0078905	12/06/18	One Workplace L. Ferrari, LLC	17,972.07	Skyline Furniture Fixtures Purchase, Installation and Removal
0078908	12/06/18	Rodan Builders, Inc.	220,321.44	Skyline Construction Project
0078910	12/06/18	Sedgwick Claims Management Services. Inc.	20,250.86	Replenish Workers' Compensation Insurance Fund
0078913	12/06/18	Swinerton Builders	254,982.50	Construction Program Management Services
0078915	12/06/18	XL Construction Corporation	2,785,549.22	Skyline Construction Project
0078932	12/11/18	Allana Buick & Bers, Inc.	70,140.00	Cañada Construction Consulting Services
0078934	12/11/18	BankMobile Technologies, Inc.	114,085.00	Financial Aid Disbursement
0078935	12/11/18	CDW LLC	35,969.76	Districtwide ITS Equipment, Software and Support Services Purchases
0078936	12/11/18	CIS, Inc	42,090.00	Skyline & Cañada Construction Inspection Services
0078938	12/11/18	Coulter Construction Inc.	23,671.68	CSM Construction Projects
0078940	12/11/18	Dell Marketing LP	23,371.81	Districtwide Computer Purchases
0078944	12/11/18	Hanson Bridgett LLP	14,705.00	Skyline Housing Project Legal Counseling Services
0078947	12/11/18	Interline Brands, Inc.	13,001.99	Skyline and Cañada Custodial Supplies Purchases
0078948	12/11/18	Sedgwick Claims Management Services. Inc.	12,500.00	Replenish Workers' Compensation Insurance Fund
0078950	12/11/18	SMCCCD Bookstore	13,578.17	CSM Monthly Department Supplies Purchases
0078953	12/11/18	Wesco Graphics, Inc.	21,016.74	CCCE Catalog Printing Services
0078975	12/13/18	Intermountain Electric Company	254,583.87	Districtwide Fire Alarm Panels Upgrade Project
0078976	12/13/18	Linguabee LLC	14,891.97	Skyline Student Sign Language Interpreting Services
0078980	12/13/18	Pacific Dining - Food Service Management	12,081.25	Districtwide Catering Services & Skyline Students Lunch Tickets
0078983	12/13/18	School Project for Utility Rate Reduction (SPURR)	36,981.37	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
December 1 - 31, 2018  
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Check Num	Check Date	Vendor Name	Check Amount	Description
0079001	12/18/18	Luan, Jing	15,306.71	International Students Recruitment Expense Reimbursement
0079016	12/18/18	BankMobile Technologies, Inc.	125,827.00	Financial Aid Disbursement
0079018	12/18/18	Blach Construction Company	257,178.79	Cañada Design and Construction Services
0079019	12/18/18	W.E. Lyons Construction CO.	27,692.84	Cañada Vista Housing Repair Project
0079021	12/18/18	Computerland	16,087.10	Districtwide Printers Purchase
0079023	12/18/18	Gordon Kenny Realty, Inc.	11,308.72	Cañada Staff Housing Maintenance Expenses Reimbursement
0079026	12/18/18	One Workplace L. Ferrari, LLC	14,240.78	CSM and Cañada Furniture Fixtures Purchase and Installation
0079029	12/18/18	Riera Digital, LLC	11,894.00	KCSM Underwriting and Social Media Services
0079031	12/18/18	SMCCCD Bookstore	12,535.17	CSM Monthly Department Supplies Purchases
0079032	12/18/18	Swinerton Builders	207,159.00	Construction Program Management Services
0079033	12/18/18	W.E. Lyons Construction CO.	526,163.70	Cañada Vista Housing Repair Project
0079052	12/20/18	Allana Buick & Bers, Inc.	108,125.00	Cañada Design Build and Construction Consulting Services
0079053	12/20/18	American Federation of Teachers	53,690.20	January Monthly Union Dues
0079056	12/20/18	W.E. Lyons Construction CO.	17,541.80	Cañada Building Exterior Repair Project
0079061	12/20/18	Constellation NewEnergy, Inc.	12,736.96	Utilities
0079062	12/20/18	Coulter Construction Inc.	378,433.54	CSM Learning Communities Modernization Project
0079063	12/20/18	Dell Marketing LP	178,338.18	Districtwide Computer Purchases
0079071	12/20/18	Chen, Gang	12,220.00	International Students Recruitment Services
0079077	12/20/18	McCarthy Holdings Inc.	2,730,353.00	Cañada Design Build Services
0079080	12/20/18	Pacific Dining - Food Service Management	15,194.11	Districtwide Catering Services & Skyline Students Lunch Tickets
0079082	12/20/18	Rodan Builders, Inc.	80,455.19	Skyline Construction Services
0079083	12/20/18	San Mateo County Schools Insurance Group	196,602.17	Monthly Dental and Vision Insurance Premiums
0079084	12/20/18	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0079090	12/20/18	SMCCCD Bookstore	13,135.44	Skyline Special Programs Supplies Purchases
0079091	12/20/18	SMCCCD Bookstore	64,601.69	Skyline Special Programs Textbooks Purchases
0079095	12/20/18	McCarthy Holdings Inc.	143,492.00	Cañada Construction Project
0079096	12/20/18	VALIC Retirement Services Company	243,211.57	January Monthly Tax Sheltered Annuities
0079099	12/20/18	W.E. Lyons Construction CO.	333,293.90	Cañada Building Exterior Repair Project
0079100	12/20/18	Western Allied Mechanical Inc.	29,676.14	District Office Compressor Replacement
507328	12/04/18	Arborwell Inc.	37,821.60	Cañada Lower Entrance Tree Removal Services
507330	12/04/18	Bay Area Community Resources	12,150.00	District Sustainability Project Fellow Services
507333	12/04/18	CAW Architects, Inc.	96,895.00	CSM Design Build and Construction Consulting Services
507360	12/04/18	Strata Information Group	192,336.00	Monthly Districtwide Professional & Management Services
507364	12/04/18	Western Roofing Service	76,285.15	CSM Roofing Construction Project
507374	12/04/18	C S E A	19,459.60	December Monthly Union Dues
507404	12/04/18	Public Empl Ret Sys	1,640,930.58	Monthly Health Insurance Premium
507423	12/04/18	VALIC	23,375.00	December Monthly Tax Sheltered Annuities Employee Contribution
507837	12/06/18	BKF Engineers	62,011.50	Skyline Housing Planning and Civil Engineering Professional Services
507841	12/06/18	Comm College League/Calif	24,265.18	Skyline Library Database Annual Subscription

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
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Check Num	Check Date	Vendor Name	Check Amount	Description
507844	12/06/18	D & B Power Associates, Inc.	52,120.75	Cañada ITS UPS Equipment Replacement and Warranty
507882	12/06/18	County of San Mateo	10,424.70	Districtwide Monthly Parking Income Allocation
507890	12/06/18	XL Construction Corporation	93,395.49	Skyline Design and Pre Construction Services
507891	12/06/18	XL Construction Corporation	52,027.26	Skyline Design and Pre Construction Services
507895	12/06/18	The Guardian Life Insurance Company	41,662.55	Monthly Life Insurance Premium
507916	12/11/18	KTGY Group, Inc.	10,500.00	Skyline Housing Project Design, Bidding and Construction Architectural Services
507917	12/11/18	KYA Services LLC	35,730.58	CSM Baseball Room Flooring and Lockers Projects
507929	12/11/18	RSC Insurance Brokerage, Inc.	29,151.00	Districtwide Workers' Comp Audit Services
507960	12/13/18	AMFM Broadcasting Inc.	21,098.00	Skyline and Cañada Radio and Digital Advertising Services
507967	12/13/18	City of Redwood City	17,043.30	Utilities
507980	12/13/18	Pacific Gas & Electric Co	37,816.23	Utilities
507984	12/13/18	RM Executive Transportation	31,357.08	Cañada Students Shuttle Services
508010	12/13/18	Intermountain Electric Company	13,399.13	Districtwide Fire Alarm Panels Upgrade Project
508011	12/13/18	U.S. Postal Services	10,000.00	CSM Postage Purchase
508031	12/18/18	City of San Bruno	49,256.67	Utilities
508034	12/18/18	Custom Tops Inc.	11,303.43	Cañada Facilities Utility Vehicle Purchases
508039	12/18/18	Foster Bros. Security Systems Inc.	104,244.48	Districtwide Classroom Security Hardware Purchase and Installation
508055	12/18/18	Miller, Morton, Caillat & Nevis, LLP	17,627.14	Cañada Vista and Cañada Bldg. 9 Litigation Legal Services
508059	12/18/18	R & S Erection North Peninsula	19,308.00	Skyline ADA Door Openers Installation Project
508066	12/18/18	Strategic Energy Innovations	52,716.67	Skyline Climate Corps Bay Area Fellow Services
508075	12/18/18	Calif Water Service Co	28,656.37	Utilities
508102	12/20/18	AT&T/MCI	11,737.52	Districtwide Telephone Services
508108	12/20/18	Bay Area Bioscience Education Community	34,418.34	Skyline Biotechnology Supply Chain Operations Project Management Services
508112	12/20/18	Cambridge West Partnership, LLC	18,038.51	Cañada Administrative Consulting and Training Services
508115	12/20/18	Comevo, Inc.	15,840.00	Districtwide Online Orientation Software Purchase
508146	12/20/18	Mercer Health & Benefit Administration LLC	20,857.00	Districtwide Students Annual Professional Insurance Fees
508163	12/20/18	PerkinElmer Health Science, Inc	17,356.16	Cañada Instructional Equipment Purchase
508188	12/20/18	C S E A	19,638.40	January Monthly Union Dues
508221	12/20/18	Coulter Construction Inc.	19,917.55	CSM Learning Communities Modernization Project
508230	12/20/18	VALIC	22,625.00	January Monthly Tax Sheltered Annuities Employee Contribution
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1902178	12/03/18	US Treasury - Federal Payroll Tax	2,133,274.38	Federal Payroll Tax
J1902178	12/03/18	EDD - State Payroll Tax	483,860.65	State Payroll Tax
J1902178	12/03/18	EDD - State Payroll Tax	19,254.42	State Tax-Disability Insurance
J1902547	12/07/18	Mass Mutual 457	51,702.27	Tax Annuity
J1902566	12/05/18	PERS Retirement	1,162,468.01	PERS Retirement Advance

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
December 1 - 31, 2018  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
J1902570	12/05/18	State Teacher Retirement - Defined Benefit	1,283,818.06	STRS Retirement-Defined Benefit 95%
J1902575	12/05/18	State Teacher Retirement - Cash Balance	71,837.80	STRS Retirement-Cash Balance
J1902582	12/10/18	State Teacher Retirement - Defined Benefit	66,978.02	STRS Retirement-Defined Benefit Bal
J1902644	12/17/18	US Treasury - Federal Payroll Tax	100,815.04	Federal Payroll Tax
J1902645	12/18/18	US Treasury - Federal Payroll Tax	1,957,464.17	Federal Payroll Tax
J1902645	12/18/18	EDD - State Payroll Tax	442,585.16	State Payroll Tax
J1902645	12/18/18	EDD - State Payroll Tax	10,790.07	State Tax-Disability Insurance
J1902965	12/19/18	PERS Retirement	1,148,692.30	PERS Retirement Advance
J1902973	12/19/18	PERS Retirement	11,926.60	PERS Retirement Balance
J1902966	12/21/18	State Teacher Retirement - Cash Balance	40,994.74	STRS Retirement-Cash Balance
J1902969	12/20/18	State Teacher Retirement - Defined Benefit	1,171,175.43	STRS Retirement-Defined Benefit 95%
<u>SMCCCD Bookstores</u>				
118796	12/05/18	College of San Mateo Bookstore	18,973.80	Promise Program Support
118822	12/05/18	SM CC College District	234,424.95	Salaries and Benefits of October 2018
		Subtotal	24,721,674.08	93%
		Warrants Issued ≤ \$10,000	1,828,574.37	7%
		Total Non-Salary Warrants Issued	<u>26,550,248.45</u>	100%
District Accounts Payable	Ck#507326-508233, DD78435-79103		16,297,186.01	
District Payroll	Ck#138441-139145, DD50166447-50168322		17,563,735.29	
SMCCCD Bookstores	Ck#118789 - 118835, EFT 51603		<u>323,604.45</u>	
	Total Warrants Including Salaries - December 2018		<u>34,184,525.75</u>	

**BOARD REPORT NO. 19-2-100B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795

**ACCEPTANCE OF 2018-19 MID-YEAR BUDGET REPORT AND APPROVAL OF  
BUDGETARY TRANSFER AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING  
DECEMBER 31, 2018**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2018. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students; Bookstore; Cafeteria; San Mateo Athletic Club; and Community, Continuing, and Corporate Education), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2018-19, as well as 2019-20 State budget news, and preliminary District budget planning information. Also included are year-to-date budget tables for each of the District's funds and supplemental information relating to the budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2018-19 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2018, as outlined in the report.



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

Mid-Year Report

**FISCAL YEAR 2018-2019**

**BUDGET**





# Mid-Year Report

## Fiscal Year 2018-2019



### Board of Trustees

Maurice Goodman, *President*

Karen Schwarz, *Vice President-Clerk*

Richard Holober

Dave Mandelkern

Thomas A. Nuris

Gabriela Topete Eng Goon, *Student Trustee*

Ron Galatolo, *Chancellor*

Bernata Slater, *Chief Financial Officer*

Peter Fitzsimmons, *District Budget Officer*



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## 2018-19 MID-YEAR BUDGET SUMMARY

This Mid-Year report provides information about the status of the District's Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's January budget proposal for 2019-20.

### State News

Governor Gavin Newsom released his "California for All" State Budget proposal on January 10, 2019. Highlights pertaining to 2019-20 California Community Colleges Budget are as follows:



- Proposition 98 guarantee of \$80.7 billion, an increase of \$2.8 billion. Traditionally, California Community Colleges receive 10.93% of the Proposition 98 guarantee, which is maintained for 2019-20.
- 3.46% cost-of-living adjustment for general apportionments and select categorical programs.
- Maintaining Student Centered Funding Formula (SCFF) 2018-19 formula for 2019-20. In 2018-19 the State implemented the new Student Centered Funding Formula (SCFF). For 2018-19, 70% of the funding was distributed via a base allocation (FTES), 20% of the funding was distributed via a supplemental allocation (student financial demographics), and 10% of the funding was distributed via a student success allocation (various success metrics). Although the distribution was to shift from the 70/20/10 distribution to a 65/20/15 distribution in 2019-20, the Governor proposes to maintain the 2018-19 distribution. Given that the District is community-funded (basic aid), it is for the most part not impacted by the SCFF; however, it is anticipated that the 2019-20 categorical allocations may be appropriated using the same methodology. Administration is actively engaged at the State level and is closely monitoring any potential impact the SCFF may have on students and the District.
- An additional \$435,000 of one-time non-Proposition 98 funds for the Student Centered Funding Formula Oversight Committee.
- \$40 million to expand the California College Promise program into a second year of free tuition with \$5 million in one-time funds for the State Chancellor's Office to expand outreach for the program.
- \$26 million to fund student growth (access) of .55%.
- No proposed change to student enrollment fees.
- No one-time discretionary funding.
- \$358.7 million in Proposition 51 bond funds for 12 new and 15 continuing facility projects. Of note, the District originally had three projects scheduled for funding which unfortunately were not ultimately approved. The District is in the process of appealing this decision with the State's Department of Finance and the State Chancellor's Office.
- \$10 million to provide legal services to undocumented students on an on-going basis.
- An increase of \$135,000 on-going non-Proposition 98 funds for an Information Security Officer at the State Chancellor's Office.
- \$3 billion in one-time, non-Proposition 98 funds to "buy down" California State Teachers' Retirement System (CalSTRS) employer contribution rates in 2019-20 and 2020-21. \$700 million would be designated specifically to reduce employer contribution rates that would reduce the employers' contribution rates by

1% in 2019-20 and 1% in 2020-21. The amount left over after reducing the employers’ rates would be used to reduce the employers’ share of the unfunded liability and contribution rates in the long term. If the plan is approved by the Legislature as proposed, employer rates would be reduced in 2019-20 from 18.13% to 17.10%. Rates in 2020-21 will be reduced from 19.10% to 18.10% as illustrated in the table below:

	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Previous Projections</b>	16.28%	18.13%	19.10%	18.60%	18.10%
<b>Governor’s Proposal</b>	16.28%	17.10%	18.10%	18.10%	17.60%
<b>Difference</b>	0.00%	-1.03%	-1.00%	.50%	.50%

- \$3 billion in one-time funds to buy down the unfunded liability related to state employees for CalPERS. It is important to note that this would serve to reduce the costs for the State and would have no impact on school employer contribution rates.
- \$121.6 million to expand Cal Grants.
- \$10 million in one-time non-Proposition 98 funds to plan for and develop a longitudinal data system that would connect student data from early education providers, K-12 schools, higher education institutions, employers, workforce entities, and health and human service agencies, which is consistent with the Governor’s “cradle-to-career” education strategy that looks to connect all education segments.

There is a sense that Governor Newsom is making his mark and distinguishing himself in his budget proposal while respecting the education reform of his predecessor. He has “gone out on a limb” to dedicate significant non-Proposition 98 funds to help education through increased contributions to CalSTRS, and facility projects while expanding the California College Promise program to a second year for first-time, full-time students.

As a reminder, the Governor’s proposal marks the beginning of the process, not the end. It is reasonable to expect the Legislature to push back on some of the Governor’s priorities and propose their own. As the various proposals are considered by legislative committees, we can expect both confrontation and compromise. The key difference this year will be the unknown dynamic between a new Governor and a well-established legislative leadership with a strong Democratic majority. District staff will continue to monitor and report on any activities relating to the state budget.

### Community and District Status

The District continues to be community-funded (basic aid), receiving no State apportionment as it is mainly funded by property taxes and student enrollment fees. The District continues to receive State funding from Proposition 55 (Education Protection Account) of \$100 per FTES. This funding source, passed by voters in 2016, is an extension of the personal income tax portion of Proposition 30. Additionally, the District receives funds for categorical programs and federal financial aid for students. It is essential that the District maintain stable funding in order to continue its mission to serve and support the local community and its students.

As a community-funded district, Administration pays particular close attention to the local economy and commercial/residential real estate markets. The San Mateo County economy continues to shine with one of the lowest unemployment rates in the state at 2.0% in November 2018 as compared to the statewide rate of 4.2% and the national rate of 3.9%.<sup>1</sup> UCLA economists project that employment growth will slow from 1.4% to in 2019 to .7% in 2020 while personal income is projected to grow 3.7% in 2019 and 4% in 2020.<sup>2</sup>

According to the Mercury News, “The Bay Area has become a petri dish experiment for what happens when jobs, incomes and population grow but housing stock remains flat. The results have been record prices, smashing levels

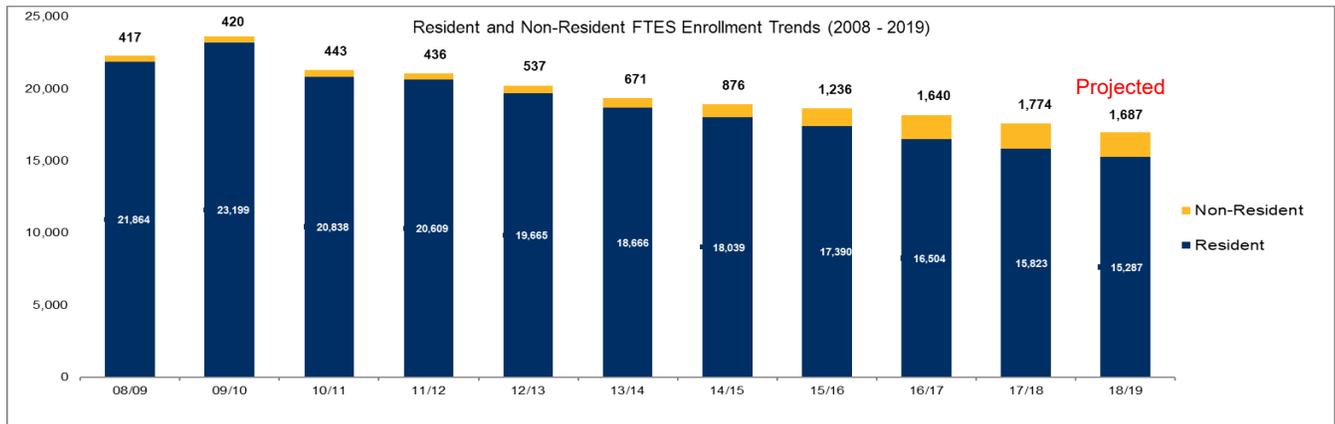
<sup>1</sup> United States Department of Labor Bureau of Labor Statistics and <https://fred.stlouisfed.org/series/CASANMOURN>

<sup>2</sup> School Services, “UCLA Economists Say Economy Will Downshift to Slower Growth” – posted 12/11/2018 by Robert Miyashiro

set about a decade ago before the recession.”<sup>3</sup> It is commonly known that the region is atop national rankings in its commercial real estate market with commercial vacancy rates among the lowest and the cost of rent amongst the highest in the nation. This environment creates an unprecedented demand for housing; however, coupled with the recent stock market volatility and rising interest rates, local real estate markets are softening with a current projection of a 5.29% increase in assessed valuation for 2019-20 from the County Assessor’s Office, which is lower than recent prior year increases. Accordingly administration anticipates slight lower property tax revenue increases next year and will incorporate any new information in the 2019-20 Tentative Budget.

### District Enrollment Trend

The chart below represents enrollment trends for the past 10 years. The decline in enrollment is partially attributed to a stable economy as evidenced by the County’s low unemployment rate.



### SMCCCD 2019-20 Budget Planning

The Board of Trustees approved the 2019-20 Budget and Planning Calendar in January 2019. The current resource allocation model was implemented in 2015-16 primarily to address the District’s community-funded status. It reflects District priorities which rely less on enrollment for funding but rather recognizes the District’s focus on serving community needs. The District Committee on Budget and Finance reviews and recommends updates to the allocation model regularly or as needed.

### Cash Flow

The District receives property taxes, which are distributed by the County for the most part in December and in April, which primarily drives the District’s resource allocation model. The District does not anticipate issuing Tax Revenue Anticipation Notes (TRANS) to smooth cash flow.

### Increased Costs

SMCCCD prepares for increases in health costs as medical costs each January. Annual movements on the salary schedule for all employees generally add a 1% cost to the expenditure budget. Changes to expenditures for employee benefits will be included in the 2019-20 Tentative Budget, including medical caps which will be known in June and are estimated to increase between 3% - 5%.

The employer contribution rate for 2019-20 for the Public Employees Retirement System (PERS) is projected to be 20.7% (up from 18.06% for 2018-19). The PERS Board will adopt an official rate at their meeting in May. The employer PERS rate is projected to increase incrementally to 25% by 2022-23.

<sup>3</sup> <https://www.mercurynews.com/2018/10/11/real-estate-forecasters-see-colliding-housing-market-in-2019/>

Due to the forecasted State Teachers Retirement System (STRS) unfunded liability, the State Legislature took action and Governor Brown signed AB1469 in 2016-17. The bill gradually phases in increases for the next couple years. For employers, current law requires contribution rates to incrementally increase to 19.1% in 2020-21. As mentioned earlier, Governor Newsom’s proposed budget for 2019-20 seeks to provide STRS with \$3 billion in one-time resources to “buy-down” the employer cost over the next two years with residual benefits projected in the two subsequent years. If this comes to fruition, the employer rate for STRS will likely decrease approximately 1% over the next two years or 17.1% and 18.1% for 2019-20 and 2020-21 respectively. Beginning July 1, 2021, the employer rate will likely hover around 18% until full funding is reached over the next several decades.

Operational costs such as utilities and property insurance are also projected to increase. Similar to changes to personnel costs, operational costs will be updated and included in the 2019-20 Tentative Budget.

### DISTRICT COMMITTEE ON BUDGET AND FINANCE

District Office	Cañada College	College of San Mateo	Skyline College	Collective Bargaining Units
<b>Bernata Slater</b> <i>Chief Financial Officer</i>	<b>Graciano Mendoza</b> <i>Vice President of Administration</i>	<b>Jan Roecks</b> <i>Vice President of Administration</i>	<b>Eloisa Briones</b> <i>Vice President of Administration</i>	<b>Tony Burrola</b> <i>AFSCME Representative</i>
<b>Peter Fitzsimmons</b> <i>District Budget Officer</i>	<b>Mary Chries Concha Thia</b> <i>College Business Officer</i>	<b>Ludmila Prisecar</b> <i>College Business Officer</i>	<b>Judy Hutchinson</b> <i>College Business Officer</i>	<b>Steven Lehigh</b> <i>AFT Representative</i>
	<b>Martin Partlan</b> <i>Academic Senate Representative</i>	<b>Vincent Li</b> <i>Academic Senate Representative</i>	<b>Nick Kapp</b> <i>Academic Senate Representative</i>	Vacant <i>CSEA Representative</i>
	<b>Tamarik Rabb</b> <i>Student Representative</i>	<b>John Burrigh</b> <i>Student Representative</i>	<b>Pearl Ibeanusi</b> <i>Student Representative</i>	

## 2018-19 MID-YEAR BUDGET STATUS

### Revenues

The District's revenue recognized to date is **\$97,167,607** or **51.94%** of the total adopted revenue budget. Most of the tuition fees and miscellaneous income have been recognized by mid-year.

Unrestricted General Fund Revenue	2018-19 Budget	12/31/18 Actuals	% of Total Budget
Prop Tax/ RDA/Enroll	\$166,207,039	\$83,560,391	50.27%
Proposition 30 (EPA)	1,493,636	786,766	52.67%
Lottery/Mandated Cost	2,950,373	522,560	17.71%
State Faculty/ STRS/ Other State Revenue	4,763,457	1,182,440	24.82%
Apprenticeship	399,801	300,335	75.12%
Non Resident Tuition	8,539,075	8,735,460	102.30%
Interest Income	1,500,000	1,019,567	67.97%
Miscellaneous	1,239,480	1,060,088	85.53%
<b>Total Projected Revenue</b>	<b>\$187,092,861</b>	<b>\$97,167,607</b>	<b>51.94%</b>

### Expenditures

The District's expenditures to date are **\$80,580,396** or **41.80%** of the total adopted expenditure budget, excluding other outgo.

Unrestricted General Fund Expenses	2018-19 Budget	12/31/18 Actuals	% of Total Budget
Cañada College	\$28,470,539	\$13,724,538	48.21%
College of San Mateo	48,577,364	22,019,330	45.33%
Skyline College	46,198,269	22,991,692	49.77%
District Office/ Facilities	33,312,502	14,741,488	44.25%
Central Services	36,229,489	7,103,348	19.61%
<b>Total Expenses</b>	<b>\$192,788,163</b>	<b>\$80,580,396</b>	<b>41.80%</b>

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2018. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites at the end of the fiscal year. Additionally, the District began the fiscal year with a 15% contingency reserve or \$27.8 million which is reflected in the beginning fund balance.

### Transfer of Funds

Title 5 regulations require the Board to approve transfers between expenditure classifications made after final adoption of the budget. District Rules and Regulations, Section 8.11, specifies that budgetary transfers will be authorized only when expenditures in certain object accounting classifications are in excess of the amounts budgeted and when there are amounts in other object classifications that will not be required for expenditures in those classifications. In addition, District Rules and Regulations, Section 8.02, requires a report on funds accepted on behalf of the District. The resulting changes to the final adopted budget are submitted to the Board semi-annually.

The following paragraphs summarize transfers submitted by the District units to realign individual line-item account classifications and to provide flexibility within budget allocations. All budget transfer detail is maintained in the Banner finance system, providing necessary documentation to support the summary report submitted to the Board for approval. Increases and decreases in major line item object accounts are shown for both income and expenditures.

### GENERAL FUND (UNRESTRICTED) – FUND 1

Adjust **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	(\$102,378)
2000	Classified Salaries	(380,600)
3000	Employee Benefits	110,330
4000	Supplies and Materials	(1,217,600)
5000	Operating Expenses	1,559,297
6000	Capital Outlay	103,848
7000	Other Outgo	<u>563,227</u>
<b>Total</b>		<b>\$636,124</b>

Changes in expenditure budgets are a result of realignments within the sites as well as transfers of site ending balances from Central Services to site holding accounts.

Adjust **REVENUE** amounts in the following classifications:

8600	State Revenues	\$51
8800	Local Revenues	88,992
8900	Other Sources	<u>547,081</u>
<b>Total</b>		<b>\$636,124</b>

Changes in revenue budgets are primarily the result of facilities use, miscellaneous sales, and transfers to the Unrestricted General Fund.

### GENERAL FUND (RESTRICTED) – FUND 3

Adjust **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$1,754,917
2000	Classified Salaries	2,050,276
3000	Employee Benefits	1,237,372
4000	Supplies and Materials	449,586
5000	Operating Expenses	(171,764)
6000	Capital Outlay	1,201,194
7000	Other Outgo	<u>1,397,535</u>
<b>Total</b>		<b>\$7,921,116</b>

Increases in the Restricted General Fund budget reflect increases to Federal, State and local categorical programs to match actual allocations and the receipt of grants after the adoption of the budget. Augmentations to specially funded programs in the Restricted General Fund is listed on page 55.

Adjust **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$5,207,853
8600	State Revenues	1,573,970
8800	Local Revenues	<u>1,139,293</u>
<b>Total</b>		<b>\$7,921,116</b>

### CAPITAL OUTLAY PROJECTS FUND – FUND 4

Adjust **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$1,000
4000	Supplies and Materials	(2,768,180)
5000	Operating Expenses	(9,351,620)
6000	Capital Outlay	(18,624,951)
7000	Other Outgo	366,709
	Increase to Fund Balance	<u>315,089,232</u>
<b>Total</b>		<b>\$284,712,190</b>

Changes in the expenditure budget reflect the redefinition of various projects and realignment within account classifications.

## CAPITAL OUTLAY PROJECTS FUND – FUND 4 (CONT.)

Adjust **REVENUE** amounts in the following classifications:

8800	Local Revenues	\$284,279,116
8900	Other Sources	<u>433,074</u>
<b>Total</b>		<b>\$284,712,190</b>

Revenue increased as a result of a General Obligation Series B Bond sale, refunding of General Obligation Bond Series A as well as transfers from one-time fund reserves.

## TRUST FUND (STUDENT AID) – FUND 7

Adjust **EXPENDITURE** amounts in the following classifications:

7500	Scholarships	\$729,632
7600	Payments to Students	<u>45,846</u>
<b>Total</b>		<b>\$775,478</b>

Increases in the Trust Fund budget occurred as a result of transfers from the Restricted General Fund (specially funded programs) to pay Federal and State Financial Aid awards and scholarships to eligible students.

Adjust **REVENUE** amounts in the following classification:

8900	Transfers In	<u>\$775,478</u>
<b>Total</b>		<b>\$775,478</b>

## RETIREMENT RESERVE FUND – FUND 8

Adjust **EXPENDITURE** amounts in the following classification:

5000	Operating Expenses	<u>\$270</u>
<b>Total</b>		<b>\$270</b>

Increases in the Trust Fund budget occurred as a result of a transfer from the Unrestricted General Fund.

Adjust **REVENUE** amounts in the following classification:

8900	Transfers In	<u>\$270</u>
<b>Total</b>		<b>\$270</b>

## SELF-INSURANCE FUND (FUND 2)

The Self Insurance Fund (page 45) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$1,702,923 include salary costs and insurance premiums. Transfers into the fund are from the General Fund for all insurance costs.

## DEBT SERVICE FUND (FUND 25)

The purpose of a Debt Service Fund (page 49) is to account for the accumulation of resources for, and the payment of, general long-term debt and long-term leases. SMCCCD's debt consists of the general obligation bonds for capital outlay. Revenue comes from property taxes.

## RESTRICTED GENERAL FUND (FUND 3)

The Restricted General Fund (page 53) includes all specially funded programs which are restricted in their use by law, regulations, donors, or other outside Federal, State and local agencies. Included in the Restricted General Fund are the Health Services and Parking Programs.

### Health Services Fund

Mid-year Health Services fee revenue decreased from \$822,383 in 2017-18 to \$742,587 in 2018-19. The \$79,796 decrease is attributed to declining enrollment. For residents, the current health fee of \$20 per primary semester term and \$17 for the summer term remain unchanged from the prior year.

### Parking Fund

Mid-year parking fee revenue decreased from \$1,071,063 in 2017-18 to \$1,038,172 in 2018-19, which is also attributed to declining enrollment.

The 2018-19 parking fee for a full semester increased from \$53 to \$54, which is currently the maximum amount permitted by the Education Code. The two-term Fall/Spring semester parking permit increased from \$96 to \$98 and the summer term permit increased from \$26 to \$27. Daily-use permits remain at \$3 per day.

In accordance with State law, students eligible for a California Promise Grant (formerly known as the Board of Governor's Fee Waiver) pay \$30 per semester for a parking permit. The rates for these students remain unchanged.

## CAPITAL PROJECTS FUND (FUND 4)

The Capital Projects Fund is a restricted fund and reflects estimated year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on pages 59-60. Project expenditures as of December 31, 2018 were \$ 49,414,636.

The Bond Construction Fund, a sub-account of the Capital Projects Fund, was established for the deposit of proceeds from the sale of bonds. Deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

## Capital Improvement Program

In November 2014, voters in San Mateo County voted (66.4% favorable) to pass Measure H, a \$388 million bond measure that allows the District to complete the modernization/construction/reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment that was approved by the Board of Trustees in January 2015. The District received its first Measure H bond issuance of \$127 million in June 2015. In November 2018, the District issued \$261 million related to the 2014 Series B General Obligation Bonds. To date, the funds have generated interest of \$3.43 million, which has increased the Measure H budget from \$388 million to \$391.43 million. As of December 31, 2018, the District has expended \$122,807,465 and has committed \$178,088,494 of Measure H funds, 78% of the total authorization.

The following is a list of site-specific activities that have been recently completed or are currently in design, pre-construction, or construction phases. Construction dates listed reflect currently planned schedules as of December 31, 2018 and are subject to change.



**Active Construction Projects** – The following projects are under construction:

- Building 1N Kinesiology and Wellness Center (anticipated Completion – winter 2021)
- Building 9 Envelope Repairs (anticipated completion – fall 2019)
- Building 13 HVAC Upgrades (anticipated completion – winter 2019)
- Building 23N Math/Science/Technology (anticipated completion – fall 2019)
- Parking Lot 6 Expansion (anticipated completion – winter 2021)
- South Plaza (anticipated completion - winter 2021)



*Building 1 Rendering*



*Building 23 Rendering*

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding:

- Building 13 Multiple Program Instructional Center (Final Project Proposal - FPP) – under appeal
- Building 3 Performing Arts Center Technology and Environmental Modernization (Initial Project Proposal - IPP) – pending approval for FPP

# College of San Mateo

**Completed Projects** – The following projects were completed during the first half of the fiscal year:

- Buildings 2/3/4 Roofing Repairs

**Active Construction Projects** – The following projects are under construction:

- Building 17 Student Life and Learning Communities Renovation (anticipated completion – summer 2019)
- Interior LED Lighting Upgrade (anticipated completion – spring 2019)
- Building 3 Humanities and Arts Renovation: Seating/AV Replacement (anticipated completion – winter 2020)



*Building 17 Renovation Rendering*



*Building 17 Renovation Rendering*

**Projects in Planning** – The following projects are in the planning and design stage:

- Building 20 Edison Lot Expansion
- Facilities Corporate Yard Refresh

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding:

- Campus Water Tank Replacement (FPP) – under appeal
- Building 9 Library Modernization (IPP) – pending approval for FPP



**Active Construction Projects** – The following projects are under construction:

- Building 7 STEM Center (anticipated completion – summer 2019)
- Building 12N Environmental Science (anticipated completion – summer 2019)
- Building 14 Loma Chica Child Development Center (anticipated completion – winter 2019)
- Building 19 Pacific Heights Renovation Parcel B ADA Access (anticipated completion – fall 2019)



*Building 12 Rendering*



*Building 12 Rendering*

**Projects In Planning** – The following projects are in the planning and design stage:

- Building 5 Center of Transformative Teaching and Learning (CTTL)

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding:

- Building 2 Workforce and Economic Development Prosperity Center (FPP) – under appeal
- Building 5 Learning Resource Center Technology and Environmental Modernization (IPP) - pending approval for FPP



**Active Districtwide Projects** – The following projects are under construction:

- Districtwide Classroom Security Hardware Upgrade, Phase 4 (anticipated completion – winter 2019)
- Districtwide Fire Alarm Panel Replacement (anticipated completion – spring 2019)
- Districtwide Telephone System Replacement (anticipated completion – summer 2019)
- Districtwide UPS Device (MDF/IDF) Replacement (anticipated completion – summer 2019)
- Districtwide Symetra UPS Device (MPOE) Replacement (anticipated completion – summer 2019)
- Districtwide Network Switch Upgrade (anticipated completion – fall 2019)
- Districtwide Firewall Network Switch Replacement (anticipated completion – spring 2020)
- Districtwide Wireless Access Point Replacement (anticipated completion – fall 2019)
- Districtwide Server Replacement (anticipated completion – spring 2020)
- Districtwide Emergency Alert System Speaker Coverage Replacement (anticipated completion – summer 2019)
- Districtwide Video Server Upgrade (anticipated completion – spring 2019)
- Districtwide Video Camera Replacement (anticipated completion – spring 2021)
- Cañada Vista Repairs (anticipated completion – fall 2019)
- College Ridge at Skyline College (faculty and staff housing) (anticipated completion – fall 2020)



*College Ridge Rendering*

**Projects in Planning** – The following projects are in the planning and design stage:

- Districtwide ADA Transition Plan Upgrade
- Districtwide Space Planning

## ENTERPRISE/AUXILIARY FUND (FUND 5)

The following data reflects bookstore operations for the first six months of the fiscal year beginning July 1, 2018 through December 31, 2018. It includes a small portion of summer 2018, as well as the fall 2018 semester sales. The District bookstores; cafeterias; San Mateo Athletic Club (SMAC); and Community, Continuing and Corporate Education (CCCE) are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. Unrestricted General Fund dollars are not used in any way to subsidize District enterprises.

### Bookstores

Bookstore Sales	2018-19	2017-18	\$ Change	% Change
Regular Merchandise Sales	\$ 2,624,067	\$ 2,676,139	\$ (52,072)	-1.95%
Computer Products Sales	78,924	72,041	6,884	9.56%
Total Merchandise Sales	<b>2,702,991</b>	<b>2,748,179</b>	<b>(45,189)</b>	<b>-1.64%</b>
Textbook Rental Income	138,950	166,498	(27,548)	-16.55%
Production Service Income	168,200	206,920	(38,721)	-18.71%
<b>Total Sales</b>	<b>\$ 3,010,140</b>	<b>\$ 3,121,598</b>	<b>\$ (111,458)</b>	<b>-3.57%</b>

Regular merchandise sales have decreased slightly (1.64%) this year compared to last year as textbook sales continue to decline. Textbook sales are down over last year due to a number of factors including the decline in enrollment, faculty transitioning to on-line materials, and less expensive inclusive access materials that are sold by the bookstores at lower prices and tighter margins. Similarly textbook rental fee revenue declined this year over last year as the program has matured at all three colleges and enrollment has declined. It is important to note that as more faculty choose options other than traditional textbooks for use in the classroom, textbook sales and rentals will likely continue to decline. Production service income, or the revenue generated from the operation of the copy centers located in each bookstore, is also down over last year. The transition to inclusive access materials has achieved what the Board, District Administration, and students have been asking for; the cost of course materials is significantly reduced for students enrolled in classes using inclusive access materials. However, the lower price point and reduced margins will continue to negatively impact bookstore profitability.

Comparative figures are shown below:

Bookstore Recap	2018-19	2017-18	\$ Change	% Change
Operations				
Sales				
<b>Merchandise Sales</b>	\$ 2,702,991	\$ 2,748,179	\$ (45,189)	-1.64%
<b>Textbook Rental Income</b>	138,950	166,498	(27,548)	-16.55%
<b>Production Service Income</b>	168,200	206,920	(38,721)	-18.71%
Total Sales	<b>\$ 3,010,140</b>	<b>\$ 3,121,598</b>	<b>\$ (111,458)</b>	<b>-3.57%</b>
<b>Less: Cost of Sales</b>	1,723,875	1,605,013	118,862	7.41%
Gross Profit from Operations	<b>\$ 1,286,265</b>	<b>\$ 1,516,584</b>	<b>\$ (230,320)</b>	<b>-15.19%</b>
<b>Total Operating Expenses</b>	1,491,275	1,272,676	218,599	17.18%
Net Income/(Loss) from Operations	<b>\$ (205,011)</b>	<b>\$ 243,908</b>	<b>\$ (448,919)</b>	<b>-184.05%</b>
<b>Other Income</b>	25,654	40,569	(14,914)	-36.76%
Net Operation Profit/(Loss)	<b>\$ (179,356)</b>	<b>\$ 284,477</b>	<b>\$ (463,833)</b>	<b>-163.05%</b>
Non Operational Income/(Expenses)				
<b>Non Operational Income</b>	\$ 170,689	\$ 253,975	\$ (83,287)	-32.79%
<b>Investments - Adjust to Market</b>	-	-	-	0.00%
<b>Non Operational Expenses</b>				
<b>Admin Salary &amp; Benefits</b>	76,521	67,042	9,478	14.14%
<b>Other Expenses</b>	41,890	107,106	(65,215)	-60.89%
<b>College Support/Promise</b>	-	-	-	0.00%
<b>Investments - FMV Adjustment</b>	-	269,347	(269,347)	-100.00%
Total Non-Operational Income/(Expenses)	<b>\$ 52,278</b>	<b>\$ (189,520)</b>	<b>\$ 241,797</b>	<b>127.58%</b>
Net Change in Fund Balance	<b>\$ (127,079)</b>	<b>\$ 94,957</b>	<b>\$ (222,036)</b>	<b>-233.83%</b>

Cost of goods sold increased 7.41% this year to date. Total direct operating expenses have also increased 17.18% over this same period last year. This increase is due to salary, benefit, and other costs payable to the District. The operating expense variance is mainly due to the timing of the December invoice payment as compared to the prior year, which happened in January. Since payment was not recorded until January 2018, prior year figures are understated for comparative reasons. All other expense categories are comparable to last year.

The bookstores will continue their commitment to focus on all efforts to improve service, obtain as many used textbooks as possible, continue to grow the rental program, and continue to market inclusive access digital content delivery at all three colleges thus maximizing that ability to provide students with access to required materials on the first day of class. Additionally the bookstores will continue to increase the amount of custom and institutionally adopted textbooks districtwide, and further maximize the interest and other income potential of all the campus bookstore operations. Focus will continue to be to provide exceptional service and improving access for all students.

## 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 ending on June 30, 2022 with an option for one five-year renewal at the discretion of the District.

Second quarter comparisons are noted below:

Cafeteria Recap	2018-19	2017-18	\$ Change	% Change
Operations				
Revenues				
<b>Food Service Income</b>	\$ 99,619	\$ 106,090	\$ (6,470)	-6.10%
<b>Interest Income</b>	7,849	3,878	3,971	102.40%
<b>Event Rental</b>	40,565	40,730	(165)	-0.40%
Total Revenues	\$ 148,033	\$ 150,697	\$ (2,664)	-1.77%
Expenditures	\$ 94,518	\$ 78,590	\$ 15,928	20.27%
Income/(Loss) from Operations	\$ 53,515	\$ 72,107	\$ (18,592)	-25.78%
Non Operational Income/(Expenses)				
<b>Investments - Adjust to Market</b>	\$ -	\$ -	\$ -	0.00%
Net Change in Fund Balance	\$ 53,515	\$ 72,107	\$ (18,592)	-25.78%

Food Service Income	2018-19	2017-18	\$ Change	% Change
Pacific Dining				
<b>Skyline</b>	\$ 30,690	\$ 36,725	\$ (6,034)	-16.43%
<b>Cañada</b>	14,589	14,794	(205)	-1.38%
<b>CSM</b>	43,832	45,456	(1,624)	-3.57%
<b>Le Bulldog</b>	10,508	9,115	1,393	15.28%
Total Food Service Income	\$ 99,619	\$ 106,090	\$ (6,470)	-6.10%

Compared to the second quarter 2017-18, food service income has decreased by 6.10%. This decrease is directly attributed to the campus closures this fall due to the unhealthy air quality resulting from the fires burning throughout Northern California. These campus closures impacted daily sales as well as two events that were cancelled. Overall expenditures have increased significantly so far this year with maintenance and repairs being done on the refrigeration systems at all three colleges.

Event rental income, generated from the rental fees for the Bayview Dining Room at College of San Mateo, is flat. The organization continues to host numerous outside events including community, corporate, and county sponsored events. However, not all of the events held in the Bayview Dining Room paid full price for rental fees. A number of events fall into one of the following categories: internal CSM events (no rental fees), non-profit organizations with a 50% discounted rate, or an employee rented the space with reduced fees. Event rental fees are reinvested into the facility for continued upgrade, upkeep, and enhanced maintenance allowing for maintenance of the facility.

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 Unrestricted General Fund. In addition, all of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to each college's Associated Student Body for use with approved student-related activities.

## San Mateo Athletic Club and Aquatic Center



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

Operating as an enterprise through Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club (SMAC) 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 facility budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges throughout the State. SMAC provides the community broader access to the College of San Mateo and demonstrates in a tangible way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

First quarter comparisons are noted below:

San Mateo Athletic Club and Aquatic Center	2018-19	2017-18	\$ Change	%Change
Operating Revenues				
<b>Registration &amp; Membership</b>	\$ 1,778,397	\$ 1,735,915	\$ 42,482	2.45%
<b>Personal Training</b>	214,755	224,085	(9,330 )	-4.16%
<b>Aquatics</b>	513,192	420,360	92,832	22.08%
<b>Parking</b>	35,665	36,148	(483 )	-1.34%
<b>Group Exercise</b>	150,914	115,650	35,265	30.49%
<b>Retail</b>	8,557	4,391	4,166	94.87%
<b>Other Income</b>	10,054	15,198	(5,144 )	-33.85%
Total Operating Revenue	\$ 2,711,535	\$ 2,551,747	\$ 159,788	6.26%
Operating Expenses	\$ 1,989,662	\$ 1,795,745	\$ 193,916	10.80%
Net Operating Income/(Loss), prior to District and College Support	\$ 721,873	\$ 756,002	\$ (34,129)	-4.51%
District Support				
District Support Income				
<b>Interest Income on Investments</b>	54,356	40,238	14,117	35.08%
<b>Unrealized Gain - Private Investment</b>	-	49,356	( 49,356)	-100.00%
<b>Operating Expenses charge back to District</b>	42,323	45,527	( 3,204)	-7.04%
Total District Support Income	\$ 96,679	\$ 135,121	\$ ( 38,442 )	-28.45%
District Support Expense				
<b>Admin Salaries &amp; Benefits</b>	\$ 248,592	\$ 195,838	\$ 52,754	26.94%
<b>Equipment Use Fee &amp; Depreciation</b>	28,180	28,180	( 0 )	0.00%
<b>Miscellaneous Expenses</b>	9,301	9,390	( 89 )	-0.94%
<b>Pool Maintenance</b>	11,959	10,418	1,541	14.80%
<b>Unrealized Loss - Investment</b>	-	-	-	0.00%
Total District Support Expense	\$ 298,032	\$ 243,826	\$ 54,206	22.23%
Net Income/(Loss) after District Support, prior to College Support	\$ 520,520	\$ 647,297	\$ ( 126,777 )	-19.59%
College Support Expense				
<b>Operating Expense charge back waived</b>	\$ 42,323	\$ 45,527	\$ ( 3,204 )	-7.04%
<b>College Support</b>	153,517	-	\$ 153,517	100.00%
Total College Support Expense	\$ 195,840	\$ 45,527	\$ 150,314	330.17%
Net Income/(Loss) after District & College Support	\$ 324,680	\$ 601,771	\$ ( 277,091 )	-46.05%

The financial performance of SMAC continues to be strong this year after nine years of operation. Total operating revenue is 6.26% or \$159,788 ahead of last year. The net operating income prior to the allocation of all direct and indirect expenses is down by \$34,129 or 4.51% with increases in salary and benefit costs, the timing of some expense allocations related to the Journey software, and the addition of one staff position. It is projected that the fiscal year will close with net operating income of above \$1.4 million before the allocation of district and college expenses.

One of the many benefits of this enterprise is that the District is 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 Kinesiology/PE academic program was used far in excess of its useful life due to limited resources for equipment replacement. The District has been replacing aging equipment and has added new treadmills, spin bikes, and other equipment that is used and enjoyed by students and members alike. As a “mature” club, it will not be able to continue growing at the same explosive rate as seen in the past several years, due to the size of the facility and some scheduling limitations; however, the organization will continue to maximize its membership. In addition, the District will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of the mission.

Administration is proud of the accomplishments made at SMAC and the contributions it makes not only to the community but most importantly to the academic mission. Performance expectations continue to be exceeded and there is a drive to be the best facility in the bay area which offers not only a place to exercise, but also a place to teach; learn; and develop habits, knowledge, skills, and abilities that will benefit all those served for a lifetime.

### Community, Continuing and Corporate Education

Formerly known as Community Education; Community, Corporate and Continuing Education (CCCE) was renamed and brought into the Auxiliary Services fold in December of 2014 with the intent to restore and transform it into a financially self-sustaining powerhouse of programs and initiatives creating an impact for San Mateo County residents, families, businesses, nonprofits, and governmental agencies, as well as for international students seeking increased educational opportunities within the District.

The table below represents the financial performance of CCCE and Silicon Valley Intensive English Program (SVIEP) through December 31, 2018:

Community, Continuing & Corporate Education (with SVIEP)	2018-19	2017-18	\$ Change	% Change
Operating Revenues	\$ 662,700	\$ 643,971	\$ 18,729	2.9%
Operating Expenditures				
Salaries and Benefits	\$ 403,144	\$ 437,309	\$ (34,165)	-7.8%
Other Operating Expenses	\$ 410,695	\$ 445,931	(35,235)	-7.9%
<b>Total Operating Expenses</b>	<b>\$ 813,839</b>	<b>\$ 883,239</b>	<b>\$ (69,400)</b>	<b>-7.9%</b>
<b>Net Operating Profit/(Loss) before College Support Income</b>	<b>\$ (151,139)</b>	<b>\$ (239,269)</b>	<b>\$ 88,129</b>	<b>36.8%</b>
<b>College Support Income</b>	<b>\$ 151,500</b>	<b>\$ -</b>	<b>\$ 151,500</b>	<b>100.0%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 361</b>	<b>\$ (239,269)</b>	<b>\$ 239,629</b>	<b>100.2%</b>

While CCCE operations continue to build and gain traction financially, strategically, and operationally, SVIEP has required an investment in resources. The pendulum has begun to swing in a more positive direction for SVIEP with the number of students doubling over last year despite a political climate that has had a negative impact on language programs throughout the United States. To date, SVIEP has matriculated 50 students to one of the three colleges after successfully completing the program. Beyond the obvious economic benefits to members of the community who serve as homestay (or “host families”) to SVIEP students during their studies, these 50 matriculated students

represent a significant financial contribution to the District. These students would have been likely been ineligible to attend college without the existence of SVIEP.

As a means of fostering growth and cost savings to bring SVIEP into a net positive position, the SVIEP team has undertaken a number of important strategic steps, including greater leveraging of internal/external strengths and relationships with district and college international program staff, as well as external agencies and partners, to drive growth and scale enrollments through 2018-19 and beyond. Additionally, SVIEP has engaged in new marketing and advertising campaigns to reach critical international student markets, with results already evidenced through increased student applications for 2018-19.

Through strategic investment in time, energy and resources, CCCE anticipates results leading to continued expansion of its multi-year growth curve. Looking ahead, CCCE will focus on further development and exploration of international and local/regional training opportunities, new program development, and strategic partnerships both internally and externally. Growth will further expand in 2018-19 through new short-term international training programs, corporate education, new program development, and other new initiatives.

Entrepreneurial programs like CCCE and SMAC are great examples of how the District outreaches beyond its walls to engage with learners of all ages who have varied interests and goals and bring them into the community for the betterment of all. The programs will continue to work with the colleges and the District to identify additional ways and avenues in which they can partner and develop, and will continue to use the District Strategic Plan as the road map for continued success.

## CHILD DEVELOPMENT FUND (FUND 60)

The Child Development Fund (page 69) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 per site in this fund continue to be funded by former redevelopment property funds.

College of San Mateo and Skyline College each operate a Child Development Center (CDC) under General Center and State Preschool Child Development agreements with the California Department of Education. Cañada College currently does not operate a center.

College of San Mateo's Child Development Center was awarded a grant of \$15,000 from the Sequoia Healthcare District to continue the Healthy Eats Active Feet program for preschool children and their parents. The program is in its eighth year and continues to promote healthy lifestyles to help prevent childhood obesity.

## TRUST FUND/STUDENT FINANCIAL AID (FUND 7)

Awards for Fall 2018 are reflected in this report and total \$7,671,686, a decrease of \$1,414,395 over the same period last year. The decrease is mostly due declining enrollment even though the maximum Federal Pell award increased to \$6,095 from \$5,920 in the previous year. Additional Fall 2018 awards, along with those for Spring 2019, will be processed during the second half of the year. The Student Financial Aid Fund can be found on page 73.

The fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

## RESERVE FUND FOR POST-RETIREMENT BENEFITS (FUND 8)

The fund was established to lessen the burden on the unrestricted general fund associated with the liability associated with other post-employment benefits (OPEB). In 2010, the District began to assess itself an amount to cover the future retiree medical benefit costs for employees. These charges appear as part of a benefit expense across all funds and are transferred into this fund.

The District established a Government Accounting Standards Board (GASB 45) Irrevocable Trust for other post-employment benefits. An actuarial calculation was completed as of June 30, 2018 determining an OPEB liability of \$121 million. The trust had a total portfolio value of \$108.5 million ending December 31, 2018. Amounts from the Reserve Fund for Post-Retirement Benefits (Fund 8) are transferred periodically to the Irrevocable Trust. In 2018-19 the District is planning to transfer a budgeted amount of \$2.6 million to the Irrevocable Trust. In addition, the District has set aside \$8 million in this reserve fund for post-retirement benefits. These set-aside funds coupled with the portfolio value results in the District's OPEB liability being virtually fully-funded. Given this, the District will begin to disburse approximately \$3.3 million from this reserve fund in 2018-19 for current retiree medical benefit costs alleviating the burden on the Unrestricted General Fund.

The Reserve Fund for Post-Retirement Benefits can be found on page 77.

## ASSOCIATED STUDENTS

The following report covers the period July 1, 2018 through December 31, 2018 for the Associated Student Bodies. The Student Bodies represent student interests at each of the colleges.

Net income comparing fiscal years 2018-19 and 2017-18 are listed below:

Associated Students – Cañada College	2018-19	2017-18	\$ Change	% Change
Net Income for the year	\$ 19,341	\$ 39,551	\$ (20,210)	-51.10%
Beginning Fund Balance, July 1	\$ 283,359	\$ 273,571	\$ 9,788	3.58%
Ending Fund Balance, December 31	\$ 302,701	\$ 313,123	\$ (10,422)	-3.33%

Associated Students – College of San Mateo	2018-19	2017-18	\$ Change	% Change
Net Income for the year	\$ (364)	\$ 26,677	\$ (27,041)	-101.36%
Beginning Fund Balance, July 1	\$ 284,697	\$ 307,151	\$ (22,455)	-7.31%
Ending Fund Balance, December 31	\$ 284,333	\$ 333,828	\$ (49,495)	-14.83%

Associated Students – Skyline College	2018-19	2017-18	\$ Change	% Change
Net Income for the year	\$ 70,038	\$ 43,313	\$ 26,725	61.70%
Beginning Fund Balance, July 1	\$ 575,549	\$ 536,025	\$ 39,524	7.37%
Ending Fund Balance, December 31	\$ 651,332	\$ 579,338	\$ 71,994	12.43%

## ASB Income

### 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 (e.g., 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

For the accounting of student fees revenues, “accrual basis of accounting” is employed. 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 (e.g., 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 Activities vs Expenditure Analysis	2018-19		2017-18	
	# of Events	Expenditure	# of Events	Expenditure
Cañada College ASB	36	\$ 56,098	41	\$ 38,925
College of San Mateo ASB	30	\$ 125,850	46	\$ 108,597
Skyline College ASB	20	\$ 58,100	16	\$ 85,855

### ASB Cañada College



At Cañada College, there were 36 ASB organized events and activities in the first two quarters of this fiscal year as compared to 41 events during the same period of time last year.

The overall expenditures have increased by 44.12% or \$17,173 compared to last year. The largest increase in expenditure during the period was under professional development, which increased by \$11,153 compared to same period last year. The student senate voted to participate in new conferences that provided different curriculum content, which included fewer conferences in the spring but two additional

conferences in the summer (when student delegates were more available). The associated student body sponsored teams to go to the Association for the Promotion of Campus Activities in New York, the National Conference of Race and Ethnicity in New Orleans, and the National Conference on Student Leadership in Orlando. The second largest increase in expenditure was a meal subsidies program started in spring 2018. Working in partnership with SparkPoint and the bookstore, the associated student body has provided 2,751 meals to students during the first two quarters, the total meal cost amounted to \$8,253. The third largest increase in expenditure was for student assistant salaries, expenditures increased by \$5,914 compared to same period last year, which was due to a combination of increased work hours and wage increase.

### ASB College of San Mateo

At the College of San Mateo, there were 30 ASB organized events in the first two quarters of this fiscal year as compared to 46 events during the same period of last year. The overall expenditures have increased by 22.31% or \$19,944 compared to last year. The largest increases were in publicity expense by \$13,199 and program expense by \$6,503. Conversely, conference expenses sharply decreased by \$11,217 this year. The increase in publicity expenses reflects an investment by the associated student body for the purchase of giveaway items, such as reusable bags, water bottles, and other ASCSM-branded items for distribution at events and activities. These items are always popular with students, and provide an effective means for raising the profile of the associated student body on campus. Program expenses continue to increase due to the reliance on outside vendors for event services, such as interactive games, food, and entertainment. The number of events so far this year (30 versus 46) is attributable to the days the campus was closed in November 2018 due to unsafe air quality. The decrease in conference-related expenditures is primarily due to the postponement of the Student Leadership Conference to fall 2019.



### ASB Skyline College

At Skyline College, there were 20 ASB organized events in the first two quarters of this fiscal year as compared to 16 events during the same period of last year. The overall expenditures have decreased by 32.3% or \$27,755 compared to the same period last year. Excluding a non-regular transfer of \$23,487 to the Hospitality Trust Fund last year, the decrease in operating expenditure was 6.84% or a mere \$4,268. The two largest fluctuations in expenditure this year was a decrease in college program assistance by \$18,500, which was offset by an increase in the awards and scholarship expenditure of \$19,500 as the associated student body elected to award scholarships through the Foundation. The associated student body did not have any funding requests during the first quarter from college programs for assistance. Program expenditures increases of \$2,340 and student assistant salaries of \$2,695 are offset by a reduction in office supply expenditures. The ASB hosted the inaugural SMCCCD Student Leadership and Equity Summit this fall, which also contributed to expenses.







## BUDGET TABLES

Funds Chart

2018-2019 Adoption Budget

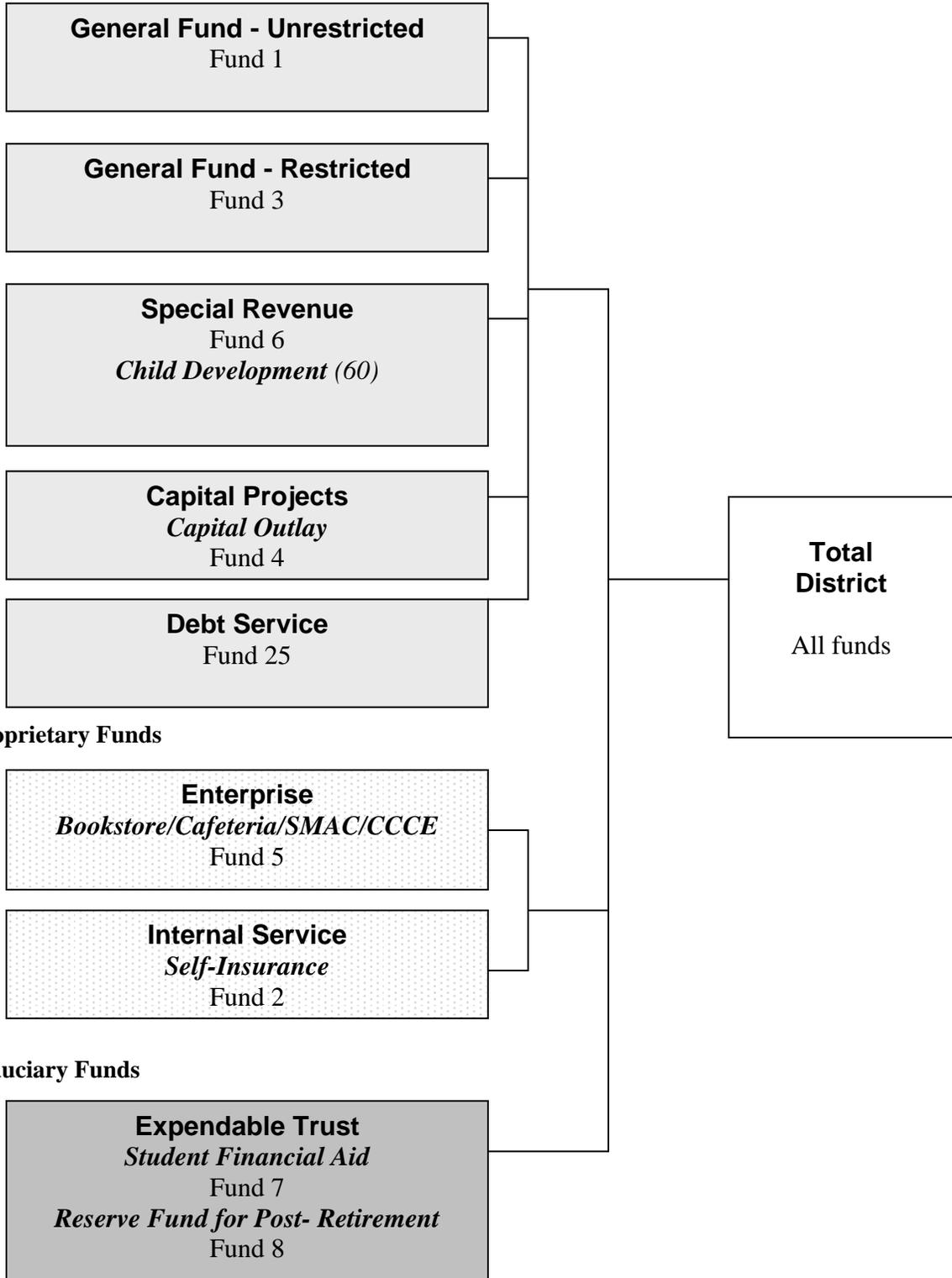
2018-2019 Second Quarter Actuals





# San Mateo County Community College District Funds

## Governmental Funds



**San Mateo County Community College District  
2018-2019  
Final Budget - All Funds**

Governmental Funds				
Total General Fund		Special Revenue	Capital Projects	Debt Service
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service

**Revenue**

1	Federal Revenue	0	7,008,888	43,200	0	200
2	State Revenue	10,258,177	24,522,527	161,800	398,017	0
3	Local Revenue	176,834,684	17,257,170	580,514	1,000,000	52,132,000
4	<b>Total Revenue</b>	<b>187,092,861</b>	<b>48,788,585</b>	<b>785,514</b>	<b>1,398,017</b>	<b>52,132,200</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0
6	Certificated Salaries	72,668,634	6,291,715	206,940	0	0
7	Classified Salaries	43,925,463	13,105,174	612,215	3,362,000	0
8	Employee Benefits	46,358,371	8,834,996	343,376	1,200,000	0
9	Materials & Supplies	6,674,623	2,178,177	97,999	3,768,180	0
10	Operating Expenses	22,985,975	12,975,332	1,942	29,351,620	0
11	Capital Outlay	175,097	335,202	0	103,624,951	0
12	<b>Total Expenses</b>	<b>192,788,162</b>	<b>43,720,596</b>	<b>1,262,472</b>	<b>141,306,751</b>	<b>0</b>

**Transfers & Other**

13	Transfers In	0	2,867,689	476,958	0	0
14	Other Sources	0	0	0	0	0
15	Transfers out	(4,634,552)	0	0	(291,364)	0
16	Contingency/Deficit	(83,627)	0	0	0	0
17	Other Out Go	0	(2,142,537)	0	0	(52,082,176)
18	<b>Total Transfers/Other</b>	<b>(4,718,179)</b>	<b>725,152</b>	<b>476,958</b>	<b>(291,364)</b>	<b>(52,082,176)</b>

**Fund Balance**

19	Net Change in Fund Balance	(10,413,480)	5,793,141	0	(140,200,098)	50,024
20	Beginning Balance, July 1	38,177,408	10,149,309	0	162,978,031	51,137,869
21	Adjustments to Beginning Balance	0	0	0	0	0
22	<b>Net Fund Balance, 6/30</b>	<b>27,763,929</b>	<b>15,942,450</b>	<b>0</b>	<b>22,777,933</b>	<b>51,187,893</b>

*\*\*Note: Minor differences in dollar amounts due to rounding*

**San Matlo County Community College District  
2018-2019  
Final Budget - All Funds**

Proprietary	Proprietary Funds				Fiduciary Funds		Total District All Funds	
Enterprise Fund	Enterprise Funds			Internal Service	Expendable Trusts			
CCC Education	Bookstore	Cafeteria	Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve		
0	0	0	0	0	15,424,843	0	22,477,131	1
0	0	0	0	0	1,260,000	0	36,600,521	2
1,600,000	7,000,000	350,000	5,300,000	0	1,130,000	65,800	263,250,168	3
<b>1,600,000</b>	<b>7,000,000</b>	<b>350,000</b>	<b>5,300,000</b>	<b>0</b>	<b>17,814,843</b>	<b>65,800</b>	<b>322,327,820</b>	4
0	3,500,000	0	0	0	0	0	3,500,000	5
0	0	0	0	0	0	0	79,167,289	6
620,000	1,960,000	78,000	320,000	46,479	0	0	64,029,331	7
238,000	640,000	16,000	110,000	21,422	0	3,337,793	61,099,958	8
44,000	15,000	40,000	0	5,000	0	0	12,822,979	9
730,000	900,000	130,000	3,900,000	1,570,723	0	11,000	72,556,592	10
0	0	0	0	0	0	0	104,135,250	11
<b>1,632,000</b>	<b>7,015,000</b>	<b>264,000</b>	<b>4,330,000</b>	<b>1,643,624</b>	<b>0</b>	<b>3,348,793</b>	<b>397,311,398</b>	12
0	0	0	0	1,581,269	0	0	4,925,916	13
0	0	0	200,000	993,494	0	4,790,142	5,983,636	14
0	0	0	0	0	0	0	(4,925,916)	15
0	0	0	0	0	0	0	(83,627)	16
0	0	0	(600,000)	0	(17,814,843)	(2,600,000)	(75,239,556)	17
<b>0</b>	<b>0</b>	<b>0</b>	<b>(400,000)</b>	<b>2,574,763</b>	<b>(17,814,843)</b>	<b>2,190,142</b>	<b>(69,339,547)</b>	18
(32,000)	(15,000)	86,000	570,000	931,139	0	(1,092,851)	(144,323,125)	19
109,612	7,326,074	697,104	3,651,344	7,882,650	81,380	10,274,887	292,465,668	20
0	0	0	0	0	0	0	0	21
<b>77,612</b>	<b>7,311,074</b>	<b>783,104</b>	<b>4,221,344</b>	<b>8,813,789</b>	<b>81,380</b>	<b>9,182,036</b>	<b>148,142,544</b>	22

**San Mateo County Community College District**  
**2018-2019**  
**Second Quarter Actuals - All Funds**

		<b>Governmental Funds</b>				<b>Proprietary Enterprise Fund</b>	
		<b>Total General Fund</b>		<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Debt Service</b>	
		Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service	CCC Education
<b>Revenue</b>							
1	Federal Revenue	0	3,010,646	20,023	0	0	0
2	State Revenue	2,888,403	10,513,752	114,097	206,969	22,489	0
3	Local Revenue	93,727,274	3,479,400	292,917	261,276,597	47,966,186	662,700
4	<b>Total Revenue</b>	<b>96,615,677</b>	<b>17,003,798</b>	<b>427,037</b>	<b>261,483,566</b>	<b>47,988,675</b>	<b>662,700</b>
<b>Expenses</b>							
5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	31,862,335	4,761,972	112,922	554	0	0
7	Classified Salaries	20,660,730	6,678,249	334,147	1,759,115	0	295,491
8	Employee Benefits	21,970,770	3,835,704	189,331	654,238	0	107,653
9	Materials & Supplies	1,076,245	837,030	42,133	455,396	0	38,410
10	Operating Expenses	4,890,657	4,633,333	634	5,912,301	0	372,286
11	Capital Outlay	119,659	700,447	0	40,633,032	0	0
12	<b>Total Expenses</b>	<b>80,580,396</b>	<b>21,446,735</b>	<b>679,167</b>	<b>49,414,636</b>	<b>0</b>	<b>813,839</b>
<b>Transfers &amp; Other</b>							
13	Transfers In	547,081	1,977,556	252,130	0	0	0
14	Other Sources	4,848	11,474,033	0	23,381,060	0	151,500
15	Transfers out	(2,983,990)	(775,478)	0	(799,211)	0	0
16	Contingency	0	0	0	0	0	0
17	Other Out Go	(1,764)	(250,708)	0	0	(46,230,725)	0
18	<b>Total Transfers/Other</b>	<b>(2,433,825)</b>	<b>12,425,403</b>	<b>252,130</b>	<b>22,581,849</b>	<b>(46,230,725)</b>	<b>151,500</b>
<b>Fund Balance</b>							
19	Net Change in Fund Balance	13,601,456	7,982,466	0	234,650,779	1,757,950	361
20	Beginning Balance, July 1	38,177,408	10,149,309	0	162,978,031	51,137,869	109,612
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	<b>Net Fund Balance, June 30</b>	<b>51,778,864</b>	<b>18,131,775</b>	<b>0</b>	<b>397,628,810</b>	<b>52,895,819</b>	<b>109,973</b>

\*\*Note: Minor differences in dollar amounts due to rounding.

**San Mateo County Community College District  
2018-2019  
Second Quarter Actuals - All Funds**

Proprietary Funds				Fiduciary Funds			Total District All Funds	
Enterprise Funds			Internal Service	Expendable Trusts				
Bookstore	Cafeteria	Athletic Club	Self- Insurance	(Student Aid)	Retirement Reserve			
0	0	0	0	5,741,878	0	8,772,547	1	
0	0	0	0	625,557	0	14,371,267	2	
3,206,483	148,033	2,711,535	0	634,813	54,027	414,159,965	3	
<b>3,206,483</b>	<b>148,033</b>	<b>2,711,535</b>	<b>0</b>	<b>7,002,248</b>	<b>54,027</b>	<b>437,303,779</b>	4	
1,723,875	0	0	0	0	0	1,723,875	5	
0	0	0	0	0	0	36,737,783	6	
965,491	35,810	178,033	68,518	0	0	30,975,584	7	
343,602	9,338	70,559	33,954	0	0	27,215,149	8	
13,060	0	0	0	0	0	2,462,274	9	
287,533	49,370	1,989,661	1,600,451	0	7,770	19,743,996	10	
0	0	0	0	0	0	41,453,138	11	
<b>3,333,561</b>	<b>94,518</b>	<b>2,238,253</b>	<b>1,702,923</b>	<b>0</b>	<b>7,770</b>	<b>160,311,798</b>	12	
0	0	0	1,006,164	775,478	270	4,558,679	13	
0	0	96,679	469,011	0	2,423,788	38,000,919	14	
0	0	0	0	0	0	(4,558,679)	15	
0	0	0	0	0	0	0	16	
0	0	(245,281)	0	(7,671,686)	0	(54,400,164)	17	
<b>0</b>	<b>0</b>	<b>(148,602)</b>	<b>1,475,175</b>	<b>(6,896,208)</b>	<b>2,424,058</b>	<b>(16,399,245)</b>	18	
(127,078)	53,515	324,680	(227,748)	106,040	2,470,315	260,592,736	19	
7,326,074	697,104	3,651,344	7,882,650	81,380	10,274,887	292,465,668	20	
0	0	0	0	0	0	0	21	
<b>7,198,996</b>	<b>750,619</b>	<b>3,976,024</b>	<b>7,654,902</b>	<b>187,420</b>	<b>12,745,202</b>	<b>553,058,404</b>	22	





## Unrestricted General Fund (Fund 1)

The Unrestricted General Fund is maintained to account for those monies that are not restricted in their use by external sources. This is one of the largest of the funds and the one we most commonly think of when discussing the budget.

Proposition 55 (EPA) funds are included as part of Fund 1.

In general, there are no external restrictions imposed on the use of these monies; however, the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. Examples of these designated allocations include the set aside for Faculty Professional Development or Classified Staff Development, which provides financing for efforts to enhance staff development skills.





## San Mateo County Community College District

### *Unrestricted General Fund (Fund 1) -Cañada*

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	270,275	270,284	0	0%	2
3 Local Income	3,160,680	3,160,680	3,420,620	108%	3
<b>4 Total Income</b>	<b>\$3,430,955</b>	<b>\$3,430,964</b>	<b>\$3,420,620</b>	<b>100%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$13,533,399	\$14,116,449	\$6,862,417	49%	5
6 Classified Salaries	6,835,049	6,796,740	3,008,449	44%	6
7 Employee Benefits	6,964,957	7,114,577	3,357,611	47%	7
8 Materials & Supplies	222,338	231,078	90,263	39%	8
9 Operating Expenses	914,797	1,769,456	405,798	23%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$28,470,540</b>	<b>\$30,028,300</b>	<b>\$13,724,538</b>	<b>46%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	-	0	2,480		13
14 Transfers out	(389,042)	(389,042)	(221,010)	57%	14
15 Contingency		0	0	0%	15
16 Other Out Go		0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$389,042)</b>	<b>(\$389,042)</b>	<b>(\$218,530)</b>	<b>56%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$25,428,626)	(\$26,986,378)	(\$10,522,448)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>(\$25,428,626)</b>	<b>(\$26,986,378)</b>	<b>(\$10,522,448)</b>		<b>21</b>

# San Mateo County Community College District

## Unrestricted General Fund (Fund 1) -CSM

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	446,035	446,050	0	0%	2
3 Local Income	9,718,410	9,725,190	9,271,478	95%	3
<b>4 Total Income</b>	<b>\$10,164,445</b>	<b>\$10,171,240</b>	<b>\$9,271,478</b>	<b>91%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$23,099,687	\$23,967,644	\$12,040,867	50%	5
6 Classified Salaries	9,177,654	9,328,687	4,540,014	49%	6
7 Employee Benefits	10,790,235	11,389,501	5,334,724	47%	7
8 Materials & Supplies	482,883	452,390	147,844	33%	8
9 Operating Expenses	5,026,905	5,335,013	(55,504)	-1%	9
10 Capital Outlay	-	514	11,385	2215%	10
<b>11 Total Expenses</b>	<b>\$48,577,364</b>	<b>\$50,473,749</b>	<b>\$22,019,330</b>	<b>44%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	-	0	119	0%	13
14 Transfers out	(608,983)	(608,983)	(272,767)	45%	14
15 Contingency		0	0	0%	15
16 Other Out Go		0	(1,764)	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$608,983)</b>	<b>(\$608,983)</b>	<b>(\$274,412)</b>	<b>45%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$39,021,902)	(\$40,911,492)	(\$13,022,264)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>(\$39,021,902)</b>	<b>(\$40,911,492)</b>	<b>(\$13,022,264)</b>		<b>21</b>

# San Mateo County Community College District

## Unrestricted General Fund (Fund 1) - Skyline

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	452,691	452,706	0	0%	2
3 Local Income	6,130,018	6,212,230	5,623,235	91%	3
<b>4 Total Income</b>	<b>\$6,582,709</b>	<b>\$6,664,936</b>	<b>\$5,623,235</b>	<b>84%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$22,402,455	\$23,868,544	\$12,266,389	51%	5
6 Classified Salaries	9,434,030	9,809,601	4,740,035	48%	6
7 Employee Benefits	11,014,210	11,321,873	5,447,053	48%	7
8 Materials & Supplies	776,167	808,322	237,857	29%	8
9 Operating Expenses	2,532,581	3,248,165	280,844	9%	9
10 Capital Outlay	38,826	65,697	19,514	30%	10
<b>11 Total Expenses</b>	<b>\$46,198,269</b>	<b>\$49,122,202</b>	<b>\$22,991,692</b>	<b>47%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$500,000	\$500,000	100%	12
13 Other Sources	-	0	0	0%	13
14 Transfers out	(615,317)	(786,257)	(160,400)	20%	14
15 Contingency	(83,627)	(83,627)	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$698,944)</b>	<b>(\$369,884)</b>	<b>\$339,600</b>	<b>-92%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$40,314,504)	(\$42,827,150)	(\$17,028,857)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>(\$40,314,504)</b>	<b>(\$42,827,150)</b>	<b>(\$17,028,857)</b>		<b>21</b>

**San Mateo County Community College District**  
**Unrestricted General Fund (Fund 1) -District Office**

	<b>2018-19 Adoption Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Actual To Date</b>	<b>% To Date</b>		
<b>Income</b>						
1	Federal Income	\$0	\$0	\$0	0%	1
2	State Income	324,635	324,646	0	0%	2
3	Local Income	0	0	48,550	0%	3
4	<b>Total Income</b>	<b>\$324,635</b>	<b>\$324,646</b>	<b>\$48,550</b>	<b>15%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$1,309,913	\$1,309,913	\$676,232	52%	5
6	Classified Salaries	17,260,170	17,261,378	8,212,829	48%	6
7	Employee Benefits	8,857,751	8,856,900	4,043,744	46%	7
8	Materials & Supplies	2,039,805	1,871,524	572,494	31%	8
9	Operating Expenses	3,799,464	4,819,151	1,170,593	24%	9
10	Capital Outlay	45,400	89,001	65,596	74%	10
11	<b>Total Expenses</b>	<b>\$33,312,503</b>	<b>\$34,207,867</b>	<b>\$14,741,488</b>	<b>43%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$0	\$47,081	\$47,081	100%	12
13	Other Sources	0	0	0	0%	13
14	Transfers out	0	(12,560)	(12,560)	100%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	0	0	0	0%	16
17	<b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$34,521</b>	<b>\$34,521</b>	<b>100%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	(\$32,987,868)	(\$33,848,700)	(\$14,658,417)		18
19	Beginning Balance, July 1	0	0	0		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, June 30</b>	<b>(\$32,987,868)</b>	<b>(\$33,848,700)</b>	<b>(\$14,658,417)</b>		21

## San Mateo County Community College District

### *Unrestricted General Fund (Fund 1) -Central Services*

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	8,764,541	8,764,541	2,888,403	33%	2
3 Local Income	157,825,576	157,825,576	75,363,391	48%	3
<b>4 Total Income</b>	<b>\$166,590,117</b>	<b>\$166,590,117</b>	<b>\$78,251,794</b>	<b>47%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$12,323,180	\$9,303,703	\$16,430	0%	5
6 Classified Salaries	1,218,560	348,457	159,403	46%	6
7 Employee Benefits	8,731,218	7,785,848	3,787,638	49%	7
8 Materials & Supplies	3,153,430	2,093,711	27,787	1%	8
9 Operating Expenses	10,712,228	9,373,486	3,088,926	33%	9
10 Capital Outlay	90,871	123,735	23,164	19%	10
<b>11 Total Expenses</b>	<b>\$36,229,487</b>	<b>\$29,028,940</b>	<b>\$7,103,348</b>	<b>24%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	2,249	0%	13
14 Transfers out	(3,021,211)	(3,400,937)	(2,317,253)	68%	14
15 Contingency		0	0	0%	15
16 Other Out Go		0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$3,021,211)</b>	<b>(\$3,400,937)</b>	<b>(\$2,315,004)</b>	<b>68%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$127,339,420	\$134,160,240	\$68,833,442		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$127,339,420</b>	<b>\$134,160,240</b>	<b>\$68,833,442</b>		<b>21</b>

**San Mateo County Community College District**  
**Unrestricted General Fund (Fund 1) - Total District**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	10,258,177	10,258,227	2,888,403	28%	2
3 Local Revenue	176,834,684	176,923,676	93,727,274	53%	3
<b>4 Total Revenue</b>	<b>\$187,092,861</b>	<b>\$187,092,861</b>	<b>\$96,615,677</b>	<b>52%</b>	4
<b>Expenses</b>					
5 Certificated Salaries	\$72,668,634	\$72,566,253	\$31,862,335	44%	5
6 Classified Salaries	43,925,463	43,544,863	20,660,730	47%	6
7 Employee Benefits	46,358,371	46,468,699	21,970,770	47%	7
8 Materials & Supplies	6,674,623	5,457,025	1,076,245	20%	8
9 Operating Expenses	22,985,975	24,545,271	4,890,657	20%	9
10 Capital Outlay	175,097	278,947	119,659	43%	10
<b>11 Total Expenses</b>	<b>\$192,788,162</b>	<b>\$192,861,058</b>	<b>\$80,580,396</b>	<b>42%</b>	11
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$547,081	\$547,081	100%	12
13 Other Sources	0	0	4,848	0%	13
14 Transfers out	(4,634,552)	(5,197,779)	(2,983,990)	57%	14
15 Contingency	(83,627)	(83,627)	0	0%	15
16 Other Out Go	0	0	(1,764)	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$4,718,179)</b>	<b>(\$4,734,325)</b>	<b>(\$2,433,825)</b>	<b>51%</b>	17
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$10,413,480)	(\$10,502,521)	\$13,601,456		18
19 Beginning Balance, July 1	38,177,408	38,177,408	38,177,408		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$27,763,929</b>	<b>\$27,674,887</b>	<b>\$51,778,864</b>		21

**San Mateo County Community College District**

**Unrestricted General Fund (Fund 11002) -Cañada  
Education Protection Account (EPA)**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	270,275	270,275	0	0%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$270,275</b>	<b>\$270,275</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$193,784	\$201,819	\$103,923	51%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	76,491	79,563	39,782	50%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$270,275</b>	<b>\$281,382</b>	<b>\$143,705</b>	<b>51%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	(\$11,107)	(\$143,705)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$0</b>	<b>(\$11,107)</b>	<b>(\$143,705)</b>		<b>21</b>

**San Mateo County Community College District**

**Unrestricted General Fund (Fund 11002) -CSM  
Education Protection Account (EPA)**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	446,035	446,050	0	0%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$446,035</b>	<b>\$446,050</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$300,030	\$315,720	\$187,507	59%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	146,005	152,005	71,778	47%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$446,035</b>	<b>\$467,725</b>	<b>\$259,285</b>	<b>55%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	(\$21,675)	(\$259,285)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$0</b>	<b>(\$21,675)</b>	<b>(\$259,285)</b>		<b>21</b>

**San Mateo County Community College District**  
**Unrestricted General Fund (Fund 11002) - Skyline**  
**Education Protection Account (EPA)**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	452,691	452,706	0	0%	2
3 Local Income	0	0	0	0%	3
4 <b>Total Income</b>	<b>\$452,691</b>	<b>\$452,706</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$331,555	\$533,451	\$266,726	50%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	121,136		0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	6,890	4,325	63%	9
10 Capital Outlay	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$452,691</b>	<b>\$540,341</b>	<b>\$271,051</b>	<b>50%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	(\$87,635)	(\$271,051)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 <b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>(\$87,635)</b>	<b>(\$271,051)</b>		<b>21</b>

**San Mateo County Community College District**

**Unrestricted General Fund (Fund 11002) -District Office/Central Services  
Education Protection Account (EPA)**

	<b>2018-19 Adoption Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Actual To Date</b>	<b>% To Date</b>	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	324,635	324,646	786,766	242%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$324,635</b>	<b>\$324,646</b>	<b>\$786,766</b>	<b>242%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$262,560	\$0	\$0	0%	5
6 Classified Salaries	0	\$262,571	95,141	36%	6
7 Employee Benefits	62,075	62,075	50,710	82%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$324,635</b>	<b>\$324,646</b>	<b>\$145,851</b>	<b>45%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
				0%	
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	\$640,915		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$640,915</b>		<b>21</b>

**San Mateo County Community College District**

**Unrestricted General Fund (Fund 11002) - Total District  
Education Protection Account (EPA)**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	1,493,636	1,493,677	786,766	53%	2
3 Local Revenue	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$1,493,636</b>	<b>\$1,493,677</b>	<b>\$786,766</b>	<b>53%</b>	4
<b>Expenses</b>					
5 Certificated Salaries	\$1,087,929	\$1,050,990	\$558,156	53%	5
6 Classified Salaries	0	262,571	95,141	36%	6
7 Employee Benefits	405,707	293,643	162,270	55%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	6,890	4,325	63%	9
10 Capital Outlay	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$1,493,636</b>	<b>\$1,614,094</b>	<b>\$819,892</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
				0%	
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	(\$120,417)	(\$33,126)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 <b>Net Fund Balance, June 30</b>	<b>\$0</b>	<b>(\$120,417)</b>	<b>(\$33,126)</b>		21





## INTERNAL SERVICE FUND (Fund 2)

The Self-Insurance Fund is the fund designated to account for revenue and expense of the District's self-insurance programs, including both Property and Liability and Workers' Compensation insurance needs.

An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses, as well as for insurance premiums. This is a reserve for current and future losses; it may or may not be depleted during the year.





## San Mateo County Community College District

### *Internal Service - Self-Insurance Fund (Fund 2)*

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date		
<b>Revenue</b>						
1	Federal Revenue	\$0	\$0	\$0	0%	1
2	State Revenue	0	0	0	0%	2
3	Local Revenue	0	0	0	0%	3
4	<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$0	\$0	\$0	0%	5
6	Classified Salaries	46,479	46,479	68,518	147%	6
7	Employee Benefits	21,422	21,422	33,954	159%	7
8	Materials & Supplies	5,000	5,000	0	0%	8
9	Operating Expenses	1,570,723	1,570,723	1,600,451	102%	9
10	Capital Outlay	0	0	0	0%	10
11	<b>Total Expenses</b>	<b>\$1,643,624</b>	<b>\$1,643,624</b>	<b>\$1,702,923</b>	<b>104%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$1,581,269	\$1,581,269	1,006,164	64%	12
13	Other Sources	\$993,494	993,494	469,011	47%	13
14	Transfers out	0	0	0	0%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	0	0	0	0%	16
17	<b>Total Transfers/Other</b>	<b>\$2,574,763</b>	<b>\$2,574,763</b>	<b>\$1,475,175</b>	<b>57%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	\$931,139	\$931,139	(\$227,748)		18
19	Beginning Balance, July 1	7,882,650	7,882,650	7,882,650		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, June 30</b>	<b>\$8,813,789</b>	<b>\$8,813,789</b>	<b>\$7,654,902</b>		21





## DEBT SERVICE FUND (Fund 25)

The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.

The fund which is used to record transactions related to the receipt and expenditure of the general obligation bond is called the Bond Interest Redemption Fund.





**San Mateo County Community College District**

**Debt Service Fund (Fund 25)**

	<b>2018-19 Adoption Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Actual To Date</b>	<b>% To Date</b>	
<b>Revenue</b>					
1 Federal Revenue	\$200	\$200	\$0	0%	1
2 State Revenue	0	0	22,489	100%	2
3 Local Revenue	52,132,000	52,132,000	47,966,186	92%	3
<b>4 Total Revenue</b>	<b>\$52,132,200</b>	<b>\$52,132,200</b>	<b>\$47,988,675</b>	<b>92%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	-	0%	12
13 Other Sources	\$0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(52,082,176)	(52,082,176)	(46,230,725)	89%	16
<b>17 Total Transfers/Other</b>	<b>(\$52,082,176)</b>	<b>(\$52,082,176)</b>	<b>(\$46,230,725)</b>	<b>89%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$50,024	\$50,024	\$1,757,950		18
19 Beginning Balance, July 1	51,137,869	51,137,869	51,137,869		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$51,187,893</b>	<b>\$51,187,893</b>	<b>\$52,895,819</b>		<b>21</b>





## RESTRICTED GENERAL FUND (Fund 3)

The Restricted General Fund is maintained to account for those monies that are restricted in their use by law, regulations, donors, or other outside Federal, State, and Local agencies.

Examples of restricted sources of monies include Extended Opportunity Programs and Services (EOPS), Disabled Students Programs & Services (DSPS), State Instructional Equipment, Federal Work-Study Program, KCSM grants and donations, Parking (includes parking permit and parking citation revenue), and Health Services.

A complete list of these specially funded programs showing project budgets which may not coincide with the fiscal year budget are detailed on the following pages.





**San Mateo County Community College District**

**2018-19 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS**

**July 1, 2018 - December 31, 2018**

Fund	Program	Source	College of San Mateo	Cañada College	Skyline College	District Office	Total
30038	Child Dev Consrtrm Fed/St Yosemite	Federal		8,750	12,500		21,250
30127	TRIO Student Support Services - Skyline	Federal			546,260		546,260
30128	TRIO Student Support Services - Cañada	Federal		254,356			254,356
30133	MSEIP Institutional	Federal		250,000			250,000
30135	HSI STEM - Cañada	Federal		873,737			873,737
30136	HSI STEM – CSM	Federal	1,202,245				1,202,245
30143	TRIO Upward Bound	Federal		288,912			288,912
30147	NSF ASCENT	Federal		997,620			997,620
30148	HIS STEM – Skyline	Federal			749,974		749,974
30149	MSEIP Inst. CCEM Supplement	Federal		81,225			81,225
31002	DSPS	State	124,160	1,335	(6,791)		118,704
31045	Staff Diversity	State			7,500	(7,500)	-
31065	Cañada / RCSD CBET Program	State		50,000			50,000
31077	MESA CCCP/FSS	State		376			376
31158	Full-Time Student Success Grant	State	(4,000)	(2,500)			(6,500)
31197	Community College Completion Grant	State		(15,000)	(27,000)		(42,000)
31215	AB 19 California College Promise	State	105,000				105,000
31218	SMUHSD – ACCEL Adult Ed Block Grant	State	1,026				1,026
31219	CCCCO 1819 Strong Workforce Local	State	781,272	544,234	800,405	(2,125,911)	-
31220	Student Success Completion Grant	State	4,000	77,500	127,000		208,500
31223	Chabot LP CCD Dep Navigator – Global	State			35,000		35,000
31124	Chabot LP CCD Dep Navigator – Retail	State			35,000		35,000
31125	Rancho Santiago CCD ISPIC	State			400,000		400,000
31126	Veteran Res Center Grant Prog	State			97,240		97,240
31128	UC Regents Puente Program – CSM	State	1,500				1,500
31129	Cabrillo CCD Strong Workforce, RJV	State			150,525		150,525
31230	SBDC – HSUSPF GO-Biz TAEP	State	131,414				131,414
31231	Hunger Free Campus Support 2018-20	State	50,721	31,853	59,696		142,270
31232	Mental Health Support 2018-20	State	52,021	32,669	61,226		145,916
32047	UC Regents – Puente Project – Skyline	State			(1,500)		(1,500)
32063	Preschool for All – SMCOE – First 5	Local		(5,000)	5,000		-
32083	United Way of the Bay Area	Local			69,750		69,750
32097	VITA – United Way of the BA	Local	11,000				11,000
32099	The Grove Fdtn. – SKY CTE Scholars	Local			125,000		125,000
32106	UWBA – SparkPoint Cañada	Local		26,250			26,250
32119	Skyline College Express Shuttle	Local			298,611		298,611
32123	Genentech Grant	Local			138,000		138,000
32131	Transatlantic Mobility Program	Local			18,000		18,000
32134	UWBA – SparkPoint CSM	Local	37,500				37,500
32135	CWF Grant, CSM – Project Change	Local	250,000				250,000
35001	Miscellaneous Donations	Local	5,635		747		6,382
35029	Career Development	Local	240				240
35045	Financial Aid Admin Cost Allow	Local		(9,667)			(9,667)
38187	Middle College at Skyline	Local			112,000		112,000
<b>Total 2018-19 Fund 3 Budget Revenue Adjustments</b>			<b>2,753,734</b>	<b>3,486,650</b>	<b>3,814,143</b>	<b>(2,133,411)</b>	<b>7,921,116</b>

**San Mateo County Community College District**  
**Restricted General Fund (Fund 3) - Total District**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date		
<b>Revenue</b>						
1	Federal Revenue	\$7,008,888	\$12,216,741	\$3,010,646	25%	1
2	State Revenue	24,522,527	26,096,498	10,513,752	40%	2
3	Local Revenue	17,257,170	18,396,463	3,479,400	19%	3
4	<b>Total Revenue</b>	<b>\$48,788,585</b>	<b>\$56,709,702</b>	<b>\$17,003,798</b>	<b>30%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$6,291,715	\$8,046,632	\$4,761,972	59%	5
6	Classified Salaries	13,105,174	15,157,450	6,678,249	44%	6
7	Employee Benefits	8,834,996	10,072,368	3,835,704	38%	7
8	Materials & Supplies	2,178,177	2,627,763	837,030	32%	8
9	Operating Expenses	12,975,332	12,803,568	4,633,333	36%	9
10	Capital Outlay	335,202	1,536,397	700,447	46%	10
11	<b>Total Expenses</b>	<b>\$43,720,596</b>	<b>\$50,244,178</b>	<b>\$21,446,735</b>	<b>43%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$2,867,689	\$2,867,689	\$1,977,556	69%	12
13	Other Sources	\$0	0	11,474,033	0%	13
14	Transfers out	0	(775,478)	(775,478)	100%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	(2,142,537)	(2,764,594)	(250,708)	9%	16
17	<b>Total Transfers/Other</b>	<b>\$725,152</b>	<b>(\$672,384)</b>	<b>\$12,425,403</b>	<b>-1848%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	\$5,793,141	\$5,793,141	\$7,982,466		18
19	Beginning Balance, July 1	10,149,309	10,149,309	10,149,309		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, June 30</b>	<b>\$15,942,450</b>	<b>\$15,942,450</b>	<b>\$18,131,775</b>		21



## CAPITAL PROJECTS FUND (Fund 4)

The District's Capital Outlay Fund is used to account for construction and acquisition of major capital improvements. Included are the acquisition or construction of all major fixed assets. In addition, site improvements, buildings, and equipment purchased as part of a large facility project are included.

The Revenue Bond Construction Fund, which is included as a sub-account of the Capital Projects Fund, has been established for the deposit of proceeds from the sale of revenue bonds. The deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.





**2018-2019 Capital Projects Financial Summary  
Budget Expenditures as of December 31, 2018**

LOCATION	PROJECT NAME	FUND NUMBER	2018-19 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
CAÑADA	CAN Vista Housing Repairs	40301	9,391,843	736,277	11,545,462	(2,889,896)
CAÑADA	CAN B9 Exterior Envelope Repairs	40302	10,511,295	3,322,203	6,609,795	579,296
CAÑADA	CAN Housing Maintenance Reserve	40303	514,965	145,953	260,909	108,102
CAÑADA	CAN FY1617 SMSR Projects	43341	407,000	254,558	152,442	0
CAÑADA	CAN Instructional Equipment	43383	2,217,973	18,656	60,739	2,138,577
CAÑADA	CAN Solar Photovoltaic System	44345	412,933	20,857	0	392,076
CAÑADA	CAN Building 1 Kinesiology and Wellness	44347	24,300,000	41,386	21,253,771	3,004,842
CAÑADA	CAN Building 1 Kinesiology and Wellness	45309	67,219,709	3,235,038	36,177,559	27,807,112
CAÑADA	CAN B23N Math/Science/Tech	45310	49,549,610	22,865,373	15,656,491	11,027,745
CAÑADA	CAN Emergency Building Repairs	45311	669,551	47,089	51,020	571,441
CAÑADA	CAN Technology and Equipment	45312	632,010	252,954	62,398	316,657
CAÑADA	CAN Access Compliance Corrective Items	45313	33,164	0	0	33,164
CAÑADA	CAN Building 9 Exterior Envelope Leak Repair	45314	0	0	0	.
CAÑADA	CAN Central Plant Upgrade	45315	132,552	126,149	7,930	(1,527)
CAÑADA	CAN Small Projects	45322	578,803	(56,444)	0	635,247
CSM	CSM Housing Maintenance Reserve	40403	1,093,195	0	1,250	1,091,945
CSM	CSM Solar and Energy Storage	41423	1,198,818	30,659	1,558,661	(390,502)
CSM	CSM Equipment Recycling	42404	34,897	30,931	1,067	2,898
CSM	CSM Instructional Equipment	43483	2,247,566	14,204	51,215	2,182,145
CSM	CSM FY1617 SMSR Projects	43489	1,001,563	950,036	20,896	30,630
CSM	CSM FY1819 SMSR Projects	43490	206,969	0	0	206,969
CSM	Ergonomic office furniture (completion)	44435	3,319	279	275	2,764
CSM	Hazardous. Mat. clean-up/disposal	44438	8,962	0	0	8,962
CSM	CSM Claims Contingency	44457	1,180,356	3,015	69,938	1,107,402
CSM	CSM Building 3 Modernization	45407	1,942,953	(2,566)	230,649	1,714,870
CSM	CSM B17 Student Life/Learning Comm.	45408	3,155,361	577,793	4,999,863	(2,422,295)
CSM	CSM B19 Center for Emerging Tech.	45409	2,705,176	0	44,503	2,660,673
CSM	CSM Emergency Building Repairs	45411	388,743	130,083	86,245	172,413
CSM	CSM Technology and Equipment	45412	451,829	71,057	36,370	344,401
CSM	CSM Edison Lot	45414	4,819,476	44,736	18,791	4,755,947
CSM	CSM Water Supply System Upgrade	45415	70,591	0	18,687	51,904
CSM	CSM Asphalt Repairs Project	45416	0	(67,738)	0	67,738
CSM	CSM Small Projects	45422	751,297	84,215	63,648	603,433
DISTRICTWIDE	General Capital Projects	40000	17,244,325	0	0	17,244,325
DISTRICTWIDE	College Contingency	40001	27,128,870	16,956	151,567	26,960,346
DISTRICTWIDE	College One Time-Fund Reserve	40006	4,500,000	0	0	4,500,000
DISTRICTWIDE	Aux Services Use Fee	40007	130,539	0	51,151	79,388
DISTRICTWIDE	DW Construction Planning Internal Svc Fund	40009	25,062	13,957	5,854	5,250
DISTRICTWIDE	DO Parking Lot Retaining Wall	42005	447,900	0	0	447,900
DISTRICTWIDE	DO Rm 303 Furniture Upgrade	42006	5,458	0	0	5,458
DISTRICTWIDE	DW Athletic Fields Replacement	42103	732,835	22,072	0	710,763
DISTRICTWIDE	Redevelopment Program	43001	2,109,715	0	0	2,109,715
DISTRICTWIDE	Physical Plant Instructional Support FY1718	43004	1,017,038	952	838,618	177,467
DISTRICTWIDE	PE Vans Purchase	44003	326,100	11,118	11,231	303,750
DISTRICTWIDE	District Facilities Projects	44102	452,239	224,270	85,383	142,585
DISTRICTWIDE	District Funded FCI Contingency	44103	5,224,618	0	0	5,224,618
DISTRICTWIDE	District Facility Improvements	44106	17,000	4,528	4,606	7,865
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	3,340,846	2,489	0	3,338,357
DISTRICTWIDE	DW L-T Support/Service/Maintenance	44111	32,987	15,918	0	17,068
DISTRICTWIDE	District Staff Relocation/Expansion	44112	100,092	31,858	67,209	1,024
DISTRICTWIDE	HMB Idle Well Termination	44113	150,000	0	0	150,000
DISTRICTWIDE	DW Irrigation Efficiency	44114	200,000	803	163,655	35,541
DISTRICTWIDE	DW CIP3 Master	45000	5,282,180	0	0	5,282,180
DISTRICTWIDE	DW CIP3 Planning	45001	5,288,865	2,170,801	886,642	2,231,421
DISTRICTWIDE	DW Network Core Switch upgrade	45002	107,212	34,271	9,823	63,117
DISTRICTWIDE	DW UPS Device(MDF/IDF) Replacement	45003	257,995	66,329	0	191,665
DISTRICTWIDE	DW Symetra UPS Device(MPOE) Replace	45004	29,710	235	0	29,475
DISTRICTWIDE	DW Network Firewall Switch Replacement	45005	636,175	113,216	6,690	516,269
DISTRICTWIDE	DW Telephone System Replacement	45006	1,014,517	1,155	0	1,013,362
DISTRICTWIDE	DW Wireless Access Point(WAP) Replacement	45007	378,265	0	0	378,265
DISTRICTWIDE	DW Network Switch Upgrade (10 GB)	45008	146,846	2,997	4,300	139,549
DISTRICTWIDE	DW Server Replacement	45009	1,752,540	80,005	3,419	1,669,115
DISTRICTWIDE	DW Fire Alarm Panels Upgrade	45010	2,105,693	1,130,588	471,523	503,581
DISTRICTWIDE	DW Classroom Security Hardware	45011	636,492	332,540	162,805	141,146
DISTRICTWIDE	DW Signage Upgrades	45013	14,486	1,933	0	12,553
DISTRICTWIDE	DW EAS Speaker Coverage Expansion	45014	350,000	271,008	19,460	59,531
DISTRICTWIDE	DW Video Server Upgrade	45015	339,000	301,598	110,797	(73,395)
DISTRICTWIDE	DW Video Camera Replacement	45016	715,000	0	3,165	711,834
DISTRICTWIDE	DW Technology Replacement	45019	1,326,673	312,883	14,769	999,020
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	7,013	9,049	0	(2,036)
DISTRICTWIDE	IVES ITS Project	46113	5	0	0	5

NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

**2018-2019 Capital Projects Financial Summary  
Budget Expenditures as of December 31, 2018**

LOCATION	PROJECT NAME	FUND NUMBER	2018-19 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
SKYLINE	SKY Building 6 Survey	42206	310,102	0	0	310,102
SKYLINE	SKY Housing	42210	4,148,476	982,085	401,923	2,764,467
SKYLINE	SKY Small Projects	42211	73,928	30,554	29,661	13,711
SKYLINE	SKY FY1617 SMSR Projects	43246	44,000	0	0	44,000
SKYLINE	SKY Instructional Equipment	43283	370,118	130,386	85,970	153,762
SKYLINE	Sky B1 Social Science/Creative Arts	44243	16,000,000	0	0	16,000,000
SKYLINE	SKY Building 1 Social Science/Creative Arts	45204	118,662,186	769,929	99,556,210	18,336,046
SKYLINE	SKY Building 12 Environmental Science	45205	30,226,842	6,547,305	17,900,909	5,778,627
SKYLINE	SKY Lot L Expansion	45208	58,303	117	5,440	52,745
SKYLINE	SKY Building 19 and North Campus Improvements	45209	2,213,353	930,925	603,257	679,170
SKYLINE	SKY B14 Loma Chica / CDC Renovations	45210	2,542,904	1,641,738	586,727	314,438
SKYLINE	SKY Emergency Building Repairs	45211	768,295	69,269	41,708	657,316
SKYLINE	SKY Technology and Equipment	45212	937,583	116,957	44,116	776,509
SKYLINE	SKY Accessible Path of Travel	45213	1,382,782	136,019	142,794	1,103,968
SKYLINE	SKY Building 5 CCTL Modification	45215	88,072	6,472	21,000	60,599
SKYLINE	SKY Small Projects	45222	<u>556,972</u>	<u>2,575</u>	<u>38,771</u>	<u>515,626</u>
	<b>TOTAL</b>		<u>449,790,717</u>	<u>49,414,637</u>	<u>221,571,752</u>	<u>178,804,327</u>

## San Mateo County Community College District

### Capital Projects Fund (Fund 4) - Total District

		2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Revenue</b>						
1	Federal Revenue	\$0	\$0	\$0	0%	1
2	State Revenue	398,017	398,017	206,969	52%	2
3	Local Revenue	1,000,000	262,331,130	261,276,597	100%	3
4	<b>Total Revenue</b>	<b>\$1,398,017</b>	<b>\$262,729,147</b>	<b>\$261,483,566</b>	<b>100%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$0	\$1,000	\$554	0%	5
6	Classified Salaries	3,362,000	3,362,000	1,759,115	52%	6
7	Employee Benefits	1,200,000	1,200,000	654,238	55%	7
8	Materials & Supplies	3,768,180	1,000,000	455,396	46%	8
9	Operating Expenses	29,351,620	20,000,000	5,912,301	30%	9
10	Capital Outlay	103,624,951	85,000,000	40,633,032	\$0	10
11	<b>Total Expenses</b>	<b>\$141,306,751</b>	<b>\$110,563,000</b>	<b>\$49,414,636</b>	<b>45%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$0	\$0	-	0%	12
13	Other Sources	\$0	23,381,060	23,381,060	100%	13
14	Transfers out	(291,364)	(658,073)	(799,211)	121%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	0	0	0	0%	16
17	<b>Total Transfers/Other</b>	<b>(\$291,364)</b>	<b>\$22,722,987</b>	<b>\$22,581,849</b>	<b>99%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	(\$140,200,098)	\$174,889,134	\$234,650,779		18
19	Beginning Balance, July 1	162,978,031	162,978,031	162,978,031		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, June 30</b>	<b>\$22,777,933</b>	<b>\$337,867,165</b>	<b>\$397,628,810</b>		21





## ENTERPRISE FUND (Fund 5) Auxiliary Fund

The Enterprise funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.

The Bookstore Fund is used to account for revenues received and expenses made to operate the District's bookstores. The Cafeteria Fund is used to account for revenues received and expenses related to contracted food service and vending operations of the District. The San Mateo Athletic Club (SMAC) accounts for revenues received and expenses related to the operations of the athletic club and aquatic center. The Community, Continuing, and Corporate Education (CCCE) is the newest addition to the enterprise funds with the goal of increasing and meeting educational opportunities and needs in San Mateo County.





**San Mateo County Community College District**

***Enterprise Fund - Bookstore (Fund 5)***

	<b>2018-19 Adoption Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Actual To Date</b>	<b>% To Date</b>	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0%	2
3 Local Income	7,000,000	6,280,000	3,206,483	51%	3
<b>4 Total Income</b>	<b>\$7,000,000</b>	<b>\$6,280,000</b>	<b>\$3,206,483</b>	<b>51%</b>	<b>4</b>
<b>Expenses</b>					
5 Cost of Sales	\$3,500,000	\$3,300,000	\$1,723,875	52%	5
6 Classified Salaries	1,960,000	1,805,600	965,491	53%	6
7 Employee Benefits	640,000	634,400	343,602	54%	7
8 Materials & Supplies	15,000	15,000	13,060	87%	8
9 Operating Expenses	900,000	789,700	287,533	36%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$7,015,000</b>	<b>\$6,544,700</b>	<b>\$3,333,561</b>	<b>51%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$15,000)	(\$264,700)	(\$127,078)		18
19 Beginning Balance, July 1	7,326,074	7,326,074	7,326,074		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$7,311,074</b>	<b>\$7,061,374</b>	<b>\$7,198,996</b>		<b>21</b>

## San Mateo County Community College District

### *Enterprise Fund - Cafeteria (Fund 5)*

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0%	2
3 Local Income	350,000	295,000	148,033	50%	3
<b>4 Total Income</b>	<b>\$350,000</b>	<b>\$295,000</b>	<b>\$148,033</b>	<b>50%</b>	4
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	78,000	72,000	35,810	50%	6
7 Employee Benefits	16,000	19,000	9,338	49%	7
8 Materials & Supplies	40,000	0	0	0%	8
9 Operating Expenses	130,000	99,000	49,370	50%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$264,000</b>	<b>\$190,000</b>	<b>\$94,518</b>	<b>50%</b>	11
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$86,000	\$105,000	\$53,515		18
19 Beginning Balance, July 1	697,104	697,104	697,104		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$783,104</b>	<b>\$802,104</b>	<b>\$750,619</b>		21

## San Mateo County Community College District

### *Enterprise Fund - San Mateo Athletic Club/CSM Fitness Center*

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	5,300,000	5,419,000	2,711,535	50%	3
<b>4 Total Revenue</b>	<b>\$5,300,000</b>	<b>\$5,419,000</b>	<b>\$2,711,535</b>	<b>50%</b>	<b>4</b>
<b>Expenses</b>					
5 Cost of Goods Sold	\$0	\$0	\$0	0%	5
6 Salaries	320,000	356,000	178,033	50%	6
7 Employee Benefits	110,000	141,000	70,559	50%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses**	3,900,000	3,981,000	1,989,661	50%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$4,330,000</b>	<b>\$4,478,000</b>	<b>\$2,238,253</b>	<b>50%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	200,000	193,000	96,679	50%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(600,000)	(600,000)	(245,281)	41%	16
<b>17 Total Transfers/Other</b>	<b>(\$400,000)</b>	<b>(\$407,000)</b>	<b>(\$148,602)</b>	<b>37%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$570,000	\$534,000	\$324,680		18
19 Beginning Balance, July 1	3,651,344	3,651,344	3,651,344		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$4,221,344</b>	<b>\$4,185,344</b>	<b>\$3,976,024</b>		<b>21</b>

\*\*Operating expenses consists of salaries and benefits paid by EXOS

**San Mateo County Community College District**  
**Enterprise Fund**  
**Community, Continuing, and Corporate Education (Fund 5)**

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0%	2
3 Local Income	1,600,000	1,600,000	662,700	41%	3
<b>4 Total Income</b>	<b>\$1,600,000</b>	<b>\$1,600,000</b>	<b>\$662,700</b>	<b>41%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	620,000	620,000	295,491	48%	6
7 Employee Benefits	238,000	238,000	107,653	45%	7
8 Materials & Supplies	44,000	44,000	38,410	87%	8
9 Operating Expenses	730,000	730,000	372,286	51%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$1,632,000</b>	<b>\$1,632,000</b>	<b>\$813,839</b>	<b>50%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	151,500	151,500	100%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$151,500</b>	<b>\$151,500</b>	<b>100%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$32,000)	\$119,500	\$361		18
19 Beginning Balance, July 1	109,612	109,612	109,612		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$77,612</b>	<b>\$229,112</b>	<b>\$109,973</b>		<b>21</b>

\* CCCE was previously included in Fund 1 before it moved to Fund 5 in the FY 2015-16



## SPECIAL REVENUE FUND (Fund 6)

This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense.

The District maintains one such fund, the Child Development Fund, which is used to account for the activities of the child development centers at the Colleges.





**San Mateo County Community College District**

**Child Development Fund (Fund 6)-Total District**

	<b>2018-19 Adoption Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Actual To Date</b>	<b>% To Date</b>
<b>Income</b>				
1 Federal Income	\$43,200	\$43,200	\$20,023	46% 1
2 State Income	161,800	161,800	114,097	71% 2
3 Local Income	580,514	580,514	292,917	50% 3
<b>4 Total Income</b>	<b>\$785,514</b>	<b>\$785,514</b>	<b>\$427,037</b>	<b>54% 4</b>
<b>Expenses</b>				
5 Certificated Salaries	\$206,940	\$206,940	\$112,922	55% 5
6 Classified Salaries	612,215	612,215	334,147	55% 6
7 Employee Benefits	343,376	343,376	189,331	55% 7
8 Materials & Supplies	97,999	97,999	42,133	43% 8
9 Operating Expenses	1,942	1,942	634	33% 9
10 Capital Outlay	0	0	0	0% 10
<b>11 Total Expenses</b>	<b>\$1,262,472</b>	<b>\$1,262,472</b>	<b>\$679,167</b>	<b>54% 11</b>
<b>Transfers &amp; Other</b>				
12 Transfers In	\$476,958	\$476,958	\$252,130	53% 12
13 Other Sources	0	0	0	0% 13
14 Transfers out	0	0	0	0% 14
15 Contingency	0	0	0	0% 15
16 Other Out Go	0	0	0	0% 16
<b>17 Total Transfers/Other</b>	<b>\$476,958</b>	<b>\$476,958</b>	<b>\$252,130</b>	<b>53% 17</b>
<b>Fund Balance</b>				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	0	0	0	19
Adjustments to Beginning				
20 Balance	0	0	0	20
<b>21 Net Fund Balance, June 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>21</b>





## EXPENDABLE TRUST FUND (Fund 7) Student Financial Aid

Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Cal Grants, and EOPS Direct Aid to Students.





# San Mateo County Community College District

## Student Aid Fund (Fund 7) - Total District

	2018-19 Adoption Budget	2018-19 Adjusted Budget	2018-19 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$15,424,843	\$15,424,843	\$5,741,878	37%	1
2 State Revenue	1,260,000	1,260,000	625,557	50%	2
3 Local Revenue	1,130,000	1,130,000	634,813	56%	3
<b>4 Total Revenue</b>	<b>\$17,814,843</b>	<b>\$17,814,843</b>	<b>\$7,002,248</b>	<b>39%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$775,478	\$775,478	100%	12
13 Other Sources	0		0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(17,814,843)	(18,590,321)	(7,671,686)	41%	16
<b>17 Total Transfers/Other</b>	<b>(\$17,814,843)</b>	<b>(\$17,814,843)</b>	<b>(\$6,896,208)</b>	<b>39%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	\$106,040		18
19 Beginning Balance, July 1	81,380	81,380	81,380		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$81,380</b>	<b>\$81,380</b>	<b>\$187,420</b>		<b>21</b>





## RETIREMENT RESERVE FUND (Fund 8) Expendable Trust

Also an Expendable Trust, the Reserve for Post-Retirement Benefits was established to reflect the District liability that has already been incurred and continues to incur as employees earn the right to health benefits at retirement.

This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. The District transfers these funds to the separate Futuris Trust Fund for the payment of retiree medical benefits.





**San Mateo County Community College District**

**Reserve Fund for Post Retirement Benefits (Fund 8)**

	<b>2018-19 Adoption Budget</b>	<b>2018-19 Adjusted Budget</b>	<b>2018-19 Actual To Date</b>	<b>% To Date</b>	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	65,800	65,800	54,027	82%	3
<b>4 Total Revenue</b>	<b>\$65,800</b>	<b>\$65,800</b>	<b>\$54,027</b>	<b>\$0.8</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	3,337,793	3,337,793	0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	11,000	11,270	7,770	69%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$3,348,793</b>	<b>\$3,349,063</b>	<b>\$7,770</b>	<b>0.2%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$270	270	100%	12
13 Other Sources	\$4,790,142	4,790,142	2,423,788	51%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(2,600,000)	(2,600,000)	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$2,190,142</b>	<b>\$2,190,412</b>	<b>\$2,424,058</b>	<b>111%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$1,092,851)	(\$1,092,851)	\$2,470,315		18
19 Beginning Balance, July 1	10,274,887	10,274,887	10,274,887		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$9,182,036</b>	<b>\$9,182,036</b>	<b>\$12,745,202</b>		<b>21</b>





## SUPPLEMENTAL INFORMATION

FTES Analysis

Cash Flow Summary (12/31/18)

CCFS-311Q Report (12/31/18)





**San Mateo County Community College District  
FTES Analysis**

	<b>Annual 2013-14</b>	<b>Annual 2014-15</b>	<b>Annual 2015-16</b>	<b>Annual 2016-17</b>	<b>Annual 2017-18</b>	<b>P1 2018-19</b>
<b>College of San Mateo</b>						
Resident						
Fall & Spring	5,942	5,574	5,429	5,187	5,016	4,920
Fall & Spring (N/C*)	3	4	3	3	3	1
Summer	786	757	718	654	649	648
Summer (N/C*)	1	1	0	0	0	0
Total, Resident	6,732	6,336	6,150	5,845	5,667	5,569
Apprenticeship	88	62	64	94	99	97
Flex-time	5	5	8	5	5	5
Non-Resident						
Fall & Spring	343	472	642	881	966	891
Fall & Spring (N/C*)	0	1	1	1	1	0
Summer	23	31	44	64	79	75
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	366	504	687	947	1,046	966
<b>Total, College of San Mateo</b>	<b>7,191</b>	<b>6,907</b>	<b>6,909</b>	<b>6,891</b>	<b>6,818</b>	<b>6,637</b>
<b>Cañada College</b>						
Resident						
Fall & Spring	3,593	3,419	3,333	3,203	2,933	2,817
Fall & Spring (N/C*)	23	24	16	0	0	0
Summer	463	488	450	460	456	447
Summer (N/C*)	8	9	8	4	0	0
Total, Resident	4,087	3,940	3,807	3,668	3,390	3,265
Apprenticeship	0	0	0	0	0	0
Flex-time	4	5	6	6	5	4
Non-Resident						
Fall & Spring	103	134	216	255	225	230
Fall & Spring (N/C*)	1	2	2	0	0	0
Summer	10	16	19	30	42	35
Summer (N/C*)	0	0	1	0	0	0
Total, Non-Resident	114	152	238	285	267	265
<b>Total, Cañada College</b>	<b>4,205</b>	<b>4,097</b>	<b>4,051</b>	<b>3,959</b>	<b>3,661</b>	<b>3,534</b>

\*N/C = Non-credit

**San Mateo County Community College District  
FTES Analysis**

	<b>Annual 2013-14</b>	<b>Annual 2014-15</b>	<b>Annual 2015-16</b>	<b>Annual 2016-17</b>	<b>Annual 2017-18</b>	<b>P1 2018-19</b>
<b>Skyline College</b>						
Resident						
Fall & Spring	6,626	6,531	6,245	5,911	5,784	5,504
Fall & Spring (N/C*)	37	81	55	46	34	23
Summer	998	1,067	1,025	918	829	812
Summer (N/C*)	4	7	6	5	5	2
<b>Total, Resident</b>	<b>7,665</b>	<b>7,686</b>	<b>7,331</b>	<b>6,880</b>	<b>6,652</b>	<b>6,341</b>
Apprenticeship	2	2	5	3	2	2
Flex-time	1	3	4	4	4	5
Non-Resident						
Fall & Spring	170	193	276	369	408	403
Fall & Spring (N/C*)	1	4	2	3	3	2
Summer	18	23	31	35	50	50
Summer (N/C*)	0	0	0	0	0	0
<b>Total, Non-Resident</b>	<b>189</b>	<b>220</b>	<b>309</b>	<b>407</b>	<b>461</b>	<b>455</b>
<b>Total, Skyline College</b>	<b>7,857</b>	<b>7,911</b>	<b>7,649</b>	<b>7,294</b>	<b>7,118</b>	<b>6,803</b>
<b>District</b>						
Resident						
Fall & Spring	16,161	15,524	15,007	14,302	13,733	13,241
Fall & Spring (N/C*)	63	109	74	49	36	24
Summer	2,247	2,312	2,193	2,032	1,935	1,907
Summer (N/C*)	13	17	14	9	5	2
<b>Total, Resident</b>	<b>18,484</b>	<b>17,962</b>	<b>17,288</b>	<b>16,392</b>	<b>15,709</b>	<b>15,174</b>
Apprenticeship	90	64	69	97	101	99
Flex-time	10	13	18	15	14	13
Non-Resident						
Fall & Spring	616	799	1,134	1,506	1,599	1,524
Fall & Spring (N/C*)	2	7	5	4	4	2
Summer	51	70	94	129	170	160
Summer (N/C*)	1	0	1	0	0	0
<b>Total, Non-Resident</b>	<b>670</b>	<b>876</b>	<b>1,234</b>	<b>1,639</b>	<b>1,774</b>	<b>1,686</b>
<b>Total, District</b>	<b>19,254</b>	<b>18,915</b>	<b>18,609</b>	<b>18,144</b>	<b>17,597</b>	<b>16,974</b>

\*N/C = Non-credit

**DISTRICT CASH FLOW SUMMARY  
FOR THE QUARTER ENDING DECEMBER 31, 2018**

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE &amp; Debt Service FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
<b>Beg. Cash Balance in County Treasury</b>	20,346,854.63	3,752,871.73	18,976,731.93	60,917,687.22	161,658,298.04	181,152.60	205,573.24	-
<b>Cash inflow from operations:</b>								
Year-to-date Income	91,167,606.12		30,455,387.92	49,463,849.93	284,864,626.21	679,166.93	7,777,726.11	2,478,084.17
Accounts Receivable	2,540,385.64	4,327.41	(734,153.09)	220,787.54	6,678,172.92	24,174.43	548,576.48	(20,226.39)
Advances / Prepaid	315,286.34	134,288.25	372,651.52	60,000.00	3,172,639.38			
Cash awaiting for deposit	87,872.34							
<b>Total Income</b>	120,458,005.07	3,891,487.39	49,070,618.28	110,662,324.69	456,373,736.55	884,493.96	8,531,875.83	2,457,857.78
<b>Cash outflow for operations:</b>								
Year to date expenditure	83,566,151.15		22,472,921.17	47,933,648.29	50,513,848.08	679,166.93	7,671,686.20	7,770.00
Deferred Income	9,914,560.11		(3,717,371.77)		140,840.00	59,793.50	213,331.00	
Account Payable	7,326,334.61	2,690,584.06	3,457,805.74	51,658.39	10,505,367.78	(129,250.40)	682,411.25	
<b>Cash Balance From Operations</b>	<b>19,650,959.20</b>	<b>1,200,903.33</b>	<b>26,857,263.14</b>	<b>62,677,018.01</b>	<b>395,513,680.69</b>	<b>274,783.93</b>	<b>(35,552.62)</b>	<b>2,450,087.78</b>
<b>Other Cash inflow</b>								
Medical Flex Plan / Revolv. Fund								
TRANS								
Trusts (JPA & 3CBG)								
<b>Beg. Investment Balance</b>								
LAIF Balance	582.75							-
County Pool Balance	-							9,446,478.15
C.O.P. & Others	29,943,425.87				5,000.00			-
Total Beg. Balance	29,944,008.62				5,000.00			9,446,478.15
<b>Y.T.D. Investment Balance</b>								
LAIF Balance	588.70							-
County Pool Balance	-							11,896,565.93
Special Bond								-
C.O.P./Bank CD	28,263,415.15				5,000.00			-
Y.T.D. Balance	28,264,003.85				5,000.00			11,896,565.93
Net Cash changes from Investment	1,680,004.77							(2,450,087.78)
Net changes from unrealized gain / (loss)								-
Cash Balance in County Treasury	21,330,963.97	1,200,903.33	26,857,263.14	62,677,018.01	395,513,680.69	274,783.93	(35,552.62)	(0.00)
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>21,330,963.97</b>	<b>1,200,903.33</b>	<b>26,857,263.14</b>	<b>62,677,018.01</b>	<b>395,513,680.69</b>	<b>274,783.93</b>	<b>(35,552.62)</b>	<b>(0.00)</b>

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (370) SAN MATEO

Fiscal Year: 2018-2019  
Quarter Ended: (Q2) Dec 31, 2018

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	166,502,653	170,906,514	180,413,368	185,156,904
A.2	Other Financing Sources (Object 8900)	39,665	359,065	331,747	557,493
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>166,542,318</b>	<b>171,265,579</b>	<b>180,745,115</b>	<b>185,714,397</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,053,786	150,313,244	157,381,147	186,861,059
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	19,491,605	19,255,169	19,069,344	5,281,406
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>156,545,391</b>	<b>169,568,413</b>	<b>176,450,491</b>	<b>192,142,465</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>9,996,927</b>	<b>1,697,166</b>	<b>4,294,624</b>	<b>-6,428,068</b>
<b>D. Fund Balance, Beginning</b>					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>	<b>38,177,409</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>32,185,619</b>	<b>33,882,785</b>	<b>38,177,409</b>	<b>31,749,341</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20.6%	20%	21.6%	16.5%

<b>II. Annualized Attendance FTES:</b>					
G.1	Annualized FTES (excluding apprentice and non-resident)	17,306	16,407	15,722	15,188

Line	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
<b>III. Total General Fund Cash Balance (Unrestricted and Restricted)</b>					
H.1	Cash, excluding borrowed funds		33,741,877	60,444,195	49,389,130
H.2	Cash, borrowed funds only		25,000,000	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	<b>35,236,757</b>	<b>58,741,877</b>	<b>60,444,195</b>	<b>49,389,130</b>

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year to Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	187,092,861	187,728,985	96,610,113	51.5%
I.2	Other Financing Sources (Object 8900)	0	0	557,493	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>187,092,861</b>	<b>187,728,985</b>	<b>97,167,606</b>	<b>51.8%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	192,788,162	192,861,059	80,580,397	41.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,718,178	5,281,405	2,985,755	56.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>197,506,340</b>	<b>198,142,464</b>	<b>83,566,152</b>	<b>42.2%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-10,413,479</b>	<b>-10,413,479</b>	<b>13,601,454</b>	
L.	Adjusted Fund Balance, Beginning	38,177,409	38,177,409	38,177,409	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>27,763,900</b>	<b>27,763,900</b>	<b>51,778,863</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14.1%	14%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% +	Total Cost Increase	% +	Temporary		Total Cost Increase	% +
					Total Cost Increase	% +		
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **YES**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.) District issued Series B of its General Obligation Bond in amount of \$261M secured by ad valorem taxes. In addition, District r

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**  
**Next year? NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**BOARD REPORT NO. 19-2-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Aaron D. McVean, Vice Chancellor, Educational Services and Planning,  
358-6803  
Sue Harrison, Director, General Services 358-6879

**AUTHORIZATION OF THE SOLE SOURCE PURCHASE OF LICENSES FROM SALESFORCE FOR THE DISTRICT'S CONSTITUENT RELATIONSHIP MANAGEMENT (CRM ) PROJECT**

In December 2018, the Board authorized the award and purchase of software and implementation services for its CRM project (Board Report No. 18-12-103B). The Board was informed that the ultimate costs of the project would also include Salesforce licensing, pricing of which would be determined during initial scoping of the project. Scoping and discussions with internal user groups and implementation partners occurred during the ensuing weeks, and licensing needs were determined. Licenses are to be purchased for the following products:

**Year 1**

Lightning Platform Plus - Unlimited Edition  
Lightning Service Cloud - Unlimited Edition  
Salesforce Inbox  
Customer Community Plus - Logins  
Salesforce Advisor Link  
Customer Community - Logins  
ExactTarget - Corporate Edition

**Year 2**

Includes all products in Year 1 plus:

Social Studio (Publish, Listen & Engage) – Corporate

License pricing is fixed at a total of \$1,752,692.29 for a five year term and includes annual billing terms and a credit for existing licenses currently in use in support of International Education.

**RECOMMENDATION**

It is recommended that the Board approve a sole source agreement for the purchase of Salesforce software licensing in the amount of \$1,752,692.29 to be paid over five years.

**BOARD REPORT NO. 19-2-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Aaron D. McVean, Vice Chancellor, Educational Services and Planning,  
358-6803  
Sue Harrison, Director, General Services 358-6879

**RATIFICATION OF SOLE SOURCE AGREEMENT WITH CITY UNIVERSITY OF NEW YORK  
(CUNY) FOR TECHNICAL ASSISTANCE IN THE REPLICATION OF THE PROMISE  
SCHOLARS PROGRAM**

The Promise Scholars Program (PSP) Replication project is funded by the California Community Colleges Chancellor's Office (CCCCO) Awards for Innovation in Higher Education grant (Board Report No. 17-3-4CA). The colleges of the District, as well as three additional colleges from the CCC system, will engage in professional development and technical assistance supported by the City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP) under this agreement. The PSP at Skyline College is an official replication of the ASAP model, and was supported by a previous technical assistance contract with CUNY-ASAP (Board Report No.17-3-102B). This agreement provides the technical services to Cañada College and College of San Mateo, as well as the three colleges selected from the CCC system to support the goals outlined in the Award for Innovation in Higher Education grant received by the District.

**RECOMMENDATION**

It is recommended that the Board ratify a sole source agreement for technical assistance services from Research Foundation of the City University of New York, in the amount of \$550,000 to provide technical assistance to Cañada College, College of San Mateo and three additional California Community Colleges to support the replication of their Promise Scholars Programs. The contract period is from November 1, 2018 through October 31, 2021.

**BOARD REPORT NO. 19-2-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF CONTRACT AWARD FOR SKYLINE COLLEGE  
BUILDING 7 STEM CENTER PROJECT**

The Skyline College Building 7 STEM Center will provide a multidisciplinary state of the art study and teaching space for the science, technology, engineering, and mathematics (STEM) disciplines. The central location will aid in building relationships between faculty and students. In addition to being a mentoring space, group learning area, and study rooms, the STEM Center will also be able to host speakers from the field that will help students broaden their academic horizons.

The Facilities Planning Department, with support from Group 4 architecture, procured the project through the competitive bidding process. An advertisement for this construction opportunity (Bid #86793) was released through the PlanetBids online bidding system. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on December 3 and December 10, 2018. A total of fifteen (15) general contractors attended the mandatory pre-bid conferences on December 10 and December 19, 2018.

On January 24, the District received two (2) bids for this project as follows:

<b>Contractor</b>	<b>Total Bid</b>
R.C. Benson and Sons, Inc.	\$1,851,624
Agbayani Construction Corporation	\$ 992,000

Subsequent to receiving the bids, Facilities conducted a due diligence investigation of the bid results to ascertain that Agbayani Construction Corporation is the lowest responsive responsible bidder and meets all the requirements of the project.

The project will be funded by Measure H general obligation bonds and local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract with Agbayani Construction Corporation for the Skyline College Building 7 STEM Center Project, Bid # 86793, in an amount not to exceed \$992,000.

**BOARD REPORT NO. 19-2-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Alex Kramer, Director of Workforce Development, College of San Mateo  
Sue Harrison, Director of General Services, SMCCCD

**ACCEPTANCE OF GRANT FOR DEPUTY SECTOR NAVIGATOR FOR ENERGY,  
CONSTRUCTION AND UTILITIES FOR COLLEGE OF SAN MATEO AND APPROVING  
MATCHING RESOURCES**

As part of the California Community College Chancellor’s Office, Office of Economic and Workforce Development’s strategy called “Doing What Matters for Jobs and the Economy,” Sector Navigators (SN) and Deputy Sector Navigators (DSN) guide colleges statewide and regionally for CTE programs providing technical support and coordination assistance for industry partnerships, program development, and labor market information. For example, the Bay Region DSN for Energy, Construction and Utilities supports faculty to coordinate efforts on grants development and technical support for shared instructional programs, such as commercial-scale energy efficiency training programs. DSNs will bring together industry stakeholders and college administrators and faculty to discuss skills needs for workers and curricula’s viability to prepare students for industry needs. They also provide other support for program marketing, industry outreach and awareness, and technical support for grants development, especially for multi-college efforts via the Strong Workforce Program.

As such, College of San Mateo has recently been selected by the State Chancellor’s Office to host the DSN for Energy Construction and Utilities grant to support regional efforts that build and expand for-credit programs within this sector focus, and to engage in recruitment efforts and promotion of such programs and career opportunities within this sector to meet the needs of students and regional employers.

The college is requesting Board approval to receive funding in the amount of \$200,000 from Rancho Santiago Community College District, the fiscal agent identified by the State Chancellor’s Office for all Statewide DSN grants. This grant does have a mandatory 1-to-1 matching component in the amount of \$200,000 and College of San Mateo will provide the necessary resources to meet this requirement.

**RECOMMENDATION**

It is recommended that the Board approve acceptance of the DSN for Energy, Construction and Utilities grant for College of San Mateo and approve matching resources.

**BOARD REPORT NO. 19-2-105B**

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

**ADOPTION OF RESOLUTION NO. 19-4 HONORING COLLEGE OF SAN MATEO ALUMNUS JULIAN EDELMAN FOR BEING NAMED MOST VALUABLE PLAYER OF SUPER BOWL LIII**

Julian Edelman, a wide receiver and punt returner for the New England Patriots, is a College of San Mateo alumnus. Mr. Edelman was a star player on the College of San Mateo football team and was inducted into the Bulldog's Hall of Fame in 2018. Following his career at CSM, he transferred to Kent State University where he continued his success on the football field, breaking school records.

Mr. Edelman was drafted by the National Football League's New England Patriots in 2009. During his tenure with the Patriots, the team has won three Super Bowl Championships. He was named the Most Valuable Player of Super Bowl LIII in 2019.

Mr. Edelman's achievements bring distinction to himself, his family and his team, as well as College of San Mateo and the CSM Bulldogs Football Program.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 19-4, congratulating College of San Mateo alumnus Julian Edelman for being named the Most Valuable Player of Super Bowl LIII.

**RESOLUTION NO. 19-4  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION HONORING COLLEGE OF SAN MATEO ALUMNUS JULIAN EDELMAN  
FOR BEING NAMED MOST VALUABLE PLAYER OF SUPER BOWL LIII**

**WHEREAS**, Julian Edelman was a star player on the College of San Mateo football team where, as a freshman quarterback, he threw for 1,312 yards resulting in 14 touchdowns, ran for a school record 1,253 yards, and scored 17 touchdowns, earning him entry into the Bulldog’s Hall of Fame in 2018; and

**WHEREAS**, Mr. Edelman transferred to Kent State University and continued to be successful on the gridiron, breaking school records while majoring in business management; and

**WHEREAS**, Mr. Edelman was drafted by the National Football League’s New England Patriots in 2009; and

**WHEREAS**, Mr. Edelman ranks second overall (behind Jerry Rice) in both post-season receiving yards and post-season receptions; and

**WHEREAS**, Mr. Edelman has played in four Super Bowls and led all wide receivers in receiving yards for three of those games; and

**WHEREAS**, Mr. Edelman holds Super Bowl records for career punt returns and first-half receptions in a single game; and

**WHEREAS**, Mr. Edelman was named Super Bowl MVP of Super Bowl LIII, in which he had 10 catches for 141 yards receiving, more than half of his team's total receiving yardage;

**NOW, THEREFORE, BE IT RESOLVED, THAT** the San Mateo County Community College District Board of Trustees hereby offers its sincerest and most enthusiastic congratulations to Julian Edelman for being named Most Valuable Player of the National Football League’s Super Bowl LIII; and

**BE IT FURTHER RESOLVED THAT** the Board of Trustees offers its best wishes to Julian Edelman for his continued success and hopes that he will maintain his strong connection to College of San Mateo and its academic and athletics programs.

**REGULARLY PASSED AND ADOPTED** this 27<sup>th</sup> day of February 2019.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Karen Schwarz, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 19-2-106B**

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

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

- Policy 4.00 – Applicability of Chapter IV Policies**
- Policy 4.15 – Employee Requirements**
- Policy 4.20 – Supervision of Classified Employees**
- Policy 4.25 – Employees Not Members of the Classified Service**
- Policy 4.30 – Pay Period for Classified Employees**
- Policy 5.00 – Applicability of Chapter V Policies**
- Policy 5.02 – Non-Represented Employees: Work Year and Workday**
- Policy 5.06 – Non-Represented Employees: Conflict Resolution**
- Policy 5.07 – Non-Represented Employees: Health Benefits and Leaves of Absence**

The Districtwide Participatory Governance Council has reviewed the following policies, and has advised the Chancellor on revisions to the policies. The Chancellor concurs with these recommendations and recommends the following revisions:

- **Policy 4.00: Applicability of Chapter IV Policies** – No edits are recommended for this policy.
- **Policy 4.15: Employee Requirements** – Minor updates are recommended to clarify location for fingerprinting and to note requirement for tuberculosis assessment.
- **Policy 4.20: Supervision of Classified Employees** – No edits are recommended for this policy.
- **Policy 4.25: Employees Not Members of the Classified Service** – No edits are recommended for this policy.
- **Policy 4.30: Pay Period for Classified Employees** – No edits are recommended for this policy.
- **Policy 5.00: Applicability of Chapter V Policies** – No edits are recommended for this policy.
- **Policy 5.02: Non-Represented Employees: Work Year and Workday** – No edits are recommended for this policy.

- **Policy 5.06: Non-Represented Employees: Conflict Resolution** – No edits are recommended for this policy.
- **Policy 5.07: Non-Represented Employees: Health Benefits and Leaves of Absence** – No edits are recommended for this policy.

#### **RECOMMENDATION**

It is recommended that the Board accept the review and approve the revisions to the above referenced Board Policies as outlined in the attached documents.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.00 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.00 Applicability of Chapter IV Policies

**Revision Date:** 11/10; Reviewed 02/19

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The policies in this Chapter are applicable to all classified employees except when noted in the policy. In addition, classified staff who are members of the collective bargaining unit represented by the California School Employees Association (CSEA), Chapter 33 are covered by the provisions of the current CSEA contract. Classified staff who are members of the collective bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829 are covered by the provisions of the current AFSCME contract.

**CHAPTER 4: Classified Personnel**  
**BOARD POLICY NO. 4.15 (BP 7330)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 4.15 Employment Requirements  
**Revision Date:** 11/10; 2/19  
**Policy References:** Education Code Sections 87408.6, 88021

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Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted at a location designated by the ~~County Office of Education~~ District within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. All employees shall be required to undergo a tuberculosis risk assessment every four years thereafter. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the federal or state governments, or any other regulatory agency.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.20**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.20 Supervision of Classified Employees

**Revision Date:** 11/10; Reviewed 2/19

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1. The general administrative coordination of the Classified Service at the District Office and the general Districtwide administrative coordination of the Classified Service is the responsibility of the Vice Chancellor-Human Resources and Employee Relations.
  2. The general administrative coordination of the Classified Service at each College is the responsibility of the College Presidents.
  3. The Office of Human Resources is responsible for maintaining generic job descriptions for all classifications in the Classified Service.

**CHAPTER 4: Classified Personnel**  
**BOARD POLICY NO. 4.22**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 4.22 Classified Staff Development  
**Revision Date:** Program 11/10; **Reviewed 2/19**  
**Policy Reference:** Accreditation Standard III.A.5

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1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide the classified staff with a staff development program which will encourage professional growth that maintains and extends the high performance standards of all employees.
  2. A copy of the Classified Staff Development Program Plan will be maintained by the District Office of Human Resources.

**CHAPTER 4: Classified Personnel**  
**BOARD POLICY NO. 4.25 (BP 7130)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 4.25 Employees Not Members of the Classified Service

**Revision Date:** 11/10; Reviewed 2/19

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1. The Board shall establish salary schedules and procedures for employment of student assistants, classified substitutes, short-term, non-continuing and other temporary employees of the District. Pursuant to Education Code regulations, temporary employees in these categories are non-represented, at-will employees, and are not a part of the classified service.
  2. Approval of the appropriate District and/or College administrator is required prior to employment of temporary personnel. Board approval of all short term, non-continuing assignments and assignment extensions are required prior to the employment of any temporary personnel to perform those services. Employment policies governing temporary employees shall reflect equal opportunity law and provisions of the California Education Code and District policy.
  3. Employees in these categories must complete and file the following:
    - a. Proof of identity and authorization for employment in the United States, pursuant to the Immigration Reform Control Act)
    - b. Social Security card (original card is required for duplication by authorized District personnel)
    - c. Loyalty Oath
    - d. Required District payroll forms:
      - 1) W-4 (income tax withholding)
      - 2) Temporary Classified Employment Authorization Form (classified short-term and substitutes only)
      - 3) New Hire Information form
      - 4) Timesheet for payment of hours worked, using the assigned salary rate, pursuant to established District payroll timelines.
    - e. Child/Dependent Adult Abuse Reporting form
    - f. Proof of freedom from tuberculosis (required for student assistants/short-term and substitutes who are employed in District child care and health services)
    - g. Confidentiality Contract and Verification of College-Only Employment (student assistants only)
    - h. Emergency Contact Information form
  4. The District may also employ classified retirees as temporary, at-will employees, pursuant to established procedures for determining work assignments, appropriate pay rates and time limitations in conjunction with retirement system regulations.
  5. The appropriate administrator will be accountable for determining and monitoring the employment limitations, specific type of work assigned, length of the temporary service, pay rates, quality of employee performance and retention of temporary employees, pursuant to Education Code, regulatory, and District policies and procedures.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.30**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.30 Pay Period for Classified Employees

**Revision Date:** 11/10; Reviewed 2/19

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1. For regularly employed classified employees, a pay period is the calendar month, with warrants issued on the last working day of the month.
  2. The pay period for employees on an hourly pay scale, and the overtime pay period, ends on a scheduled day each calendar month as established by the District Payroll Office with warrants issued and payable on the fifteenth day of the month.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.00**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.00 Applicability of Chapter V Policies

**Revision Date:** 11/10; Reviewed 2/19

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The policies in this Chapter are applicable to employees who are not represented by an exclusive representative organization under the Educational Employment Relations Act. These employees are included in one of four groups, all of which are defined in Section 5.01.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.01 (BP 7240, 7250, and 7260)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.01 Definition of Non-Represented Employees  
**Revision Date:** 11/10; **Reviewed 2/19**  
**Policy References:** Government Code Sections 3540.1(c), 3540.1(g), 3540.1(m); Education Code Section 72411

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1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of Human Resources shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may be either an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors and classified exempt supervisors are District employees who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic and Classified Exempt Supervisory Salary Schedule. The academic and classified exempt supervisory positions are listed in the Office of Human Resources.
4. Non-exempt classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining agents.
5. Confidential employees are District employees who are designated by the Board of Trustees as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.02**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 5.02 Non-Represented Employees: Work Year and Workday  
**Revision Date:** 2/11; Reviewed 2/19

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1. The work year for management and academic supervisory employees shall be the total number of calendar days in the year from July 1 through the following June 30, less 27 days of vacation and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
2. The normal workday for managers and academic supervisory employees shall consist of seven and one-half hours. These employees are exempt from the overtime pay provisions of the Fair Labor Standards Act and the Education Code. The duties, flexibility of hours, salary, benefit structure and authority of these positions are of such a nature that they are set apart from the positions which are subject to the overtime provisions of State and Federal law.
3. The work year for classified professional/supervisory employees and confidential employees shall normally be the total number of calendar days in the year from July 1 through the following June 30, less vacation as specified in sections 5.54 and 5.64 of this Chapter, and, usually, all Saturdays, Sundays and holidays approved by the Board of Trustees.
4. The workday for classified professional /supervisory employees and confidential employees shall normally consist of seven-and-one-half hours.

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.04**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** - 5.04 Non-Represented Employees: Staff Development Programs  
**Revision Date:** 11/10; **Reviewed 2/19**  
**Policy Reference:** Accreditation Standard III.A.5

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1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide non-represented employees with staff development opportunities to encourage professional growth that maintains and extends the high performance standards of all employees.
  2. Managers and academic supervisors are eligible to participate in the Management Development Program established by the Board of Trustees. A copy of the Management Development Program Plan shall be maintained by the Office of Human Resources.
  3. Members of the classified professional/supervisory and confidential groups are eligible to participate in the Classified Staff Development Program established by the Board of Trustees. A copy of the Classified Staff Development Program Plan shall be maintained by the Office of Human Resources.

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.06**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 5.06 Non-Represented Employees: Conflict Resolution

**Revision Date:** 2/11; Reviewed 2/19

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1. A complaint by a non-represented employee that s/he has been adversely affected by a misinterpretation, violation or misapplication of policies of the Board of Trustees or administrative procedures shall be addressed in a manner to obtain a solution at the lowest possible management level.
  2. Any complaint first should be discussed informally with the employee's immediate supervisor in an effort to resolve the problem. If the problem is unresolved, the complainant may request a review by the College President or, in the case of a District Office employee, by the Executive ViceChancellor. If the immediate supervisor is the College President or the Chancellor, the Chancellor may designate another administrator to hear the conflict at this stage.
  3. If the problem is still unresolved, a non-represented employee may then request a formal administrative review of the complaint by the Chancellor by filing a written request. The request should include both a description of the specific grounds for the complaint and specific actions requested which will remedy the complaint. The decision of the Chancellor shall be final.
  4. The District shall not take reprisal affecting the employment status of any non-represented employee because of the employee's participation in the conflict resolution process.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.07 (BP 7340)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.07 Non-Represented Employees: Health Benefits and Leaves of Absence  
**Revision Date:** 3/11; **Reviewed 2/19**  
**Policy References:** Education Code Sections 7000 et seq., 87035, 87036, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 88193, 88207, 88210; Government Code Section 12945

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1. All non-represented employees who are permanent regular full-time or regular part-time employees and who are employed at least 18.75 hours per week are eligible for health and welfare benefits.
2. The District will provide each eligible employee and eligible dependents with benefits described below:
  - a. Medical insurance: The District will provide each eligible employee and eligible dependents with one of the PERS Medical plans that are available for the employee's selection. The Plans are fully described in the Employee Benefits Brochure available on the District website downloads.
  - b. Dental insurance: The District will provide each eligible employee and eligible dependents with dental benefits provided through Delta Dental Insurance. The available plans are described in the Employee Benefits Brochure described in paragraph 2.
  - c. Life Insurance: The District will provide each eligible employee with a term life insurance policy as described in the Employee Benefits Brochure.
  - d. Disability Insurance: The District will provide each eligible employee with disability insurance to cover disability after an employee's sick leave is exhausted as described in the Employee Benefits Brochure.
  - e. Vision Insurance: The District will provide each eligible employee and eligible dependents with vision benefits through the Vision Service Plan (VSP) as described in the Employee Benefits Brochure.
3. The cost for providing the medical benefits shall be shared by the District and the employee, based upon the monthly medical cap that has been established and subject to the meet and confer process. The costs for benefits listed in paragraphs 2(b) through 2(e) above shall be borne by the District.
4. The District shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include but are not limited to:
  - a. Illness leave for all classes of permanent employees;
  - b. Vacation leave;
  - c. Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated;

## 5.07 Non-Represented Employees: Health Benefits and Leaves of Absence (continued)

- d. Leave of absence to serve as an elected member of the legislature;
  - e. Use of illness leave for personal necessity;
  - f. Work-related illness/injury leave;
  - g. Jury service or appearance as a witness in court;
  - h. Military service;
  - i. Family and medical leave.
5. Vacation leave for non-represented employees shall not accumulate beyond two times the annual accrual. Employees shall be permitted to take vacation leave in a timely manner to avoid accumulation of excessive vacation.
  6. In addition to the above-described leaves of absence, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.