

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 15, 2019**  
**Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.**  
**District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

---

**5:00 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. Public Employee Performance Evaluation: Chancellor
4. Conference with Labor Negotiator  
Agency Negotiator: Mitchell Bailey  
Employee Organizations: AFT, CSEA and AFSCME

**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**

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

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

## **NEW BUSINESS**

- 19-5-1A      Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

### **Approval of Consent Agenda**

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

- 19-5-1CA      Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 19-5-2CA      Approval of Community, Continuing and Corporate Education Classes and Programs, Fall 2019 – Cañada College, College of San Mateo and Skyline College
- 19-5-3CA      Acceptance of Grant by Cañada College to Provide Services for Incarcerated and Formerly Incarcerated Individuals
- 19-5-4CA      Acceptance of Gifts by the District

### **Other Recommendations**

- 19-5-100B      Adoption of Resolution No. 7 Regarding Board Absence
- 19-5-101B      Acceptance of Grant for Deputy Sector Navigator for Health and Approving Matching Resources at Cañada College
- 19-5-102B      Acceptance of Grant for Deputy Sector Navigator for Global Trade and Approving Matching Resources at Cañada College
- 19-5-103B      Approval of Service Award for 2018-19 Student Trustee
- 19-5-104B      Approval of Revisions to Board Policies: 1.01 District Mission; 2.26 Drug-Free Workplace and Educational Environment; 2.28 Safety; Injury and Illness Prevention Program; 2.34 Computer and Network Use; 2.60 Resignations; 5.16 Managers: Evaluation; 5.26 Academic Supervisors: Evaluation

## **INFORMATION REPORTS**

- 19-5-2C      Presentation of Skyline College Academic Senate’s “A Student-Ready Resolution”

## **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**

# President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

### COMMON DAY OF ACTION: CONNECTING LEARNING WITH COMMUNITY ENGAGEMENT



On Saturday, March 13, 2019, 110 students and staff participated in the second annual Skyline College Common Day of Action, where they engaged in service learning projects at four different sites: St. Anthony's Foundation, Second Harvest Food Bank, Habitat for Humanity and Pacifica Beach Coalition. The purpose of Common Day of Action is to connect learning in the classroom with civic engagement, offer students the opportunity to develop leadership skills and become participating members of society.

The day began at Skyline College with breakfast, a warm welcome from Master of Ceremonies Carrie Ramirez, and opening speeches from the Associated Students of Skyline College (ASSC) student leaders Alejandro Guzman and Ana Giulia Serra, who got the energy flowing before students took off for their respective sites. A total of 15 student leaders from ASSC, Skyline College Middle College and the Promise Scholars Program facilitated pre- and post- reflection activities and provided support during the experience. The participants served in the following projects:

At St. Anthony's, students sorted and hung bins of used clothing while engaging in in-depth reflections on the stigmatization of the poor and the charity model of welfare for economically marginalized communities.

At Second Harvest Food Bank, students packed over 15,000 pounds of food into boxes and discussed the issue of food insecurity and its causes.

Students at Habitat for Humanity cleaned and organized goods for sale that will help financially support Habitat for Humanity's mission to build affordable housing and create opportunities for unhoused and low-income families.

The crew at the Sharp Park Beach Cleanup focused on cleaning the beach and reducing cigarette butts, which connected to the concepts of reducing waste, buying habits and attitudes about consumerism. They picked up 58 pounds of trash.

The day ended with all groups coming back to Skyline College for lunch and a post-experience activity, where students reflected on their service learning projects, the root causes of the social issues and their role in the community as agents of change. Student Jesse Dominiguez, who participated at St. Anthony's, emphasized, "Before I did this, I was always on edge when coming across the homeless, but now I can have a conversation with them and just ask what's wrong."

The Service Learning Community of Practice, which organized the event, would like to thank Amory Cariadus and Ryan Samn from Student Life, ASSC leaders, the VPI's office, CTTL, Dean Joe Morello, and Middle College staff for their generous support to make this event happen.

Article by Serena Chu-Mraz, Rika Fabian, Carla Grandy, Jennifer Merrill, Timothy Rottenberg and Sujatha Venkataraman | Photos by Zaw Min Khant and William Nacouzi

# SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

## COLLEGE WINS NATIONAL AWARDS FOR MARKETING PROJECTS



Skyline College has won five awards in the 34th Annual Educational Advertising Awards, sponsored by Higher Ed Marketing Report. The Educational Advertising Awards is the largest and most respected education marketing competition in the country.

The college won Silver awards in two categories:

- Annual Report (for the 2017-2018 Annual Report)
- Special Video Production (for the Promise Promo Video by alumnus Jonathan Gonzales)

A Bronze award in one category:

- Student Viewbook (for the 2018 Student Viewbook)

Merit awards in two categories:

- Honors Transfer Program Brochure
- Outdoor Advertising (for the Bus Enrollment Ads)

Both the Annual Report and the Promise Promo Video highlight the best of Skyline College and our marketing efforts.

The annual report blended graphic design and engaging content seamlessly to tell the story of a year in the life of Skyline College. It has been used as a marketing piece for the outside community and represents a public-facing record of the college's most impactful and inspiring accomplishments.

### *About the Educational Advertising Awards*

The 34th Annual Educational Advertising Awards is an opportunity for higher education institutions to test their programs and campaigns against the best in the country. A national panel of industry specialists review each piece; judging creativity, marketing execution and message impact.

Article by Marie Kyla Perez

## SKYLINE COLLEGE STUDENTS WIN GRAND PRIZE AT MAJOR U.S. HACKATHON



Over spring break, a group of Skyline College students attended and won a hackathon event at UCLA. Hackathons are programming competitions where college students and young professionals work on small teams to build a functioning hardware or software project in a limited period of time. LA Hacks is Southern California's oldest premiere hackathon, with over 160 teams and over 700 participants at this year's event.

The Skyline College team won the first-place prize for their app Harvyst, an innovative approach to small scale urban farming and garden monitoring. The students represented various majors at Skyline College. The team consisted of Matthew Haddad- Electrical

## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

Engineering, Krishan Ram- Mechanical Engineering, Malcolm McSwain- Computer Science, and Prince Castro- Business.

The project itself was an app (called Harvyst) integrated with a physical hardware system to care for and monitor plants. The system could collect data from temperature and soil moisture sensors, as well as water and cool plants using a fan and a motor that could move a water pump along a track. The hardware was programmed using Arduino, then connected to the mobile app by using a Raspberry Pi and React Native.

This was the first time three of the students had participated in a hackathon event, and after their success they are all excited to participate again. More details about the project can be found at [devpost.com/software/harvyst](http://devpost.com/software/harvyst).

Article by Matthew Haddad

### THE SKYLINE VIEW WINS AWARDS AT STATE 2019



The Skyline View once again took home the General Excellence in Online Journalism award at the 2019 Journalism Association of Community Colleges State Convention in Sacramento, CA. Students from across the journalism program competed in on-the-spot contests and learned about all aspects of journalism from professionals in the field at the event which took place March 28-30. In addition to the online general excellence award, former editor in chief Simone Ledbetter clinched first place in environmental portrait, while former staffer Cristina Macz earned an honorable mention in Online Photo Story/Essay and sports editor Daniel Archuleta won honorable mention in Sports

Game Story. Current co-editor in chief Mark David Magat earned an honorable mention for Creative Portrait for the on-the-spot contest, while co-editor in chief Olivia Bowman and staffer RJ Rapada both earned honorable mentions for on-the-spot copy editing.

The Skyline View ended the year strong by winning first place for online general excellence in the two-year college division from the California News Publishers Association's Better Newspapers Competition. Judges said about TheSkylineView.com, "The breadth of the coverage is astounding...the writing is great across all sections."

In March, the publication won online general excellence at the Journalism Association of Community Colleges State Convention held in Sacramento, making it the third time this semester that the publication has won an award for its website. At this same convention, sports editor Brian Silverman took home an honorable mention in the on-the-spot video story contest. Former staffer Dave Newlands earned a second place for student-designed ad, while former staffer Ryan Love clinched a second place in critical review.

Article by Nancy Kaplan-Biegel

### JAZZ BAND HOSTS EL CAMINO MUSICIANS IN COLORFUL CONCERT



On Sunday, March 17, the Skyline College Jazz Band and the El Camino High School Jazz Band (South San Francisco, CA) joined forces for a collaborative concert in the Skyline College Theater.

## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

In celebration of the St. Patrick's Day holiday, Skyline College's Jazz Band sought the proverbial pot of gold at the end of the rainbow by performing songs that included the colors of the rainbow. Count Basie's "Kid from Red Bank," Nat King Cole's "Orange-Colored Sky," Frank Sinatra's "Yellow Days," and a tribute to Oscar Peterson called "On Green Dolphin Street" were among the color-themed selections, as well as the Judy Garland classic "Over the Rainbow."

The final piece on the program brought the Skyline College and El Camino High School student musicians on stage together for a joint performance of Tito Puente and Arturo Sandoval's "Mambo Caliente."

Article by Dr. Zachary E. Bruno

### ENERGIZE COLLEGES INTERNSHIP SPOTLIGHT: MARC CIRILO



The Energize Colleges Program is in its third year at Skyline College, and ten student interns are working hard on community and campus energy and sustainability projects.

One project involves intern Marc Cirilo, who has coordinated and assisted in conducting a waste audit, focusing on Skyline College's cafeteria waste. The goal of the waste audit is to educate students on real-time contamination and possible diversion of waste, as well as influencing a behavior change to reduce and recycle waste on campus.

The waste audit took place on April 9, 2019 in one of Skyline College's loading docks. Over 25 students and community members participated in the waste audit, including Carla Grandy's Environmental Earth Science class, members of the Sustainability Team at San Mateo County Community College District, and educators from San Mateo County Office of Sustainability.

The audit consisted of re-sorting waste correctly, weighing the waste, and compiling the data. Marc was able to analyze the data and concluded that approximately 82% of the waste stream was not sorted correctly and could have been diverted from the landfill, and only 18% was sorted correctly. Students and community members felt that the waste audit gave them valuable information regarding what items were to be recycled, composted, or thrown in the waste bins. Many felt empowered to educate and encourage their friends, families, and others about the importance of sorting waste items into the proper bins.

Article by Angie Gutierrez

### C-SPAN BUS VISITS SKYLINE COLLEGE



On Tuesday, April 23, Skyline College hosted the C-SPAN bus on campus. Middle College students toured the bus in small groups from 8:00 a.m. to 10:00 a.m., and then the bus was open to the campus community. On the bus, students and faculty learned about C-SPAN's mission from education specialists Pam McGorry and Jenae Green. Visitors on the bus sat in the same place where many famous politicians have been interviewed by C-SPAN, and used tablet computers to watch C-SPAN programming and take quizzes on US History and politics.

## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

Middle College Senior Aliyah San Juan said “It was a great opportunity, and I was grateful for the chance to meet the people who work behind the scenes to provide the public programming that C-SPAN shows.”

According to C-SPAN, “The C-SPAN Bus is an interactive, multimedia mobile classroom that travels the country to engage with community members and elected officials, showcasing C-SPAN’s public affairs programming and resources. The all new, state-of-the-art customized motor coach stops at book festivals, high schools and universities to host students and teachers around the nation, giving them an inside look at C-SPAN’s comprehensive educational and political resources.”

The C-SPAN bus visit was coordinated in part by Timothy Rottenberg, adjunct faculty member at Skyline College Middle College. In Summer 2018 Timothy attended the C-SPAN Educate! Conference in Washington DC. At the conference, Timothy was interviewed by C-SPAN founder Brian Lamb, where he spoke about Skyline College Middle College and his pedagogy as a US Government instructor. Additionally, he collaborated with other teachers from around the country to create new US Government curriculum for C-SPAN Classroom, and received training on using existing C-SPAN Classroom resources in his courses at Skyline College Middle College.

Last Fall, Skyline College Middle College students also participated in Studentcam, a national documentary video competition, as part of the curriculum for their US Government class. Although Skyline College students did not produce any winning documentary videos this year, we hope to invite the C-SPAN Bus back in future years for an award ceremony for students.

Article by Timothy Rottenberg

### REUSE HUB: SKYLINE COLLEGE SCHOOL SUPPLIES EXCHANGE



The Energize Colleges Program is teaming up with the Environmental Club to revamp the ReUSE Hub. The ReUSE Hub allows students to easily pick up any school supplies needed for their academic success and/or bring some of their own to donate for the benefit of others.

The ReUSE Hub is designed to be a useful resource for the campus community and promotes the important ethic of reuse. Unused school supplies or office supplies can be thrown away into waste streams and lose potential to be a valuable resource for a student. In the interest of student equity and campus sustainability, the aim of the ReUSE Hub is to divert school supplies from landfills and provide access to the school and office supplies necessary for the transformative process of learning at Skyline College.

The ReUSE Hub is located in The Learning Center. Items welcome for donation include: binders, calculators, rulers, notebooks, folders, one-sided clean paper, pens, pencils, scissors, art supplies, and other office supplies.

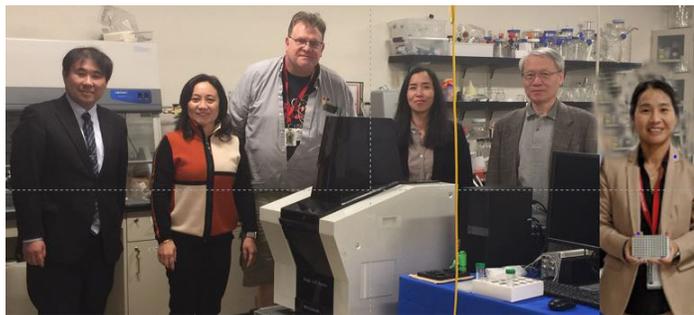
For questions or comments regarding the ReUSE Hub, please contact Angie Gutierrez, Energize Colleges Program Coordinator at: [gutierrez@smccd.edu](mailto:gutierrez@smccd.edu).

Article by Angie Gutierrez

## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

### SKYLINE BUSINESS AND BIOTECHNOLOGY PROGRAMS ESTABLISH INNOVATIVE PARTNERSHIPS WITH JAPANESE BIOTECH



Skyline College Business and Biotechnology Divisions welcomes a new venture with a leading Japanese Biotechnology company- Furukawa Electronic Inc. From April 8-12, Skyline College faculty received professional training on the Single Cell Hunter. This cutting edge piece of equipment will be housed and used by Skyline College faculty and students.

This Strategic Partnership between Business and Biotechnology academic programs at Skyline College and a Japanese Bio-Engineering Company-Furukawa Electronic Inc. will benefit both business and STEM students.

Business students apply their sales and marketing skills to secure business projects from the local business community while our biotechnology students will conduct scientific research using this cutting-edge technology. By leveraging industry resources, our strategic partnership provides our students with experiential learning experience and access to modern equipment. This also allows our college to use very expensive and up to date equipment without an exceptional capital outlay.

Dr. Pate and Dr. Kapp hope that our collaborative innovation project will provide a “hub” where students, faculty, industry experts and local business community will collaborate inside and outside of the classrooms. We hope that students from different interdisciplinary areas

can receive training across curriculum in addition to exploring their careers as biotechnology lab technicians and/or sales and marketing specialists for their career.

Article by Dr. Hui Pate and Dr. Nick Kapp | Photo by Dr. Hui Pate

### NISSAN TRAINING FOR SKYLINE COLLEGE PROFESSORS



The week of March 11, 2019, Nissan sponsored a specialized program to teach the trainer for Nissan Technical Training Academy (NTTA) and Infinity Technical Training Academy (ITTA) schools. This took place at their main training facility in Franklin, Tennessee.

Program coordinator and professor Tom Broxholm and professor Ruben Parra participated along with 28 other professors from across the country who are in the NTTA and ITTA program. Skyline College’s partnership with Nissan provides students with advantages such as access to online technical training, internships and a tuition reimbursement program up to \$6,000. This is a fantastic opportunity for students and the Automotive Technology program.

Some of the specialized training involved fully electric vehicles, variable compression engines and semi-autonomous self-steering systems. The training also included technology that can prevent accidents such as blind spot detection and automatic braking systems.

## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

Nissan of America has committed tremendous resources to this program and we are proud to be part of it. More information about the NTTA/ITTA program can be found at: [nissantechacademy.com](http://nissantechacademy.com).

Article by Thomas G. Broxholm

### STAFF & STUDENTS ATTEND CALWORKS ASSOCIATION'S ANNUAL TRAINING INSTITUTE



Skyline College students and staff attended the CalWORKs Association's Annual Training in San Diego, California on April 15-17, 2019. Students were treated to an inspiring keynote speaker, Ms. Patricia Williams (Ms. Pat) author of *Rabbit*. Ms. Pat's keynote addressed many of the challenges, pain and resilience of raising children on CARE/CalWORKs through the lens of humor.

Staff and students were able to participate in thought-provoking and useful breakout sessions to learn of updates as well as understand the rights of program participants. In attendance from Skyline College were Veljanae Bradford, Tiffanee Rush, Cynthia Haro (CARE/CalWORKs Counselor) and Linda Allen (Interim Program Service Coordinator, CARE/CalWORKs/Guardian Scholars). Bradford stated, "The conference gave me a new perspective on the CalWORKs program."

Each year this event brings together more than 400 attendees and provides a forum for training, discussion, sharing, networking and invention.

Article by Linda Allen

### LUNCH AND LEARN SERIES ORGANIZED BY ELSA JIMENEZ SAMAYOA, SKYLINE COLLEGE BIOTECHNOLOGY



On April 12, 2019, Skyline College's Biotechnology Program hosted a *Lunch and Learn* in the Multicultural Center. The event was facilitated by Krystle Okialda-Chase, Talent Acquisition Manager for research and development at Abbvie, a national/local biotechnology company. Ms. Okialda-Chase spoke with Skyline College students about the hiring process in the biotechnology industry, specifically what recruiters are looking for. In addition, she gave practical advice on writing a resume and had interview tips for students. During the event, students were engaged and asked candid questions about the process. The luncheon ran for the scheduled hour, but the students lined up to speak with Ms. Okialda-Chase after the event and she was kind enough to stay for another hour and a half.

In attendance were over 30 Skyline College students and Skyline College's Biotechnology Program lead instructors, Dr. Nick Kapp and Dr. Jing Folsom. The event was also attended by Skyline College Bioscience Internship Coordinator, Elsa Jimenez Samayoa, who has taught at Skyline College for over 10 years and is a former Skyline College student. She recently joined the the Center for Career and Workforce Programs where she has set up collaborations with local industry to find and promote Skyline College students for internships, in addition to identifying and inviting speakers for the Lunch and Learn series. The Biotechnology department is excited to have Elsa be a part of the team.

Article and Photo by Nick Kapp

## SKYLINE COLLEGE BOARD REPORT

MAY 15, 2019

### SKYLINE COLLEGE HOSTS INTERNATIONAL STUDENT TRANSFER FAIR



Skyline College played host to over 30 colleges and universities at the International Student Transfer Fair held on Wednesday, April 10, 2019, in the Fireside Dining Room. There were representatives from both in-state and out-of-state schools, with some coming from as far north as Victoria, British Columbia, as far east as New York State and as far south as Florida.

Students were excited to learn that many of these schools not only had Transfer Guarantee Agreements (TAG) with Skyline College, but also had scholarships for international students. The fair lasted for about two hours, giving students ample time to talk with any of the schools that they were interested in.

To encourage students to participate in the fair, many schools provided the International Student Program (ISP) with swag that was given away to students who demonstrated successful participation in the fair. The swag ranged from the usual pens and lanyards, to the unique - Easter baskets and tubes of lip balm. The Easter baskets were by far the most popular, of course!

Article and Photo by Clair Yeo-Sugajski

### SPARC HOSTS COMPREHENSIVE PROGRAM REVIEWS



The Skyline College Strategic Planning and Allocation of Resources Committee (SPARC) hosted the Comprehensive Program Reviews for the first time during its March 28, 2019 and April 11, 2019 meetings. In the past, the program reviews were presented at the Curriculum Committee.

For a link to the presentations, please see [skylinecollege.edu/sparc/agendasminutes.php](http://skylinecollege.edu/sparc/agendasminutes.php)

Further information on the Comprehensive Program Review process can be found at [skylinecollege.edu/programreview/cpr.php](http://skylinecollege.edu/programreview/cpr.php)

Article by Judy Hutchinson | Photo by Zaw Min Khant

**SKYLINE COLLEGE BOARD REPORT**  
**MAY 15, 2019**

**UPCOMING EVENTS**

**WOMEN'S MENTORING & LEADERSHIP ACADEMY**

**END OF YEAR CELEBRATION**

Wednesday, May 15, 2019

3:00 p.m. - 6:00 p.m.

Fireside Dining Room, Building 6

**EOPS/CARE/CALWORKS/  
GUARDIAN SCHOLARS PROGRAM**

**END-OF-YEAR CELEBRATION**

Wednesday, May 15, 2019

4:00 p.m. - 8:00 p.m.

Building 6, Room 6-202 - 6-206

**TRANSFER ACHIEVEMENT DINNER**

Friday, May 17, 2019

5:00 p.m. - 7:00 p.m.

Fireside Dining Room, Building 6

**PUENTE YEAR-END CELEBRATION**

Wednesday, May 17, 2019

4:00 p.m. - 6:00 p.m.

Building 6, Room 6-202 - 6-206

**CIPHER END-OF-YEAR CELEBRATION**

Thursday, May 23, 2019

6:00 p.m. - 8:00 p.m.

Building 6, Room 6-202 - 6-206

**COMMENCEMENT CEREMONY 2019**

Friday, May 24, 2019

5:00 p.m. - 8:00 p.m.

Skyline College Gymnasium, Building 3

**MIDDLE COLLEGE GRADUATION 2019**

Thursday, May 30, 2019

5:30 p.m. - 7:30 p.m.

Skyline College Theater, Building 1



# President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ May 15, 2019

## Inside...

- “Brilliant!” — CSM’s Presentation is a Hit at the ACCJC Conference . . . 1
- Spring Career Fair Attracts Local Employers . . . . . 2
- High School Students Get to Know CSM at Annual Connect to College Night . . . . . 2
- Super Saturday Prepares Students to Enroll at CSM . . . . . 4
- ASCSM Celebrates Spring with a Carnival-themed annual Spring Fling . . . . . 4
- Asian Pacific American Film Festival Celebrates its 10<sup>th</sup> Anniversary . . . . . 5
- 32<sup>nd</sup> Presentation on Art and Science . . . . . 5
- CSM and Cañada Collaborate on Digital Media Exhibit . . . . . 6
- Upcoming Events . . . . . 7

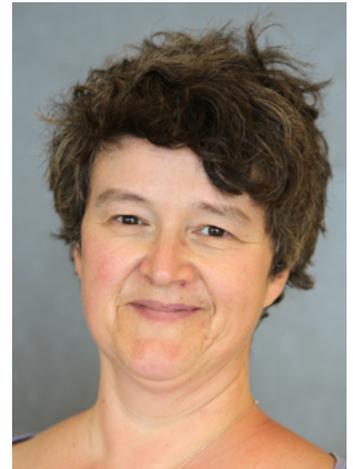
## “Brilliant!” — CSM’s Presentation is a Hit at the ACCJC Conference

CSM’s Student Learning Outcomes coordinator, Madeleine Murphy, presented a popular session at the biennial Partners in Excellence conference of the Accrediting Commission for Community and Junior Colleges (ACCJC). The conference took place April 20 – May 3 in Burlingame.

Madeleine’s session, dubbed “Let’s Hear It for Small Data: Building a Community of Practice on SLO Assessment,” was one of several that challenged some entrenched SLO practices and attitudes. The presentation showcased CSM’s new approach to SLO data collection and assessment. While the standard approach to SLOs relies on big-data analytics being used for trends and insights, CSM’s new approach takes the opposite, experimental model.

CSM faculty are invited to identify issues in student learning they would like to find out more about, to explore them using relevant data, and to share the results. The goal is to use SLO assessment to establish a culture of assessment and research, one that relies on robust collegial, interdisciplinary discussion.

The 2019 Accreditation conference turned out to be a timely and productive place to share this new approach, since SLO assessment is being re-evaluated at the highest levels of accreditation. WASC recently fielded a panel of assessment experts who conceded that, across the state, SLO assessment practices have largely failed to help institutions improve student learning (the panel used terms like “hot mess” and “spectacular fail”).



CSM English Professor and SLO Coordinator Madeleine Murphy.



ACCJC CONFERENCE  
PARTNERS | 20  
IN EXCELLENCE | 19

One attendee called Madeleine's session "brilliant." Another attendee wrote, "For a few years I've been thinking about how to make activities like SLO assessment, program review, and accreditation more like professional development rather than record-and-report activities. I've been hard-pressed to figure out a way to make that happen. Your presentation, however, gave me a mechanism for accomplishing some first steps in that direction." ■

## Spring Career Fair Attracts Local Employers



*Photo by Julio Ruggiero.*

On April 30, CSM Career Services and the CSM Workforce Hub held their annual Spring Job Fair. Nearly 50 Bay Area employers were on hand to recruit students for internships as well as part-time and full-time positions, including the Golden State Warriors, AT&T, BART, the Belmont Police Department, Boys & Girls Club of the Peninsula, and many more. Hundreds of CSM students were able to connect to employers, learn about career opportunities, hone their networking skills, and practice making a good first impression.

The SparkPoint Center and United Way Bay Area also teamed up to bring local professionals to the event to coach students on resume writing, interviewing and job hunting. Several employers have already followed up with CSM to let us know they have scheduled job interviews with CSM students. ■

## High School Students Get to Know CSM at Annual Connect to College Night

Connect to College is always one of the biggest events of the year at CSM, and this year was one of the largest turnouts ever. On April 18, more than 350 students and parents filled the Bayview Dining Room for an evening packed with information on how to apply, enroll, pay for, and succeed at CSM. Nearly 50 CSM divisions, departments, and student organizations recruited and networked with

the prospective students. CSM transfer counselor Mike Mitchell, Promise Scholars Program director Tiffany Zammit, and Financial Aid technician Karen Chadwick presented to the crowd about how to access their programs. Four recent CSM graduates gave first-hand accounts of their experiences transferring to University of California, California State University, and private universities. A number of lucky attendees also walked away with \$250 and \$500 scholarships to help them get started at CSM. ■



# Super Saturday Prepares Students to Enroll at CSM

More than 145 students came through Super Saturday on April 27. Financial Aid, MESA, and EOPS tabled and connected with students. The Super Saturday Team helped shepherd the students through assessment, orientation, a math workshop, and individual meetings with counselors. These incoming CSM students were able to meet and speak with current CSM students.



Over the last four years, the Super Saturday event has grown to involve more student services programs and more counselors each year. This year we needed 13 counselors to handle the student demand. The impact is clear: These new students left Super Saturday with a Student Education Plan (SEP) in hand and are now ready to register for classes at CSM. ■



*Photos courtesy of Carol Ullrich.*

# ASCSM Celebrates Spring with a Carnival-themed annual Spring Fling

The Associated Students of College of San Mateo treated CSM students to a week of free food and giveaways with its annual Spring Fling. This year's Fling, from April 30 to May 1, was carnival themed.



*Photo courtesy of Enya Nava.*

On the first day, ASCSM senators gave out Costco pizza, Super Cue boba, cotton candy, snow cones, Nothing Bundt Cakes with free candy and portable chargers. On day two, there was free food from Pacific Dining including hot dogs, hamburgers, Krispy Kreme, Super Cue boba and more cotton candy and snow cones. Night students had free Mendocino Farm sandwiches, and Susie Cakes cupcakes.

With more hungry students to feed, ASCSM has increased the amount of food ordered for its events. The overall turnout was huge, with ASCSM handing out more than 400 meals, 400 bobas, and 100 portable chargers. The lines were never ending and all of the food was used. ■

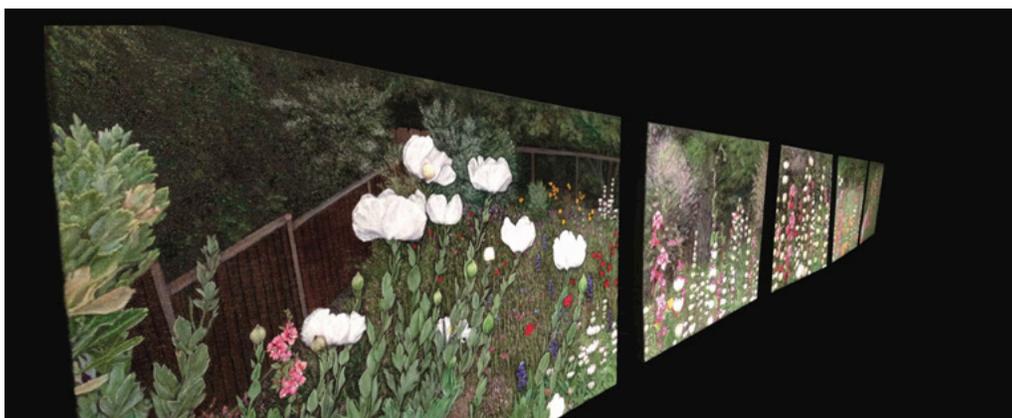
## Asian Pacific American Film Festival Celebrates its 10<sup>th</sup> Anniversary

CSM's annual Asian Pacific American Film Festival celebrated its 10<sup>th</sup> year on May 3–4, 2019. Organized by Ethnic Studies faculty member Lewis Kawahara, this year's film selections included *The Worlds of Bernice Bing*, by Madeleine Lim; *Leitis in Waiting*, by Dean Hamer, Joe Wilson and Hinaleimoana Wong-Kalu; *3 Boys Manzanar*, by Preeti Mankar; *Keepsake*, by Megan Lau; *I Say Dust*, by Darine Hotait; *Our Man in Tokyo: The Ballad of Shin Miyata*, by Akira Boch; and a performance by Aileen I. Cassinetto, San Mateo County Poet Laureate. ■



Photos by Gino de Grandis.

## 32<sup>nd</sup> Presentation on Art and Science



For the 32<sup>nd</sup> year, CSM math, astronomy and physics professor Mohsen Janatpour delivered his "Presentation on Art and Science." Professor Janatpour is also a practicing artist, and this year's lecture was highlighted by the unveiling of Mohsen's latest multi-canvas artwork, *Symvisio XIII*.

The presentation focused on the orthodoxy that science is detached from emotion, and that scientists search for facts dispassionately. It also examined the companion

idea that artistic creation is an emotional endeavor and works of art reflect social or individual emotions. In the light of 40 years of teaching science and approximately 30 years of practicing art, Mohsen examined these ideas in a lively lecture-demonstration. The evening ended with a viewing of the night sky, courtesy of the San Mateo County Astronomical Society and the CSM Astronomy department. ■

## CSM and Cañada Collaborate on Digital Media Exhibit



Digital Media faculty and students at Cañada College and College of San Mateo have collaborated to mount a joint exhibition of student work. The exhibit opened April 15 in the CSM Library and will be on view until May 17.

Featuring 2-D and 3-D work of digital media and design students, the exhibit showcases a rich range of student talent as well as the practical and technical skills taught



*Left to right: Professors Diana Bennett, Hyla Lacefield, and Vera Fainshtein. Photos by David McLain.*

by these programs. Student works include illustrations, poster design, typography, and constructed objects. The exhibit was organized by CSM Professors Vera Fainshtein and Diana Bennett along with Cañada Professor Hyla Lacefield. An opening reception was held April 24. ■

# UPCOMING EVENTS

## **Juried Digital Media Student Exhibit**

Through May 17 • CSM Library

See works by the talented students in the Cañada College and CSM Digital Media departments.

## **Honors Project Student Showcase**

Friday, May 17, 2019 • 1:00 – 4:30 pm  
College Heights Building 10, Room 468

Join us students from the Honors Project as they present their research inquiries and findings. All members of the CSM community are welcome. Poster Session runs 1–2 pm and presentations are from 2–4:30 pm.

## **College of San Mateo Jazz Ensemble Concert**

Friday, May 17, 2019 • 7:30–9:30 pm  
CSM Theatre Building 3

CSM's legendary conductor Mike Galisatus leads the Jazz Ensemble in its final concert under his direction. Professor Galisatus retires this year. The Aragon High School Jazz Ensemble will also perform. Cost is \$5 at the door.

## **Stepping Up: A Transfer Tribute**

Thursday, May 23, 2019 • 4:00 – 6:30 pm  
College Center Building 10, Bayview Dining

Join us for this festive celebration of transferring CSM students, with food, music, speakers and entertainment! All members of the CSM community are welcome.



## **97<sup>th</sup> Commencement Ceremony**

Friday, May 24, 2019 • 5:30 pm  
CSM Gymnasium

The CSM community celebrates student achievement with its 97<sup>th</sup> Commencement Ceremony, featuring keynote speaker Alfredo Aguirre (Class of 1973), LCSW, Director of Behavioral Health Services of San Diego County. Tickets are limited.

See [collegeofsanmateo.edu/commencement](http://collegeofsanmateo.edu/commencement).



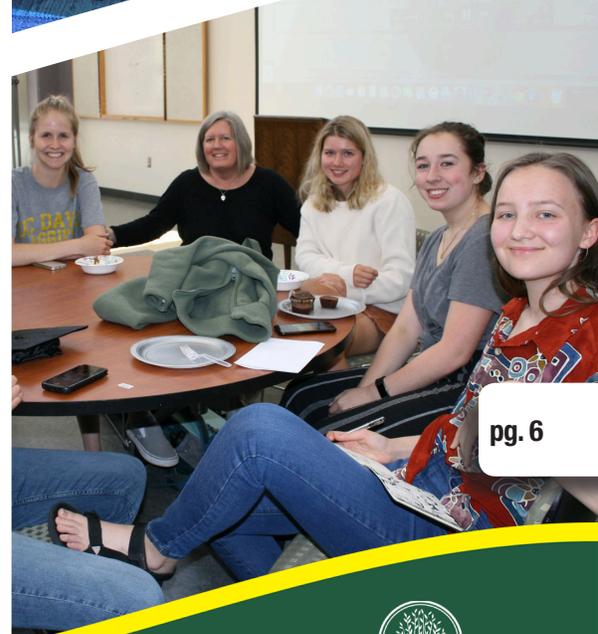
# Cañada College

## Report to the SMCCCD Board of Trustees

May 15, 2019

### in this **issue:**

- Cañada Team Visits New York to Learn About Accelerated Study Model **pg. 2**
- ESL Department Honored at City Council **pg. 2**
- Student Support Needed to Attend Cannes Film Festival **pg. 3**
- College Partners with County to Host Emotional Intelligence in the Workplace Training **pg. 3**
- Cañada College Hosts Fifth Annual Connect to College Night **pg. 4**
- Cañada College Participates in North Fair Oaks Community Celebration **pg. 5**
- Cañada College Hosts First Free Community Market **pg. 5**
- SparkPoint Director Recognized with Community Award **pg. 6**
- Cañada Middle College High School Hosts Inaugural Signing Day **pg. 6**
- Upcoming Events **pg. 7**



## Cañada Team Visits New York to Learn About Accelerated Study Model



A team of Cañada College staff and faculty visited New York City to learn more about the highly successful City University of New York (CUNY) Accelerated Study in Associate Program (ASAP) model. The visiting team gathered more information on the replication efforts for our District through the Promise Scholars Program. The Cañada team was joined by College of San Mateo, Skyline College and representatives from Cuesta College, Lake Tahoe Community College, Pasadena City College and Nashville State Community College.

The Cañada team presented the work the College is currently doing with the Promise Scholars Program and were able to spend time visiting various colleges in the CUNY system, such as: Bronx Community College, Borough of Manhattan Community College and Queensborough Community College to get technical assistance for the full replication roll out across all three colleges in the District.



## ESL Department Honored at City Council



Congratulations to the faculty and staff of Cañada's ESL (English as a Second Language) Department who were recently recognized at a Redwood City Council meeting with Redwood City Together's Welcoming Stars Award. The award is designated to those who lift up programs in Redwood City and North Fair Oaks and are committed to and excelling at creating a welcoming environment for all in our community, especially immigrants.

The ESL Program at Cañada College started in the early 1970s to serve the immigrant population in the surrounding communities and the Cañada College Community Based English Tutoring Program (CBET) started in 2000 to teach ESL to parents of school age children. By providing ESL learning on campus and at various school sites in both Redwood City and North Fair Oaks, the Cañada College ESL Department prepares immigrants in the community to achieve their academic, vocational, and personal goals.

## Student Support Needed to Attend Cannes Film Festival



For the third consecutive time, students from Cañada College's Digital Art and Animation program have been invited to show their films at the Cannes Film Festival in France. This year, Veronica Plante and Katie Burke will be screening their films at one of the most prestigious film festivals in the world, as well as have the opportunity to participate in workshops and forums to further their filmmaking skills.



Cañada is the only community college nationwide that has students invited to screen at Cannes through Campus Movie Fest. These students are competing against established film programs at four-year colleges and routinely winning. It's a testament to their skill and drive.

The students and their families pay their own travel expenses to Cannes. The SMCCCD Foundation has set up a donation link for contributions to help defray the student's expenses. Please consider donating; every little bit helps,

and is a great way to show support for these amazing students and their hard work: <https://foundation.smccd.edu/cannes2019.php>

## College Partners with County to Host Emotional Intelligence in the Workplace Training



In collaboration with First 5 San Mateo County, the Education and Human Development (EHD) Department at Cañada College sponsored a workshop entitled, "Self-Care and Vicarious Trauma." Approximately 70 students and professionals attended the seminar on April 13 held at Cañada College.

Raquel Wells, a licensed clinical social worker with a background in Education/Family and Human Services and trauma informed anti-oppression therapy, led and facilitated the workshop. Participants explored the intricacies of successful collaboration and relationships from within a paradigm of Emotional Intelligence. The importance of self-awareness, self-management, and of other-awareness (compassion) and other-management (culturally sensitive social skills) were discussed in an interactive forum that included small group dialogue and individual self-assessments. Topics included the impact of stress and trauma on general health, brain functioning, and behaviors; and how these relate to professional burn out, conflicts and interactions in the workplace and beyond.



The EHD Department is grateful to Ms. Wells for the successful workshop and looks forward to continuing collaboration with her in support of Cañada College students and community.

## Cañada Hosts Fifth Annual Connect to College Night



Cañada College hosted its fifth annual Connect to College Night on April 25. At the event, more than 150 members of the community, including prospective students and their families, had the opportunity to meet Cañada students, faculty and staff to learn about programs and services available to them. More than 25 programs and divisions were represented through information tables at the College Resource Fair in The Grove. Prospective students explored workshops that highlighted: Financial Aid, Counseling and Transfer as well as the Promise Scholars programs. In addition, two lucky first time students each won \$500 scholarships to attend Cañada College!



## Cañada College Participates in North Fair Oaks Community Celebration



The Cañada College Outreach Ambassadors and students from Education & Human Development Department participated in two outreach events in the North Fair Oaks Community to celebrate Dia Del Niño (Day of the Child). Children participated in coloring activities while their parents learned more about the program and services available to them at Cañada College.

## Cañada College Hosts First Free Community Market



In an effort to increase access to healthy and nutritious food for students, their families and the community, SparkPoint launched a Free Community Market at Cañada College on May 6. The Free Community Market is modeled after Skyline College's very successful Community Market. This event is presented in a farmers' market style and is developed as a new approach to distributing groceries with a focus on celebration, abundance and inclusion. Thanks to the continued partnership with Second Harvest Food Bank of Santa Clara and San Mateo Counties, students and community members were able to access healthy and nutritious food. Individuals simply checked-in and happily chose from a variety of food which included fresh fruits and vegetables, as well as other popular items from the on campus Food Pantry, including milk and chicken.

The first free Community Market was a success and served a 186 students, employees and community members. In addition, 613 individuals benefited from the Community Market (which includes the total family members in the 186 households) including: 398 adults, 179 children and 36 senior citizens. Five palets totaling 5,526 pounds of groceries and fresh produce were delivered at the market and will also be distributed throughout the week in the Cañada Food Pantry. On average, each person walked away with 30 pounds of food for the week.

The next Community Market is scheduled for July and then regular markets will begin in August. As a reminder, if students or community members are seeking food, please refer them to the SparkPoint Food Pantry located in Room 5-202. Pantry hours are Tuesday, Wednesday and Thursday from 1-3 p.m. and Thursday evenings from 5-6:30 p.m. Drop-

ins are accepted but appointments are recommended. To schedule a pantry appointment, either call SparkPoint at (650) 381-3550 or visit the SparkPoint/EOPS/CARE Reception Desk located in room 9-133 (Building, 9, first floor).

## SparkPoint Director Recognized with Community Award



Cañada College SparkPoint Center Director, Adolfo Leiva, was recently recognized with the McCown-Takalo Hunger Hero Award at the Harvest for Knowledge Conference. This special award recognizes leaders who possess honesty, compassion, integrity. It also celebrates a community champion who serves as a spokesperson for the underserved, creative problem solver and always puts the needs of the client first. Adolfo was the driving force behind the launch of Cañada's new Community Market. Congratulations Adolfo!

## Cañada Middle College High School Hosts Inaugural Signing Day



Signing Day has become popular around the U.S. to celebrate the decisions students have made about where they will attend school in the Fall. A group of Cañada Middle College High School seniors planned the inaugural Middle College Signing Day event, which was held on May 1. In attendance were all Middle College students and staff. The juniors, in particular, were eager to learn of the choices made by the seniors.



Colleges that the Middle College Class of '19 were accepted to include: Cañada College, CSM, Ohlone, Santa Monica Community College, The University of Hawaii, Colorado University- Boulder, University of Oregon, University of Oklahoma, University of Victoria (Canada), Reed College, Occidental College, Sarah Lawrence College, CSU Long Beach, Simon Fraser University (Canada), San Diego State University, Temple University, University of Pennsylvania, Widener University, University of Portland, Bard College, University of St. Andrews (Scotland), University of San Francisco, CSU East Bay, San Francisco State University, UCLA, UC Berkeley, Scripps College, Oberlin College, Queens University (Canada), Savannah College of Art and Design, Cal Poly Pomona, Cal Poly San Luis Obispo, University of Michigan, Rhode Island School of Design, Denison University, UC Santa Barbara, Menlo College, St. Mary's College, University of British Columbia (Canada), UC Davis, Massachusetts College of Art, Seattle University, UC Santa Cruz, Whitman College, University of Washington



Cañada's Middle College graduation will be held in the Main Theater on Thursday, May 23 at 3 p.m.

## Upcoming Events

### May 16

#### Get Ready! Get Set! Let's Play!

10 a.m. - 12 p.m. | Lower Lawn

Come celebrate the last day of classes and have some fun! Show your school spirit and wear Cañada gear. Enjoy a free snack bar and activities. Adults only please! The event is sponsored by the Business, Design & Workforce Division and Education & Human Development Department.

### May 17

#### 6th Annual Digital Art & Animation Student Show

7 p.m. | Main Theatre

You won't want to miss the 6th annual Digital Art & Animation Student Show! Bring your family & friends, and come see terrific student work, award winning short films and other surprises.

### May 20

#### De-Stress Session at the Library

8:30 a.m. - 4 p.m. | Building 9, Third Floor

Come and blow off some steam at the Library where you can make buttons and magnets as well as enjoy coffee, tea, or hot chocolate, snacks, and be in an a relaxing environment.

### May 23

Commencement Rehearsal at the CSM Gym from 2-3 p.m.

### May 25

51st Commencement Ceremony at CSM Gym at 10 a.m.

#### End of Year Celebrations:

May 8 from 4-6 p.m. in Building 6, Room 101/102: Puente End of Year Celebration

May 9 from 4:30-6:30 p.m. in Building 6, Room 101/102: EOPS End of Year Celebration

May 10 from 4-6:30 p.m. in The Grove/Theatre: Student Recognition & Awards Reception/ Ceremony

May 23 from 3-4:30 p.m. in the Main Theater: Middle College Graduation

May 25 at 10 a.m. at CSM Gym: 51st Annual Commencement

**BOARD REPORT NO. 19-5-1C**

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

**CONTEMPORARY CONVERSATION REGARDING 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 discussion of contemporary issues relating to race, class, gender, privilege and equity. In particular, the Board will discuss the issue of student homelessness and housing insecurity. This conversation will include a discussion of Assemblymember Marc Berman's proposed legislation (AB 302) to require community college districts to allow overnight access to district parking lots for any homeless student for the purpose of sleeping in the student's vehicle overnight.

**BOARD REPORT NO. 19-5-1A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: David Feune, Director, Human Resources, 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)

**Cañada College**

**Manuel Perez\*** Vice President, Student Services Student Services

New administrative employment, effective July 1, 2019, replacing Kim Lopez who transferred to College of San Mateo.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

**Terri Wade\*** Project Director Business/Technology  
(Funded by the Small Business Development Center)

New full-time, temporary 12-month classified employment, effect April 15, 2019, replacing Robert Shoffner who resigned.

**District Office**

**Reginald Duhe\*** Foundation Director of Development SMCCC Foundation

New full-time, 12-month classified employment, effective May 13, 2019, replacing Tykia Warden who was reassigned.

**Richard Wong\*** Payroll Analyst Administrative Services

New full-time, 12-month classified employment, effective May 1, 2019, replacing Noemi Diaz who was reassigned.

**Felicia Ward\*** Donor Relations Manager (NP) SMCCC Foundation

New full-time, 12-month classified employment, effective May 6, 2019. This is a new position that was Board approved on May 16, 2018.

## 2. Re-Employment

None

## C. REASSIGNMENT THROUGH THE HIRING PROCESS

### District Office

**Fernando Estrada** Lead Groundskeeper Facilities

Reassigned from a full-time, 12-month Groundskeeper (Grade BA of the Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade FF of the same salary schedule, effective April 29, 2019, replacing Bryan Hicks.

## D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

## E. CHANGES IN STAFF ALLOCATION

### Cañada College

1. Recommend creation of a new classification titled, "Director of Planning, Kinesiology, and Wellness" at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective May 16, 2019. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Planning, Kinesiology, and Wellness position in the Kinesiology, Athletics and Dance Department, effective May 16, 2019 replacing the Director of Wellness position (3F0117) that was Board approved on January 23, 2019. This is a temporary position, effective May 16, 2019 through June 30, 2021.

**College of San Mateo**

1. Recommend approval of a temporary increase in staff allocation for six 10-month positions at the College of San Mateo Child Development Center for summer session 2019, effective June 10, 2019. This temporary increase will cover the six-week summer session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide I	Clara Valdez Chon	24 days
Child Development Center Aide I	Nieto, Izzamar	30 days
Child Development Center Aide II	Michelle Tating	24 days
Child Development Center Aide II	Farida Nejrabi	30 days
Child Development Center Aide III	Lori Pilster	29 days
Child Development Center Aide III	Yovanka Crossley	25 days

2. Recommend creation of a new classification titled, “Retention Specialist (Funded by the California Wellness Foundation Grant)” at Grade 24 of the Classified Salary Schedule (60), effective July 1, 2019. In addition, recommend a change in staff allocation to add one full-time, 12-month Retention Specialist (Funded by the California Wellness Foundation Grant) position in the Academic Support & Learning Technologies Division, effective July 1, 2019. This position is a temporary, grant-funded position, effective July 1, 2019 through the expiration of the grant funding.

**District Office**

1. Recommend a change in title for the Director of Constituent Relationship Management Systems position to Director of Customer Relationship Management Systems, effective May 16, 2019. This position was Board approved on January 23, 2019.

**Skyline College**

1. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the Skyline College Child Development Center for summer session 2019 effective June 11, 2019. This temporary increase will cover the six-week summer session, including two additional weeks to accommodate special projects:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Michelle Amaral	32 days
Child Development Center Aide III	Nataliya Gamburg	32 days
Child Development Center Aide III	Alexa Moore	32 days
Child Development Center Aide III	Adrienne Villegas	32 days

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

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	VPSS/TRIO Upward Bound	3	06/10/2019	08/09/2019	<b>Instructional Aide II:</b> This position will provide mentoring and instructional support services, including tutoring to the TRIO Upward Bound summer program participants (low-income, first-generation, and at-risk high school students). Duties include facilitation of workshops, record keeping, and reporting. Instructional Aide II will work closely with students and program staff to meet the objectives of the summer program.
Cañada College	VPSS/DRC	1	05/01/2019	09/30/2019	<b>Instructional Aide II:</b> This position will assist in the Alternate Media unit of the Disability Resource Center. Specifically, the individual will assist with the backlog of alternate media production for DRC students of textbooks, class exams, and library materials.
District Office	Facilities Planning & Operations	6	07/01/2019	06/30/2020	<b>Custodians, Groundskeepers &amp; Engineers:</b> <i>Previously Requested Position</i> Temporary positions as needed to provide intermittent services to supplement current staff for a variety of projects and temporary services during the fiscal year.
District Office	Facilities Planning & Operations	1	05/16/2019	06/30/2019	<b>Document Management Specialist:</b> Incumbent is currently detailing into an Accounting Technician position.
District Office	Enterprise Operations, Auxiliary Services	6	06/04/2019	07/26/2019	<b>Office Assistant I:</b> This position will provide support for Bay Area Pathways Academy program.

District Office	Enterprise Operations, Auxiliary Services	5	06/04/2019	07/26/2019	<b>Office Assistant II:</b> This position will provide administrative support for Bay Area Pathways Academy program.
District Office	Enterprise Operations, Auxiliary Services	2	06/04/2019	07/26/2019	<b>Project Director:</b> This position will provide administrative support for Bay Area Pathways Academy program.
Skyline College	Kinesiology, Athletics, Dance	1	07/01/2019	12/31/2019	<b>Athletic Trainer:</b> <i>Previously Requested Position</i> Responsibilities will include but not be limited to assessing injuries, event coverage, managing rehabilitation of student-athletes, communicating with coaches, completing and filing paperwork, cleaning, sterilizing/maintaining equipment and supervision of the training room facility. Position is required as needed for special events (post-season, non-traditional, state championship, etc.) to supplement existing staff.
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2019	12/31/2019	<b>Assistant Coach (Dance Production Assistant)</b> <i>Previously Requested Position</i> The assistant will provide functions that are integral to the Dance program and its promotion/operation. Duties include but are not limited to: assist with rehearsals, public relations, day of event management, coordination of student segments, publications, ticket office functions, website updates, outreach and sponsor solicitation. This position will serve the dance program at Skyline during the fall semester and in between the end of the fall and spring semesters.
Skyline College	Kinesiology, Athletics, Dance	1	10/01/2019	03/15/2020	<b>Assistant Coach (Men's Basketball):</b> <i>Previously Requested Position</i> This position will support the head coach. Duties include but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction to student athletes, drive vans to and from

					contests and events, resolve student athletes issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2019	12/08/2019	<b>Assistant Coach (Men's Soccer):</b> <i>Previously Requested Position</i> This position will support the head coach. Duties included but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction to student athletes, drive vans to and from contest and events, resolves student athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2019	12/31/2019	<b>Assistant Coach (Sports Information Assistant):</b> <i>Previously Requested Position</i> This position will provide functions that are integral to the athletic program and its promotion. Duties include but are not limited to: assist with gathering information about programs/statistics, posting web-site content, event management, public address announcing and coordination of team pictures. This position will also engage in fundraising efforts so events can be streamed over the internet. This position will serve all intercollegiate programs at Skyline during the fall semester and winter break.
Skyline College	Kinesiology, Athletics, Dance	1	10/01/2019	03/15/2020	<b>Assistant Coach (Women's Basketball):</b> <i>Previously Requested Position</i> This position will support the head coach. Duties include but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction of student athletes, drive vans to and from contests and events, resolve student athlete issues, aid in the recruitment

					and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2019	12/08/2019	<p><b>Assistant Coach (Women’s Soccer):</b>  <i>Previously Requested Position</i>                      This position will support the head coach. Duties include but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction of student athletes, drive vans to and from contests and events, resolve student athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2019	12/08/2019	<p><b>Assistant Coach ( Women’s Volleyball):</b>  <i>Previously Requested Position</i>                      This position will support the head coach. Duties include but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction of student athletes, drive vans to and from contests and events, resolve student athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2019	12/08/2019	<p><b>Assistant Coach (Wrestling Coach):</b>  <i>Previously Requested Position</i>                      This position will support the head coach. Duties include but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction of student athletes, drive vans to and from contests and events, resolve student athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>

**BOARD REPORT NO. 19-5-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of twelve courses to and the deletion of thirty-four courses from the College catalogs are 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 three certificates is also proposed.

Twenty-three courses were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses and programs will be deleted in the coming years. The rescission of three program inactivations is also proposed.

Furthermore, one hundred eight courses and nineteen programs were modified, and one course was reactivated.

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

**RECOMMENDATION**

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

San Mateo County Community College District

May 15, 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 INACTIVATIONS – CAÑADA COLLEGE**

**ENVIRONMENTAL SCIENCE**

130 Sustainable Land Management

**PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

**BIOLOGICAL SCIENCES**

225 Biology of Organisms

**CAREER AND PERSONAL DEVELOPMENT**

407 Exploring Careers, Majors and Transfer

**COMPUTER BUSINESS OFFICE TECHNOLOGY**

470 Advanced Spreadsheets

**ECONOMICS**

100 Principles of Macro Economics

102 Principles of Micro Economics

230 Economic History of the United States

**EDUCATION AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION**

191 Children's Literature

225 Care and Education for Infants and Toddlers

**ENGINEERING**

111 Surveying

**ENGLISH**

100 Reading and Composition  
 836 Writing Development  
 847 Accelerated Academic Reading and Writing

**ENGLISH AS A SECOND LANGUAGE**

400 Composition for Non-Native Speakers  
 837 Intermediate Vocabulary Development  
 911 Reading and Listening-Speaking I  
 912 Reading and Listening-Speaking II  
 913 Reading and Listening - Speaking III  
 914 Reading and Listening - Speaking IV  
 921 Grammar and Writing I  
 922 Grammar and Writing II  
 923 Grammar and Writing III  
 924 Grammar and Writing IV

**KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

105 Stress Management  
 109 Lifetime Fitness and Nutrition

**KINESIOLOGY, ATHLETICS AND DANCE – VARSITY SPORTS**

104 Varsity Baseball  
 114 Varsity Basketball  
 154 Varsity Soccer  
 170 Varsity Tennis  
 340 Varsity Women's Volleyball

**MATHEMATICS**

110 Elementary Algebra  
 120 Intermediate Algebra  
 125 Elementary Finite Mathematics  
 130 Analytical Trigonometry  
 150 Mathematics for Elementary School Teachers  
 190 Path to Statistics  
 200 Elementary Probability and Statistics  
 222 Pre-Calculus College Algebra/Trigonometry  
 241 Business Calculus I  
 251 Analytical Geometry and Calculus I

**READING**

836 Academic Reading Strategies

**SOCIOLOGY**

105 Social Problems

**THEATRE ARTS**

151 Introduction to Shakespeare I

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

**CAREER AND PERSONAL DEVELOPMENT**

407 Exploring Careers, Majors and Transfer

**EDUCATION AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION**

225 Care and Education for Infants and Toddlers

**SOCIOLOGY**

105 Social Problems

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

**BIOLOGICAL SCIENCES**

**Biological Sciences – AS Degree Program**

San Mateo County Community College District

May 15, 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 MODIFICATIONS – COLLEGE OF SAN MATEO**

**DENTAL ASSISTING**

- 701 Dental Science I
- 702 Dental Science II
- 703 Allied Health Communication
- 751 Dental Clinic
- 753 Dental Assisting Clinical Practice
- 770 Dental Office Procedures

**NURSING**

- 212 Concepts of Homeostasis
- 221 Pediatric Nursing
- 222 Maternity and Reproductive Health Nursing
- 225 Nursing Skills Lab II
- 231 Psychiatric Nursing
- 235 Nursing Skills Lab III
- 242 Leadership/Management in Nursing
- 245 Nursing Skills Lab IV
- 615 Pharmacology for Nurses: Practical Applications
- 620 Bridge Course for Advanced Entry Students
- 630 Introduction to Medical Terminology
- 666 Career Exploration in Nursing
- 816 Open Lab for Nursing 211/212
- 817 Open Lab for Nursing 221/222
- 818 Open Lab for Nursing 231/232
- 819 Open Lab for Nursing 241.242

**PROPOSED CURRICULAR REACTIVATION – COLLEGE OF SAN MATEO**

**CHINESE**

- 201 Chinese Character Writing for Beginners

**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 (16 units or more, state approved), and/or Certificate of Specialization (fewer than 16 units, not state approved) in the following programs:

**ACCOUNTING**

**CPA Exam Prep: Accounting Foundation – Certificate of Specialization (11 units)**

**MUSIC**

**Music – Certificate of Achievement (27-35 units)**

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

**ACCOUNTING**

**CPA Exam Prep: Auditing and Attestation (AUD) – Certificate of Specialization**  
**CPA Exam Prep: Business Environment and Concepts (BEC) – Certificate of Specialization**  
**CPA Exam Prep: Financial Accounting and Reporting (FAR) – Certificate of Specialization**  
**CPA Exam Prep: Regulation (REG) – Certificate of Specialization**  
**Enrolled Agent Exam Preparation – Certificate of Specialization**  
**Tax Preparer II – Certificate of Specialization**

**MUSIC**

**Music – AA Degree**

**PSYCHOLOGY**

**Psychology – AA-T**

**PROPOSED RESCISSION OF PROGRAM DEACTIVATIONS from March 27, 2019**

**BUSINESS**

**Business Information Worker – Certificate of Specialization**

**MANAGEMENT**

**Human Resources Management – Certificate of Specialization**  
**Project Management – Certificate of Specialization**

San Mateo County Community College District

May 15, 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 Co-Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **AUTOMOTIVE TECHNOLOGY**

665S2 LIGHT DUTY DIESEL (1.5) (day or evening)

Justification: This course addresses the subject of light duty diesel engines. Diesel engines are not covered in any of the Automotive department's other course offerings.

Prerequisite: None.

Recommended Preparation: None.

Description: The study of the evolution of diesel engines, diesel combustion theory, basic design, fuel system components, electronic and mechanical controls, fuel types and emission controls systems of light-duty diesel engines used in passenger cars and light duty trucks with a gross vehicle weight under 14,000 lbs. Upon completion of this course, the student should be able to pass the ASE A9 certification test.

Classification: AA/AS Degree; not transferable.

#### **COMMUNICATION STUDIES**

172 FORENSICS (1.0) (day or evening)

Justification: The Communication Studies Department currently offers COMM 110: Public Speaking and COMM 127: Argumentation and Debate. Many students have shown an interest in continuing on to advanced levels of these courses and participating on a competitive Speech & Debate Team. In this region, community colleges such as City College of San Francisco, Contra Costa College, Ohlone College, and Chabot College (to name a few) offer this course to students interested in participating on the competitive Speech & Debate circuit. However, the SMCCCD does not currently provide this opportunity to its students. Additionally, four-year institutions, such as San Francisco State University, have competitive

Speech & Debate teams to which our students can transfer and receive scholarships to participate. In terms of transferability, Forensics is a part of List B of the Communication Studies ADT Transfer Model Curriculum, and beginning in Fall 2019, it will be a part of List B in the UC Transfer Pathway. Students are able to transfer 3.0 units of this course. This course will provide students with an opportunity to further develop their critical thinking, advocacy, and communication skills, and within a competitive environment, develop confidence, leadership skills, and an awareness of how various discourses lead to social change.

Prerequisite: None.

Recommended Preparation: COMM 110 and COMM 127.

Description: Development, preparation, and practice of competitive speaking, argumentation, research, and writing skills specializing in one or more of the following areas: oral interpretation of literature, debate, platform speaking, or limited preparation speaking. Students will be required to participate in intercollegiate speech and debate tournaments and/or community events.

Classification: AA-T Degree; CSU transferable.

## **COMPUTER SCIENCE**

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

Justification: COMP 121 is needed to support the Engineering and Technology Scholars (ETS) student cohorts, in addition to students in the Computer Science (CS) and engineering pathways in general. It is designed to be a hands-on, engaging introductory CS course intended to bolster success and retention in computer science and prepare students for courses further down the CS pathway. These courses include COMP 284 and COMP 250, the latter for which SLO data indicates a need to provide an earlier, more introductory programming experience for enhanced student success in CS. The course has been successfully piloted as experimental course COMP 680SA for two semesters.

Prerequisite: None.

Recommended Preparation: None.

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

Classification: AA/AS Degree; CSU transferable.

## **COSMETOLOGY**

880SE EXPLORATION OF CULTURE AND SERVICE – JAMAICA (3.0) (day or evening)

Justification: This course has been developed to offer to students participating in a Summer 2019 service learning study abroad opportunity.

Prerequisite: Special application required. Student must be enrolled in or have completed the Cosmetology or Esthetics program.

Recommended Preparation: None.

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

Classification: Not degree applicable; not transferable.

## **ENVIRONMENTAL SCIENCE AND TECHNOLOGY**

191 ENVIRONMENTAL LEADERSHIP SEMINAR I (2.0) (day or evening)

Justification: This course has been offered experimentally twice, and because of its success, department faculty have created a permanent course so that it may continue to be offered for dual enrollment students.

Prerequisite: None.

Recommended Preparation: None.

Description: An interdisciplinary, project-based, and student-centered course that aims to challenge students to think critically and creatively about global and local environmental issues. The course serves to provide environmental leadership skills through real world environmental issues.

Classification: AA/AS Degree; CSU transferable.

192 ENVIRONMENTAL LEADERSHIP SEMINAR II (2.0) (day or evening)

Justification: This course has been successfully offered twice as an experimental course for dual enrollment. Department faculty have created a permanent course to provide continued opportunities for high school students to engage in environmental leadership.

Prerequisite: ENVS 191 or equivalent.

Recommended Preparation: None.

Description: Centers on challenging, action-based projects based on both global and local environmental issues, requiring students to think critically and creatively in order to tackle large, systemic, and ongoing problems and achieve measurable results in their chosen project.

Classification: AA/AS Degree; CSU transferable.

193 ENVIRONMENTAL LEADERSHIP SEMINAR III (2.0) (day or evening)

Justification: This course is the third in series of dual enrollment experimental offerings that have been created as permanent courses so they may continue to provide opportunities for high school students to engage in environmental leadership.

Prerequisite: ENVS 192 or equivalent.

Recommended Preparation: None.

Description: Interdisciplinary and project-based class that engages students in developing the specific skills needed for innovation and creation in sustainable design, engineering and enterprise implementation. Students identify critical environmental challenges, design opportunities to address them and develop business plans to share with the community.

Classification: AA/AS Degree; CSU transferable.

## **LEARNING SKILLS**

880SM CHEMISTRY JAM (0.0) (day or evening)

Justification: Currently, most incoming students rarely have any chemistry background, which results in them feeling underprepared and/or overwhelmed with the course material. This has a significant impact on whether students decide to complete their Chemistry course. This experimental noncredit course will provide incoming/current Skyline College students with critical chemistry foundational knowledge to successfully complete the Chemistry course in which they enroll.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who are preparing to take CHEM 192, 210 or 410 and need to improve their foundational knowledge of chemistry. Students will receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty and staff in the Learning Center and Chemistry Department, instructional aides or faculty will provide individual and/or group instruction to improve learning in areas of assessed need in chemistry.

Classification: Non-Credit; not degree applicable; not transferable.

892 CHEMISTRY JAM (0.0) (day or evening)

Justification: Currently, most incoming students rarely have any chemistry background, which results in them feeling underprepared and/or overwhelmed with the course material. This has a significant impact on whether students decide to complete their Chemistry course. This noncredit course will provide incoming/current Skyline College students with critical chemistry foundational knowledge to successfully complete the Chemistry course in which they enroll.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who are preparing to take CHEM 192, 210 or 410 and need to improve their foundational knowledge of chemistry. Students will receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty and staff in the Learning Center and Chemistry Department, instructional aides or faculty will provide individual and/or group instruction to improve learning in areas of assessed need in chemistry.

Classification: Non-Credit; not degree applicable; not transferable.

**MUSIC**294 INTRODUCTION TO MUSIC TECHNOLOGY (3.0) (day or evening)

Justification: This course is intended to align with the C-ID descriptor for CMUS 100X, which is part of the Commercial Music Certificate Skyline College will be developing. This course will replace the college's current MUS. 290, which is necessary in order to properly align with the courses needed for the commercial music certificate.

Prerequisite: None.

Recommended Preparation: None.

Description: Examines the terminology, equipment, techniques, and concepts related to music technology. The course will survey the principles and practices of sound, MIDI, synthesis, notation, and audio recording utilizing hardware and software platforms.

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

**SOCIAL JUSTICE STUDIES**140 HIP HOP CULTURE AND POLITICS (3.0) (day or evening)

Justification: This course is necessary to provide an additional lens of Hip Hop, examining concepts around race, class and gender. This course will contribute to the institution's goal and commitment as supported in the Resolution statement for Equity. In addition, this course contributes a necessary perspective of race relations given its content related to social justice movements.

Prerequisite: None.

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

Description: Exploration of the history, aesthetics, and mechanics of Hip Hop culture analyzed from a social, economic, and political perspective. The course will explore Hip Hop music and culture in its relationship to a variety of political issues and social justice movements. It will examine how these movements help shape and inform Hip Hop culture in the forms of music, fashion, language, film, lifestyles, and media.

Classification: AA-T Degree; CSU transferable.

**SOCIAL SCIENCE**245 COMMUNITY ACTION FOR CHANGE (x.0) (day or evening)

Justification: SOSC 245 is intended to be a service learning signature course with solid theoretical/conceptual contents to complement the College Redesign at Skyline College. The experimental course under the same title has been offered twice and cannot be offered again, so the permanent course has been developed.

Prerequisite: None.

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

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

Classification: AA/AS Degree; CSU transferable.

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

### **ADMINISTRATION OF JUSTICE**

#### **110 POLICE REPORT WRITING**

Justification: ADMJ 110 was added to the Administration of Justices program as a core course for the degree and certificate in 2005 at the request of the program's Advisory Committee. At that time, it was felt that the course would be essential to the program. It has since been discovered that the subject matter can be covered as part of two other courses, thus permitting a reduction in the number of major units from 27 to 24, which will bring the program back into alignment with College of San Mateo's program unit requirement.

#### **670 CRIMINAL JUSTICE INTERNSHIP**

Justification: ADMJ 670 was added to the Administration of Justice program as an elective in 2009 to accommodate program students who were already working in paid positions in criminal justice-related jobs and could earn elective credit toward the certificate and the Associate degree. This course is duplicative of COOP 670 and is no longer needed in the program.

### **BUSINESS**

109 WORKING WITH PEOPLE WORLDWIDE  
 111 CRASH COURSE TO SUCCESS IN ONLINE LEARNING  
 153 PLANNING A BUSINESS STARTUP  
 181 PERSONAL POWER & LEADERSHIP  
 183 BUILDING HIGH-PERFORMING TEAMS  
 187 MARKETING COMMUNICATIONS  
 230 INTRODUCTION TO INTERNATIONAL MARKETING  
 284 PURCHASING AND SUPPLY MANAGEMENT  
 285 INVENTORY MANAGEMENT  
 286 TRANSPORTATION MANAGEMENT  
 290 INTRODUCTION TO MARKETING STRATEGY  
 291 MARKETING TACTICS  
 292 INTRO TO MARKETING PROMOTIONS  
 293 INTERNET MARKETING STRATEGIES  
 296 NEW ECONOMY MARKETING  
 297 BUSINESS PLANNING FOR SUCCESS  
 326 ELECTRONIC FILING/RECORDS MANAGEMENT  
 352 INTRODUCTION TO INSURANCE  
 353 PROPERTY & LIABILITY INSURANCE  
 400 BUSINESS ENGLISH  
 411 INTRO TO TECH COMMUNICATIONS I  
 468 ASIA IN THE WORLD TODAY  
 520 NORTH SAN MATEO COUNTY LEADERSHIP FORUM  
 680SF SOCIAL MEDIA FOR PROFESSIONALS  
 680SG INTRODUCTION TO SOCIAL ENTREPRENEURSHIP

Justification: The Business department faculty have requested the deletion of the above Business courses, many of which were previously inactivated and none of which have been offered for many semesters because of low enrollment.

## **HISTORY**

### **265 AMERICAN LABOR HISTORY**

Justification: The History department faculty have requested the deletion of this course because it was written and taught by a faculty member who no longer teaches for Skyline College, and the course had enrollment challenges when offered.

## **MATHEMATICS**

- 111 ELEMENTARY ALGEBRA I
- 112 ELEMENTARY ALGEBRA II
- 122 INTERMEDIATE ALGEBRA I
- 123 INTERMEDIATE ALGEBRA II
- 670 VOCATIONAL COOPERATIVE EDUCATION IN MATHEMATICS

Justification: The Mathematics department faculty have requested the deletion of the above Math courses. These courses extend students' completion of the Mathematics sequence and are not in alignment with AB 705.

## **SOCIAL SCIENCE**

### **680SE COMMUNITY ACTION FOR CHANGE**

Justification: This experimental course has been offered twice and cannot be offered again. A proposal for a permanent 3-unit version of the course has been submitted under the same title to Skyline College's Curriculum Committee in order to create a more robust environment for service learning.

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

### **ADMINISTRATION OF JUSTICE**

- 134 Traffic Enforcement and Investigation

### **AUTOMOTIVE TECHNOLOGY**

- 665SX Car Care Basics for Women II
- 754 High Performance Engines I
- 755 High Performance Engines II
- 769 Head & Valve Service
- 779 Block Service
- 822 Head & Valve Service (Apprenticeship)
- 823 Block Service (Apprenticeship)
- 832 Automatic Transmission I (Apprenticeship)
- 854 High Performance Engines I (Apprenticeship)
- 855 High Performance Engines II (Apprenticeship)
- 887 Automatic Transmissions II (Apprenticeship)

**HISTORY**

- 300 History of San Francisco
- 420 Survey of Latin American History
- 429 History of Latinos in the United States
- 430 Early Asian Civilizations
- 432 Modern Asian Civilizations
- 444 Survey of Sub-Saharan African History
- 453 History of China
- B10 History of Religion in the United States

**LITERATURE**

- 277 Film and Literature

**MATHEMATICS**

- 811 Fundamentals of Mathematics

**PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE****ARABIC**

- 112 Elementary Arabic II

**ART**

- 432 Digital Imaging II: Advanced Photoshop

**AUTOMOTIVE TECHNOLOGY**

- 546 Body Control Systems
- 665 Selected Topics in Automotive
- 665SU Car Care Basics for Women
- 739 OBD II Evaporative Emission Systems
- 752 Advanced Engine Performance
- 758 Automotive Computer Controls
- 768 On-Board Diagnostics II (OBDII)
- 793 Engine Performance
- 839 OBD II Evaporative Emission Systems (Apprenticeship)
- 858 Automotive Computer Controls (Apprenticeship)
- 868 On-Board Diagnostics II (OBDII) (Apprenticeship)
- 893 Engine Performance (Apprenticeship)

**BUSINESS**

- 120 Mathematical Analysis for Business
- 123 Statistics
- 189 Sales and Self Promotion: Fundamentals of Personal Selling
- 192 Ethnic and Multicultural Marketing
- 193 Digital Marketing
- 269 Warehousing and Logistics

- 287 Fundamentals of Project Management
- 670 Vocational Cooperative Education in Business

**CHINESE**

- 112 Elementary Chinese II

**COMPUTER SCIENCE**

- 286 Data Structures: Java

**ECONOMICS**

- 100 Principles of Macro Economics
- 102 Principles of Microeconomics

**EDUCATION/ CHILD DEVELOPMENT**

- 240 ECE Administration I: Business/Legal
- 241 ECE Administration II: Personnel and Leadership
- 242 Adult Supervision and Mentoring

**ENGINEERING**

- 210 Engineering Graphics

**ENGLISH**

- 104 Applied English Skills for Cultural Production II

**HISTORY**

- 106 World Civilizations II
- 310 California History

**INTERNATIONAL BUSINESS**

- 100 Global Trade and Logistics I

**LEARNING SKILLS**

- 890 Math Jam

**MATHEMATICS**

- 222 Precalculus
- 242 Applied Calculus II
- 252 Calculus with Analytic Geometry II
- 253 Calculus with Analytic Geometry III
- 270 Linear Algebra
- 650 Mathematics Supplement
- 819 Mathematics Development

**SPANISH**

- 110 Elementary Spanish
- 120 Advanced Elementary Spanish

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

**ART**

- 432 Digital Imaging II: Advanced Photoshop

**BUSINESS**

- 189 Sales and Self Promotion: Fundamentals of Personal Selling
- 192 Ethnic and Multicultural Marketing
- 193 Digital Marketing

**EDUCATION/ CHILD DEVELOPMENT**

- 240 ECE Administration I: Business/Legal
- 241 ECE Administration II: Personnel and Leadership
- 242 Adult Supervision and Mentoring

**ENGINEERING**

- 210 Engineering Graphics

**HISTORY**

- 106 World Civilizations II
- 310 California History

**INTERNATIONAL BUSINESS**

- 100 Global Trade and Logistics I

**PROPOSED PROGRAM ADDITIONS– SKYLINE COLLEGE**

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

**MANAGEMENT**

**Human Resources Management** – Certificate of Achievement – (18 units)

**PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE**

**ADMINISTRATION OF JUSTICE**

**Administration of Justice** – Certificate of Achievement  
**Administration of Justice** – Associate in Arts Degree

**AUTOMOTIVE TECHNOLOGY**

**Automotive Technician** – AS Degree  
**Automotive Technology** – AS Degree

**BUSINESS**

**Business Administration** – Certificate of Achievement  
**Business Management** – Certificate of Achievement  
**Business Management** – Associate in Science Degree  
**Office Assistant** – Certificate of Achievement

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

**Proficiency in American Culture and English (PACE)** – Certificate of Achievement

**INTERDISCIPLINARY STUDIES**

**Interdisciplinary Studies: Social and Behavioral Sciences** – AA Degree

**BOARD REPORT NO. 19-5-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, 574-6179  
Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations, 358-6782

**APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION  
CLASSES AND PROGRAMS, FALL 2019  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for fall 2019. The community services programs offered range widely and address a broad range of educational and enrichment needs. We continue to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden, and we are continually reaching out to our constituent base for new ideas for programs of interest to them. Information about the proposed new programs listed here has been shared with the college academic senates as well as with the college presidents and their cabinets. All of the programs and courses offered below are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The schedule includes classes offered on campus and off-site, our Emeritus Institute, Silicon Valley Intensive English Program (SVIEP) and online offerings.

**New Programs****Cañada College**

- Acting 101 (*Four 2-hour class sessions*): *Using exercises and methods practiced by the pros, this class will cultivate presence, charisma, and lead to more powerful and truthful performance on stage. Class will conclude with scenes performed from contemporary texts.*
- Directing 101 (*Four 2-hour class sessions*): *Find out how to artfully command performances, and how to tell captivating stories through movement and voice. Students will develop skills in leadership, storytelling, and craft.*
- Unarmed Stage Combat (*Four 2-hour class sessions*): *Have you ever wondered how professionals compose fight scenes? Have you ever secretly dreamed of being a stunt man? Train with a career professional to learn how to fake violence with the best.*
- Improv 101 (*Four 2-hour class sessions*): *Do you have trouble living in the moment? Have you ever had the itch to stretch your funny bone? Through use of games and exercises, students are sure to train their impulsive selves while still having a terribly fun time.*
- Business & Data Analytics Certificate (Pilot) offered at Cañada's Menlo Park site in partnership with Cañada College and Silicon Valley Bank: *Includes four 40-hour classes (Business Analytics Fundamentals, SQL for Analytics I, Data Visualization Foundations, Statistics for Analytics I) offered not-for-credit in hybrid (online and face-to-face) format. Program will include industry guest speakers, company site visits, and industry internships.*

**College of San Mateo**

- **Claim Your Power! – Assertiveness Training** (*One 6-hour class session*): Teaching techniques to assist student in defining their wants, needs, & objectives in both business and personal interactions.
- **Account Based Marketing** (*three 3-hour online sessions*): Provides students with marketing and sales backgrounds understanding of this valuable go-to-market strategy for B2B companies using real life case studies and creating an actionable ABM plan ready to execute. Offered in partnership with GreenFig.
- **Paid Social Channels - Facebook and LinkedIn** (*three 3-hour online sessions*): Covers the basics of social media advertising and focuses on developing and implementing strategies unique to both Facebook and LinkedIn. Offered in partnership with GreenFig.
- **Introduction to Sales Operations** (*two 3-hour sessions*): Students considering a career in Sales Operations will learn the responsibilities, tools, and best practices of modern sales operations to see if this career is right for them. Offered in partnership with GreenFig.
- **Quota & Territory Management and the Role of Sales Operations** (*three 3-hour online sessions*): Covers the technology that manages territories and comp plans and provides an understanding of the behavioral science of rewards and intrinsic motivation. Offered in partnership with GreenFig.
- **Introduction to Mindfulness** (*Six 2-hour class sessions*): Learn mindfulness practices to help you bring your stress levels down, respond as your best self instead of reacting unconsciously and communicate more authentically to improve your personal and professional relationships.
- **How to Create Your Website for Free in an Hour!** (*One 3-hour class*): Creating your site in minutes for Free including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it.
- **Podcasting for Profit!** (*One 3-hour class session*): Teaches you how to set up an audio podcast and monetize it including the equipment and software necessary for creating and broadcasting.
- **Explore the Joy of Watercolor (A Beginning/Intermediate Course)** (*Eight 3-hour class sessions*): Learn the basic techniques and methods of watercolor painting, including the principles of design, composition, and color theory
- **More Joy of Watercolor (An Advanced Course)** (*Eight 3-hour class sessions*): This class will extend, enhance, and build on skills learned in the beginning class.
- **Adobe Lightroom 2 –Intermediate** (*Three 2-hour class sessions*): This class will build on the skills learned in the beginning Adobe Lightroom 1 class.
- **Adobe Photoshop 2 -Intermediate** (*Three 3-hour class sessions*): This class will build on the skills learned in the beginning Adobe Photoshop 1 class.
- **DSLR Digital Photography 2 - Intermediate** (*Four 2-hour class sessions*): This course is intended for intermediate/advanced photographers who have a working knowledge of their DSLR camera. We will work on more advanced techniques in this class utilizing manual mode.
- **Flower and Macro Photography Bootcamp** (*Two 6-hour class sessions*): Day 1 of this Bootcamp will provide instruction on the art of capturing Flowers and shooting Macro to include the equipment necessary to get the shot, when to shoot and in what lighting conditions to provide the best shot possible. In the second day of this class participants will learn the post processing tips in Adobe Photoshop to achieve their best possible outcome and walk away with several beautiful photos.
- **Adobe Photoshop in a Day-Fundamentals for Photography Bootcamp** (*One 2-hour class session*): This course is a required course for those taking the Flower and Macro Photography Bootcamp who have no experience using Photoshop.
- **Photography Field Trips with Christian Peacock** (*Two 4-hour field trips-Chinatown & Fisherman's Wharf*).
- **Build a Photo Story from your Chinatown & Fisherman's Wharf Fieldtrips** (*One 4-hour class session*): Turn your photos from your fieldtrips into a photo story.
- **Photography Park and Trails 2** (*Two 4-hour class sessions*): Visit local parks with experienced photographer guide to utilize existing light (AM & PM photo shoots).

- Adobe Photoshop CC Online – *(Seven 2-hour instructor led online class sessions): Learn Photoshop fundamentals for image creation and editing on your time frame. Master techniques for cleaning up unsightly dust and spots, and learn to switch backgrounds on your images to utilize your creativity for exciting results.*
- Astrophotography & Lightpainting Bootcamp *(Two 8-hour class sessions): In the first session you will learn to photograph the night sky and how to utilize light in your shoot to enhance your photographs. During the second class you will learn how to utilize Photoshop to process your images from the evening fieldtrip.*

### **Skyline College**

None

### **Off Campus**

- Flavors of Peru; Kitchen 519, Belmont *(One 2-hour class): Come learn to make a three-course meal of classic Peruvian dishes from chef Guillianna Zamora Glassman, founder of Alma Superfoods.*
- Introduction to Malaysian Cooking; Kitchen 519, Belmont *(One 2-hour class): Learn about the multiple cultural cuisine of Malaysian food through making nasi lemak, the national dish of Malaysia, from spiceologist and instructor Tammy Tan, owner of Spice Hound. You will help prepare this coconut rice dish and chicken rendang, a thick rich chicken curry commonly served with nasi lemak, while getting an introduction to the fusion of this Malay-Chinese-Indian cuisine.*
- Meet, Greet and Eat with the Makers; Kitchen 519 Belmont *(One 2-hour class session): Learn about the artisan makers of Kitchen 519 featuring Alma Superfoods, LuluYum, NeoCocoa, Slow Brine and Spice Hound. Listen to their stories while enjoying a three-course meal incorporating each artisan's products into the dishes. You'll have an opportunity to purchase some of the packaged products featured in the meal. Great for the holidays!*

### **Emeritus**

None

### **Continuing Programs**

#### **Cañada College**

Financial Strategies for Successful Retirement

Notary Public Workshop and Exam

SVIEP – American Culture (5 sessions)

SVIEP – Reading & Listening/Speaking (5 sessions)

SVIEP – Writing & Grammar (5 sessions)

#### **College of San Mateo**

Adobe Lightroom CC for Photographers

Adobe Lightroom in a Day-Fundamentals for Photography Bootcamp

Adobe Photoshop CC for Photographers

Adobe Lightroom for Print & Web Publishing

Adult Jazz Dance (2 sessions)

Advanced Excel

Advanced MS Word

All about Reverse Mortgages

American Sign Language Beginner

American Sign Language Intermediate

Animation Voiceovers – EH, WHAT’S UP DOC

Advanced PowerPoint

Become a Professional Organizer  
Beginning Guitar I  
Beginning Guitar II  
Chinese I  
Chinese II  
Chinese Brush Painting Beginner  
Chinese Brush Painting Intermediate  
Conversational Japanese Beginner  
Conversational Japanese Advanced  
CSS 3 – Website Coding (Intermediate)  
Design & Publish a Book for your Artwork  
Digital Marketing Science (partner with GreenFig; funded by NOVA)  
DMV Auto Wholesale  
Drawing in Color/Watercolor Pencil (2 sessions)  
Drawing Workshop  
DSLR Camera Beginner Course  
DSLR Camera in a Day-Photography Bootcamp  
Eliminate Clutter in Your Home and Office  
Financial Strategies for Successful Retirement  
French Beginner I  
French Beginner II  
Fretboard Fundamentals (2 sessions)  
Graceful Hawaiian Hula I (2 sessions)  
Graceful Hawaiian Hula II (2 sessions)  
Guided Autobiography  
Healthy Japanese Cooking  
Holistic Health/Life Coach  
Home Based Business  
Homebuying 101  
Homeselling 101  
How to Choose the Right Medicare Supplement Plan  
How to be Self-Published for Free  
HTML 5 – Website Coding (Intermediate)  
Ink & Watercolor Painting with Chinese Brush Beginners  
Ink & Watercolor Painting with Chinese Brush Intermediate  
Intermediate Excel  
Intermediate MS Word  
Intro to MS Word  
Intro to Spirits & Cocktails  
Intro to Wine  
Introduction to Excel  
I-Phone Creative Photography  
Italian I  
Italian II  
Japanese Culture and Healthy Cooking  
Jazz from the Hill I  
Jazz from the Hill II  
Late Summer Early Fall Skies  
Learn to Draw - Basic Drawing (2 sessions)  
Learn to Play Guitar in a Day  
Magic Flutes, Flute Orchestra Advanced

Magic Flutes, Flute Orchestra Intermediate  
Make Your Website Make Money  
Motorcycle Safety Training (ongoing)  
Nonprofit Leadership Bootcamp (3 Consecutive Days)  
Notary Public Workshop and Exam  
Oil Painting  
Peninsula Parks & Trails  
Personal Fitness Trainer  
Photography Field Trips  
Photography Park & Trails 1  
Professional Organizer  
San Mateo History Hikes  
Sell Your Stuff on Facebook, Ebay, Amazon etc.  
Sidelines for Seniors  
Spanish - Intermediate  
Spanish - Beginners  
Strategies for Student Success Workshop  
Taking Control: Financial Strategies for Women  
Tai Chi Beg (2 sessions)  
Tai Chi Intermediate (2 sessions)  
Understanding your Medicare Options  
Understanding Wall Street & Stock Analysis  
Watercolor Pencil Class (2 sessions)

**Skyline College**

None

**Off Campus**

Boxercise 101 (2 sessions) (Peninsula Boxing & Fitness, Redwood City)  
Ladies Night Boxercise - It's a Hit! (2 sessions) (Peninsula Boxing & Fitness, Redwood City) Basic  
Fermentation: Morning, Noon, and Night!; Kitchen 519 Belmont:  
Magic of Indian Cooking; Kitchen 519 Belmont  
Cake Decorating (Kathy's Kreative Kakes, San Mateo)  
Basic Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)  
Intermediate Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)  
Haunted Halloween Mansion (Kathy's Kreative Kakes, San Mateo)  
Street Smart Self-Defense (United Studios of Self Defense, Burlingame)  
Video Editing with Apple's Final Cut Pro X (Mid Penn Media Center, Palo Alto)  
Video Editing with Adobe Premiere Pro (Mid Penn Media Center, Palo Alto)  
Music Mixing (Mid Penn Media Center, Palo Alto)  
Field Production: Make Pro Videos for TV and the Web! (Mid Penn Media Center, Palo Alto)

**Emeritus**

Jazz from the Hill (2 sessions)

**ONLINE Classes**

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

**UGotClass (previously approved)**

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

**Ed2Go (previously approved)**

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

**New ONLINE Classes from UGotClass**

Certificate in Data Analysis

Certificate in Project Management

**Continuing ONLINE Classes from UGotClass (Instructor Led Classes)**

Applying Lean Sigma Practices to HR Functions

Business Coaching Certificate

Certificate in Accounting and Finance for Non-Financial Managers

Certificate in Basic Game Design

Certificate in Business Writing

Certificate in Customer Service

Certificate in Designing Webinars

Certificate in Google Tools

Certificate in Leadership Development (For Gen Y)

Certificate in Learning Styles

Certificate in Mastering Excel

Certificate in Non-Profit Administration

Certificate in Online Teaching

Certificate in Presentation Media

Certificate in Sales

Certificate in Teaching Adults

Certificate in Web Design

Certificate in Workplace Communication

Coding Certificate

Data Analysis Certificate

Developing Cultural and Global Competence

Digital Marketing Certificate

Entrepreneurship Certificate

Foundations of Supply Chain Management

Gender in the Classroom

Generational Learning Styles

Graphic Design Software Essentials Certificate

Inbound Marketing Certificate  
Instagram for Business  
Introduction to 3D Printing  
Introduction to Coding  
Law for Non-Lawyers  
Leading and Managing Virtual Teams Certificate  
Lean Six Sigma  
LEED v4 Green Associate Exam Prep & Study Group  
Legal Office Administration  
Management Certificate  
Managing Social Change Certificate  
Managing Social Media Platforms Certificate  
Mastering Computer Skills for the Workplace  
Mastering Video Marketing  
Podcasting  
Productivity & Time Management Certificate  
Project Management Certificate  
Six Sigma Green Belt Certificate  
Social Media and Online Tools for K-12 Teachers  
Social Media for Business Certificate  
Spanish for Medical Professionals  
Strategic Project Management Skills for Human Resource Professionals  
Stress Management in the Workplace  
Substitute Teacher Preparation  
Supervisory & Leadership Certificate  
The Basics of Bookkeeping  
Using Cell Phones in the Classroom  
WordPress Certificate Only Available as a Certificate  
Workplace Conflict Solutions Certificate  
Your Workplace, Your Employees & The Law

**New ONLINE Classes from ED2Go**

None

**Continuing ONLINE Classes from Ed2Go (Instructor Led Classes)**

A to Z Grant Writing II-Self-Paced  
Accounting Fundamentals-Self Paced  
Achieving Success with Difficult People  
Adobe Value Suite  
Advanced Microsoft Excel  
Advanced PC Security  
Advanced Web Pages  
An Introduction to Teaching ESL/EFL  
Basic Computer Skills Suite  
Beginner's Guide to Getting Published  
Beginning Conversational French  
Beginning Conversational French  
Beginning Writer's Workshop  
Blogging and Podcasting for Beginners  
Building Teams that Work  
Business and Marketing Writing

Business Finance for Non-Finance Personnel  
Certificate in Food, Nutrition, and Health  
Certificate in Food, Nutrition, and Health  
Certificate in Gerontology  
Certificate in Women's Health Issues  
Certificate in Music Therapy and Sound Healing  
Conversational Japanese  
Creating a Classroom Website  
Creating a Successful Business Plan  
Creating a Successful Business Plan  
Creating Mobile Apps with HTML 5  
Creating Mobile Apps with HTML5  
Creating the Inclusive Classroom: Strategies for Success  
Creating WordPress Websites Series  
Creating Web Pages  
Creating WordPress Websites  
Creative Writing Value Suite  
Designing Effective Websites  
Differentiated Instruction in the Classroom  
Differentiating K-12 Assessments  
Digital Marketing Suite  
Discover Digital Photography  
Discover Digital Photography  
Discover Sign Language  
Discover Sign Language  
Drawing for the Absolute Beginner  
Easy English  
Educator's Fundamentals Series  
Empowering Students with Disabilities  
Empowering Students With Disabilities  
Enhancing Language Development in Childhood  
Entrepreneurship Suite  
Financial Analyst Suite  
Front End Developer Suite  
Fundamentals of Supervision and Management  
Fundamentals of Technical Writing  
Fundamentals of Supervision and Management Suite  
Genealogy Basics  
Get Assertive!  
Global Health & Healing Bundle  
GMAT Preparation  
Grammar for ESL  
Grammar Refresher  
Grant Writing Suite  
GRE Prep Series  
Guided Reading: Strategies for the Differentiated Classroom  
Handling Medical Emergencies  
Handling Medical Emergencies  
Helping Elderly Parents  
High Performance Organization  
HIPAA Compliance

Homeschool With Success  
How to Get Started in Game Development  
How to Make Money From Your Writing  
HTML and CSS Series  
Human Resource Management Suite  
Instant Italian  
Integrating Technology in the Classroom  
Intermediate Microsoft Access  
Intermediate Microsoft Excel  
Intermediate Microsoft Word  
Intermediate Networking  
Intermediate Oracle  
Intermediate Photoshop  
Intermediate QuickBooks  
Intermediate QuickBooks 2017  
Intermediate QuickBooks 2018  
Interpersonal Communication  
Intro to Illustrator CS6  
Intro to InDesign CC  
Intro to Mobile Security  
Intro to PC Security  
Intro to QuickBooks 2018  
Introduction to Adobe Acrobat X  
Introduction to Google Analytics  
Introduction to InDesign  
Introduction to Interior Design  
Introduction to Lightroom 5  
Introduction to Lightroom CC  
Introduction to Microsoft Access  
Introduction to Microsoft Excel  
Introduction to Microsoft Outlook  
Introduction to Microsoft PowerPoint  
Introduction to Microsoft Project  
Introduction to Microsoft Publisher  
Introduction to Microsoft Word  
Introduction to Photoshop  
Introduction to QuickBooks  
Introduction to Screenwriting  
Introduction to Windows 10  
Introduction to Windows 8  
Keys to Effective Communication  
Keys to Effective Communication  
Keys to Successful Money Management  
Leadership  
Learn to Buy and Sell on eBay  
Legal Nurse Consulting  
Listen to Your Heart, and Success Will Follow  
Lose Weight and Keep It Off  
LSAT Preparation  
Luscious, Low-Fat, Lightning-Quick Meals  
Mac, iPhone, and iPad Programming

Mastering Your Digital SLR Camera  
Medical Spanish Series  
Medical Terminology II: A Focus on Human Disease  
Medical Terminology Series  
Medical Terminology: A Word Association Approach  
Music Made Easy  
Mind Bodies Therapy Bundle  
Mystery Writing  
New Manager Suite  
Personal Finance  
Personal Finance  
Photographing Nature With Your Digital Camera  
Photographing People With Your Digital Camera  
Photography Suite  
Photoshop CC for the Digital Photographer  
Photoshop Elements for the Digital Photographer  
Practical Ideas for the Adult ESL/EFL Classroom  
Prepare for the GED® Math Test  
Prepare for the GED® Test  
Presentation Skills Suite  
Professional Sales Skills  
Project Management Fundamentals  
QuickBooks 2018 Series  
Real Estate Investing  
Real Estate Investing  
Real Estate Law  
Resume Writing Workshop  
Romance Writing  
Sales Training Suite  
SAT/ACT Prep Series  
Secrets of Better Photography  
Secrets of the Caterer  
Small Business Marketing on a Shoestring  
Small Business Suite  
Spanish for Law Enforcement  
Spanish for Medical Professionals  
Spanish in the Classroom  
Speed Spanish  
Speed Spanish  
Speed Spanish Series  
Start a Pet Sitting Business  
Start and Operate Your Own Home-Based Business  
Start Your Own Arts and Crafts Business  
Start Your Own Edible Garden  
Start Your Own Gift Basket Business  
Start Your Own Online Business  
Start Your Own Small Business  
Start Your Small Business  
Starting a Consulting Practice  
Starting a Nonprofit  
Stocks, Bonds, and Investing: Oh, My!

Supervision and Management Series  
Survival Kit for New Teachers  
Teaching Adult Learners  
The Analysis and Valuation of Stocks  
The Craft of Magazine Writing  
The Creative Classroom  
The Keys to Effective Editing  
Travel Photography for the Digital Photographer  
Travel Writing  
Twelve Steps to a Successful Job Search  
Understanding Adolescents  
Understanding the Cloud  
Using Social Media in Business  
Using Social Media in Business  
Using the Internet in the Classroom  
What's New in Microsoft Office 13  
Where Does All My Money Go?  
Women's Health Bundle  
Write and Publish Your Nonfiction Book  
Write Effective Web Content  
Write Fiction Like a Pro  
Write Fiction Like a Pro  
Write Your Life Story

**Continuing ONLINE Classes from Ed2Go (Career Training Classes)**

Administrative Professional with Microsoft Office  
Adobe Certified Associate  
Advanced Personal Fitness Trainer  
Android App Developer  
Biofuel Production Operations  
Building Analyst Quick Start  
Certified Bookkeeper  
Medical Terminology  
Medical Transcription + Medical Terminology  
Microsoft Excel Certification Training  
Microsoft Office Master Certification Training  
Microsoft Office Specialist  
Microsoft Outlook Certification Training  
Microsoft PowerPoint Certification Training  
Microsoft Project  
Microsoft SharePoint Certification Training  
Microsoft Web Developer  
Microsoft Word Certification Training  
Mobile and Desktop Web Developer  
Mobile Web Developer 2  
Multimedia Arts Certificate 3  
Optical Manager  
Optician Certification Training  
Paralegal  
Payroll Practice and Management  
Performing Comprehensive Building Assessments

Personal Fitness Trainer  
Personal Training and Group Exercise Training for Older Adults  
Preston Bailey's Fundamentals of Floral Design  
Preston Bailey's Intermediate Floral Design  
Preston Bailey's Signature Wedding Event Design  
Retail Customer Service Skills Training  
Senior Professional In Human Resources  
Solar Power Professional  
Specialist + Medical Terminology  
Start Your Own Business  
Technical Writing  
Video Game Design and Development  
Web Applications Develop  
Web Design Professional  
Webmaster  
Wind Energy Professional

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the programs and classes in Community, Continuing and Corporate Education to be offered for fall 2019 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

**BOARD REPORT NO. 19-5-3CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Tammy Robinson, Vice President, Instruction, 306-3298

**ACCEPTANCE OF GRANT BY CAÑADA COLLEGE TO PROVIDE SERVICES FOR INCARCERATED AND FORMERLY INCARCERATED INDIVIDUALS**

The California Community Colleges Chancellor's Office, Educational Services and Support Division acknowledged that Cañada College has been selected by the State Chancellor's Office to host the grant in the amount of \$113,363 to serve the needs of incarcerated and formerly incarcerated individuals.

The California community colleges have a long history of serving incarcerated and formerly incarcerated students through regular and long-distance education. Current efforts to assist the state's incarcerated and formerly incarcerated population resulted from two key pieces of legislation: Senate Bill [1391](#) (2014), and [Proposition 57](#) (2016). As of fall 2017, 22 community colleges are providing instruction and student support services to more than 7,000 students in the state's 35 prisons. SB 1391 (Hancock) introduced an opportunity for community colleges and state prisons to coordinate the offering of face-to-face instruction in programs that lead toward degrees or certificates that result in enhanced workforce skills. Concomitantly, the passage of the popular criminal justice reform initiative, Proposition 57, "Incentivizes inmates to take responsibility for their own rehabilitation with credit-earning opportunities for sustained good behavior, as well as in-prison program and activities participation." There are significant numbers of studies that demonstrate that providing and supporting continuing education for the incarcerated produce benefits that go beyond the needs and motives of the individual and address those of the larger, general society as well.

The work of the Currently and Formerly Incarcerated Education Unit continues to focus upon serving colleges and students to provide technical assistance and leadership that can contribute to the successful formation of partnerships in education and rehabilitation. The grants will be focused on the students' reentry into their communities in order for this underrepresented group to succeed. The services will provide the foundation of the four pillars of guided pathways, which includes clear guidance that leads to the development of job skills, attainment of certificate and/or Associates degree, and/or the ability to transfer to a four-year university.

**RECOMMENDATION**

It is recommended that the Board approve acceptance of grant funding to Cañada College in the amount of \$113,636 as described above.

**BOARD REPORT NO. 19-5-4CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

**ACCEPTANCE OF GIFTS BY THE DISTRICT**

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

**GIFT**

AKTA Explorer Protein Purification Instrument  
Donor's Estimated Value: \$3,900

Instrument will be used to assist students in purification of proteins in the Biotechnology Department at Skyline College

**DONOR**

Genentech  
1 DNA Way  
South San Francisco, CA 94080

**RECOMMENDATION**

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

**BOARD REPORT NO. 19-5-100B**

**RESOLUTION NO. 19-7**

**BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

---

**RESOLUTION REGARDING BOARD ABSENCE**

**WHEREAS**, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

**WHEREAS**, at the time of the March 27, 2019 meeting of the Board, Trustee Dave Mandelkern was absent due to hardship deemed acceptable by the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Mandelkern is entitled to receive the regular compensation for the meeting at which he was absent.

**REGULARLY passed and adopted this 15<sup>th</sup> day of May, 2019.**

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_

Karen Schwarz  
Vice President, Board of Trustees

**BOARD REPORT NO. 19-5-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Tammy Robinson, Vice President, Instruction, 306-3298

**ACCEPTANCE OF GRANT FOR DEPUTY SECTOR NAVIGATOR FOR HEALTH AND APPROVING MATCHING RESOURCES AT CAÑADA COLLEGE**

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 Health supports the region to coordinate efforts on grant development and technical support for the college. DSNs will bring together industry stakeholders and industry experts to discuss necessary skill needs for workers and programmatic 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, Cañada College has been selected by the State Chancellor’s Office to host the DSN for Health grant to support regional efforts that build and expand programs within this sector to 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 1:1 matching component in the amount of \$200,000 and Cañada College will provide the necessary resources to meet this requirement.

**RECOMMENDATION**

It is recommended that the Board approve acceptance of the grant for Deputy Sector Navigator for Health and approve matching resources as outlined above.

**BOARD REPORT NO. 19-5-102B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Tammy Robinson, Vice President, Instruction, 306-3298

**ACCEPTANCE OF GRANT FOR DEPUTY SECTOR NAVIGATOR FOR GLOBAL TRADE  
AND APPROVING MATCHING RESOURCES AT CAÑADA COLLEGE**

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 Global Trade supports the region to coordinate efforts on grant development and technical support for the college. DSNs will bring together industry stakeholders and industry experts to discuss necessary skill needs for workers and programmatic 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, Cañada College has been selected by the State Chancellor’s Office to host the DSN for Global Trade grant to support regional efforts that build and expand programs within this sector to focus, and to engage in recruitment efforts and promotion of such programs and career opportunities within the Global Trade 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 1:1 matching component in the amount of \$200,000 and Cañada College will provide the necessary resources to meet this requirement.

**RECOMMENDATION**

It is recommended that the Board approve acceptance of the grant for Deputy Sector Navigator for Global Trade and approve matching resources as outlined above.

**BOARD REPORT NO. 19-5-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510  
David Feune, Director of Human Resources, 358-6775

**APPROVAL OF SERVICE AWARD FOR 2018-2019 STUDENT TRUSTEE**

Currently, the Student Trustee earns a maximum of \$378 per month for serving as Trustee. Prior to January 2019, when the Board received a compensation increase, the Student Trustee earned a maximum of \$359.60 per month. The Student Trustee is eligible, at the Board's discretion, for a service award if s/he has fulfilled the duties of the position for a 12-month period, in an amount equal to the total already earned during his/her 12-month term.

Student Trustee Gabriela Topete Eng Goon was elected and sworn in as Student Trustee in October 2018, following the action of the District Student Council to fill a vacancy in the role of the Student Trustee. As such, Student Trustee Topete Eng Goon, due to no fault of her own, has not has served as Student Trustee for a 12-month period to make her eligible for a service award.

Student Trustee Topete Eng Goon has fulfilled the other requirements of her office and staff recommends that the Board, as permitted by Board Policy 2.06, suspend Board Policy 1.05 relating to the Student Trustee (and available compensation), and approve a service award for the Student Trustee for the months served (October 2018 – May 2019).

**RECOMMENDATION**

It is recommended that the Board suspend Board Policy 1.05 and authorize payment of a service award to Student Trustee Gabriela Topete Eng Goon as described above.

**BOARD REPORT NO. 19-5-104B**

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

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

- Policy 1.01 – District Mission**
- Policy 2.26 – Drug-Free Workplace and Educational Environment**
- Policy 2.28 – Safety; Injury and Illness Prevention Program**
- Policy 2.34 – Computer and Network Use**
- Policy 2.60 – Resignations**
- Policy 5.16 – Managers: Evaluation**
- Policy 5.26 – Academic Supervisors: Evaluation**

The District 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 1.01: District Mission** – Minor edits are recommended to this policy, adding the fostering of social justice as a District/College objective and specifying the timeframe for future review of the policy.
- **Policy 2.26: Drug-Free Workplace and Educational Environment** – Minor, technical updates are recommended for this policy.
- **Policy 2.28: Safety; Injury and Illness Prevention Program** – Minor, technical updates are recommended for this policy.
- **Policy 2.34: Computer and Network Use** – Revisions regarding responsibility of use are recommended for this policy.
- **Policy 2.60: Resignations** – Minor, technical updates are recommended for this policy.
- **Policy 5.16: Managers: Evaluation** – Minor, technical updates are recommended for this policy.
- **Policy 5.26: Academic Supervisors: Evaluation** – Minor, technical updates are recommended for this policy.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to the above referenced Board Policies as outlined in the attached documents.

**CHAPTER 1: Board of Trustees  
BOARD POLICY NO. 1.01 (BP 1200)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 1.01 District Mission  
**Revision Date:** 5/12; xx/19  
**Policy Reference:** ACCJC Accreditation Standard I.A

---

1. The mission of the San Mateo County Community College District is:

**PREAMBLE**

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

**MISSION**

In an atmosphere of collegiality and shared responsibility, and with the objective of **fostering social justice and** sustaining open access for students and being responsive to community needs, the Colleges of the San Mateo County Community College District will fulfill the following mission with excellence:

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide basic skills education in language and computational skills required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and
- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and

## BP 1.01 District Mission (continued)

- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. ~~Shared~~ **Participatory** governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

2. The Mission ~~is evaluated and revised on a regular basis.~~ of the District shall be regularly reviewed each year through the participatory governance process and more thoroughly no less than every three years through the engagement of the Board of Trustees and the students, faculty, staff, administrators of the colleges and District.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.26 (BP 3550, 3560)**

**BOARD POLICY**

**San Mateo County Community College District**

**Subject:** BP 2.26 Drug-Free Workplace and Educational Environment  
**Revision Date:** 10/12; xx/19  
**Policy References:** Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g; 34 C.F.R. Sections 86.1 et seq. and 668.46(b); 49 C.R.F. Part 40; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702; Business and Professions Code Section 25608

---

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol, marijuana and other drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.
2. The manufacture, distribution, dispensation, possession, or use of alcohol in the workplace or educational facilities and on any District property is strictly prohibited except as permitted by law and included in District procedures. The possession, sale or furnishing of alcohol on District property is governed by California state law and is controlled by the Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on District property is the primary responsibility of the Public Safety Department in conjunction with local law enforcement. It is unlawful to sell, furnish or provide alcohol to anyone under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.
3. As appropriate and permitted by law, the Chancellor is authorized to enact procedures regarding serving alcoholic beverages on campus. Alcoholic beverages shall not be served on campus except in accordance with these procedures.
4. The manufacture, distribution, dispensation, possession or use of controlled substances in the workplace or educational facilities or on any District property is strictly prohibited except as permitted by law. The Public Safety Department, in conjunction with local law enforcement, strictly enforces federal and state laws regarding the illegal possession, sale, manufacture or distribution of any controlled substance as defined by law.
5. It is the responsibility of each District student to adhere to the requirements of this drug-free policy. Students found to be in violation of this policy by the illegal manufacturing, distributing, dispensing, possessing or using alcohol, marijuana or a controlled substance on District property will be subject to disciplinary measures up to and including expulsion, pursuant to District policy.
6. It is the responsibility of each District employee to adhere to the requirements of this drug-free policy and to notify the Office of Human Resources within five (5) days of any criminal drug statute

## BP 2.26 Drug-Free Workplace and Educational Environment (continued)

conviction for violations occurring in the workplace or educational setting. Employees found to be in violation of this policy by the illegal manufacturing, distributing, dispensing, possessing or using alcohol, **marijuana** or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District criminal

drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.

7. Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.
8. Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
9. Notice of the District Drug-Free Workplace and Education Environment policy will be included in regular student publications and will be made available to employees annually.
10. The District maintains a program of random alcohol, **marijuana** and controlled substances testing for all persons who perform safety-sensitive functions such as driving passenger vehicles or operating a vehicle with a weight that is subject to this policy, as defined by the Omnibus Transportation Employee Testing Act of 1991 (hereinafter referred to as "the Omnibus Act"). This policy applies only to those District employees who are directly identified by the ~~Vice Chancellor, Human Resources Chancellor (or designee)~~ and appropriate administrator as holding and performing functions which have been identified as safety-sensitive and who are considered to be covered by the Federal regulations. These employees include all District employees who hold a commercial driver's license which is necessary to perform job-related duties such as operating a commercial motor vehicle or carrying fifteen (15) or more passengers, including the driver.
11. Employees who are covered by the Omnibus Act will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.
12. Pursuant to the Omnibus Act, District employees who are affected by this Act are subject to alcohol, **marijuana** and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or illegal manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, **marijuana**, a controlled substance, or impaired as the result of a legally prescribed medication, are considered "prohibited conduct" for the purpose of this Act.
13. Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol, **marijuana** or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol, **marijuana** and use of controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.

## BP 2.26 Drug-Free Workplace and Educational Environment (continued)

14. The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures which may be imposed on the employee will adhere to District and collectively-bargained policies and procedures.
15. The Chancellor (or designee) shall assure that the District distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees annually.

**CHAPTER 2: Administration**  
**BOARD POLICY NO. 2.28 (BP 3510, 3530, and 6800)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 2.28 Safety; Injury and Illness Prevention Program  
**Revision Date:** 11/12; xx/19  
**Policy References:** Cal/OSHA: Labor Code Section 6300 et seq; 8 Cal. Code Regs. Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure, Section 527.8; and Penal Code Section 273.6 and 626.7); Title 8, Section 3203, Illness & Injury Prevention Program; California Penal Code Sections 626.9 and 626.10; Education Code Section 76403

1. It is the policy of the San Mateo County Community College District to provide a safe environment for students, employees and visitors that is free from violence and threat of violence. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students.
2. The District strictly prohibits the possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency. The District also strictly prohibits possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
3. The District prohibits any behavior that poses a threat to the safety of its students, employees, and visitors, and will implement investigative and disciplinary procedures immediately, as appropriate, in order to maintain a safe educational and work environment.
4. Employees and students shall be directly responsible for conducting themselves in a manner that is consistent with current District ~~Rules and Regulations~~ policies.
5. The District shall establish administrative procedures that assure that employees are informed regarding what actions could potentially pose a threat to the safety of its students, employees and visitors. The District also shall require any employee who is the victim of any such conduct in the workplace, or is a witness to such conduct to report the incident and that employees be informed that there will be no retaliation for such reporting.
6. The ~~Vice Chancellor Human Resources & Employee Relations~~ Chancellor (or designee) will maintain a written Employee Injury and Illness Prevention Program which complies with all applicable sections of the California Labor Code; California General Industrial Safety Orders; California Department of Industrial Relations; California Occupational Safety and Health Act regulations; and related laws governing educational and workplace safety and security.
  - a. The program will promote safe workplace practices among employees by emphasizing training in safety awareness, recognition of early warning signals of potential workplace violence, clear lines of employer/employee communication, use of safety devices and mechanical safeguards, implementation of timely response and investigation procedures, and regular program evaluation.

## BP 2.28 Safety; Injury and Illness Prevention Program (continued)

- b. The program will include the method for identifying, reporting and evaluating hazards and potential and actual threats to safety, and the means for correcting unhealthy and potentially dangerous conditions and practices in a timely manner.
- c. The program will be administered by the Office of Human Resources.

~~The District's Injury and Illness Prevention Program is available online at:  
[Injury and Illness Prevention Program](#)~~

- 7. The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.
- 8. The District's Injury and Illness Prevention Program is available online at:  
[District Injury and Illness Prevention Program](#).

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.34 (BP 3720)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.34 Computer and Network Use  
**Revision Date:** 4/13; xx/19  
**Policy References:** Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502; California Constitution, Article 1 Section 1; 17 U.S. Code Sections 101 et seq.

1. The District provides various electronic ~~media technology~~, including laptop and/or desktop computers for use by employees ~~and students~~. Employees are encouraged to use ~~these media~~ ~~this electronic equipment~~ in their work to communicate with students, ~~with~~ each other, ~~and with~~ the administration ~~and members of the community~~, and to improve their access to research and instructional ~~and administrative~~ tools.
2. ~~Employees and students who use District computers and networks and access the information they contain have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor (or designee) shall establish procedures that provide guidelines to students and employees for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.~~
3. District computers and networks are property of the District. Employees and students may use the District's network services and computers for personal purposes provided that such use does not directly interfere with the normal performance of duties, or with the normal operation of District systems or facilities. Use of these systems for unlawful purposes is not authorized and can constitute grounds for revocation of user privileges, removal of offensive material, and potentially result in disciplinary action.
4. While the District respects all employees' and students' right to privacy in work place communications, employees, students and others should realize that District communications systems are not always private. The District cannot routinely protect users' confidentiality in some situations. Some email or computer use, when created or stored on District equipment, may constitute a District record subject to disclosure under the California Public Records Act or other laws, or as a result of litigation. Users of District computer resources should be aware that such situations or laws may not permit the confidentiality of email or other documents or data on a computer in some circumstances.
5. The District shall not inspect, monitor, or disclose email or other computer files without the holder's consent, except (1) when required by and consistent with the law; (2) when there is a substantiated reason to believe that violations of law or provisions herein have taken place and the holder or user is the subject of suspicion; or (3) under time-dependent emergency circumstances or critical compelling circumstances.

## BP 2.34 Computer and Network Use (continued)

- a. Substantiated reason means that reliable evidence indicates the probability that violation of law or provisions herein has occurred, as distinguished from rumor, gossip, speculation or other unreliable evidence.
  - b. Time-dependent, emergency circumstances means where time is of the essence and where there is a high probability that delaying action would almost certainly result in critical compelling circumstances.
  - c. Critical compelling circumstances means that a failure to act may result in significant bodily harm, significant property damage or loss, loss of significant evidence of the violation of law or provisions herein, significant liability to the District or District employees or students.
6. Except in emergency circumstances as defined above, District inspection, monitoring or disclosure of emails or other documents or data must be authorized in advance and in writing by the Chancellor (or designee). This authority shall not be further delegated. Unless precluded by law, law enforcement or related agencies, the District shall make a full and complete written record of the rationale for such access, which shall be provided to the affected employee within two work days of obtaining access.
  7. Authorization shall be limited to the least perusal of contents and the least action necessary to resolve the situation. All inspection and/or monitoring pursuant to this Section is limited to the specific computer hardware which the District has a substantiated reason to believe were used in the violations as alleged and described in the written authorization. All inspection and/or monitoring shall be limited to the investigation of the violations as alleged and described.
  8. Users should be aware that during the performance of their duties, Information Technology Services personnel occasionally need to observe certain transactional addressing information to ensure proper functioning of the District's computer services, including email. Except as provided in this Section or by law, they shall not intentionally read the contents of email or other documents, or to read transactional information where not germane to the foregoing purpose, or to disclose or otherwise use what they have seen.
  9. Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility to respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.
  10. The District cannot and does not wish to be the arbiter of contents of documents in any physical or electronic media. The District shall not protect users from receiving transmitted or physically conveyed language or images which they may find offensive or objectionable in nature or content, regardless of whether such documents originated within or outside the District. Employees and students are strongly encouraged to use the same personal and professional courtesies and considerations in such communications as they would with face-to-face conversation.

**CHAPTER 2: Administration**  
**BOARD POLICY NO. 2.60 (BP 7350)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 2.60 Resignations  
**Revision Date:** 3/13; xx/19  
**Policy References:** Education Code Sections 87730 and 88201

---

1. Resignations shall be submitted in writing, signed and dated, and shall expressly state the date set for resignation. The resignation shall be submitted to the employee's immediate supervisor. ~~;~~~~the~~ The supervisor shall then submit the resignation to the College or District chief executive officer and the Office of Human Resources. An employee shall have up to twenty one (21) days from the date of submission to rescind the resignation.
2. The Board shall accept resignations of any employee, and ~~will fix~~ shall affix the time when the resignation is to take effect. By law, this date may not be later than the close of the academic year during which the resignation has been received by the Board.
3. Classified employees wishing to resign shall provide the District at least two weeks' notice of their intention to leave, unless the Board consents to his/her leaving sooner.
4. The Board delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor (or designee). All such resignations shall be forwarded to the Board for ratification.

**CHAPTER 5: Non-Represented Personnel  
BOARD POLICY NO. 5.16**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 5.16 Managers: Evaluation  
**Revision Date:** 10/11; ~~xx~~/19  
**Policy Reference:** Accreditation Standard III.A.1.b

---

1. The purposes of management evaluations are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All employees in management positions shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which ~~may~~ shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the office of Human Resources.
5. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. A manager has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of managers are based upon needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.26**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 5.26 Academic Supervisors: Evaluation  
**Revision Date:** 12/11; xx/19  
**Policy Reference:** Accreditation Standard III.A.1.b

---

1. The purposes of academic supervisor evaluations are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor will undergo a comprehensive evaluation which ~~may~~ shall include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

**BOARD REPORT NO. 19-5-2C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kate Williams Browne, President, Skyline College Academic Senate,  
738-7092

**PRESENTATION OF SKYLINE COLLEGE'S "STUDENT-READY" RESOLUTION**

On May 3, 2019, the Skyline College Academic Senate adopted a resolution regarding the importance of being a student-ready institution, at which "all learning experiences, services, and activities at the College must facilitate transformative learning and students' achievement of educational, personal, and/or professional goals and positive post-college outcomes."

At this meeting, leaders of the Skyline College Academic Senate will present the resolution for the Board's information.

**Skyline College Academic Senate****A Student-Ready RESOLUTION**

May 2, 2019

Whereas, Skyline College has committed to values of student success, equity, and academic excellence;

Whereas, The “brutal truths” as to outcomes for students at Skyline College show that some of the approaches we have taken as an institution do not sufficiently support equity, success, or academic excellence for many students, including those who have historically been minoritized and marginalized in higher education;

Whereas, Via the Skyline College Promise, our institution has committed to supporting all students at every point along their educational journey so they can “Get in, Get through, and Graduate on time” and thus overcome our “brutal truths”;

Whereas, The Comprehensive College Redesign—with its three signature components of Guided Pathways, Transformative Teaching & Learning, and the Promise Scholars Program—is a means by which the college will realize the Promise for student success;

Whereas, At a “student-ready” institution, as defined by the Skyline College Academic Senate, all learning experiences, services, and activities at the College must facilitate transformative learning and students' achievement of educational, personal, and/or professional goals and positive post-college outcomes;

Whereas, A “student-ready” mindset is necessary to and inseparable from student success, equity, and academic excellence, and thus is instrumental to achieving and sustaining the Skyline College Promise;

Whereas, the Skyline College Academic Senate, as the representative body for faculty leadership on issues of teaching and learning, understands and accepts our responsibility around student success;

Thus, Be It Resolved, That the Skyline College Academic Senate recognize the definition of transformative learning as educational experiences that positively and holistically change lives and communities; supporting all students in achieving their full potential; while meeting students' resource, learning, and emotional needs; and that resulting in equity of outcomes for all students;

Be It Further Resolved, That the Skyline College Academic Senate affirms our commitment to:

- Accessible Professional Development that will prepare faculty, staff, administrators and all personnel to support transformative learning for all students;
- Established College processes, such as the Annual Program Plan (APP) and Comprehensive Program Review (CPR), to identify equity gaps and make plans to address them;
- Orienting our work on committees and other aspects of governance towards transformative learning and becoming more student-ready;
- Engaging more effectively at the college and district level on decisions around all areas of the “10+1” as they relate to being student-ready;

Be It Further Resolved, That the Skyline College Academic Senate call upon Skyline College and the San Mateo Community College District to make readily available the resources needed to support faculty, staff, and administration in being student-ready, and significantly emphasizing expanding professional development opportunities;

Be It Further Resolved, That the Academic Senate of Skyline College commit to advancing “student-readiness” at Skyline College and partnering with students, faculty, staff and administration to achieve this end;

Be It Further Resolved, That the Skyline College Academic Senate focus its efforts on redesigning participatory governance—inclusive of policies, procedures, and practices—such that decisions are made democratically, transparently and in alignment with District and the College Strategic Goals, and centered on the District’s long standing commitment to Success, Equity and Social Justice;

Be It Further Resolved, That the Skyline College Academic Senate, in the interest of being “student-ready,” urge the college to ensure success for all students, regardless of preparation, by providing creative, accessible, and transformative courses and curriculum without restrictive barriers at varying levels according to students’ stated, assessed, or documented need; and

Be It Finally Resolved, That the Skyline College Academic Senate calls upon the College Administration and Board of Trustees to engage faculty as discipline experts and as collaborative partners with the common goal of transforming lives for all the students we collectively serve.