

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

June 26, 2019

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

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

3:30 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

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

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order / Roll Call / Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

SWEARING IN OF STUDENT TRUSTEE

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

- 19-6-1C Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Recognizing Pride Month

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 19-6-3A 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.

- 19-6-1CA Approval of Internal Borrowing and Adoption of Resolution No. 19-8 Authorizing Interfund Transfer for 2019-20 from Capital Outlay Fund to General Unrestricted Fund
- 19-6-2CA Adoption of Resolution No. 19-9 Establishing 2019-20 Budget Limits
- 19-6-3CA Ratification of March and April 2019 District Warrants
- 19-6-4CA Approval of Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo and Skyline College
- 19-6-5CA Annual Review and Approval of Instructional Material Fees
- 19-6-6CA Approval of Contract Award for Athletic Sports Uniforms Purchase for College of San Mateo

Other Recommendations

- 19-6-100B Adoption of the 2019-20 Tentative Budget
- 19-6-101B Approval of 2021-2025 Five-Year Capital Construction Plan
- 19-6-102B Consideration of Position on Assembly Bill 302 Regarding Overnight Access to District Parking Lots for Use by Homeless Students
- 19-6-103B Approval of State Chancellor's Office Vision for Success Goals and Metrics for Cañada College, College of San Mateo and Skyline College
- 19-6-104B Request for Renewal of Agreement with San Mateo Union High School District for Middle College at Skyline College for 2019-2020

19-6-105B Request for Renewal of Memorandum of Understanding with South San Francisco Unified School District for Middle College at Skyline College for 2019-2020

19-6-106B Acceptance of Improving Online CTE Pathways Grant Funds

INFORMATION REPORTS

19-6-3C District Financial Summary for the Quarter Ending March 31, 2019

19-6-4C Third Quarter Report of Auxiliary Operations, 2018-19

19-6-5C Bond Oversight Committee Application Process Update

19-6-6C Discussion of Partnering Organizations for Future Board Meetings

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

BOARD REPORT NO. 19-6-1C

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: RECOGNIZING PRIDE MONTH**

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 recognize Pride Month and receive a presentation about Pride activities occurring within the District.



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



49th Annual Commencement Ceremony

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PRESIDENT'S COMMENCEMENT ADDRESS



Good Evening Graduates. You and your colleagues are recipients of:

- 1722 academic awards including a record 1196 degrees (15 Bachelors and 1181 Associates) and 511 certificates.
- You range in age from 17 to 76
- 251 of you are graduating with honors, 104 with Cum Laude, 141 Magna Cum Laude and 6 of you with Summa Cum Laude
- 703 of you are the first to graduate from college in your family
- And 49 of you are international students, representing 23 countries (Bolivia, Canada, China, Czech Republic, France, Germany, Ghana, Honduras, Indonesia, Ireland, Jordan, Mexico, Myanmar, Nepal, Nigeria, Singapore, South Africa, South Korea, Thailand, Tunisia, Ukraine, United Kingdom and Venezuela)

For many, it is a family affair. Congratulations to

- Sisters – Rubielyn Mae Rico and Eryka Bactad
- Sisters – Ariana Janine Pipkins and Angelica Lee Goodman Cerpas
- Aunt and Niece – Peaches Shamuda Jones and Da'Shaire English
- Brother and Sister – Joshua and Kathrina Emille Leano
- Cousins – Krystal Kyain and Kyaw Tun
- Cousins – Daniela Nazareth Cazares Rojas and Claudia Mendoza

In addition, we have students who are related to Skyline College Employees:

- Susan Emily Branco – is Psychology Instructor Christopher Branco's wife
- Michael Anthony Panelo Diaz – is the nephew of Nancy Argarin from Administrative Services
- Anjanette Magpantay – is the niece of Golda Margate from the Office of the Vice President of Student Services
- Norman James Hinkle Roxas – is the cousin of Grace Beltran in Counseling
- Amanda Cherise Samujh – is the daughter of Vinesh Samujh from Facilities

At this time, I would like to ask anyone who is currently serving or has served in the Armed Forces to please stand so that we can applaud you.

If you are the first college graduate in your family – please stand.

If you are a parent that had to balance family priorities, children and college work, please stand

If you had to work while going to school to meet family obligations, please stand

If there were moments where food, shelter and transportation were not the most secure resources while trying to complete a college degree – please stand

If you had to navigate this journey with diversability or different abilities, please stand...

All of the graduates who are transferring to a 4-year university or private college please stand to be recognized for your accomplishment.

But there is one more thing I would like to point out. Skyline College will now award Baccalaureate Degree. I want to congratulate the faculty and staff of Skyline College for making this possible. I want to thank our

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Chancellor Ron Galatolo for his vision and influence in the entire state for making this possible and for the tireless work to make sure the people of this county have a higher education resource once they achieve an associate degree. I want to thank and congratulate the inaugural class of the Skyline College Bachelor's Degree in Respiratory Care - if you are a member of that exclusive class – please stand!

This means you have a lot of celebrating to do—so my goal is to provide you with a few comments that are bold enough to get your attention and short enough to keep your attention.

You see, I am hoping that there will be many more important milestones like this one in your life...so many that you won't be able to remember them all...but do remember this....

You chose a wonderful academically excellent, warm and welcoming college that embraces the diversity of people, languages, religions, perspectives, beliefs and customs of our community. You chose a college that values social justice and understands the importance of academically rigorous and excellent education in making this world a better place. Therefore, it isn't the case that you simply were able to fit in.....look at you. You were able to thrive ...to soar...

You are graduating at a time where there are those in some of the highest and most influential/powerful offices of the land who are literally debating what is known to be settled science – they are normalizing issues in society that had been rendered abnormal such as racism, bigotry, inhuman public policy and other issues that exacerbate human misery.

Many of them are educated but they allow ideology to override their educated selves. So I will ask you to take care; value the Science, the arts, the humanities, the social science that informs your thinking. Recognize the significance of having a purpose that is informed by the people you care for, the passion you have and

the lived realities of your own lives. Recognize that education and knowledge is about much more than the utilitarian notion of getting a job. Now do not get me wrong, we all want to be meaningfully employed but become employed doing what you love and using what you learned to make the world better for all.

You now have the ability to interrogate, critique, and listen for the creation of knowledge. Be the person that creates the next driver of human advancement or solves the threats of climate change. Be the person that develops the economic philosophy that minimizes the disparities and provides for the basic human rights of food, shelter and safety. Be the person that unlocks the puzzles of so many phenomenon that create or sustain human misery around the globe.

Yes, you are educated. You have the ability to construct and co-construct knowledge and the ways in which we understand this world.

We are always building on accomplishments of those before us -- Contributing to the cumulative human efforts of our time and before. You can use what you learned in the arts, sciences and humanities and technical fields to think critically and create beautiful things with your hands as well as your minds.

All of it is part of the cumulative human effort – We all play a small part by participating in what will be known as history.

Moreover, you have the ability to articulate that knowledge in ways that serve you and others. However, to do so, you have to have a critical consciousness and in this globalized context, some cultural, social and racial literacy.

I want you to understand and acknowledge the power of language...and, I want you to understand and acknowledge the language of power. That is what you must remember....

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If you are to use your education to make a difference in this world... to make sure that it ever even mattered that you were on this earth in the first place... an intense understanding of the concepts of power and the socio-political underpinnings that impact our realities are a prerequisite not only for your success but for our survival.

Here is another memorable part.. I ask this of every graduating class.... Look to your left/right... set your eyes on the faculty in all of their regalia... This is what it looks like when you dedicate your life's work to something other than yourself. This faculty have given a lifetime of work, commitment, scholarship and service to making sure that you have this moment in time, this moment in your life. Take a moment to consider the sheer selfless-ness of this type of commitment. Applause

Now close your eyes and imagine all of the little children who are a part of your life. Your family, neighbors, friends.... You are the embodiment of their hopes and aspirations – you are the embodiment of what is possible for them. That means your success and their future are inextricably linked. Take them to higher places.

Another thing—you did not get here alone. You had help and support along the way – from someone... friends, family and strangers. Now it is time for you to consider helping others. Start a small scholarship even if it is just 100 bucks to buy a book or class materials for someone coming up behind you. Pay it forward as you leave us behind....

Remember Skyline College. Think of us as you make career choices. Come back and be the professors and directors, the deans and coordinators, the vice presidents, the public safety personnel and facilities staff, the classified staff and auxiliary staff and even the President that we so desperately appreciate and need in order to stand up here the next year and the next and the next in service to you and those who will follow.

Finally, leave us with this idea in mind. This nation of immigrants is already great because people used their education, no matter what level, formal and informal --- to work hard, to challenge the status quo and stand up to injustice. People looked at the issues of their times and gave their blood, sweat, tears, heart and soul so many could learn together, live together, walk, talk, eat, play together.

Moreover, believe it or not, these rights and privileges herein are not set in stone. If you fail to pay attention and act, you can lose the very thing lives were lost to get – your democracy and the freedoms so many of us take for granted.

We are witnessing, first hand, what it looks like to deny the humanity of wholesale communities of people based on their immigrations status. In this nation, build by immigrants, great because of immigrants – Let's not forget what it looks like when we are kind, and caring, empathetic and compassionate to no end.

Graduates please stand if you are old enough to vote. Remain standing if you are registered to vote, remain standing if you voted in the last election.

Look around, these are the heroes and heroines who are preserving the democracy.

I'm going to give you a final exam – ... the great news is that I going to tell you the answer. The answer is Vote –

- There are forces right now erecting barriers to make it harder for some groups of people to exercise their rights – but what can you do about it?
- There are organized efforts to marginalize, oppress, disenfranchise certain groups but what can you do about it?
- There are structural efforts that create and maintain income disparities that are unbelievable, but what can you do about it?
- There is racism, sexism, ageism, discrimination based on ability, but what can you do about it?.

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- There is anti-youth sentiment and anti-intellectualism, but what can you do about it?
- Our justice system is anything but just, but what can you do about it?
- We are over-consuming and living in a way that threatens the environment and the mere sustainability of the planet – but what can you do about it?
- Our policies seem to benefit the haves consistently over the have-nots, but what can you do about it?
- Our policies are making education an even more difficult thing to attain, but what can you do about it?
- Yes, young people are graduating with unprecedented student loan debt because of our policies, but you can do something about it.
- This wealthiest nation on the planet, people – human beings are homeless and hungry, but what can you do about it?
- Yes, children in America are hungry, but what can you do about it?

These seem like intractable problems. Problems that people say can never be fixed, they are just too big. But I beg to differ. You can do something about every one of them. Many of you can vote.

Many can -- but many do not. I am challenging you not to let another election cycle, large or small, 2 year or 4 year go by without you being fully engaged and enfranchised, lest you let others decide for you what is in your and your communities' best interest. Now please stand if you commit to using and not wasting your right to vote...

You have received many lessons here at Skyline College. You are educated.

I hope you recognize this most important lesson. Stand up and be counted. VOTE!

I wish you all the success and happiness you deserve. Congratulations Skyline College Class of 2019!

SKYLINE COLLEGE DREAM CENTER PSC HELPS CREATE A REPORT ON STATE-WIDE UNDOCUMENTED STUDENT SUPPORT



Last summer, Dream Center Program Services Coordinator Pamela Ortiz Cerda was selected by the California Community College Chancellor's Office to be part of a Dreamer's Advisory Group. This group was tasked with creating and disseminating a survey about undocumented student support to California's 114 community college.

The research from the survey was paired with research collected at seven regional meetings that took place throughout California. In these regional meetings, staff from local colleges doing undocumented student support and advocacy work were invited to discuss the issues that their students are facing and share best practices with each other.

Once all of this data was collected, the committee created recommendations for how the Chancellor's Office could improve system-wide support of undocumented students. An excerpt for the report reads:

As institutions of higher education continue to enroll undocumented students, colleges and universities must build institutional capacity for their success by creating and implementing comprehensive policies and practices aligning with their institutional mission and vision. Facilitating equal access, affordability, and establishing academic support systems throughout all institutions of higher education has the potential to benefit all.

Article by Pamela Ortiz Cerda

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STUDENTS SHINE IN THE INTERNSHIP JOB SHADOW PROGRAM



This spring, the Internship Job Shadow Program, hosted five student interns across various campus programs, including the off-site Bay Area Entrepreneur Center office. In addition to earning one unit of Cooperative Ed credit, funded by the IJSP, the student interns participated in events, on and off-campus and in various activities where they learned industry-related skills, and the ins and outs of how programs at the college function to serve students.

The student interns also worked collaboratively to complete and present a project where they identified problems in our world and proposed solutions. The focus of their group project was education on the health effects of global warming.

This semester, the IJSP would like to highlight student intern, Vincent Blensdorf. Vincent is in his first year at Skyline College, is currently studying finance and competes on the wrestling team- go Trojans! Vincent is also a member of the fall 2018 Promise Scholars cohort. After shadowing under Kevin Chak this past semester, Vincent has been hired to work at the Skyline College Bookstore as a paid student assistant. Vincent will be the 8th student that was hired as a result of their participation in the IJSP.

With continued support from campus partners, such as the Center for Career and Workforce Programs, Skyline College Bookstore, the Study Abroad and Exchange

Program and the SparkPoint Center, the BAEC is able to provide a unique internship experience for students, where they engage in a real-world career setting.

The Job Shadow Program is a great way for students to benefit from hands-on career exploration and project-based learning while they pursue their educational goals at Skyline College. The IJSP empowers students to define success for themselves. This program supports students in developing and enhancing the skills they will need to be successful, whether they decide to continue their education, contribute meaningfully to the workforce, pursue entrepreneurship as a career, or all three!

We are currently accepting applications for the summer 2019 academic semester. The application can be found here: skylinebaec.org/internships.php. Please spread the word!

Article by Pcyeta Stroud | Photo by Sam Panganiban

GRAB & GO: AFFORDABLE STUDENT MEALS

GRAB & GO

Affordable Student Meals



Grab & Go meals include one of each:

- sandwich
- seasonal fruit
- bottled water

\$3.00

with Student ID
(\$6.00 without ID)

Available now at World Cup Coffee & Tea!



Skyline College has created a Grab & Go meal program offering low-cost nutritious meal options for lunch and dinner available to all students with a Student ID at a cost of just \$3.00 for each meal. This extremely low-cost meal plan is made possible thanks to the leadership of the Associated Students of Skyline College, which has worked in collaboration with the college to subsidize the \$6.00 cost of the meals by half – reducing the cost-per-meal for the student to \$3.00. Individuals without

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a Student ID may still purchase meals for \$6.00. The program soft launched in April and is available at World Cup Coffee & Tea located next to the Fireside Dining Room in Building 6.

For \$3.00 (or \$6.00 without a student ID), the Grab & Go bundle consists of:

One triangle prepackaged sandwich (tuna, ham and cheese, egg salad, chicken salad, salami and cheese, turkey and cheese or roast beef and cheese)

One fresh fruit or healthy snack

One Aquafina bottled water(16.9oz)

The Grab & Go package was developed by the Skyline College Bookstore and SparkPoint, in partnership with the Associated Students of Skyline College.

In fall 2019, a projected 100 meals will be sold each week. Several categorical programs on campus have expressed interest in further subsidizing the remaining \$3.00 for fall 2019 students who are in their program. The Grab & Go program is a compliment to the SparkPoint Food Pantry and Free Community Market that are offered at Skyline College. As a full marketing campaign has just launched, we look forward to contributing to a solution for the widespread food insecurity many students at Skyline College experience daily.

Article by Brittney Sneed

INTERNATIONAL STUDENT RECEIVES \$82,000 TRANSFER SCHOLARSHIP



Nellyana Altuve Rojo from Caracas, Venezuela has received an \$82,000 transfer scholarship to Menlo College where she hopes to attain a Bachelor of Science in International Management. The scholarship will cover most of her expenses at Menlo College including

tuition and housing. On top of that, she will graduate from Skyline College this Spring with three associate degrees: Political Science, Interdisciplinary Studies: Arts and Humanities, and Interdisciplinary Studies Social and Behavioral Science. She is an honors student and an active member of the Skyline College community since her first semester.

She is a member of several clubs including Latin American Student Organization (LASO), Model United Nations Club, the Associated Students of Skyline College (ASSC) and Women’s Mentoring and Leadership Academy (WMLA).

As Secretary General of the Model United Nations Club, she has participated in conferences at UC Berkeley (UCB) and UC Davis. In particular, she participated in a debate at UCB about her native country, Venezuela, representing Skyline College. She also received a full scholarship to attend a United Nations conference in Washington, DC in the summer of 2018.

Furthermore, she was selected to attend “Becoming: An Intimate Conversation with Michelle Obama” in December 2018. Nellyana also volunteers with the Make-a-Wish foundation, a non-profit organization that grants wishes to children who are critically ill. Her job is to find out what a child’s wish is and to make it come true within the assigned budget.

This summer, Nellyana will go to Madrid, Spain for an internship where she will gain experience helping undocumented immigrants get legal status in a non-profit law firm. She has received scholarships from San Mateo County Community College District and Associated Students of Skyline College to cover the expenses for this internship.

Nellyana has this to say about her Skyline College experience, “Skyline College opened doors for me and made me feel welcomed, I felt like I belonged right away. It supported me in achieving my educational goals.

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Today I'm beyond thankful to Skyline College because I will receive 3 associate degrees related to my major and priceless experience in leadership."

We wish Nellyana all the best for her future!

Article and Photo by Clair Yeo-Sugajski

SKYLINE COLLEGE STUDENTS TOUR HBCU'S LSU, DILLARD, XAVIER, AND SOUTHERN UNIVERSITY



This semester on April 21-24, 2019, 12 Skyline College students were chosen to attend a phenomenal and rare opportunity in touring the beautiful location of New Orleans, Louisiana in pursuit of a possible destination in transferring to an HBCU.

Upon this trip the students, soon to be transfers, were able to capture the essence of how an HBCU (Historical Black Colleges and Universities) could impact their decision-making by giving a wide spectrum of education and culture. Students were able to engage in conversations while networking closely with staff, faculty and administration of each HBCU, as well as enjoying every aspect of each culturally enriched college and university.

Delighted with New Orleans southern hospitality, each Skyline College student was exposed to daily activities, clubs, diversity and the impact of each campus's strong community, which can vitally play a key role in a student's success.

Coming back from New Orleans HBCU tour, the majority of the Skyline College students took back a piece of that southern hospitality by bridging together as a small community within itself. Most students were culturally moved as well as inspired to apply to some of these HBCUs. It is evident that being able to attend this tour, it really opened up each student's mind to a possibility of transferring to a four-year university being of an HBCU. Upon returning back to Skyline College each of these chosen 12 students were enlightened with more of the logistics as to what an HBCU is about leading them to reflect on what this wonderful experience did for them.

Here is a quote of one of the student's experiences:

"At first I did not have a clear idea or enough information to know the importance of what an HBCU really stood for and what it offered to its students. Being a part of this outstanding experience really opened my eyes up to all that I was unaware of being a soon to transfer student.

Not only was New Orleans full of historical memorabilia, there was a strong value in the word "Community". Seeing the unity and equality that was bestowed within the culture of this HBCU tour definitely made me reconsider my options of transferring to a school in California to considering building my brand as well as being amongst such a modest environment at an HBCU in New Orleans, LA.

"Home is where the heart is" that comes to mind to me as there was a strong feeling of being at home visiting each HBCU campus. I, myself can honestly say that this tour changed my perspective in all aspects as to what the right fit could be for me when applying to transfer.

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Experiencing the HBCU tour has been life changing, and this summer of 2019, I will be applying for two of the HBCU schools in hopes to set myself up for the ultimate goal, which is success!

Article by Erick McFadyen | Photo by Kaelynn Malani

SKYLINE COLLEGE PARTICIPATES IN ANOTHER ANNUAL SMUD SOLAR REGATTA!



On Saturday, May 4th, 2019, the force was with Skyline College's Engineering and Robotics Club (ERC) as they competed in the 8th annual Sacramento Municipal Utility District (SMUD) Solar Boat Regatta held at the Rancho Secco Recreational area in Sacramento. The team consisted of 10 students and four faculty members who camped lakeside that Friday night, gearing up and making last minute preparations for the race.

To compete in the Solar Regatta, Skyline College's Engineering and Robotics Club had to design and build a fully functional solar powered boat that could quickly maneuver through a series of difficult courses. This year's boat was named Skywalker, an allusion towards Star Wars Day (May the fourth).

The team used the previous year's solar boat chase and enhanced its performance by reducing its overall weight and finishing the boat's surface with a high gloss paint. The decision to reuse the boat chase saved the team time, allowing them to focus their efforts on other categories of the competition, such as sustainability.

Tackling the sustainability aspect fostered team collaboration and influenced many of the new designs that were implemented. The students utilized equipment in the Base 11 Innovation Center located in Building 7. It was here that the team of future aspiring engineers worked on the solar powered boat. Many of the new components being built in the innovation lab were sourced from recycled materials. These upcycled additions included a student donated car roof rack that was used to mount and secure a re-purposed ice cooler box that housed the electronics, aluminum bars that served as structural I-beams to join catamaran style boat together and hardware and leftover plumbing that served to be a useful and effective steering solution.

It is a long held Engineering and Robotics Club tradition that the team and faculty camp overnight prior to the race at the Rancho Secco Recreational Area. The trip serves as a great opportunity for the students to build team camaraderie and is a chance for them to learn from and get to know their advisors.

Many other Northern California teams camped that night, which allowed students and faculty to network and collaborate with other schools on the boat project. Legendary chef, Nick Kapp, prepared an incredible balanced meal that night, giving strength to the team for their upcoming competition. The overnight camping trip was a blast for everyone, and allowed the group to kick back and relax around friends and a warm campfire. It was the final stretch of a journey that took hours upon hours of assembling, rethinking, trial and error and problem solving on the fly. The team grew closer with every challenge they faced and overcame, which is arguably the most important aspect of the solar boat project: teamwork.

Within the competition, the students had to perform in three challenging races and conduct a technical, artistic and sustainability presentation of their work in front of panel of judges. In the sustainability category, the ERC's Skywalker came in 2nd place! For artistic design, the

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team scored 3rd place. Their technical design scored them another 3rd place. Overall, even though the team had technical difficulties, their team spirit allowed them to push through the competition, placing them in 7th place out of 18 schools — one spot better than last year!

The importance of teamwork extends well beyond the Engineering and Robotics club and Skyline College. During the event presentation, Ohlone College's boat fell off its stand, breaking majority of the boat's components such as its motors. Feeling their pain and knowing how much work they put into their project, Skyline College's team went out of their way to offer up a working motor to Ohlone College so that they could continue to compete. Unfortunately the damage was too severe but the judges were so impressed by the support showed by Skyline College's team that they awarded them with the Leading by Example trophy. This trophy is symbolic of this teams' collaborative, friendly and team oriented mindset: the essence of this competition.

This is Skyline College's 4th time competing in the SMUD Solar Regatta.

Article by Marco Wehrfritz, Nick Kapp and Michael Toledo

STUDENTS MANUFACTURE A WAY TO LEARN FROM THEIR MISTAKES



The goal of manufacturing is to create many of something with as little variability as possible. Mistakes, if they occur at all, should be very infrequent. This past semester, the Biomanufacturing Club at Skyline

College saw just how hard it is to be a Contract Manufacturing Organization (CMO) in the life sciences or pharmaceutical space.

The Skyline College biomanufacturing group has volunteered to produce petri dishes for BABEC, a nonprofit that supplies biotechnology lessons to local high schools. The biotechnology club followed cGMP, biopharmaceutical industrial standards, making these plates.

The group learned that having the correct materials, planning and communicating with all members of the group is required for good manufacturing. Originally, the group had planned to pour 2000 plates. However, there was a backlog in the media prep room and our members were not able to get into the autoclave on time (which takes an hour to work), starting at 2:00 p.m. rather than noon.

The group found out that the medium would boil over in the autoclave, so instead of having three liters, we now only had two liters of medium. The group decided to press ahead and still manufacture what they could.

We experienced problems with our pump (which filled the plates with 10 ml of medium), stacking our plates and clotting of the agar, a thickening agent, in one pump and dribbling in the other. After an hour, we found that we could only make 120 plates in an hour and that even with two groups manufacturing plates, we would still be in lab on a Friday evening.

To top it all off, the group discovered that the media prep team did not add agar to one set of the media so the 120 plates they poured would never solidify and have to be thrown out.

A disaster, but maybe not. The group sat around for their last hour and did what industry calls a CAPA, Corrective and Preventative Actions, and listed all the things that went wrong with the 2k pour and how we can prevent those things in the future.

SKYLINE COLLEGE BOARD REPORT

JUNE 12, 2019

On a side note, the biomanufacturing group will be demonstrating some of the innovative teaching labs that our students came up with at the Bay Area Makers Fair held at the San Mateo Fairgrounds on Saturday, May 18, 2019 and Sunday, May 19, 2019. This is a fun fair for DIY and Makers of all kinds, so if you are near downtown San Mateo this weekend you should check us out.

Article and Photo by Nick Kapp

CERAMICS STUDENTS SHOW THEIR WORK IN 2019 CALIFORNIA CONFERENCE FOR THE ADVANCEMENT OF CERAMIC ART



For the 11th consecutive year, Skyline College ceramics students participated in the annual California Conference for the Advancement of Ceramic Art in Davis, CA from May 2-5, 2019. The conference draws collegiate ceramics students from the region who display their artwork and attend over 30 exhibitions by other colleges and universities throughout California.

Students also attended lectures by professional ceramics artists that included clay demonstrations.

Each college is provided a retail space in downtown Davis to transform into a pop-up gallery for the weekend.

The Skyline College show was located in a former jewelry store with large glass display cases ready to fill with ceramic art pieces. The installation took a full day and included preparing pedestals and wall displays, hanging lights and arranging the artwork and signage.

Participation in the Skyline College Ceramic Art show is a capstone project for our upper-level ceramics students. Through hands-on learning, students experience how to set up a professional exhibition. They created a series of three or more pieces around a selected theme, wrote an artist statement and resume, photographed and promoted their work and interacted with show attendees. Following the event, they wrote a reflection on their work and the show.

The show contained a wide array of themes and styles, reflecting the diverse artistic expression of Skyline College students. Participating students welcomed conference guests to our show and shared their inspirations, ideas and techniques. The large variety of school exhibitions presented a wonderful opportunity for students to connect with potential transfer schools, their instructors and current students.

Ceramics professor Tiffany Schmierer co-curated the show with the students and was an exhibitor in the main conference show with her ceramic sculpture. The California Conference for the Advancement of Ceramic Art is all about promoting art education, collaboration and creative learning.

Article and Photos by Tiffany Schmierer

SKYLINE COLLEGE BOARD REPORT

JUNE 12, 2019

SKYLINE COLLEGE STUDENTS WIN AT SFSU'S INTRAMURAL SPEECH AND DEBATE TOURNAMENT



On Friday, May 10, 2019, two Skyline College/Design Tech High School students, Benjamin Gao (High School Junior) and Amayllis Gao (High School Freshman) took 3rd place in the parliamentary debate category.

Amayllis also took home first place for top speaker award, a huge accomplishment in this highly competitive community! San Francisco State University's Bi-Annual Speech and Debate Intramural Tournament unites forensics programs to offer Skyline College, CCSF, SFSU, USF and other Bay Area students an opportunity to practice and apply methods of public speaking, oral interpretation, persuasion, argumentation and debate.

Article by Lindsey Ayotte | Photo by Benjamin Gao



President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ June 26, 2019

Inside...

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- Upcoming Events 8

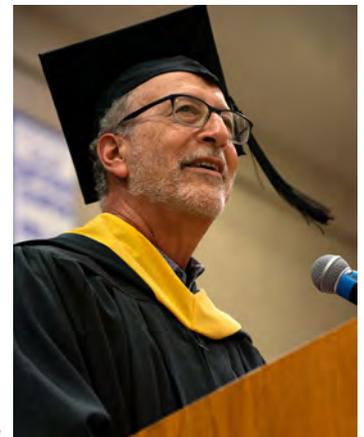
CSM Celebrates 1,200 Graduates at 97th Annual Commencement



College of San Mateo awarded 1,918 degrees and certificates to 1,193 graduates in its 97th Commencement Ceremony on May 24. The CSM Gymnasium was packed with friends and family members as graduates marched one by one across the stage to be recognized for their accomplishments.

Graduates heard words of advice from keynote speaker and CSM graduate Alfredo Aguirre '73, LCSW, a leader in mental healthcare who served as director of Behavioral Health Services of San Diego County.

Aguirre spoke about the influences of faculty and staff who mentored him during his time at CSM.



2019 CSM Commencement Speaker Alberto Aguirre. Photos by Gino de Grandis.

“ I now realize that community college is a path to success. ”

2019 CSM grad Ashneel Pratap, who transferred to UC Berkeley to study economics

The Class of 2019 featured incredible students from across geographic regions, ages, and backgrounds.

First-generation college graduates	561
Veterans	74
Foster Youth	5
International Students	158 students from 28 countries
DACA/Dreamers/AB540 Students	21
Oldest graduate	71
Youngest graduate	16
Graduates with honors	303
Cum laude	168
Magna cum laude	239
Summa cum laude	14

Photos from the event, as well as the complete Commencement video, are available for purchase at collegeofsanmateo.edu/commencement.



Photos by Gino de Grandis.



Photos by Gino de Grandis.

Graduates Celebrate With Year-End Ceremonies

CSM celebrated in style with its annual series of events for special achievements. Some of the highlights included the Scholarship Awards Ceremony (May 10), Mana Graduation and Recognition Ceremony (May 15), Honors Project Student Showcase (May 17), Stepping Up: A Transfer Tribute (May 23), and many others. ■



Photos by Gino de Grandis, Julio Ruggiero, and David McLain.

Retirees Honored with Reception

The CSM community honored its 2018-19 retirees with a reception on May 16 in the Bay View Dining Room. Each retiree was recognized in remarks by her or his supervisor, and friends, family and colleagues had the opportunity to mingle. This year's retirees include:

- Melanie Berzon, KCSM
- Janet Black, Art/Art History
- Sandra Comerford, Vice President of Instruction
- Mike Galisatus, Music
- Cheryl Gregory, Math
- Lewis Kawahara, Ethnic Studies
- Rob Komas, Math
- Kate Motoyama, Language Arts
- Michele Muller, KCSM
- Julene Rhoan, Enrollment Services
- Jan Roecks, Vice President of Administrative Services
- John Sewart, Dean, Planning, Research and Institutional Effectiveness
- Carlene Tonini, Biology



Photos by Julio Ruggiero.



CSM Classified Staff Recognized in Years of Service Luncheon

Each year, CSM marks work anniversaries for its classified staff who have major milestones with the District. This year's celebration took place on June 5. Nearly 100 staff and faculty gathered on the Terrace to enjoy a barbecue lunch and remarks about each honoree.

This year, CSM employees celebrating work anniversaries include:

10 Years of Service

John Dao

Joyce Meyer

Aaron Schaefer

Valerie Tyler

Carol Ullrich

Eric Utsumi

Clara Valdez Chon

20 Years of Service

Karen Chadwick

Russell Cunningham

Theresa Vigilia

30 Years of Service

Jane Wong



Photos by Julio Ruggiero.

Mike Galisatus Delivers Rousing Final Night of Jazz at CSM

Bay Area jazz legend and longtime CSM educator Mike Galisatus presided over his final concert as director of the CSM Jazz Ensemble on May 17 in the CSM Theater. Galisatus retires this year after a long teaching career at South San Francisco, El Camino, and Aragon High Schools as well as CSM.

The evening was highlighted with tributes from Aragon High School band director (and incoming CSM jazz director) Kevin Gallagher, CSM President Mike Claire, and Galisatus' son Jason. The CSM Jazz Ensemble and the Aragon High School Jazz Ensemble played to a full house.

Galisatus has earned many accolades over the years, including CMEA Bay Section Outstanding Jazz Educator Award for 2015-2016, the Peninsula Arts Council Arts Educator of the Year for 2007, the Otter Distributors 2004 Jazz Educator Award for the state of California, the California PTA Honorary Service Award, and the CMEA Bay Section Gil Freitas Memorial Award for music education. A well-known professional trumpeter, he has recorded with Pete Escovedo and Queen Ida, and has performed with a variety of artists, including Louis Bellson, Natalie Cole, Frank Sinatra Jr., Mary Wilson, Kenny Washington, Jamie Davis, Frankie Valli, Kenny Loggins, Gladys Knight, Johnny Mathis, Mel Torme, The Temptations, Michael Feinstein and a host of others. ■



UPCOMING EVENTS

San Mateo Farmer's Market

Every Saturday, Rain or Shine • 9 am – 1 pm
Galileo Lot 6

Enjoy one of the Bay Area's finest farmer's markets, with the best view in town!

Jazz Under the Stars

Free Stargazing on CSM's Rooftop Observatory

Saturday, July 6 • 9–11 pm
Science Building 36, Rooftop Observatory

Come see craters on the first quarter moon, Jupiter's moons, the rings of Saturn, star clusters, and more through our telescopes while listening to KCSM Jazz 91 FM! Dress warmly and come by anytime between 9:00 pm & 11:00 pm. Parking is free.

The Sky Tonight Planetarium Show

Secret Lives of Stars

Friday, July 12
7:30–8:20 pm and 8:30–9:20 pm
Science Building 36, Planetarium

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



Professor Stanford presents the night sky in our observatory dome.

The Sky Tonight

Secret Lives of Stars

Friday, July 12, 7:30 & 8:30 pm

Free seating available for each show on a first come basis.



Cañada College

Report to the SMCCCD Board of Trustees

June 26, 2019

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- Cañada Recognizes Students at Awards Reception **pg. 3**
- Cañada College International Student UC Acceptance Rate among the Highest in the State **pg.4**
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pg. 6

College Holds 51st Commencement Ceremony

On May 25, Cañada College honored its 2019 graduates during a commencement ceremony where 602 graduates earned 1,064 degrees and certificates.

Of the Class of 2019:

- Youngest graduate was 18-years-old
- Oldest graduate was 76-years-old
- 67 percent was female
- 54 percent were the first in their family to go to college
- 34 percent graduated with at least one degree or certificate with Honors Status
- 39 percent was Hispanic graduates

The Commencement Ceremony was live streamed and can be viewed on the [Cañada Commencement Website](#). Congratulations to the Cañada College Class of 2019!



Cañada Recognizes Students at Awards Reception



Cañada College hosted its annual Student Recognition Awards Reception and welcomed more than 400 attendees to campus, which began with an hors d'oeuvre reception in The Grove and transitioned to the awards presentations in the Main Theater. For several years now, the event combines multiple program recognitions into one large event that acknowledges numerous student accomplishments including scholarship awards, university transfer, STEM Center achievements, Honors Transfer Program graduates, and the significant contributions of student tutors.

This year, 284 students submitted scholarship applications of which 203 received awards totaling more than \$227,000! The College appreciates the generosity of the many donors who include faculty, staff, retirees and community members and the fundraising efforts of the SMCCC Foundation that make this possible each year. In addition to these funds, through a combination of research opportunities and scholarships funded through grants awarded to Cañada College Science & Technology Division, STEM students have received an additional \$2,000,000 over the past six years in direct aid. Some of these opportunities include National Science Foundation scholarships and paid summer research internships in partnership with San Francisco State University, UC Merced and Stanford University School of Medicine.

The Honors Transfer Program, now in its eighth year of honoring program graduates, recognized 15 students who earned the Honors Scholar award by completing 15 units of Honors coursework. Honors Scholars are eligible for scholarships and priority transfer opportunities, and they are transferring to some of the most prestigious colleges and universities in the country.

The College also recognized its transfer students for their great work, determination, and persistence. This year over 350 students applied to four-year universities. Among the transfer students who participated in the Student Recognition Award

Reception, 86 percent received scholarships. In addition to college scholarships, one student was the recipient of a \$20,000 Pister Leadership Opportunity Program Scholarship from UC Santa Cruz. Another student was the recipient of the Regents' and Chancellor's Scholarship from UC Berkeley and a third student received a Full Tuition and Fees Scholarship from Menlo College! Among the transfer students, there are 234 students, who also received at least one Associate Degree for Transfer, which is 70% of the transfer cohort.

The campus community is exceptionally proud of the students' accomplishments and look forward each year to this wonderfully celebratory event that brings the college community together to honor them.

Cañada College International Student UC Acceptance Rate among the Highest in the State



Among 115 California Community Colleges, Cañada College was listed among the highest ranking for International Student Transfer rate into UC Berkeley! In Spring 2018, 42 percent of Cañada College international students who applied to UC Berkeley were accepted. This ranks Cañada College in the top three in California, higher than the California Community College average of 25 percent acceptance. In addition, this Fall, one third of international students transferring from Cañada College will be attending UC Berkeley or UCLA. In total, 60 percent of all Cañada College international student transfers will be heading to a UC this Fall.



Fashion Department Hosts Annual Garment Contest



The Cañada College Fashion Department hosted its annual end of year garment contest and awards reception. The 31 garment entries were better than ever and faculty were both proud and amazed at the skills students demonstrated for designing, pattern making and construction.

Students who choose to participate in the contest selected a package of fabric without knowing what they were getting and then make a garment out of it to fit on a department dress form. The theme for this year was the 1950's and 1960's fashions. The contest was not a course assignment but an outside activity to experiment with their creativity and problem solving. The skills involved fabric engineering but also represented incredible works of art.

Winners were announced at the End of Year Celebration received the top prizes. Congratulations to student winners: 1st place – Billie Lash, 2nd place – Johanna Jay, 3rd place – Linda Imlay and 4th place – Chelsie Gho. In addition, the End of Year Celebration also celebrated students who received certificates, degrees and scholarships from the Fashion Department. In total, 13 students each received \$1,000 scholarships.



Cañada Student Bring Home Top Award from Research Symposium



Cañada College Honors students worked hard over the academic year to conduct their research and hone their presentations and five Cañada College students recently presented at the Bay Honors Consortium Honors Research Symposium at Stanford University. A special congratulations to student Bairui Lui, who won the top award at the event, the Heslet Scholar Award! The Heslet Scholar is awarded to the student whose research was intensely impressive and whose presentation was of the highest quality. Bairui will receive a \$200 scholarship and a certificate noting his achievement. A special thank you to Professor Medina who worked with Bairui and supported him to achieve this special award!

Campus Community Celebrated Get Ready! Get Set! Let's Play!



In honor of our graduates and students, the Education and Human Development (EDH) Department celebrated the last day of classes with a day of play. Unexpected May rain did not stop the fun! Students, faculty and staff came by The Grove and played with Duplos, created chalk artwork and took pictures at the photo booth. They also had their faces painted and got their hands dirty making goop. The snack bar was stocked with juice, popcorn and corn dogs - and was empty in no time! For a few hours the campus community enjoyed being kids again.



Cañada College Student Success Story – Eli Angote



Eli is the founder of TheBestNotary (www.thebestnotary.net) and a graduate from Cañada College's Paralegal Program. A native Kenyan, he moved to the US in 2000 and California in 2004. He finished his first full marathon in 2016. After a career in corporate sales, he founded TheBestNotary which helps companies of all sizes increase their profits by dramatically reducing the time it takes to schedule mobile notary appointments and secure Apostilles in all 50 states. Eli holds a Bachelor's degree in Spanish from San Francisco State University and an Associate's Degree in Paralegal Studies from Cañada College.

What initially made you decide to take Paralegal classes at Cañada College?

I was interested in exploring a career in the legal field at the time, and I figured a paralegal education was a great way to learn about the industry and to see if it would be a good fit for me.

Did you explore other Paralegal Programs in the area before taking classes at Cañada College?

I checked out other colleges, but picked Cañada College because of the convenient location, and because of the great reviews of the program I had received from a few personal contacts.

What did you enjoy the most about the Paralegal Program at Cañada College?

For me it was the instructors. I really had some great teachers at Cañada. Dario DeGhetaldi taught a legal system foundation class, and it was profoundly stimulating. He made the class super interesting by engaging us using real life examples from his career and memorable stories going back to the medieval days. I took Althea Kippes' legal research and writing class, and she made class interesting by giving us chances to participate in various legal conferences including one where I had the chance to meet the real Erin Brockovich!

How do you feel your courses in the Paralegal Program prepared you for your career?

Yes, specifically LEGL 250: Legal Research and Writing. The legal research and writing skills I gained from the course allowed me to draft quite a few of my independent contractor agreements as well as various agreements with clients.

What advice would you give to students currently interested in the Paralegal Program at Cañada College?

I would advise them to build strong relationships with their instructors and each other because that is the key to discovering additional opportunities beyond what is made available to the public.

What advice would you give to students currently interested in a career in the legal field?

Try before you buy. By taking various classes and volunteering in the field, you can get a taste for what you like and don't like. Spending time volunteering at various non-profit legal organizations allowed me to experience various types of law and meet numerous attorneys whom I learned from.

Cañada College Student Success Story – Eli Angote

What advice would you give to students who want to start their own business like you did?

I would first advise them to identify and then seek out the people who will help them get there. The book "Never Eat Alone" by Keith Ferrazzi is an excellent manual for skillfully building the right relationships that will end up creating opportunities and sidestepping roadblocks. I would also recommend developing good habits to help maintain high standards of physical and mental health which is part of a strategy I have come to call "Protecting the asset" after reading the incredible book "Essentialism" by Greg McKeown. By being at your best you can be in a great position to serve others and truly add value instead of constantly struggling to keep up.

What is next in your career?

Thankfully my business has gotten to the point where it's ready for scale. I am working on fund-raising and hiring the key employees who will spearhead wider expansion. I'm also working on my presentation skills to help educate the business community about the benefits of outsourcing notarization and creating a speaking real for my speaking career to inspire others to find their own voices and maybe even turn their ideas into entrepreneurial ventures.





**District Academic Senate
San Mateo County Community College District
Annual Report – 2018-2019**

Prepared by: Leigh Anne Shaw

District Academic Senate president 2018-2019

District Academic Senate members 2018-2019

DAS President: Leigh Anne Shaw

DAS Past President: Diana Bennett

DAS President-Elect: Jeramy Wallace

Cañada College:

Senate President: Hyla Lacefield

Senate Vice President: Diana Tedone-Goldstone

College of San Mateo:

Senate President: Jeramy Wallace

Senate Vice President: Peter von Bleichert

Skyline College:

Senate President: Kate Williams Browne

Senate Vice President: Jesse Raskin

District Curriculum Chair: Teresa Morris



College of San Mateo

District Academic Senate members 2019-2020

DAS President: Jeramy Wallace

DAS Past President: Leigh Anne Shaw

DAS President-Elect: *vacant*

Cañada College:

Senate President: Diana Tedone-Goldstone

Senate Vice President: David Eck

College of San Mateo:

Senate President: Arielle Smith

Senate Vice President: Peter von Bleichert

Skyline College:

Senate President: Kate Williams Browne

Senate Vice President: Jesse Raskin

District Curriculum Chair: *to be elected Fall 2019*



District Academic Senate Goals and Status for 2018-2019



Goal: Improve faculty evaluation forms

STATUS: Complete

Evaluation is a means for faculty to ensure equity and quality in teaching.



The DAS has completed a multiple-year process of soliciting feedback on the observation forms for faculty evaluations, and recommended revisions to these evaluation forms have been submitted to the union for negotiation.

Goal: Review prior role of STOT and current adequacy of compensated online training for faculty

District Strategic Goal 3: Increase program delivery options, including the expanded use of instructional technology, to support student learning and success.

STATUS: Complete; revision into modified goal

Faculty want to deliver the best in online teaching, and it became clear this year that many campuses are unaware of the MOU signed between the District and AFT that ensures compensation for online training. The DAS has been promoting awareness around this benefit to faculty.



Meanwhile, the Distance Education Advisory Committee (DEAC) is

planning to build on this goal next year by engaging a review of feedback on current campus online training and evaluating how well the training is meeting faculty needs.

Goal: Explore opportunities within the Open Educational Resources initiative and other strategies for addressing financial barriers to accessing educational materials



District Strategic Goal 1: Develop and strengthen educational offerings, interventions, and support programs that increase student access and success.

STATUS: Complete

Each college in its own way is pursuing making textbooks more accessible and affordable to our students via OER. There is strong collaboration among the three colleges, and each college has a task force and an ASCCC OER Liaison. The DAS is not taking a district oversight or guidance role in OER, but is supportive of campus efforts. Next year, DAS plans to issue a statement of support for OER and other statewide initiatives.

Goal: Continued facilitation of development of DE Policy and implementation of OEI rubric



District Strategic Goal 3: Increase program delivery options, including the expanded use of instructional technology, to support student learning and success.

STATUS: Complete

With collaboration between the DAS and the Distance Education Advisory Committee, the DEAC has issued a revision of the Regular and Effective Contact procedure 6.27.1. This procedure will move through the participatory governance process to ensure higher quality online teaching.

The Work Continues...

Goal: Work with facilities on a review of the impact of the classroom environment on teaching and learning

District Strategic Goal 4: Ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations.

STATUS: to begin in Fall 2019

Faculty at all three colleges are committed to making our campuses student-ready. Faculty raised concerns over the impact on students of classroom environment issues and the message they communicate about learning, including:

- lack of temperature control in classrooms
- damaged, defaced, cluttered, mismatched, or aging furniture
- inconsistent and outdated technology in classrooms
- damage to learning spaces
- inadequate lighting
- accessibility concerns



On recommendation of the chancellor, the DAS tasked each college senate with creating a task force to address local impact of facilities on teaching and learning.

Equity and social justice intentionality

STATUS: ongoing



All three senates are actively engaged in discussions of ensuring greater equity for students. They have demonstrated this activity in the writing of resolutions as well as in the discussion of pedagogy/andragogy and changes to practices at campuses.

Specific DAS activities related to equity include:

- **Faculty Job Announcement Language**: Discussion of changes to language to appear in all faculty job announcements that can lead to greater probability of a more diverse faculty ready to engage in equity-minded teaching;
- **Equity Training**: Attendance to and presentation at equity summit and regional meetings led by the ASCCC;
- **District Mission**: Recommendation, through DPGC, to revise Board Policy 1.01 District Mission to better reflect the district's commitment to equity;
- **Campus Closures Guidance**: Following the closures due to the Camp Fire in 2018, the DAS has created a statement on campus closures designed to guide faculty in making difficult decisions of how to cover course content in a way equitable and accessible to all students;
- **Standing Agenda Item**: The DAS retains a standing agenda item entitled "Equity Matters" so that the body has an opportunity to keep this issue fresh and regularly visited.

Goal: Districtwide communication and alignment on Guided Pathways

District Strategic Goal 1: Develop and strengthen educational offerings, interventions, and support programs that increase student access and success.

STATUS: Revision to broader goal



Each campus has a unique population and is proceeding with Guided Pathways in its own way. In order to avoid unintended consequences affecting our students, DAS wants to ensure cross-campus

collaboration and sharing of innovations so that our students can benefit equally at all three campuses. A small amount of communication and sharing has begun.

This goal would be better reframed into a broader goal of greater communication and cross-pollination of ideas districtwide for not only Guided Pathways but for all statewide initiatives.

Goal: Work towards parity at all three campuses on the Strong Workforce Initiative

District Strategic Goal 1: Develop and strengthen educational offerings, interventions, and support programs that increase student access and success.

STATUS: ongoing

Two colleges, Cañada College and College of San Mateo, have a similar structure for detailing the work and funding available through the Strong Workforce Initiative to create greater opportunities and pathways for students entering the workforce.



- Strong Workforce resources are addressed and allocated via a tri-chaired committee with faculty having a co-chair role
- Chairs make regular presentations to the Academic Senate
- Each senate has an ASCCC-appointed CTE Liaison

The result is greater outreach and engagement with faculty on projects aimed at improving workforce education than in the past at Cañada College and College of San Mateo. Skyline College has a different process that it is using to move forward with the Strong Workforce Initiative, and the CTE Liaison is not being regularly engaged. The senates would still like to see more parity among the colleges in terms of engagement of faculty on this important initiative. This goal will be part of a focus on greater faculty engagement in all statewide initiatives for the benefit of our students.



Goal: Assigning courses to disciplines (District Curriculum Committee)

STATUS: to begin in Fall 2019

The DAS strongly recommends assigning courses to disciplines for ease of articulation for students as well as clarity in cases of equivalency evaluation. This very challenging task is still before the DCC and will likely take longer to complete. The DCC would benefit from regular attendance to DCC meetings by administrative members.

Goal: Increase in Quality of Participatory Governance

STATUS: Milestones achieved; work ongoing



Participatory governance ensures faculty advocacy on behalf of our students, and while the DAS is doing well on this goal, there is further work ahead. Here are notable activities that have propelled our work forward:

- **Increased visits to senate meetings by board members:** The DAS made special effort to engage board members this year, and we have been rewarded with opportunities to work more closely with our board for greater information and understanding.
- **President-Elect system:** The DAS moved to a president-elect system of leadership, which has allowed a longer onboarding period for the incoming DAS president as well as a built-in cabinet team for support.
- **Intentionality around leadership succession:** Local senates have put more focus on ensuring informed, capable leadership.
- **Greater contact with local senates:** The DAS president's visits to each campus senate has resulted in greater unity and engagement in participatory governance.
- **Information dissemination:** Senate leaders disseminate information directly from the DAS and back to it with a greater flow and with more follow-up than in the past.
- **Differentiation amid collaboration between union and senate:** Perhaps the greatest achievement this year has been improved connection between the DAS and the union, aided by changes in approach by the leadership.
- **Attention to participatory governance (PG) structures at each campus:** Each campus has put attention towards the very necessary review of our PG structures to better assure faculty input as well as more balanced workload.
- **Reviewed DAS Ethics Statement:** A requirement for accreditation, this statement is nonetheless a statement of values for the senates and has been found to be still valid and appropriate. DAS may investigate adopting the revised AAUP ethics statement.
- **Work on Equivalency to Minimum Qualifications:** The current process for equivalency to minimum qualifications for faculty has been found to be problematic in its structure. DAS leadership has spent considerable time in discussion about how to improve the process. This work will continue in Fall 2019.
- **Cross-campus faculty engagement:** Discussions of creating a faculty leadership institute, a tri-campus senate plenary, and further cross-collaboration on flex events will continue to be a part of DAS work.
- **Continued focus on increasing collegial consultation:** The DAS has discussed the obligations of faculty and administration in collegial consultation and opportunities to enhance it.

Goal: Professional Development Review and Revision

District Strategic Goal 4: Ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations.

STATUS: Initial review complete; challenges to be addressed ahead



Both College of San Mateo and Cañada College have depleted their faculty funding for professional development and will have no opportunities to apply until the next allocation of funds in October of 2019. Lack of access to professional development has potential to impact the students we serve.

With so many changes to the educational landscape for community colleges, professional development is paramount to ensure equity, transformative teaching and learning, and student success. In December 2018, a joint study session by AFT and DAS was held wherein faculty reviewed the PD processes at each campus and developed a list of concerns including the following:

- Lack of consistency in the process to obtain PD funding from campus to campus
- Expenditure of PD funding on activities not directly related to teaching and learning (i.e., participatory governance requirements or compliance with state initiatives)
- Lack of consistency and perceived issues of fairness in evaluation of PD requests

In March 2019, DAS and AFT developed a proposal for ultimate negotiation. The next steps include local senates having their local PD committees work districtwide to achieve a common process for obtaining professional development that is equitable and accessible.

SMCCCD District Academic Senate Goals for 2019 – 2020

1. **Online Training**: Review current state of online training and ensure it is meeting faculty needs in serving students
2. **Classroom Impact**: Work with facilities on a review of the impact of the classroom environment on our students
3. **Equity**: Continue to focus on equity and social justice intentionality in all aspects of teaching, learning, and student interaction
4. **Statewide Initiatives Communication and Engagement**: Achieve greater communication between campuses and greater engagement of faculty involvement for equitable impact of these initiatives on students
5. **Curriculum Alignment**: Assign courses to disciplines (District Curriculum Committee)
6. **Governance and Consultation**: Explore ways to further improve collegial consultation and participatory governance to better serve our campuses
7. **Professional Development**: Improve access and equitable allocation of resources for professional development at all three campuses
8. **Equivalencies**: Improve the process for equivalency to the minimum qualifications
9. **Temporary Full-time and Grant-Funded Faculty**: Create a board policy to govern the hiring and evaluation of temporary full-time faculty hires and grant-funded hires
10. **Online Educational Resources**: Create a statement of support for OER initiatives and cost-lowering innovations for students at all three campuses



BOARD REPORT NO. 19-6-3A

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)

Skyline College

Lasana Hotep Executive Director, Equity Institute (NP) President's Office

Reassigned from Dean of Student Equity and Support Program (Grade AD of the Management Salary Schedule 20) into this academic supervisory assignment at Grade 200E of the Academic-Classified Exempt Supervisory Salary Schedule 25, effective July 1, 2019. This position was previously Board approved on February 27, 2019.

Sha-shonda Porter* Dean of Academic Support & Learning Technologies Academic Support & Learning Technologies

New administrative employment, effective July 15, 2019, replacing James Houpis who resigned.

B. PUBLIC EMPLOYMENT

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

Cañada College

Althea Kippes Instructor, Business Business, Design & Workforce

New Contract I status academic employment, effective August 12, 2019, replacing Lale Yurtseven who transferred.

Ganapathy Shankar Instructor, Business Business, Design & Workforce

New Contract I status academic employment, effective August 12, 2019. Position was previously vacant.

Jillian Gomez* Retention Specialist Counseling

New full-time, 12-month classified employment, effective June 17, 2019, replacing Jessica Boyle who resigned.

College of San Mateo

Patrick Wolff* Instructor, Music Creative Arts/Social Science

At its meeting on June 12, 2019, the Board approved a temporary academic employment for Patrick Wolff as an Instructor of Social Science, effective for the 2019-2020 academic year. A correction is being made to the title, which should have been Instructor of Music.

Kimberly Salido Instructor, Cosmetology Business/Technology

New Contract I status academic employment, effective August 12, 2019, replacing Toni Coleman who resigned.

Maira Delgado Laurens Office Assistant II (NP) Counseling

New full-time, 12-month classified employment, effective June 3, 2019. This position was previously Board approved on January 23, 2019.

Julian Billot* Athletic Equipment Manager (NP) Kinesiology

New part-time (48%), 12-month classified employment, effective July 1, 2019. This position was previously Board approved on February 27, 2019.

Skyline College

Kenny Gonzalez General Counselor (Career Emphasis) (NP) Counseling

New Contract I status academic employment, effective August 12, 2019. This position was previously Board approved on March 14, 2018.

Sharon Quach* Program Services Coordinator Student Equity
(EOPS/CARE, CalWORKs, Guardian Scholars Program) & Support Programs

New full-time, 12-month classified employment, effective June 1, 2019, replacing Tia Holiday who resigned.

Jenny Le Counselor (STEM) Counseling

New temporary academic employment, effective for the 2019-2020 academic year.

Mandy Lucas* Counselor (Promise Scholars Program) Counseling

New temporary academic employment, effective for the 2019-2020 academic year.

Alejandra Tovar Counselor (Promise Scholars Program) Counseling

New temporary academic employment, effective for the 2019-2020 academic year.

Alyssa Wong-Conway* Program Services Coordinator Science/Math/Technology

New full-time, 12-month classified employment, effective June 3, 2019, replacing Alana Utsumi who was reassigned.

Sha'kuana Ona* Retention Specialist Counseling
(Funded by the Promise Scholars Program) (NP)

New full-time, 12-month temporary classified employment, effective June 10, 2019. This position was previously Board approved on February 27, 2019.

Shanna Cooper Instructional Aide II Academic Support
& Learning Technologies

New full-time, 12-month classified employment, effective June 19, 2019, replacing Chanel Rogee who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Christine Su Program Services Coordinator Counseling

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60) into this full-time position at Grade 27 of the same salary schedule, effective June 1, 2019, replacing Autumn Newman who retired.

Skyline College

Bryan Swartout Instructional Aide II (Funded by the HSI Grant) (NP) Science/Math/Technology

Reassigned from a part-time (48%), 10-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60) into this full-time, 12-month temporary position at the same grade of the same salary schedule, effective June 1, 2019. This position was Board approved on December 12, 2018.

Kelly Li Admissions & Records Assistant III Enrollment Services

Reassigned from a part-time (48%), 12-month Office Assistant II (Grade 18 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 24 of the same salary schedule, effective June 19, 2019, replacing Steven Trinh who resigned.

Jeremy Evangelista-Ramos

College Recruiter

Enrollment Services

Reassigned from a full-time, 12-month Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 175S of the Classified Professional/Supervisory Salary Schedule 40, replacing Lauren Ford who was reassigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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

1. Recommend approval of a temporary increase in staff allocation for one 11-month position at the Learning Center for June Jams, effective June 1, 2019. This temporary increase will cover the full month of June 2019.

Allocation

Instructional Aide II - Math (STEM)

Incumbent

Dina Zidan

District Office

1. Recommend creation of a new classification titled, "Program Manager (Intensive English Program)" at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective June 27, 2019. In addition, recommend a change in staff allocation to add one full-time, 12-month Program Manager (Intensive English Program) position and delete one Project Director (Intensive English Program) (1C0456) at grade 175S of the Classified Professional/Supervisory Salary Schedule 40 in Auxiliary Services and Enterprise Operations, effective June 27, 2019. The recommended changes will more accurately reflect the responsibilities of the position.

F. PHASE-IN RETIREMENT**Cañada College****Carol Rhodes**

Professor, Biology

Science & Technology

Recommend approval of participating in the Phase-In Retirement Program, effective August 12, 2019. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

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

Cheryl Gregory Professor Math/Science

Retiring as Professor Emerita, effective May 25, 2019 with 19 years of District service. Not eligible for District retiree benefits.

Robert Komars Professor Math/Science

Retiring as Professor Emeritus, effective May 25, 2019 with 28 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**Cañada College**

Danielle Behonick Professor Science & Technology

Resigning effective May 24, 2019.

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

Maharaj Desai Foreign Language (Filipino) Language Arts

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

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Business Division/ Fashion Design	4	08/12/2019	06/30/2020	Fashion Design Program Assistant: <i>Previously requested position</i> Job duties consist of recruitment in Fashion Design and Merchandising Department at the high schools in San Mateo County, perform clerical duties, include email to students, creation of documents, and marketing materials. Greet new and continuing clients, assist in classroom, repair of sewing machines, etc. This grant does not allow the department to supplant a permanent part-time nor full-time employee of the District. These positions require highly technical skills and training in all aspects of fashion design and merchandising.
Cañada College	VPSS/SparkPoint	1	07/03/2019	12/31/2019	Office Assistant II: <i>Previously Requested Position</i> Provide support for SparkPoint. Duties include food pantry efforts, student assistant training and data entry. This position is funded by the Hunger Free Allocation (CCCCO) grant.
Cañada College	Student Services/ESO, Adelante	1	07/01/2019	11/29/2019	Office Assistant II: Assist with designing marketing materials, mentor training, curriculum, and provide summer program support. Other duties as assigned to include: website updates, research best practice and general program support.
College of San Mateo	Business / Administrative Services	10	07/01/2019	12/31/2019	Equipment Manager: <i>Previously Requested Position</i> These positions are needed to facilitate events for outside rental groups using CSM facilities.

College of San Mateo	Student Life, SparkPoint, Promise	1	07/01/2019	12/31/2019	Staff Assistant: Under general supervision, the Staff Assistant performs detailed clerical and operational support for the Student Life and Leadership, SparkPoint, and Promise Scholars Programs; initiates, implements, and coordinates office procedures and timelines in order to provide support for an office or department.
District Office	Enterprise Operations / Auxiliary Services	1	07/01/2019	12/31/2019	Office Assistant II: <i>Previously Requested Position</i> This position will provide Silicon Valley Intensive English Program (SVIEP) with English-Japanese speaking administrative support, which will greatly help us with our SVIEP international population during this period of transition.
District Office	Enterprise Operations / Auxiliary Services	1	07/01/2019	12/31/2019	Office Assistant II: <i>Previously Requested Position</i> This position will provide Silicon Valley Intensive English Program (SVIEP) with English-Mandarin speaking administrative support, which will greatly help us with our SVIEP international population during this period of transition.
District Office	Community / Government Relations	1	07/01/2019	06/30/2020	Director of Government & Community Relations: <i>Previously Requested Position</i> The primary focus is on District housing. Duties include attending meetings and conference calls; preparing material for meetings with city staff, architects and/or District staff; reviewing and revising reports; reviewing Board packets and city ordinances; writing reports; and conducting surveys.
District-wide	Counseling – Transcript Evaluation Service	1	07/01/2019	12/15/2019	Office Assistant II: This position provides part time administrative support to the Transcript Evaluation Service by answering phones, guiding student questions, and operating the transcript evaluation queue.

Skyline College	VPA/Cashier	2	08/14/2019 08/19/2019 01/13/2020 06/08/2020	08/15/2019 09/06/2019 02/07/2020 06/25/2020	Accounting Technician: <i>Previously Requested Position</i> These positions are needed to collect fees, issue parking permits, and perform other cashiering functions during peak registration periods at the beginning and during the start of the summer session, fall and spring semesters.
Skyline College	Science/Math/Technology /Allied Health	2	07/01/2019	12/31/2019	Instructional Aide II: <i>Previously Requested Position</i> These positions will assist with student support needing supplemental instruction/tutoring in the allied health programs.
Skyline College	Business, Education & Professional Programs /CWP-BAEC	2	07/01/2019	12/31/2019	Office Assistant II: <i>Previously Requested Position</i> Asist BAEC director and/or designee in the planning and implementation for the BAEC. In addition, staff evening/weekend events at the BAEC as needed.
Skyline College	Science/Math/Technology /Emergency Medical Technician	6	07/01/2019	12/31/2019	Instructional Aide I: <i>Previously Requested Position</i> These positions will assist with skills testing during specific labs for the EMT program as required by accrediting agencies.
Skyline College	Science/Math/Technology /Biology	1	07/01/2019	12/31/2019	Instruction Aide II: <i>Previously Requested Position</i> Assists the students and faculty during intense instructional times such as lab tests, complex experiments and student check in and check out.
Skyline College	Science/Math/Technology /Emergency Medical Technician	4	07/01/2019	12/31/2019	Instructional Aide II: <i>Previously Requested Position</i> Oversee skills testing during specific labs and leads the Instructional Aide I positions for the EMT program as required by accrediting agencies.
Skyline College	Science/Math/Technology /STEM	4	07/01/2019	12/31/2019	Instructional Aide II: <i>Previously Requested Position</i> STEM-4 embedded support tutors: will work 7 hours per week with particular instructors, providing tutoring support to students. Will aid in student success providing in time instructional interventions during the class period.

Skyline College	Science/Math/Technology /Surgical Technology	1	07/01/2019	12/31/2019	Instructional Aide II: <i>Previously Requested Position</i> Assists with students support needing supplemental instruction/tutoring in the Surgical Technology program.
Skyline College	Science/Math/Technology /Respiratory Care	2	07/01/2019	12/31/2019	Instructional Aide II: <i>Previously Requested Position</i> Provide tutoring for students in Bachelor of Science in Respiratory Care program.
Skyline College	Science/Math/Technology/Physics, Geology	2	07/01/2019	12/31/2019	Laboratory Technician: <i>Previously Requested Position</i> Provide intermittent assistance with lab set up and maintenance in physics and geology departments. Days/hours will vary with student need and will be most utilized during midterm and final preparation. Staff performing these functions can change throughout the year depending on individuals' availability and workload.

ITEMS FOR CLARIFICATION

College of San Mateo

Briana Avila*

Instructor, Communication Studies

Language Arts

At its meeting on June 12, 2019, the Board approved a new full-time, academic employment, effective August 12, 2019, replacing Juanita Alunan who retired. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract I status academic employment.

Michelle Beatty*

Instructor, Math

Math/Science

At its meeting on June 12, 2019, the Board approved a new full-time, academic employment, effective August 12, 2019, replacing Carlene Tonini-Boutacoff who retired. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract I status academic employment.

Joseph Guiriba

Career Counselor

Counseling

At its meeting on June 12, 2019, the Board approved a new full-time, academic employment, effective August 12, 2019. Position was previously vacant. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract I status academic employment.

Patrice Reed-Fort Counselor/Coordinator Counseling

At its meeting on June 12, 2019, the Board approved a new full-time, academic employment, effective August 12, 2019, replacing Ruth Turner who retired. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract II status academic employment.

Joshua Rhodes* Instructor, Math Math/Science

At its meeting on June 12, 2019, the Board approved a new full-time, academic employment, effective August 12, 2019, replacing Robert Komars who retired. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract I status academic employment.

Kazumi Tsuchiyose Instructor, Math Math/Science

At its meeting on June 12, 2019, the Board approved a new full-time, academic employment, effective August 12, 2019. Position was previously vacant. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract II status academic employment.

Skyline College

Yancy Aquino Instructor, Biology Science/Math/Technology

At its meeting on June 12, 2019, the Board approved a new academic employment, effective August 12, 2019, replacing Sandra Hsu who retired. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract II status academic employment.

Emilie Hein Instructor, Physics Science/Math/Technology

At its meeting on June 12, 2019, the Board approved a new academic employment, effective August 12, 2019, replacing Ilkka Koskelo who resigned. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract I status academic employment.

Ame Maloney Librarian Academic Support
& Learning Technologies

At its meeting on June 12, 2019, the Board approved a reassignment from a full-time, 12-month Program Service Coordinator (Grade 27 of the Classified Salary Schedule 60) into this full-time, academic position of the Regular Faculty Schedule 80, effective August 12, 2019. Clarification is being provided for this item. The recommendation on June 12, 2019 was for a Contract I status academic employment.

BOARD REPORT NO. 19-6-1CA

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

**APPROVAL OF INTERNAL BORROWING AND ADOPTION OF RESOLUTION NO. 19-8
AUTHORIZING INTERFUND TRANSFER FOR 2019-20 FROM CAPITAL OUTLAY FUND
TO GENERAL UNRESTRICTED FUND**

Since the District has achieved basic aid status, it is not receiving apportionment payments from the State. While in the past Tax Revenue Anticipation Notes (TRANs) were employed to help the District with a certain amount of cash flow interruption, our current cash balance as well as investments do not qualify the District for this short term borrowing. Fortunately, the District has sufficient non-bond cash in its Capital Outlay Fund to meet the District's needs for the near future. This request is for the Board to authorize up to \$25 million of internal borrowing for no longer than a six-month period as allowed by law.

RECOMMENDATION

It is recommended that the Board of Trustees approve internal borrowing of up to \$25 million for up to six months as needed for cash flow purposes. It is further recommended that the Board adopt Resolution No. 19-8 authorizing an interfund transfer for 2019-20 from the capital outlay fund to the general unrestricted fund.

RESOLUTION NO. 19-8

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

**RESOLUTION AUTHORIZING INTERFUND TRANSFER FOR 2019-20 FROM
CAPITAL OUTLAY FUND TO GENERAL UNRESTRICTED FUND**

WHEREAS, the District's major source of funding is through local tax revenues that are distributed in two segments each year; and

WHEREAS, the Controller of San Mateo County Community College District requires that all funds end the year with a positive cash balance; and

WHEREAS, the Governing Board of the San Mateo County Community College District has determined that the General Unrestricted Fund will require up to \$25,000,000 to end the year with a positive cash balance; and

WHEREAS, that the Governing Board of San Mateo County Community College District may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the District for payment of obligations; and

WHEREAS, such a transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and that the amount transferred shall be repaid;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board does hereby authorize to transfer funds in the amount of \$25,000,000 from the Capital Outlay Fund to the General Unrestricted Fund.

REGULARLY passed and adopted this 26th day of June, 2019.

Ayes:

Noes:

Attest:

Karen Schwarz, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 19-6-2CA

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

ADOPTION OF RESOLUTION NO. 19-9 ESTABLISHING 2019-20 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2019-20 worksheet has been available in the Chancellor's Office since June 5, 2019, and provides the basis for approval of Resolution No. 19-9.

The appropriations limit for 2018-19 totaled \$141,769,218; however, was increased to \$158,668,253 with the State transfer of \$16,899,035. The limit increased to \$159,701,850 for 2019-20 with application of the inflation factor of 1.0385, as provided by the California State Department of Finance, and the population FTES change factor of 0.9692. The calculated appropriation limit for 2019-20 is \$12,771,892 lower than the appropriations subject to that limit or \$172,473,742. Per state law, the District will notify the Department of Finance to transfer surplus State Appropriation Limit authority from the State to the District [Government Code section 7902.1(c)].

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 19-9 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2019-20 appropriations limit at \$172,473,742 as described in the attached Gann Limit Worksheet.

RESOLUTION NO. 19-9

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

**COMPLIANCE OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BUDGET WITH THE EXPENDITURE LIMITATION FOR LOCAL PROCEEDS OF TAXES IN
ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION**

WHEREAS, Senate Bill 1352, Chapter 1205 of the Statutes of 1980, implements the provisions of Article XIII B of the Constitution; and

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2019-20 fiscal year; and

WHEREAS, it is necessary for the San Mateo County Community College District to adopt a budget within said expenditure limitation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2019-20 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2019-20 fiscal year budget adopted for the San Mateo County Community College District exceeds the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board. Pursuant to Article XIII B of the State Constitution and Government Code (GC)§7900 the District shall notify the Department of Finance within 45 days of the Board of Trustees approval to transfer surplus state appropriation limit authority in amount of \$12,771,892 from the State to the District per GC§7902.1(c)

REGULARLY PASSED AND ADOPTED this 26th day of June 2019.

Ayes:

Noes:

Abstentions:

Attest:

Karen Schwarz, Vice President-Clerk
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
Fiscal Year 2019-20**

DISTRICT: San Mateo County CCD
DATE: June 5, 2019

I. 2019-20 Appropriations Limit:			
A.	2018-19 Appropriations Limit		\$ 158,668,253
B.	2019-20 Price Factor:	1.0385	
C.	Population factor:		
	1 2017-18 Second Period Actual FTES	15,733.6600	
	2 2018-19 Second Period Actual FTES	15,249.4000	
	3 2019-20 Population change factor (line C.2. divided by line C.1.)	0.9692	
D.	2018-19 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$ 159,701,850
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility		
	2 Temporary voter approved increases		
	3 Total adjustments - increase		-
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility		
	2 Temporary voter approved increases		
	3 Total adjustments - decrease		-
G.	2019-20 Appropriations Limit		\$ 159,701,850
II. 2019-20 Appropriations Subject to Limit:			
A.	State Aid ¹		\$ 2,012,905
B.	State Subventions ²		643,837
C.	Local Property taxes		168,754,028
D.	Estimated excess Debt Service taxes		
E.	Estimated Parcel taxes, Square Foot taxes, etc.		
F.	Interest on proceeds of taxes		1,062,972
G.	Less: Costs for Unreimbursed Mandates ³		
H.	2019-20 Appropriations Subject to Limit		\$ 172,473,742

¹ General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue

² Home Owners Property Tax Relief, Timber Yield Tax, etc...

³ Local Appropriations for Unreimbursed State, Court, and Federal Mandates

BOARD REPORT NO. 19-6-3CA

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

RATIFICATION OF MARCH AND APRIL 2019 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2019 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2019 through April 30, 2019 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
March 1 - 31, 2019
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numbe	Check Dat	Vendor Name	Check Amount	Description
		District Accounts Payable		
0079641	03/05/19	U.S. Bank National Association ND, .	349,948.15	Districtwide Procurement Card Payment
0079644	03/05/19	American Federation of Teachers	63,222.99	Monthly Union Dues
0079647	03/05/19	BankMobile Technologies, Inc.	215,301.00	Financial Aid Disbursement
0079649	03/05/19	Blach Construction Company	134,058.73	Cañada Kinesiology and Wellness Building Design and Construction Services
0079655	03/05/19	Dell Marketing LP	15,881.71	Districtwide Computer Purchases
0079664	03/05/19	Interline Brands, Inc.	17,529.91	Districtwide Custodial Supplies Purchases
0079665	03/05/19	Jaime L Arce	12,000.00	Skyline Campus LED Display Board Installation
0079672	03/05/19	R.F. MacDonald Company. Inc.	14,644.00	Districtwide Boilers Maintenance Services
0079673	03/05/19	School Project for Utility Rate Reduction (SPURR)	77,327.03	Utilities
0079675	03/05/19	Sedgwick Claims Management Services. Inc.	38,932.20	Replenish Workers' Compensation Insurance Fund
0079678	03/05/19	SMCCCD Bookstore	45,939.21	Bookstore Monthly Student Fees Reimbursement
0079679	03/05/19	Keenan & Associates	42,145.72	Skyline Construction Project Insurance Fees
0079683	03/05/19	VALIC Retirement Services Company	277,562.94	Monthly Tax Sheltered Annuities
0079685	03/05/19	W.E. Lyons Construction CO.	105,016.39	Cañada Vista Envelope Damage Repair Projects
0079695	03/07/19	A. Lange Consulting, LLC	12,174.43	Districtwide Consulting and Reporting Services
0079696	03/07/19	Allana Buick & Bers, Inc.	78,712.50	Cañada Design Build and Construction Consulting Services
0079697	03/07/19	Bay Area Graphics, LLC	15,798.47	Skyline Marketing Materials Purchase
0079708	03/07/19	Linguabee LLC	14,244.30	Skyline and CSM Students Sign Language Interpreting Services
0079713	03/07/19	SM County Community College District	37,066.49	Replenish Flex Spending Account
0079720	03/07/19	Swinerton Builders	185,618.00	Construction Program Management Services
0079741	03/12/19	BankMobile Technologies, Inc.	157,894.50	Financial Aid Disbursement
0079743	03/12/19	CDW LLC	35,054.34	Districtwide ITS Equipment, Software and Support Services
0079744	03/12/19	CIS, Inc	22,249.00	Skyline and Cañada Construction Projects Inspection Services
0079754	03/12/19	Linguabee LLC	13,257.00	Cañada Students Sign Language Interpreting Services
0079756	03/12/19	One Workplace L. Ferrari, LLC	27,351.34	Skyline and Cañada Furniture Purchase and Installation
0079758	03/12/19	R.F. MacDonald Company. Inc.	10,450.00	Districtwide Boilers Maintenance Services
0079762	03/12/19	SMCCCD Bookstore	44,043.68	Cañada Special Program Books and Supplies Expenses
0079770	03/12/19	XL Construction Corporation	1,967,506.52	Skyline Environmental Science Building Construction Project
0079784	03/14/19	Advance Soil Technology Inc.	19,285.00	Skyline Geotechnical Consulting Services
0079786	03/14/19	Allana Buick & Bers, Inc.	61,860.00	Skyline and Cañada Design Build and Construction Consulting Services
0079788	03/14/19	CIS, Inc	34,263.00	CSM and Cañada Construction Projects Inspection Services
0079789	03/14/19	Coulter Construction Inc.	386,607.54	CSM and Cañada Construction Projects
0079793	03/14/19	Gordon Kenny Realty, Inc.	12,616.32	Cañada Staff Housing Operating Expenses Reimbursement
0079794	03/14/19	GRD Energy Inc.	16,000.00	Skyline and Cañada Construction Projects Commissioning Services
0079796	03/14/19	Intermountain Electric Company	135,322.19	Districtwide Fire Alarm Panels Upgrade and CSM Electrical Project
0079799	03/14/19	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0079802	03/14/19	SMCCCD Bookstore	29,578.43	CSM Special Program Books Expenses
0079803	03/14/19	Statewide Educational Wrap-Up Program	151,904.79	Cañada Science Building Construction Project Insurance Fees
0079823	03/19/19	Associated Std-CSM	90,000.00	Interbank Transfer
0079824	03/19/19	BankMobile Technologies, Inc.	184,397.00	Financial Aid Disbursement
0079825	03/19/19	CDW LLC	36,871.23	Districtwide ITS Equipment, Software and Support Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
March 1 - 31, 2019
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numbe	Check Dat	Vendor Name	Check Amount	Description
0079828	03/19/19	Dell Marketing LP	14,317.96	Skyline and CSM Computer Purchases
0079830	03/19/19	Crown Education	12,400.00	International Students Recruitment Services
0079836	03/19/19	Rodan Builders, Inc.	114,556.65	Skyline Building Repair Projects
0079838	03/19/19	School Project for Utility Rate Reduction (SPURR)	17,942.14	Utilities
0079873	03/21/19	Casey Printing, Inc.	11,268.71	Skyline Class Schedules Printing Services
0079874	03/21/19	Constellation NewEnergy, Inc.	28,593.91	Utilities
0079883	03/21/19	SMCCCD Bookstore	39,478.03	CSM Special Program Books Expenses
0079896	03/26/19	BankMobile Technologies, Inc.	193,028.00	Financial Aid Disbursement
0079902	03/26/19	McCarthy Holdings Inc.	1,507,750.00	Cañada Construction Project
0079907	03/26/19	McCarthy Holdings Inc.	77,466.00	Cañada Construction Project
0079910	03/26/19	W.E. Lyons Construction CO.	139,484.71	Cañada Vista Housing Repair Project
0079928	03/28/19	Blach Construction Company	55,677.80	Cañada Kinesiology and Wellness Building Design and Construction Services
0079934	03/28/19	Goombah's Embroidery	16,562.20	Districtwide Facilities Uniforms Purchase
0079938	03/28/19	Lime Design Associates, Inc.	15,000.00	Skyline Flex Day Training Services
0079942	03/28/19	San Mateo County Schools Insurance Group	193,764.16	Monthly Dental and Vision Insurance Premiums
0079946	03/28/19	SMCCCD Bookstore	14,562.79	Skyline Departmental Supplies Purchases
0079947	03/28/19	Swinerton Builders	196,144.00	Construction Program Management Services
509511	03/05/19	Atlas Pellizzari Electric, Inc.	10,144.00	Cañada Electrical Project
509519	03/05/19	CAW Architects, Inc.	12,124.00	CSM Learning Communities Design Build Services
509538	03/05/19	GonLED	846,099.71	Districtwide Interior LED Upgrade Project
509562	03/05/19	Miller, Morton, Caillat & Nevis, LLP	15,812.00	Cañada Building 9 Litigation Legal Services
509566	03/05/19	One Diversified, LLC	30,257.74	Cañada Audiovisual Equipment Purchase
509574	03/05/19	PlanetBids, Inc.	37,412.69	Districtwide Vendor Management System
509633	03/05/19	Public Empl Ret Sys	1,700,050.12	Monthly Health Insurance Premium
509638	03/05/19	GonLED	44,531.56	Districtwide Electrical LED Upgrade Project
509651	03/05/19	VALIC	19,783.33	Monthly Tax Sheltered Annuities Employee Contribution
509654	03/07/19	AA ACME Locksmiths Inc.	27,296.27	Districtwide Software Technical Support & Security Equipment Purchase and Installation
509656	03/07/19	AECOM Technical Services, Inc.	23,800.00	Districtwide Master Construction Scheduling Consulting Services
509661	03/07/19	B.T. Mancini Co. Inc.	43,283.00	Skyline and CSM Flooring Projects
509665	03/07/19	BrightView Tree Care Services, Inc.	18,905.00	CSM Tree Removal Services
509679	03/07/19	MV Transportation, Inc.	23,228.76	Skyline Students Shuttle Services
509689	03/07/19	Steinberg Hart	28,766.25	Districtwide Space Planning Services
509695	03/07/19	C S E A	19,399.24	Monthly Union Dues
509697	03/07/19	County of San Mateo	13,987.20	Districtwide Monthly Parking Income Allocation
509700	03/07/19	The Guardian Life Insurance Company	41,806.97	Monthly Life Insurance Premium
509701	03/07/19	U.S. Postal Services	10,000.00	Cañada Postage Purchase
509718	03/12/19	City of San Bruno	17,992.60	Utilities
509725	03/12/19	Floyd, Kay A.	12,000.00	Skyline HSI STEM Grant Consultation Services
509775	03/12/19	XL Construction Corporation	102,489.19	Skyline Environmental Science Design and Pre-construction Services
509778	03/14/19	Agresti Electric Inc.	22,207.50	Skyline Electrical Services
509780	03/14/19	All Commercial Landscape Service	24,473.52	Districtwide Irrigation Efficiency Project
509788	03/14/19	Comm College League/Calif	33,856.56	Skyline Library Subscription Services
509792	03/14/19	Custom Tops Inc.	10,180.81	Skyline Facilities Vehicle Customize Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
March 1 - 31, 2019
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numbe	Check Date	Vendor Name	Check Amount	Description
509801	03/14/19	Miller, Morton, Caillat & Nevis, LLP	13,830.00	Cañada Building 9 Litigation Legal Services
509810	03/14/19	Refrigeration Supplies Distributor	13,963.77	CSM HVAC Equipment Filters Purchase
509811	03/14/19	Salesforce.org	19,680.00	Districtwide ITS CRM Software License Subscription
509813	03/14/19	Sowiski, Mona C.	11,000.00	Cañada Executive Leadership Consulting Services
509814	03/14/19	TRANSMETRO	93,366.00	Cañada Students Shuttle Services
509840	03/14/19	Coulter Construction Inc.	19,917.55	CSM Learning Communities Construction Project
509885	03/19/19	Pacific Gas & Electric Co	23,452.68	Utilities
509887	03/19/19	Pacific Gas & Electric Co	34,224.97	Utilities
509936	03/21/19	Strata Information Group	64,112.00	Monthly Districtwide Professional & Management Services
509945	03/21/19	Calif Water Service Co	19,119.38	Utilities
509967	03/26/19	Bizon Group, Inc.	12,835.38	CSM and Cañada Storage Containers Purchase
509968	03/26/19	Buehler Engineering, Inc.	30,600.00	Districtwide Seismic Evaluation Study
509983	03/26/19	Research Foundation of The City University of New Yo	161,906.00	Skyline ASAP Model Contraction Services
510000	03/28/19	AT&T/MCI	13,186.61	Districtwide Monthly Telephone Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1904290	03/01/19	US Treasury - Federal Payroll Tax	2,202,629.95	Federal Payroll Tax
J1904290	03/01/19	EDD - State Payroll Tax	469,516.02	State Payroll Tax
J1904290	03/01/19	EDD - State Payroll Tax	18,231.07	State Tax-Disability Insurance
J1904396	03/04/19	Mass Mutual 457	53,246.60	Tax Annuity
J1904372	03/04/19	PERS Retirement	1,187,801.68	PERS Retirement Advance
J1904370	03/04/19	State Teacher Retirement - Defined Benefit	1,280,038.52	STRS Retirement-Defined Benefit 95%
J1904505	03/08/19	State Teacher Retirement - Cash Balance	64,836.48	STRS Retirement-Cash Balance
J1904506	03/08/19	State Teacher Retirement - Defined Benefit	67,847.54	STRS Retirement-Defined Benefit Bal
J1904721	03/20/19	US Treasury - Federal Payroll Tax	95,903.10	Federal Payroll Tax
J1904922	03/26/19	PERS Retirement	47,167.23	PERS Retirement Balance
<u>SMCCCD Bookstores</u>				
119103	03/13/19	Cengage Learning	19,873.70	Purchase of Inventory
119117	03/13/19	InComm	17,237.50	Purchase of Inventory
119126	03/13/19	Macmillan Publishing USA	18,252.73	Purchase of Inventory
119133	03/13/19	Pearson Education, Inc	37,335.26	Purchase of Inventory
EFT 83761	03/21/19	CDTFA	13,425.81	Sales tax payment for February 2019
119158	03/26/19	CSM Bookstore	21,750.60	Purchase of Inventory
119169	03/26/19	InComm	11,820.00	Purchase of Inventory
119178	03/26/19	McGraw-Hill Companies	13,975.00	Purchase of Inventory
119185	03/26/19	Pearson Education, Inc	90,991.52	Purchase of Inventory
119195	03/26/19	SM CC College District	230,505.38	Salaries and Benefits of February 2019
		Subtotal	17,539,721.96	93%
		Warrants Issued ≤ \$10,000	1,315,871.39	7%
		Total Non-Salary Warrants Issued	<u>18,855,593.35</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
March 1 - 31, 2019
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
District Accounts Payable	Ck#509504-510077,	DD79634-79950	13,007,206.64	
District Payroll	Ck#140427-141105,	DD50171984-50173865	13,507,573.95	
SMCCCD Bookstores	CK#119097 - 119208,	EFT 83761	<u>624,559.44</u>	
	Total Warrants Including Salaries - March 2019		<u><u>27,139,340.03</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
April 1 - 30, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0079961	04/02/19	U.S. Bank National Association ND, .	404,924.82	Districtwide Procurement Card Payment
0079963	04/02/19	American Federation of Teachers	63,722.49	Monthly Union Dues
0079964	04/02/19	Apple Computer, Inc	13,633.88	Skyline and CSM Computer Purchases
0079965	04/02/19	B & H Foto & Electronics Corp.	56,279.89	Districtwide Equipment Purchases
0079966	04/02/19	BankMobile Technologies, Inc.	125,812.68	Financial Aid Disbursement
0079969	04/02/19	CDW LLC	15,089.75	Cañada and CSM IT Equipment Purchases
0079970	04/02/19	ChargePoint, Inc.	13,560.00	Districtwide EV Charging Station Software Support
0079972	04/02/19	Dell Marketing LP	53,386.14	Districtwide IT Equipment Purchases
0079976	04/02/19	Netronix Integration, Inc.	15,873.64	CSM Campus Cameras Purchase and Installation Project
0079986	04/02/19	VALIC Retirement Services Company	277,312.94	Monthly Tax Sheltered Annuities Employee Contribution
0080010	04/04/19	Jaime L Arce	13,000.00	Skyline Campus LED Display Board Installation
0080018	04/04/19	Sedgwick Claims Management Services. Inc.	54,319.73	Replenish Workers' Compensation Insurance Fund
0080019	04/04/19	SM County Community College District	56,569.17	Replenish Flex Spending Account
0080022	04/04/19	W W Grainger Inc	15,871.03	Districtwide Electrical and Maintenance Supplies Purchases
0080044	04/09/19	Allana Buick & Bers, Inc.	86,742.50	Cañada Vista and Bldg. 9 Envelope Damage Repair Projects Consultation Services
0080046	04/09/19	BankMobile Technologies, Inc.	99,547.00	Financial Aid Disbursement
0080048	04/09/19	W.E. Lyons Construction CO.	32,082.31	Cañada Bldg. 9 Envelope Damage Repair Projects
0080049	04/09/19	Casey Printing, Inc.	13,297.15	CSM Class Schedules Printing Services
0080050	04/09/19	CIS, Inc	46,295.00	Skyline and Cañada Construction Projects Inspection Services
0080051	04/09/19	Dell Marketing LP	36,352.04	Districtwide IT Equipment Purchases
0080054	04/09/19	Chen, Gang	19,502.90	International Students Recruitment Services
0080060	04/09/19	SMCCCD Bookstore	37,308.99	Bookstore Monthly Student Fees Reimbursement
0080063	04/09/19	W.E. Lyons Construction CO.	609,563.13	Cañada Bldg. 9 Envelope Damage Repair Projects
0080068	04/09/19	XL Construction Corporation	803,601.08	Skyline Construction Project
0080075	04/11/19	Air Systems, Inc.	10,927.00	Skyline HVAC System Replacement
0080076	04/11/19	Allana Buick & Bers, Inc.	54,563.25	Skyline Environmental Science Building Construction Consultation Services
0080078	04/11/19	Associated Std -Canada	50,000.00	Interbank Transfer
0080086	04/11/19	Gordon Kenny Realty, Inc.	64,300.00	Cañada and College Vistas Operational Expenses Reimbursement and Advancement
0080091	04/11/19	Pacific Dining - Food Service Management	27,712.56	Skyline and Cañada Catering Services
0080093	04/11/19	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0080094	04/11/19	Siemens Industry, Inc.	41,408.50	Districtwide Fire Alarm Systems and Sprinkler Monitoring Services
0080112	04/16/19	BankMobile Technologies, Inc.	139,703.67	Financial Aid Disbursement
0080113	04/16/19	CDW LLC	13,026.79	Cañada and Skyline IT Equipment Purchases
0080114	04/16/19	CDW LLC	89,516.96	Cañada and Skyline IT Equipment Purchases
0080116	04/16/19	Constellation NewEnergy, Inc.	27,202.66	Utilities
0080117	04/16/19	Dell Marketing LP	11,149.36	CSM IT Equipment Purchases
0080120	04/16/19	Oracle America, Inc.	14,452.66	Districtwide Software Update and Support Services
0080123	04/16/19	School Project for Utility Rate Reduction (SPURR)	101,740.03	Utilities
0080131	04/16/19	SMCCCD Bookstore	18,379.57	CSM Textbooks Rental Program

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
April 1 - 30, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
0080138	04/16/19	XL Construction Corporation	1,404,378.24	Skyline Environment Science Building Construction Project
0080151	04/18/19	Air Systems, Inc.	21,440.27	Skyline HVAC System Replacement
0080153	04/18/19	Coulter Construction Inc.	378,433.54	CSM Learning Communities Construction Projects
0080156	04/18/19	Linguabee LLC	16,281.82	CSM and Cañada Student Sign Language Interpreting Services
0080160	04/18/19	Rodan Builders, Inc.	64,062.86	Skyline Repair Projects
0080178	04/23/19	BankMobile Technologies, Inc.	63,018.00	Financial Aid Disbursement
0080182	04/23/19	Interline Brands, Inc.	21,484.97	Skyline and CSM Custodial Supplies Purchases
0080201	04/25/19	W.E. Lyons Construction CO.	18,454.74	Cañada Vista Envelope Damage Repair Projects
0080202	04/25/19	Casey Printing, Inc.	17,199.05	CSM Class Schedules Printing Services
0080203	04/25/19	CDW LLC	24,669.28	Skyline and Cañada IT Equipment Purchases
0080204	04/25/19	CDW LLC	27,442.87	Cañada and CSM IT Equipment Purchases
0080205	04/25/19	CDW LLC	74,349.91	Skyline IT Equipment Purchases
0080206	04/25/19	CDW LLC	159,902.49	Skyline and Cañada IT Equipment Purchases
0080218	04/25/19	San Mateo County Schools Insurance Group	195,565.42	Monthly Dental and Vision Insurance Premiums
0080219	04/25/19	School Project for Utility Rate Reduction (SPURR)	28,349.46	Utilities
0080224	04/25/19	W.E. Lyons Construction CO.	350,640.03	Cañada Vista Envelope Damage Repair Projects
510078	04/02/19	Ash Enterprise International, Inc.	25,100.00	CSM Planetarium System Maintenance Services
510081	04/02/19	CAW Architects, Inc.	11,143.26	CSM Design Build and Construction Consultation Services
510086	04/02/19	GonLED	311,473.33	Districtwide Electrical LED Upgrade Project
510091	04/02/19	MK Pipelines, Inc.	21,362.00	Skyline Sewer Line Replacement Project
510093	04/02/19	One Diversified, LLC	23,683.39	Districtwide Classroom Technology Equipment Purchases
510094	04/02/19	OneLogin, Inc.	71,070.00	Districtwide Single Sign-On Software Annual License Purchases
510099	04/02/19	Relation Insurance Services - Education, Inc.	170,316.00	Skyline International Students Health Insurance Premium
510111	04/02/19	C S E A	19,449.53	Monthly Union Dues
510138	04/02/19	Public Empl Ret Sys	1,687,909.60	Monthly Health Insurance Premium
510143	04/02/19	GonLED	16,393.33	Districtwide Electrical LED Upgrade Project
510154	04/02/19	U.S. Postal Services	10,500.00	CSM Postage Purchase
510157	04/02/19	VALIC	19,783.33	Monthly Tax Sheltered Annuities Employee Contribution
510162	04/04/19	Bay Area Bioscience Education Community	17,209.17	Skyline Biotechnology Supply Chain Operations Project Management Services
510171	04/04/19	Construction Testing Services, Inc.	49,317.04	Skyline Construction Testing and Inspection Services
510177	04/04/19	Floyd, Kay A.	11,000.00	CSM HSI STEM Grant Speaker
510178	04/04/19	GonLED	77,861.98	Districtwide Electrical LED Upgrade Project
510182	04/04/19	KTGY Group, Inc.	47,481.75	Skyline Housing Project Design, Bidding and Construction Architectural Services
510186	04/04/19	One Diversified, LLC	32,936.35	Districtwide Classroom Technology Equipment Purchases
510194	04/04/19	San Jose/Evergreen Com Col Dist	72,851.67	Skyline Special Grant Related Expenses
510198	04/04/19	Sedgwick Claims Management Services. Inc.	26,600.50	Districtwide Worker's Comp Quarterly TPA Service Fees
510203	04/04/19	Associated Std -Canada	29,667.12	Quarterly Student Fees Reimbursement
510204	04/04/19	Associated Std-CSM	52,101.04	Quarterly Student Fees Reimbursement

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
April 1 - 30, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
510205	04/04/19	Associated Std-Skyline	53,244.28	Quarterly Student Fees Reimbursement
510227	04/09/19	Construction Testing Services, Inc.	30,525.88	Cañada Construction Special Testing and Inspection Services
510231	04/09/19	Division of the State Architect	12,363.26	Skyline Construction DSA Plan Review Fees
510232	04/09/19	Enrollment Rx, LLC	33,000.00	Districtwide Enrollment Software Annual Fee
510235	04/09/19	Hospitality Investment LLC	18,000.00	Skyline Student Equity Institute Academy Hosting Deposit
510237	04/09/19	Kennedy & Company	17,605.78	Districtwide Student Related Technology Systems Research Services
510238	04/09/19	Kurzweil Education Inc.	12,000.00	Districtwide Student Education Software Subscription
510245	04/09/19	Miller, Morton, Caillat & Nevis, LLP	69,604.07	Cañada Bldg. 9 Litigation Legal Services
510250	04/09/19	Perry S. Shimanoff	10,300.00	Districtwide Custodial Certification Training Services
510253	04/09/19	Relation Insurance Services - Education, Inc.	490,428.00	CSM International Students Health Insurance Premium
510258	04/09/19	STEMconnector, LLC	25,000.00	Skyline STEM Educational Annual Membership Fee
510261	04/09/19	ThyssenKrupp Elevator Corporation	24,517.98	Districtwide Elevators Maintenance and Repair Services
510270	04/09/19	County of San Mateo	13,856.10	Districtwide Monthly Parking Income Allocation
510273	04/09/19	Noguera, Pedro A.	10,000.00	Skyline Student Equity Institute Academy Keynote Speaker
510274	04/09/19	XL Construction Corporation	42,294.80	Skyline Environmental Science Building Construction Project
510282	04/11/19	AECOM Technical Services, Inc.	29,600.00	Districtwide Master Construction Scheduling Consultation Services
510283	04/11/19	All Commercial Landscape Service	54,130.18	Districtwide Irrigation Efficiency Project
510293	04/11/19	Golden State Refractory, Inc.	18,805.00	CSM HVAC System Replacement
510296	04/11/19	Jitterbit, Inc.	13,200.00	International Students Services Software Subscription
510298	04/11/19	Kingston Media	12,975.00	Skyline Broadcasting Services
510299	04/11/19	Lamar Transit, LLC	10,000.00	Cañada Advertising Services
510306	04/11/19	MV Transportation, Inc.	24,519.24	Skyline Students Shuttle Services
510317	04/11/19	Strata Information Group	64,112.00	Monthly Districtwide Professional & Management Services
510374	04/16/19	L.N. Curtis & Sons	37,905.84	CSM Firefighting and Fire Safety Equipment Purchase
510403	04/16/19	San Jose/Evergreen Com Col Dist	49,335.38	Skyline Special Grant Related Expenses
510405	04/16/19	School of Thought, Inc.	12,500.00	CSM Marketing Video Production Services
510427	04/16/19	XL Construction Corporation	72,448.34	Skyline Environmental Science Construction Project
510431	04/16/19	The Guardian Life Insurance Company	15,073.74	Monthly Life Insurance Premium
510437	04/18/19	APPA, Leadership in Educational Facilities	15,920.00	Districtwide Facilities Leadership Academy Training Services
510439	04/18/19	Atlas Pellizzari Electric, Inc.	37,563.00	Skyline FMC Electrical Replacement
510456	04/18/19	Pacific Gas & Electric Co	35,837.65	Utilities
510479	04/18/19	Coulter Construction Inc.	19,917.55	CSM Learning Communities Construction Projects
510481	04/18/19	U.S. Postal Services	10,000.00	Skyline Postage Purchase
510487	04/23/19	AT&T/MCI	13,484.93	Districtwide Telephone Services
510493	04/23/19	County of San Mateo	108,295.59	Election Services Reimbursement
510507	04/23/19	San Francisco Community College District	76,614.12	Skyline Special Grant Related Expenses
510520	04/23/19	Hospitality Investment LLC	56,987.06	Skyline Equity Institute and Promise Scholar Fundraiser Event Deposit
510548	04/25/19	Martinez, Cristina	19,100.00	Skyline Student Non-Resident Tuition Refund

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 April 1 - 30, 2019
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
510555	04/25/19	One Diversified, LLC	42,652.57	Districtwide Classroom Technology Equipment Purchases
510557	04/25/19	Pacific Gas & Electric Co	23,238.20	Utilities
510564	04/25/19	Relation Insurance Services - Education, Inc.	91,656.00	Cañada International Students Health Insurance Premium
510565	04/25/19	Reliable Concepts Corporation	59,892.00	Skyline Construction Project
510566	04/25/19	Salesforce.org	279,254.30	Districtwide ITS Software License Subscription
510570	04/25/19	TRANSMETRO	118,904.90	Cañada Students Shuttle Services
510575	04/25/19	Calif Water Service Co	25,827.08	Utilities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1905154	04/02/19	Mass Mutual 457	53,846.60	Tax Annuity
J1904972	04/01/19	US Treasury - Federal Payroll Tax	2,175,633.00	Federal Payroll Tax
J1904972	04/01/19	EDD - State Payroll Tax	459,520.09	State Payroll Tax
J1904972	04/01/19	EDD - State Payroll Tax	19,075.74	State Tax-Disability Insurance
J1905984	04/29/19	EDD - State Unemployment Payroll Tax	16,752.30	State Tax-Unemployment
J1904536	04/16/19	US Treasury - Federal Payroll Tax	100,287.37	Federal Payroll Tax
J1905156	04/03/19	PERS Retirement	1,200,595.12	PERS Retirement Advance
J1905361	04/10/19	State Teacher Retirement - Cash Balance	68,038.62	STRS Retirement-Cash Balance
J1905155	04/03/19	State Teacher Retirement - Defined Benefit	1,292,182.91	STRS Retirement-Defined Benefit 95%
J1905303	04/09/19	State Teacher Retirement - Defined Benefit	66,198.17	STRS Retirement-Defined Benefit Bal
<u>SMCCCD Bookstores</u>				
EFT 91179	04/30/19	CDTFA	18,447.85	Sales tax balance Qtr 03/31/19
			Subtotal	17,100,303.00 95%
			Warrants Issued ≤ \$10,000	855,695.49 5%
			<u>Total Non-Salary Warrants Issued</u>	<u>17,955,998.49</u> 100%
District Accounts Payable	Ck#510078-510587, DD79952-80226		12,478,154.86	
District Payroll	Ck#141106-141793, DD50173866-50175746		13,706,636.06	
SMCCCD Bookstores	EFT 91179 - No Checks Were Issued in April 2019		18,447.85	
			<u>Total Warrants Including Salaries - April 2019</u>	<u>26,203,238.77</u>

BOARD REPORT NO. 19-6-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. 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 seven courses to the College catalogs is proposed by Cañada College, College of San Mateo, and Skyline College at this time. The addition of two certificates is also proposed.

Fourteen courses and one program 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 program will be deleted in the coming years.

Furthermore, thirty-two courses and thirty-eight programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

June 26, 2019

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

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

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

Katherine Schertle, Curriculum Committee Co-Chair
Cañada College

Hyla Lacefield, Academic Senate President
Cañada College

Jamillah Moore, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

GEOGRAPHY

101 PHYSICAL GEOGRAPHY LAB (1.00) (day or evening)

Justification: This course provides a lab option for students taking GEOG 100 – Physical Geography. We routinely get requests for this course, and we believe this course will also improve retention and success in GEOG 100. GEOG 101 is a core or selective requirement in both the Geography AA degree, and the Earth Science AS degree.

Prerequisite: Completion of, or concurrent enrollment in GEOG 100.

Recommended Preparation: Eligibility for ENGL 100.

Description: Practical application of the basic concepts of Physical Geography. Students use the tools of geography, such as maps and field observations, to enrich their understanding of the Earth's physical processes. Topics include Earth-Sun relationships, weather, climate, tectonic and surface processes, landforms, water, and ecosystems. Fieldtrips may be required.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

119 FIRST AID/ADULT AND PEDIATRIC CPR/AED (3.00) (day or evening)

Justification: This course is proposed in order to meet the needs of students in education programs that require CPR/First Aid/AED certification. The course content is in alignment with the C-ID descriptor, and a distance education supplement has been added in order to allow its offering using a hybrid format. KINE 119 is a selective requirement for the Kinesiology AA Degree.

Prerequisite: None.

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

Description: The Adult and Pediatric First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies, and how to respond to breathing and cardiac emergencies to help victims of any age - adults (about 12 years and older) and pediatric (infants and children up to 12 years of age). Students who successfully complete this course receives a certificate for Adult and Pediatric First Aid/CPR/AED through the American Red Cross valid for two years. Because the certificate for Adult CPR/AED is valid for two years, a student may file a Petition to Repeat KINE 119 if the course was completed more than 4 semesters ago. This is not an activity class.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

ENGLISH AS A SECOND LANGUAGE

- 820 ESL for ECE. Curriculum
- 830 ESL for Child Development
- 840 ESL for ECE. Principles
- 860 ESL for Child, Family and Community

POLITICAL SCIENCE

- 320 Latin American Politics

THEATRE ARTS

- 201.3 Acting Lab III
- 201.4 Acting Lab IV
- 221 Stage Movement

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

COMPUTER BUSINESS OFFICE TECHNOLOGY

- 435 Spreadsheets

COMPUTER SCIENCE

- 295 Introduction to Cloud Computing
- 296 Database Essentials in the Cloud
- 297 Cloud Compute Engines
- 298 Cloud Security

GEOGRAPHY

- 100 Physical Geography
- 110 Cultural Geography
- 150 World Regional Geography

METEOROLOGY

- 100 Meteorology - Weather and Climate

KINESIOLOGY, ATHLETICS AND DANCE – VARSITY SPORTS

- 140 Varsity Golf

THEATRE ARTS

- 101 History of Theatre
- 140 Introduction to the Theatre
- 150 Script Analysis
- 160 Latin American Theatre
- 200 Acting I
- 201 Acting II
- 233 Introduction to New Play Development
- 300.1 Rehearsal and Performance I
- 300.2 Rehearsal and Performance II
- 300.3 Rehearsal and Performance III
- 300.4 Rehearsal and Performance IV
- 305 Technical Production I

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

COMPUTER INFORMATION SCIENCE

Cloud Computing – Certificate of Achievement

EARTH SCIENCE

Earth Science – AS Degree Program

GEOGRAPHY

Geography – AA Degree Program

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies, Option 1, Cañada College Pattern: Social & Behavioral Sciences – AA Degree Program

Interdisciplinary Studies, Option 2, Transfer Pattern: Social & Behavioral Sciences – (AA Degree Program)

KINESIOLOGY, ATHLETICS AND DANCE

Dance – AA Degree Program

Kinesiology – AA Degree Program

LATIN AMERICAN AND LATINO/A STUDIES

Latin American and Latino/a Studies – AA Degree Program

Latin American and Latino/a Studies – Certificate of Achievement

POLITICAL SCIENCE

Political Science – AA Degree Program

Political Science – AA-T Associate in Arts Degree for Transfer

SPANISH

Spanish – AA Degree Program

Spanish – AA-T Associate in Arts Degree for Transfer

THEATRE ARTS

Theatre Arts – AA Degree Program

San Mateo County Community College District

June 26, 2019

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

PREPARED BY: Mike Holtzclaw, Vice President, Instruction
College of San Mateo

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

Jeremy Wallace, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BUSINESS

205 BUSINESS ETHICS AND SOCIAL RESPONSIBILITY (3) (day or evening; distance education)

Justification: This new course will cover how business behavior and social responsibility impacts the internal and external stake holders including the community and environment.

Prerequisite: None.

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

Description: This course examines the relationships and interdependencies between businesses, government and society. Topics covered are ethical principles, schools of ethics, regulations, and social and environmental impact of business behavior. Students will study and evaluate historical and ethical business cases.

Classification: AA/AS Degree; CSU transferable.

MUSIC

680MK NEW INTERFACES FOR MAKING MUSIC (4) (day or evening)

Justification: This course introduces students to the growing field of musical interface design. In addition, it ensures currency and expands offerings for the electronic music program.

Prerequisite: None.

Recommended Preparation: MUS. 290 or ENGR. 100.

Description: Exploration of musical interface design: The use of electronic circuits, sensors, actuators and microprocessors for musical expression; hands-on, project-based, individual and group work. Intended for

students who are aspiring musicians, artists, engineers or computer programmers interested in creating new ways to control and manipulate sound.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL SCIENCE

141 INTRODUCTION TO RESEARCH IN STEM (3) (day or evening)

Justification: Research has shown that undergraduate research experience leads to increased retention and success rates in underrepresented populations. This class functions as a recruitment tool for those students who are interested in STEM fields but may not identify with being a scientist. There are no prerequisites for the class and it would satisfy a GE requirement for a local AA/AS degree or for transfer to a CSU.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is a hands on introduction to scientific research taught by a multi-disciplinary team of faculty from science and engineering fields. Students will acquire introductory skills necessary for success working in STEM-related industry and academic research. Course is open to all students interested in exploring STEM related fields.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

COUNSELING

- 128 Puente: Foundation for College Success
- 129 Puente: Transfer Readiness

DENTAL ASSISTING

- 721 Dental Materials I
- 742 Chairside Assisting II
- 749 Preclinical Dental Science Laboratory
- 763 Dental Radiology

MATHEMATICS

- 190 Path to Statistics

NURSING

- 211 Introduction to Nursing
- 610 Basic Medication Dosage Calculation for Nurses
- 815 Transition from 1st Year to 2nd Year: Medical Surgical Nursing

PROPOSED CURRICULAR DEACTIVATION – COLLEGE OF SAN MATEO

DENTAL ASSISTING

790 Registered Dental Assistant (RDA) Practical Review

PROPOSED PROGRAM ADDITION – 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:

BUSINESS

Global Business – Certificate of Achievement (18-19 units)

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

ACCOUNTING

Accounting – Associate in Arts Degree

Accounting – Certificate of Achievement

Accounting Assistant - Certificate of Specialization

Tax Preparer I - Certificate of Specialization

BUSINESS

Business Administration – Associate in Science Degree for Transfer

Business Information Worker – Certificate of Specialization

Entrepreneurship: From Idea to Success – Certificate of Specialization

COMPUTER AND INFORMATION SCIENCE

Computer Science Applications and Development – Associate in Science Degree

Computer Science Applications and Development – Certificate of Achievement

DevOps - Certificate of Specialization

DENTAL ASSISTING

Dental Assisting – Associate in Science Degree

Dental Assisting – Certificate of Achievement

DIGITAL MEDIA

Digital Media: Graphic Design – Associate in Arts Degree

DRAFTING

Computer-Aided Design – Certificate of Specialization

ELECTRONICS TECHNOLOGY

Advanced Electrical Power Systems and Instrumentation – Certificate of Specialization

KINESIOLOGY

Athletic Coaching - Certificate of Specialization

MANAGEMENT

Business Management – Certificate of Achievement

Facility Management – Certificate of Specialization

Human Resources Management - Certificate of Specialization

Marketing Management – Certificate of Achievement

Project Management - Certificate of Specialization

REAL ESTATE

Real Estate – Associate in Arts Degree

Real Estate Salesperson – Certificate of Specialization

PROPOSED PROGRAM DEACTIVATION – COLLEGE OF SAN MATEO

ELECTRONICS TECHNOLOGY

Electrical Technology: Electrical Power Systems and Instrumentation – Certificate of Specialization

San Mateo County Community College District

June 26, 2019

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

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

APPROVED BY: Jessica Hurless, Curriculum Committee Chair
Skyline College

Kathryn Browne, Academic Senate President
Skyline College

Regina Stanback Stroud, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ENGINEERING

291 AUTONOMOUS SYSTEMS ENGINEERING ACADEMY (3.0) (day or evening)

Justification: This course was developed to provide students with an opportunity to become familiar with fabrication technology in Skyline's engineering lab while developing career/technical skills. The course was offered experimentally for two semesters, and from these iterations the Engineering department faculty derived several improvements for the course. This permanent course will support Skyline's Transfer Bridge Program with San Francisco State University's School of Engineering via articulation with mechanical engineering elective units, which also allows the course to be mapped on our Engineering Guided Pathway as well as to serve as an elective opportunity for any student transferring to a CSU.

Prerequisite: MATH 130 or equivalent.

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

Description: Introduction to engineering disciplines and the engineering design process while exploring the societal impact of engineering technology. Involves the design, manufacture and construction of a Quadcopter drone system equipped with sensors for data collection and flight control. CAD tools, electronics, and the Arduino microcontroller system are an integral part of the course.

Classification: AA/AS Degree; CSU transferable.

MUSIC

299 ELECTRONIC MUSIC PRODUCTION (3.0) (day or evening)

Justification: This course has been created to align with the C-ID descriptor for CMUS 110X and will be part of the Commercial Music Certificate that Skyline is planning to create. This course will eventually replace MUS. 290 and is necessary in order to properly align with the courses needed for the Commercial Music Certificate.

Prerequisite: MUS. 290 or MUS. 294, or equivalent.

Recommended Preparation: None.

Description: Introduction to the techniques and elements of electronic music production. Topics include synthesis, sampling, and MIDI sequencing. Compositions are expected of students utilizing electronic music techniques.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE

LITERATURE

151	Introduction to Shakespeare
154	Queer Literature
156	Science Fiction and Fantasy Literature
220	Introduction to World Literature I
265	Asian American Literature

PROPOSED PROGRAM ADDITIONS– SKYLINE COLLEGE

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

BUSINESS

Sales and Marketing Management – Certificate of Achievement (15 units)

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

MUSIC

Music – Associate in Arts Degree

BOARD REPORT NO. 19-6-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES

San Mateo County Community College District has developed an approval and annual reviewing process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and Board Policy 8.70. The Board Policy states that students may only be required to provide materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2019-2020 to ensure compliance with the regulations and Board Policy 8.70. The fees are attached as Exhibits A, B and C respectively for the Board of Trustees to review and approve.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees.

CAÑADA COLLEGE
Instructional Material Fees
2019-20

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Chemistry:			
CHEM	192	Elementary Chemistry	\$6.00
CHEM	210	General Chemistry I	\$2.00
CHEM	220	General Chemistry II	\$3.00
CHEM	231	Organic Chemistry I	\$8.00
CHEM	232	Organic Chemistry II	\$8.00
CHEM	410	Chemistry For Health Sciences	\$2.00
Engineering:			
ENGR	210	Engineering Graphics	\$6.00
English:			
ENGL	100	Reading And Composition	\$1.00
ENGL	105	Reading And Composition	\$2.00
ENGL	110	Composition, Literature And Critical Thinking	\$1.00
ENGL	161	Creative Writing I	\$1.00
ENGL	162	Creative Writing II	\$1.00
ENGL	164	Creative Non-Fiction	\$1.00
ENGL	165	Advanced Composition	\$1.00
ENGL	826	Basic Reading/Composition	\$1.00
ENGL	827	Integrated Reading and Writing	\$2.00
ENGL	836	Writing Development	\$1.00
ENGL	847	Accelerated Academic Reading and Writing	\$2.00
English as a Second Language:			
ESL	400	Composition For Non-Native Speakers	\$1.00
ESL	911	Reading and Listening/Speaking I	\$1.00
ESL	912	Reading and Listening/Speaking II	\$1.00
ESL	913	Reading and Listening/Speaking III	\$1.00
ESL	914	Reading and Listening/Speaking IV	\$1.00
ESL	921	Grammar and Writing I	\$1.00
ESL	922	Grammar and Writing II	\$1.00
ESL	923	Grammar and Writing III	\$1.00
ESL	924	Grammar and Writing IV	\$1.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Fashion Design:			
FASH	180	Computerized Pattern Design	\$6.00
Interior Design:			
INTD	367	3D Modeling SketchUp for Interior Designers	\$2.00
Kinesiology - Varsity Sports:			
VARS	154	Varsity Soccer	\$75.00
Multimedia Art and Technology:			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	371	User Interface/User Experience Design	\$6.00
MART	372	Digital Illustration	\$6.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00
MART	385	Coding for Designers and Artists	\$6.00
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation & Interactive Media	\$4.00
MART	417	Principles of Animation	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00
MART	422	Introduction to Rigging	\$6.00
MART	430	3d Character Creation And Animation	\$6.00
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00
MART	433	Advanced Special Effects and Compositing	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Multimedia Art and Technology (continued):			
MART	441	Introduction to Video Game Design	\$6.00
MART	442	History of Video Games	\$6.00
MART	443	Game Design Fundamentals	\$6.00 - \$8.00
MART	445	3D Game Scripting	\$6.00
MART	446	Storytelling with Games	\$6.00
MART	447	3D Level Design	\$6.00
MART	450	Collaborative Game Production	\$6.00 - \$8.00
MART	451	Rapid Game Development	\$6.00
MART	452	Advanced Game Design	\$6.00
MART	455	Indie Game Development & Entrepreneurship	\$6.00
MART	680CK	History of Video Games	\$6.00
Reading:			
READ	826	Reading Improvement	\$1.00
READ	836	Academic Reading Strategies	\$1.00

COLLEGE OF SAN MATEO
Instructional Material Fees
2019-20

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Architecture:			
ARCH	210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	\$4.00
ARCH	220	Design II: Architecture Design, Form and the Built Environment	\$4.00
ARCH	666	Introduction to Architecture	\$4.00
Art:			
ART	124	Old Masters' Aesthetics and Techniques	\$40.00
ART	200	Portfolio Preparation	\$40.00
ART	351	Beginning Black and White Photography	\$20.00
ART	352	Intermediate Black and White Photography	\$20.00
ART	353	Advanced Black and White Photography	\$20.00
ART	383	Intermediate Digital Photography	\$55.00
ART	384	Advanced Digital Photography	\$55.00
ART	385	Master Portfolio - Digital Photography	\$55.00
ART	388	Master Photography Portfolio	\$20.00
ART	391	Experimental Photography 1	\$20.00
ART	392	Experimental Photography 2	\$20.00
ART	393	Experimental Photography 3	\$20.00
ART	394	Experimental Photography 4	\$20.00
ART	396	Documentary Photography 1	\$55.00
ART	397	Documentary Photography 2	\$55.00
ART	398	Documentary Photography 3	\$55.00
ART	399	Documentary Photography 4	\$55.00
ART	400.1	Low Fire Ceramics I	\$30.00
ART	400.2	Low Fire Ceramics II	\$30.00
ART	400.3	Low Fire Ceramics III	\$30.00
ART	400.4	Low Fire Ceramics IV	\$30.00
ART	401	Three-Dimensional Design	\$30.00
ART	405	Sculpture I	\$30.00
ART	406	Sculpture II	\$30.00
ART	409	Sculpture III Extended Expertise	\$30.00
ART	410	Sculpture IV Advanced Expression	\$30.00
ART	411	Ceramics I	\$30.00
ART	412	Ceramics II	\$30.00
ART	417	Ceramics Glaze	\$30.00
ART	418	Ceramics III	\$30.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Biology:			
BIOL	110	General Principles of Biology	\$2.00
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$2.00
BIOL	260	Human Physiology	\$4.00
Business:			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Keyboarding Skill building	\$2.00
Business Microcomputer Applications - Windows Platform:			
BUSW	464	Database Management Fundamentals Using Access for Windows	\$2.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00
Computer and Information Science:			
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	(CS1) Programming Methods: Java	\$2.00
CIS	256	(CS2) Data Structures: Java	\$2.00
CIS	264	Computer Architecture and Assembly Language	\$2.00
CIS	278	(CS1) Programming Methods: C++	\$2.00
CIS	279	(CS2) Data Structures: C++	\$2.00
Cosmetology:			
COSM	758	Advanced Techniques/Photo Shoot	\$35.00
COSM	759	Advanced Techniques/Hair Specialties	\$35.00
Counseling:			
COUN	111	College Planning	\$5.00
COUN	120	College and Career Success	\$6.00
COUN	122	Study Skills	\$5.00
COUN	128	Puente: Foundation for College Success	\$6.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
COUN	129	Puente: Transfer Readiness	\$4.00
Career and Life Planning:			
CRER	126	Career I: Career Assessment & Exploration	\$6.00
CRER	127	Career Choices II: Job Search	\$6.00
CRER	155	Leadership Study	\$25.00
Digital Media:			
DGME	103	Fundamentals of Two-Dimensional Design	\$20.00
DGME	211	Introduction to Graphic Design	\$20.00
DGME	216	Intermediate Graphic Design	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Production Design for Print and Screen	\$20.00
DGME	250	Internship	\$20.00
Drafting Technology:			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	113	REVIT	\$5.00
DRAF	121	Computer-Aided Drafting I	\$5.00
DRAF	122	Computer-Aided Drafting II	\$5.00
DRAF	130	Mechanical Design with CAD	\$5.00
Electronics Technology:			
ELEC	111	Introduction to Electronics Fundamentals	\$33.00
ELEC	112	Advanced Electronics Fundamentals	\$33.00
ELEC	441	Sensors and Data Transmission Systems	\$20.00
Fire Technology:			
FIRE	797	Emergency Medical Technician: Basic	\$175.00

SKYLINE COLLEGE
Instructional Material Fees
2019-20

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Art:			
ART	171	Visual Theory and Practice: B/W Photography	\$18.00
ART	175	Visual Theory and Practice: Ceramic Art	\$10.00
ART	231	Watercolor I	\$10.00
ART	232	Watercolor II	\$10.00
ART	234	Printmaking I	\$15.00
ART	239	Printmaking II: Monotype, Monoprint and Mixed Media	\$15.00
ART	351	Black and White Photography I	\$18.00
ART	352	Black and White Photography II	\$18.00
ART	353	Black and White Photography III	\$18.00
ART	354	Digital Photography I	\$18.00
ART	355	Digital Photography II	\$18.00
ART	401	Three-Dimensional Design	\$12.00
ART	405	Sculpture I	\$10.00
ART	406	Sculpture II	\$15.00
ART	407	Sculpture III: Direct Metal	\$15.00
ART	411	Ceramics I	\$12.50
ART	412	Ceramics II	\$12.50
ART	417	Ceramic Glazing Techniques	\$12.50
ART	418	Ceramics III	\$12.50
ART	430	Introduction to Digital Art	\$15.00
ART	431	Digital Imaging I: Photoshop	\$15.00
ART	432	Digital Imaging II: Advanced Photoshop	\$15.00
ART	435	Digital Illustration	\$15.00
ART	665SA	Fundamentals of Digital Photography	\$18.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$15.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$15.00
ART	665SP	Explorations in Clay	\$12.50
Business:			
BUS.	103	Introduction to Business Information Systems	\$3.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Business Computer Systems and Management:

BCM.	100	Beginning Computer Keyboarding	\$3.00
BCM.	101	Computer Keyboarding Skill Building	\$3.00
BCM.	200	Introduction to MS Office Suite	\$3.00
BCM.	214	Word Processing I: WORD	\$3.00
BCM.	215	Word Processing II: WORD	\$3.00
BCM.	225	Spreadsheets I: EXCEL	\$3.00
BCM.	226	Spreadsheets II: EXCEL	\$3.00

Digital Media and Design:

DMAD	431	Digital Imaging I: Photoshop	\$15.00
DMAD	432	Digital Imaging II: Advanced Photoshop	\$15.00

Emergency Medical Care:

EMC.	400	Emergency Medical Responder	\$10.00
EMC.	425	CPR: Health Care Provider	\$10.00

Engineering:

ENGR	291	Autonomous Systems Engineering Academy	\$25.00
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Wellness:

WELL	704	Massage Techniques and Clinical/Spa Experience	\$15.00
WELL	706	Introduction to Reflexology	\$15.00
WELL	707	Foundations of Aromatherapy and Essential Oils	\$15.00
WELL	723	Ayurvedic Aromatherapy	\$15.00

BOARD REPORT NO. 19-6-6CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director, General Services, 358-6879
Andreas Wolf, Dean Kinesiology/Athletics, 574-6462
Bob Domenici, Supervisor, General Services, 358-6728

**APPROVAL OF CONTRACT AWARD FOR ATHLETIC SPORTS UNIFORMS PURCHASE
FOR COLLEGE OF SAN MATEO**

During 2018/19, the Athletics Department worked with General Services to determine the best and most efficient use of resources to provide uniforms and apparel to all College of San Mateo athletic teams. A team from both departments convened to develop an RFP. In April 2018, the District issued RFP 86798 to select a supplier to furnish and deliver athletic uniforms for all sports at the College of San Mateo.

The responses were due on May 9, 2019. Although several vendors downloaded the proposal, only one proposal was submitted by Eastbay, Inc. This single proposal was responsive and responsible. General Services reached out to select vendors who did not submit bids but did not receive any feedback from those vendors.

The team reviewed the proposal which was evaluated on criteria including but not limited to the following:

1. Experience and References
2. Quality of the Product
3. Use of recycled materials in development of their products
4. Local Sales Representation
5. Ability to develop an online store
6. Overall cost proposal

Eastbay, Inc. is a nationally known vendor. The District has utilized Eastbay Inc. in recent years and has direct experience with the quality of products and services they provide. The team felt that all of the criteria put forth in the RFP was met and was confident the service, quality of the product, and cost would be beneficial to the department. The Eastbay proposal contained cost estimates for various standard uniform apparel and samples from three top apparel providers: Adidas, Nike, and Under Armour. EastBay offers 5% product rebate on team apparel from all three suppliers. Additionally, Eastbay has an exclusive incentive program partnering with Adidas, the manufacturer of the Colleges' current uniform inventory.

The Adidas' discounts, which will be of immediate benefit to the college, offered through Eastbay include:

- a 40% discount off the retail cost of uniforms and apparel
- \$3,000 in product reward up front
- championship t-shirts,
- coach of the year awards

In addition, Eastbay will provide a 10% product reward offer on spend on Adidas apparel of \$50,000 or more annually.

RECOMMENDATION

It is recommended that the Board approve the award of RFP #86798 Athletic Sports Uniforms Purchase for College of San Mateo, to Eastbay Inc. The initial term of the contract will be from July 1, 2019 through June 30, 2020 with the option to renew for two additional one-year periods. The total estimated amount of spend per year is \$50,000.

BOARD REPORT NO. 19-6-100B

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

ADOPTION OF THE 2019-20 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2019. The budget will be revised during the summer to reflect the needed changes resulting from passage of the State Budget and from 2018-19 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the 2019-20 Final Adopted Budget is presented to the Board of Trustees for approval on September 11, 2019.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor’s Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2019-20 Integrated District Budget Planning Calendar on January 23, 2019.

RECOMMENDATION

To meet the California Code of Regulations Section §58305 requirements for Tentative Budget approval, to proceed with the orderly close of the 2018-19 accounting records, and to begin 2019-20 disbursements in July 2019, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted		\$	202,032,072
General Fund, Restricted			45,859,018
Self-Insurance Fund			2,136,391
Debt Service Fund			68,030,187
Capital Projects Fund			101,613,598
Bookstore Fund			7,331,681
Cafeteria Fund			243,290
San Mateo Athletic Club/Aquatic Center (SMAC)			5,248,813
Community, Continuing, Corporate Education			1,620,193
Child Development Fund			1,454,202
Trust Funds (Financial Aid)			16,200,000
Reserve Fund for Post-Retirement Benefits			12,916,000
TOTAL - ALL FUNDS		\$	464,685,445

THE TENTATIVE BUDGET REPORT provides a summary of the 2019-20 State budget and the District's budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds.

May Revision

On May 9, Governor Newsom portrayed a slightly more optimistic view of the State's economy and revenues for 2019-20 than his January Budget proposal. In his press conference, like Governor Brown before him, he emphasized the need to save for a rainy day. Accordingly, his revised budget calls for a record amount in the State's reserves. While the May Revision reflects growth in the economy and revenues, the proposal anticipates a slowdown over the forecast period. The May Revision cites several of these risks, including an overall slow-down in the world economy, slower national growth, and potential changes to Federal policies. The May Revision does not forecast a recession; however, it does warn that even a modest recession could result in revenue reductions of nearly \$70 billion and a budget deficit of \$40 billion over three years. Consequently, the May Revision proposes building budget resiliency by growing reserves, reducing debt and liabilities, and making one-time or time-limited investments that will have real benefits for some of California's most vulnerable residents. ¹

The Governor's portrayal is consistent with a recent forecast by UCLA economists. According to their forecasts presented on June 5, the U.S. economy will continue to slow and the risks of a recession will increase as trade tensions mount. They went on to state that the economy will likely follow a "3-2-1" path, meaning 3% growth in gross domestic product (GDP) in 2018, 2% growth in 2019, followed by 1% growth in 2020 with a finding that there is a 50% chance of a recession within the next 5 to 8 quarters. ²

Community College Proposals

While the Governor retained his proposals from January, the May Revision does make a few changes to his proposals for community colleges. Specifically:

- Refines the Student Center Funding Formula (SCFF): *(The SCFF does not impact the District for general apportionment given its community-funded or basic-aid status; however, there are indications that perhaps future categorical funding may follow the same or similar methodology. Staff is actively engaged and are closely following the impact the SCFF may have on students.)*
 - For 2019-20, uses 2018-19 funding rates adjusted for COLA.
 - Caps year-to-year growth in a district's student success allocation to 10% beginning in 2019-20.
 - Refines the definition of a transfer outcome for the student success allocation effective 2018-19 to "a student's successful transfer would be attributed to the student's district of residence."
 - Extends the hold-harmless provision for an additional year (for a total of four years) through 2021-22.
- Provides a \$5.2 million dollar increase to expand the CA College Promise Program (i.e., providing free tuition for a second year). *(Staff estimates that the District will receive a total of \$1.3 million in AB19 funds for 2019-20.)*
- Increases the one-time CalSTRS payment from \$350 million to \$500 million, which would decrease the employer contribution rate by an additional .4% for 2019-20. This would bring the employer contribution rate to approximately 16.7% for 2019-20. *(Staff estimates that this would increase available resources for cost-of-living-adjustment or COLA by \$210,000.)*

¹ School Services of California, An Overview of the 2019-20 Governor's May Revision, May 09, 2019

² School Services of California, UCLA Forecasts a Slowing Economy and Rising Risk of Recession, June 07, 2019

- Revises the COLA for general apportionment and certain categorical programs down from 3.46% to 3.26%. *(This would nominally impact the DSPS, EOPS, Apprenticeship, CalWORKS, and Mandated Block Grant programs.)*
- Proposes \$39.6 million for deferred maintenance and instructional equipment. *(Staff estimates that this would provide approximately \$553,000 to the District.)*
- Adds three new capital outlay projects funded by Proposition 51, of which two are for San Mateo County Community College District (Workforce and Economic Development at Skyline College and The Multiple Program Instructional Center at Canada College).
- Increases award amounts and expands the CalGrant program. *(This expansion would increase the scope of the program in an attempt to address the total cost of education to mitigate rising student debt by covering non-tuition costs.)*
- Provides \$381,000 to support three new position at the State Chancellor's Office. Two positions are for accounting and one is for monitoring districts' fiscal health.

The Legislative Analyst's Office (LAO) issued its initial assessment of Governor Newsom's May Revision, finding that the updated spending plan maintains the overall budget structure presented in January. However, the LAO notes that a number of policy proposals are treated as one-time or limited-term even though they are fundamentally on-going in nature and concludes that the May Revision understates the ongoing costs of its policy commitments. The LAO went on to note that the May Revision proposes a deposit of \$389 million 2019-20 into the Proposition 89 reserve created by Proposition 2 which will "better position schools to weather a future recession."³ In response to the Governor's proposal to provide an additional \$150 million to decrease the employer contribution rate, the LAO cites that this proposal is being made at a time when funding is at historic highs and although the rate increases pose a significant fiscal challenge for employers, the challenge would be more significant if a recession occurs. Accordingly the LAO is recommending to set aside this funding and not reduce the employer contribution rate until said recession occurs. With regards to adding a fourth year to the hold-harmless provision of the SCFF, the LAO opined that it is too early to determine whether another year is necessary and to delay such action.⁴ The full analysis can be found at <https://lao.ca.gov/Budget?year=2019&subjectArea=May>.

Following the release of the Governor's May Revision, budget committees convened during the month of May to review the Governor's proposals and provide recommendations to their respective house. The two houses then convened a Budget Conference Committee, which began their work in earnest the last week of May to reconcile differences between the two houses in order to approve the 2019-20 State Budget by the constitutional deadline of June 15.

Compromises were reached between the Budget Conference Committee and the Administration on June 9. On June 13, the Legislature approved the 2019-20 State Budget Bill (AB 74), which incorporated the compromises between the two houses. It is anticipated that the Governor will sign the budget by July 1 making line item vetoes unlikely give the administration's involvement in the more significant compromises noted on the following page:

³ School Services of California, Legislative Analyst's Office Comments on May Revision, May 14, 2019

⁴ School Services of California, LAO Recommendations on CalSTRS Rate Relief and SCFF Hold Harmless, May 17, 2019

- Make the following refinements to the SCFF:
 - Cap the student success allocation to 10% of the total formula calculation and to implement a three-year rolling average for the student success metrics.
 - Clarify that for 2018-19, transfer data is based on publicly available information. Starting in 2019-20, transfer data is based on recently enrolled students.
 - Implement an unduplicated count for the highest award obtained.
- Provide CalSTRS AND CalPERS employer contribution rate relief at the same level as proposed by the Governor for CalSTRS (\$500 million for 2019-20 and \$350 million for 2020-21). In essence, divide the funding between both retirement systems. CalSTRS estimates for the employer contribution rates given this compromise are 17.10% for 2019-20 and 18.40% for 2021-21. As of the authoring of this Board Report, the CalPERS estimates are not known; however, are anticipated in the very near future. Staff will keep the Board informed of important developments affecting the rates as the budget is finalized.
- Provide \$5 million in on-going resources to support veteran resource centers.
- Provide \$3.9 million in one-time funds to address student hunger and basic needs.
- Provide no additional resource for full-time or part-time faculty funding.
- Approve the on-line college funding as proposed by the Governor.
- Retain the K-12 Strong Workforce Development program under community colleges.

District Budget Planning

The District continues to be community-supported (i.e., basic aid) and is almost entirely dependent upon local revenue sources (e.g., property taxes). This means that the standard non-categorical allocations for public education – such as general apportionment, growth allocations, and State-funded COLA – do not apply. As of the 2018-19 First Principal Apportionment, the District was \$65 million dollars into basic-aid status. While many increases to higher education in the State budget do not pertain to community-supported districts, the District continues to receive categorical funding for EOPS, DSP, SEA, and other restricted programs. As noted previously, the Governor is proposing to provide funding for deferred maintenance and instructional equipment.

Tentative Budget revenue estimates are that on-going property taxes based upon assessed valuation will decline by approximately 1% (from 8.03% growth in 2018-19 to 7% in 2019-20) with each 1% equating to approximately \$1.6 million. This is a result of a still robust yet potentially softening local housing market. The median sale prices in the Bay Area for the first time in seven years decreased in March 2019. Prices for existing homes fell .6% while the number of sales decreased 14% from the same period in 2018. This Bay Area statistic was led by “declining sales and prices in the core Silicon Valley counties of San Mateo and Santa Clara, even as Silicon Valley tech giants continued to add jobs. The market has flattened out. The next few months will indicate if the drop reflects a deeper trend or simply a ‘pause’.”⁵ In April the median price in the Bay Area remained unchanged and sales fell 7% from the same period in 2018. Santa Clara County led this slump while San Mateo County bucked the trend with an increase in sales of .7% and a median price increase of 1.8% from \$1.5 million to \$1.53 million.⁶ Given the April data, there is likelihood that the assessed valuation for 2019-20 may increase slightly with the final number from the San Mateo County Assessor’s Office incorporated in the 2019-20 Adopted Budget. Staff continues to monitor the local real estate market and assessed valuation data to remain abreast of potential impacts, both positive and negative, to the District’s property tax receipts.

⁵ Eastbay Times, Snap! Record Upward Climb of Bay Area Home Prices Broken, April 30, 2019

⁶ Eastbay Times, Bay Area Housing Slump: Home Sales Drop, Prices Turn Flat, May 31, 2019

The District distributed \$1 million in 2018-19 in ongoing Innovation Funds of \$250,000 for each site including the District Office with an additional allocation of \$1 million in support of the Promise Scholars Program. The 2019-20 Unrestricted General Fund Tentative Budget provides for this ongoing resource; however, does not allocate any additional innovation funds given resource availability and competing priorities. As the 2019-20 Final Adopted Budget is developed, the District is hopeful to provide an allocation toward Innovation Funds depending upon resource availability.

In keeping with the Board of Trustees' priorities as discussed at the budget retreat on March 16, 2019, the 2019-20 Unrestricted General Fund Tentative Budget provides for an additional \$500,000 for a total of \$1.5 million in support of the Promise Scholars Program, which provides financial, academic, and personalized student services for first-time, full-time students whose educational goal is to earn a certificate or associate degree. The intention of the program is to remove barriers that too often prevent students from successfully completing those goals. Modeled from the City University of New York's Accelerated Studies for Associates Program (ASAP), the program initially started as a pilot program in 2016-17 at Skyline College and served 139 students. The program expanded districtwide in 2018-19 and served 1,320 students. The goal for 2019-20 is to serve 2,000 students and eventually reach up to 5,000 students. The program successfully increased persistence rates for program participants which will ultimately translate to increased graduation rates.

Additionally the 2019-20 Unrestricted General Fund Tentative Budget provides an additional \$1.65 million for the Constituent Relationship Management System (CRM) Initiative, which is designed to transform the way the District interacts with students and vice versa. The initiative's focus is to architect a suite of well-integrated solutions that will empower students and the district community to support student success to scale. This includes, but is not limited to, streamlining systems to better integrate the management of student records, the monitoring of student progress to educational goals, the enhancing of the class registration processes, and marketing outreach.

Lastly the 2019-20 Tentative Budget provides for four additional public safety officers, which were approved by the Board of Trustees at their meeting of October 24, 2018.

Proposition 55

The District continues to receive funds from the State's Education Protection Account (EPA) at a rate of \$100 per FTES. Proposition 55 succeeded Proposition 30, which expired in December 2018. Proposition 55 sunsets in December 2030. Based upon \$100 per FTES, the District is anticipating the receipt of \$1,463,814 in 2019-20.

2019-20 Revenue / Expense Projections (Fund 1)

The unrestricted general fund revenue projections are based primarily upon local revenues. Revenue and expenditure projections are predicated on a number of assumptions including, but not limited to, the following:

- Community-supported (i.e., basic-aid) status continues in 2019-20.
- 2019-20 Resident FTES based upon a 4% decline over 2018-19.
- 2019-20 International FTES based upon a 4.5% decline over 2018-19.
- 3.18% inflation on certain expenses.
- Utility, insurance, and district-wide technology costs based upon best estimates.
- Provides \$9 million for compensation increases per the total compensation formula.
- No tuition fee increase for residents (\$46 per unit).

- An increase to the non-resident tuition fee from \$233 per semester unit to \$265 per semester unit per Board action dated January 23, 2019.
- On-going Property Tax increase of 7%, which will be updated with the adoption of the 2019-20 Final Adopted Budget in September once the final assessed valuation data is provided by the County in July.
- Lottery revenues at \$151 per FTES (per School Services of CA).
- Mandated Cost Reimbursement revenues at \$30.22 per FTES (per School Services of CA).

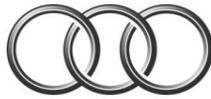
The major functional uses of the Fund 1 Unrestricted General Fund Budget by major account category are noted in the following table:

Account Category	2018-19 Final Adopted Budget	2019-20 Tentative Budget*	\$ Change
Certificated Salaries	\$ 72,668,634	\$ 70,041,056	\$ (2,627,578)
Classified Salaries	43,925,463	47,818,682	\$ 3,893,219
Employee Benefits	46,358,371	47,168,334	\$ 809,963
Supplies / Materials	6,674,623	4,002,884	\$ (2,671,739)
Operating Expenses	22,985,974	25,072,487	\$ 2,086,513
Capital Outlay	175,097	424,366	\$ 249,269
Transfers/Other	4,718,179	7,504,263	\$ 2,786,084
Total	\$ 197,506,341	\$ 202,032,072	\$ 4,525,731
* Does not include beginning balance / carryover as final 2018-19 numbers are not known until after the 2018-19 books are closed.			

The 2019-20 Tentative Unrestricted General Budget, as illustrated in the following table, is balanced whereby projected expenditures are covered by sufficient revenues. Please note that the site allocations account for inflation to non-personnel costs and will be adjusted for step, column, longevity, and compensation settlement increases according to the resource allocation model. Any additional adjustments to the site allocations will be included in the 2019-20 Final Adopted Budget along with revisions resulting from the enacted State Budget, 2018-19 fiscal year-end activities (e.g., carry-overs, etc.), and updates to revenue projections.

Revenues	2018-19 Final Adopted Budget	2019-20 Tentative Budget	\$ Change
Local			
Property Taxes			
Base Revenue	\$ 146,911,037	\$ 155,359,847	\$ 8,448,810
Redevelopment Agency	9,696,450	13,109,078	3,412,628
Student Fees			
Enrollment Fees (\$46)	10,059,554	9,986,638	(72,916)
Promise Scholars Fee Waiver	(460,000)	(1,490,828)	(1,030,828)
Out-of State Non-Resident	1,207,730	1,373,598	165,868
International Non-Resident	7,331,345	8,123,045	791,700
Interest	1,500,000	2,000,000	500,000
Transfers In*	-	1,243,595	1,243,595
Other	1,239,480	2,646,749	1,407,269
State			
Proposition 55	1,493,637	1,463,813	(29,824)
Lottery	2,514,080	2,461,622	(52,458)
P/T Faculty Parity	1,358,791	1,358,791	-
P/T Faculty Office Hours/ Medical	188,346	188,346	-
Apprenticeship	399,801	549,092	149,291
Mandated Costs	436,291	442,364	6,073
STRS On-Behalf	3,216,320	3,216,320	-
Estimated Total Revenue	\$ 187,092,862	\$ 202,032,068	\$ 14,939,206
Expenditures	2018-19 Final Adopted Budget*	2019-20 Tentative Budget	\$ Change
Site Allocations			
Canada College	\$ 27,946,626	\$ 29,576,649	\$ 1,630,023
College of San Mateo	45,176,364	48,552,501	3,376,137
Skyline College	45,257,580	48,027,349	2,769,769
District Office	19,089,574	20,245,136	1,155,562
One-Time Transfers from Transfer-In*	-	1,243,595	1,243,595
Facilities	14,222,929	16,061,874	1,838,945
Total Site Allocations	\$ 151,693,073	\$ 163,707,104	\$ 12,014,031
Other Employee Benefits	500,000	500,000	-
STRS On-Behalf	3,216,320	3,216,320	-
Retiree Benefits	4,036,325	4,138,967	102,642
Satellite Contracts / Fac. Rentals / Sales	1,086,862	632,500	(454,362)
Apprenticeship	399,801	549,092	149,291
Miscellaneous	2,705,142	1,866,625	(838,517)
Utilities	5,020,543	5,358,233	337,690
Salary Commitments	8,976,405	9,009,437	33,032
Managed Hiring	50,000	351,865	301,865
Insurance	1,412,605	1,595,493	182,888
Consultant / Legal / Election	785,000	585,000	(200,000)
Staff Development	577,000	776,715	199,715
Districtwide Technology	2,286,216	3,551,055	1,264,839
Office Hours	2,800,000	2,800,000	-
Transfers Out	1,473,305	3,313,666	1,840,361
Museum of Tolerance	74,263	80,000	5,737
Estimated Total Expenditures	\$ 187,092,860	\$ 202,032,072	\$ 14,939,212
* excludes 2018-19 year-end activities (e.g., carry-overs, etc.)			

San Mateo County Community College District
2019-2020 Tentative Budget
Unrestricted General Fund (Fund 1) - Total District

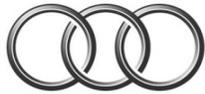


SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget*	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	10,258,177	11,359,788	12,244,403	2
3 Local Revenue	176,834,684	176,970,288	188,544,072	3
4 Total Revenue	\$187,092,861	\$188,330,076	\$200,788,475	4
Expenses				
5 Certificated Salaries	\$72,668,634	\$67,261,519	\$70,041,056	5
6 Classified Salaries	43,925,463	41,338,628	47,818,682	6
7 Employee Benefits	46,358,371	43,050,428	47,168,334	7
8 Materials & Supplies	6,674,623	2,600,798	4,002,884	8
9 Operating Expenses	22,985,974	16,471,815	25,072,487	9
10 Capital Outlay	175,097	411,935	424,366	10
11 Total Expenses	\$192,788,162	\$171,135,123	\$194,527,809	11
Transfers & Other				
12 Transfers In	\$0	\$81,380	\$1,243,595	12
13 Other Sources	0	547,173	0	13
14 Transfers Out	(4,634,552)	(15,855,135)	(7,306,614)	14
15 Contingency	(83,627)	0	(83,627)	15
16 Other Out Go	0	0	(114,022)	16
17 Total Transfers/Other	(\$4,718,179)	(\$15,226,582)	(\$6,260,668)	17
Fund Balance				
18 Net Change in Fund Balance	(\$10,413,480)	\$1,968,371	(\$2)	18
19 Beginning Balance, July 1	38,177,408	38,177,408	40,145,779	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$27,763,928	\$40,145,779	\$40,145,777	21

*Combined total of Central Services, District Office, Facilities, Cañada College, College of San Mateo, and Skyline College excluding carryover funds and includes Education Protection Account (EPA) Funds.

San Mateo County Community College District
2019-2020 Tentative Budget
Education Protection Account (Fund 11002) - Total District



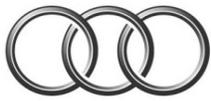
SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	1,493,636	1,524,991	1,463,814	2
3 Local Revenue	0	0	0	3
4 Total Revenue	\$1,493,636	\$1,524,991	\$1,463,814	4
Expenses				
5 Certificated Salaries	\$1,087,929	\$865,149	\$821,412	5
6 Classified Salaries	0	269,306	209,648	6
7 Employee Benefits	405,707	390,536	432,754	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$1,493,636	\$1,524,991	\$1,463,814	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	0	0	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$0	\$0	\$0	21

Combined total of Central Services, District Office, Facilities, Cañada College, College of San Mateo, and Skyline College.

Estimated Beginning Balance	
Professional Development	\$275,000
Staff Development	350,000
Emergency Preparedness	300,000
Telecom Contracts	250,000
Elections Carryover	75,000
Indirect Cost Pool	400,000
CAN various projects	400,000
CSM various projects	2,250,000
SKY various projects	750,000
Miscellaneous projects	390,880
Apprenticeship	850,000
Site Ending Balances	
CANADA	650,000
CSM	1,000,000
SKYLINE	1,000,000
DISTRICT OFFICE	425,000
FACILITIES	475,000
Contingency--15%	30,304,899
	\$40,145,779

San Mateo County Community College District
2019-2020 Tentative Budget
Internal Service - Self-Insurance Fund (Fund 2) - Central Services



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	0	0	0	3
4 Total Revenue	\$0	\$0	\$0	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	46,479	100,000	46,913	6
7 Employee Benefits	21,422	60,000	22,035	7
8 Materials & Supplies	5,000	0	5,000	8
9 Operating Expenses	1,570,723	1,637,338	2,062,443	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$1,643,624	\$1,797,338	\$2,136,391	11
Transfers & Other				
12 Transfers In	\$1,581,269	\$1,581,269	\$1,772,493	12
13 Other Sources	993,494	956,000	1,021,922	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$2,574,763	\$2,537,269	\$2,794,415	17
Fund Balance				
18 Net Change in Fund Balance	\$931,139	\$739,931	\$658,024	18
19 Beginning Balance, July 1	7,882,650	7,882,650	8,622,581	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$8,813,789	\$8,622,581	\$9,280,605	21

San Mateo County Community College District
2019-2020 Tentative Budget
Debt Service Fund (Fund 25) - Central Services



	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$200	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	52,132,000	64,737,262	68,030,187	3
4 Total Revenue	\$52,132,200	\$64,737,262	\$68,030,187	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	0	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$0	\$0	\$0	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(52,082,176)	(55,281,035)	(68,030,187)	16
17 Total Transfers/Other	(52,082,176)	(55,281,035)	(68,030,187)	17
Fund Balance				
18 Net Change in Fund Balance	\$50,024	\$9,456,227	\$0	18
19 Beginning Balance, July 1	51,137,869	51,137,869	60,594,096	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$51,187,893	\$60,594,096	\$60,594,096	21

San Mateo County Community College District
2019-2020 Tentative Budget
Restricted General Fund (Fund 3) - Total District



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget*	
Revenue				
1 Federal Revenue	\$7,008,888	\$6,078,407	\$7,139,834	1
2 State Revenue	24,522,527	21,867,733	26,607,833	2
3 Local Revenue	17,257,170	7,607,322	6,032,602	3
4 Total Revenue	\$48,788,585	\$35,553,462	\$39,780,269	4
Expenses				
5 Certificated Salaries	\$6,291,715	\$9,438,603	\$9,816,147	5
6 Classified Salaries	13,105,174	13,265,089	13,795,692	6
7 Employee Benefits	8,834,996	7,770,489	8,547,179	7
8 Materials & Supplies	2,178,177	1,828,731	2,000,000	8
9 Operating Expenses	12,975,332	8,284,228	10,000,000	9
10 Capital Outlay	335,202	1,175,691	1,000,000	10
11 Total Expenses	\$43,720,596	\$41,762,831	\$45,159,018	11
Transfers & Other				
12 Transfers In	\$2,867,689	\$2,867,689	\$5,337,198	12
13 Other Sources	0	21,474,033	0	13
14 Transfers Out	0	(1,857,510)		14
15 Contingency	0	0	0	15
16 Other Out Go	(2,142,537)	(675,752)	(700,000)	16
17 Total Transfers/Other	\$725,152	\$21,808,460	\$4,637,198	17
Fund Balance				
18 Net Change in Fund Balance	\$5,793,141	\$15,599,091	(\$741,551)	18
19 Beginning Balance, July 1	10,149,309	10,149,309	25,748,400	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$15,942,450	\$25,748,400	\$25,006,849	21

Combined total of Central Services, District Office, Facilities, Cañada College, College of San Mateo, and Skyline College
 *excluding carryover funds.

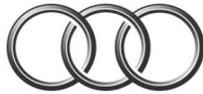
San Mateo County Community College District

2019-20 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAM
Based on Current Agreements and Funding Estimates

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>District Office</u>	<u>Total</u>
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	CTEA Perkins IV-1C	Federal	164,517	107,802	183,156		455,475
30105	CTE Transitions	Federal	46,196	46,196	46,196		138,588
30117	NSF S-STEM Scholarships C/O	Federal		50,000			50,000
30121	HSI Institutional ESO C/O	Federal		672,144			672,144
30127	TRIO - SSS	Federal			496,320		496,320
30128	TRIO - SSS	Federal		231,103			231,103
30129	Math Science Eng Improvement Prog Coop C/O	Federal		100,000			100,000
30133	Math Science Eng Improvement Prog Inst C/O	Federal		200,000			200,000
30134	HSI Institutional ESO Adelante	Federal		645,691			645,691
30135	HSI STEM GANAS	Federal		873,737			873,737
30136	HSI STEM Plus	Federal	1,167,066				1,167,066
30138	NSF S-STEM Scholarships C/O	Federal			260,000		260,000
30143	TRIO - Upward Bound	Federal		301,913			301,913
30147	NSF S-STEM Scholarships	Federal		215,744			215,744
30148	HSI Coop Strengthening STEM Pathways	Federal			749,767		749,767
30149	Math Science Eng Improvement Prog Suppl C/O	Federal		50,000			50,000
30150	Small Business Dev Ctr-HSUSPF C/O	Federal	60,000				60,000
30151	NSF - INCLUDES SJECCD CCCEM	Federal		10,000	10,000		20,000
31002	DSP&S	State	967,165	429,362	590,657		1,987,184
31003	EOP&S	State	589,478	583,804	524,547		1,697,829
31004	EOP&S/CARE	State	37,051	61,464	61,877		160,392
31012	Foster Care Education	State		85,984			85,984
31016	AB602-Board Fin Asst Prog Adm Allow	State	255,104	219,427	296,900		771,431
31031	CalWORKs	State	129,320	142,654	130,432		402,406
31033	TANF	Federal	27,284	29,383	27,459		84,126
31045	Staff Diversity	State				50,000	50,000
31055	MESA/CCCP/FSS	State	74,515	74,515	74,515		223,545
31069	Lottery Prop 20 Instructional Materials C/O	State	250,000	150,000	300,000		700,000
31157	UC Regents Puente Program	State		1,500			1,500
31168	CalSTRS On-behalf Payments	State				445,000	445,000
31177	Go-Biz HSUSPF	State	32,000				32,000
31192	Adult Ed Block Grant 2017-18 C/O	State	70,000				70,000
31195	Guided Pathways Year 3	State	163,514	128,794	199,294		491,602
31196	CCCCO Strong Workforce 1718 60% C/O	State	190,000	250,000	600,000		1,040,000
31207	CAI Pre-Apprenticeship OJT Grant C/O	State	200,000				200,000
31209	CCC Mental Health Services Grant Prog C/O	State	70,000	50,000	100,000		220,000
31210	Cabrillo CCD Strong Workforce 1718 40% C/O	State	350,000	330,000	370,000		1,050,000
31214	CCCCO Innovation in Higher Ed C/O	State	250,000	290,000	1,700,000	480,000	2,720,000
31216	Student Equity and Achievement Program	State	1,543,844	1,082,661	1,581,449		4,207,954
31215	AB 19 California College Promise C/O	State	240,000	101,933	249,359		591,292
31217	Nursing Program Support	State	189,039				189,039
31218	SMUHSD - ACCEL AEBG 1819 C/O	State	181,227	161,090	161,090		503,407
31219	CCCCO 1819 Strong Workforce Local 1819 C/O	State	781,272	544,234	630,000		1,955,506
31220	Student Success Completion Grant	State	471,436	284,972	629,902		1,386,310
31221	CCCCO Financial Aid Technology 1819 C/O	State	102,830	112,744	101,568		317,142
31222	CCCCO CA Apprenticeship Initiative C/O	State			680,000		680,000
31226	Veteran Res Center Grant Prog	State			97,240		97,240
31228	UC Regents Puente Program CSM	State	1,500				1,500
31229	Cabrillo CCD Strong Workforce, RJV	State			45,000		45,000
31230	SBDC-HSUSPF GO-Biz TAEP	State	65,000				65,000
31231	Hunger Free Campus Support 2018-20	State	45,000	12,000	59,696		116,696
31232	Mental Health Support 2018-20	State	52,021	32,669	61,226		145,916
31233	Veteran Resource Center 1819 approp	State	47,854	29,141	43,399		120,394
31234	Incarcerated Students Reentry Prog	State		113,636			113,636
31236	Classified Prof Dev 1819, apport	State				108,368	108,368
31237	Umoja Program	State	16,000				16,000
31238	RSCCD DSN Energy Constr & Util C/O	State	140,000				140,000
31240	ACCEL Adult Education Block Grant 1920	State	186,663	165,922	165,922		518,507
31241	Cabrillo CCD Strong Workforce Reg 1819 C/O	State	506,193	352,614	518,590		1,377,397
3124X	Veteran Resource Center 1920 approp	State	23,192	8,618	17,125		48,935
3124X	CCCCO Financial Aid Technology 1920	State	33,000	30,000	34,000		97,000
3124X	RSCCD DSN	State		200,000			200,000
3124X	RSCCD DSN	State		200,000			200,000
3124X	CCCCO Improving Online CTE Pathways	State		432,595	500,000		932,595
32004	Public Bdcst-CSG-FM	Local	118,000				118,000
32017	Menlo Park Redevelopment	Local		323,000			323,000
32063	SMCOE - First 5 Early Childhood - EQuIP	Local		50,000			50,000
32110	Public Bdcst-CSG-FM Restricted	Local	42,000				42,000
35023	KCSM FM	Local	1,700,000				1,700,000
32123	Genentech Grant C/O	Local			100,000		100,000
32130	County of San Mateo 4R's Grant	Local				24,300	24,300
32132	BAAQMD Climate Corps Fellows C/O	Local				187,500	187,500
32134	UWBA-SparkPoint CSM	Local	50,000				50,000
32135	CWF Grant, CSM - Project Change C/O	Local	240,000				240,000
35046	Peninsula Library System	Local				50,000	50,000

35062	Promise Scholarship Program	Local			200,000		200,000
35063	Promise Scholarship Program	Local		500,000			500,000
35064	Promise Scholarship Program	Local	500,000				500,000
38187	Middle College HS	Local			900,000		900,000
38188	Middle College HS	Local		95,000			95,000
39001	Parking Fees	Local				5,300,000	5,300,000
39030	Health Service Fees	Local	300,000	190,000	500,000		990,000
Total 2019-2020 Tentative Budget			<u>12,775,666</u>	<u>11,437,845</u>	<u>14,258,788</u>	<u>6,645,168</u>	<u>45,117,467</u>

San Mateo County Community College District
2019-2020 Tentative Budget
Capital Projects Fund (Fund 4) - Total District



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	398,017	398,017	2,565,727	2
3 Local Revenue	1,000,000	287,335,889	2,967,674	3
4 Total Revenue	\$1,398,017	\$287,733,906	\$5,533,401	4
Expenses				
5 Certificated Salaries	\$0	\$2,000	\$2,000	5
6 Classified Salaries	3,362,000	3,400,000	3,562,405	6
7 Employee Benefits	1,200,000	1,298,903	1,515,121	7
8 Materials & Supplies	3,768,180	2,084,545	2,666,667	8
9 Operating Expenses	29,351,620	9,053,795	18,922,474	9
10 Capital Outlay	103,624,951	80,562,058	73,333,333	10
11 Total Expenses	\$141,306,751	\$96,401,301	\$100,002,000	11
Transfers & Other				
12 Transfers In	\$0	\$4,220,583	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	(291,364)	(348,341)	(1,611,598)	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	(\$291,364)	\$3,872,242	(\$1,611,598)	17
Fund Balance				
18 Net Change in Fund Balance	(\$140,200,098)	\$195,204,847	(\$96,080,197)	18
19 Beginning Balance, July 1	162,978,031	162,978,031	358,182,878	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$22,777,933	\$358,182,878	\$262,102,681	21

Combined total of Central Services, District Office, Facilities, Cañada College, College of San Mateo, and Skyline College.

San Mateo County Community College District
2019-2020 Tentative Budget
Bookstore (Fund 5)



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	7,000,000	7,194,623	7,000,000	3
4 Total Revenue	\$7,000,000	\$7,194,623	\$7,000,000	4
Expenses				
5 Cost of Sales	\$3,500,000	\$4,044,884	\$4,000,000	5
6 Certificated Salaries	0	0	0	6
7 Classified Salaries	1,960,000	1,951,808	1,988,439	7
8 Employee Benefits	640,000	690,296	728,242	8
9 Materials & Supplies	15,000	23,509	15,000	9
10 Operating Expenses	900,000	583,120	600,000	10
11 Capital Outlay	0	0	0	11
12 Total Expenses	\$7,015,000	\$7,293,617	\$7,331,681	12
Transfers & Other				
13 Transfers In	\$0	\$0	\$0	13
14 Other Sources	0	0	0	14
15 Transfers Out	0	0	0	15
16 Contingency	0	0	0	16
17 Other Out Go	0	0	0	17
18 Total Transfers/Other	\$0	\$0	\$0	18
Fund Balance				
19 Net Change in Fund Balance	(\$15,000)	(\$98,994)	(\$331,681)	19
20 Beginning Balance, July 1	7,326,074	7,326,074	7,227,080	20
21 Adjustments to Beginning Balance	0	0	0	21
22 Net Fund Balance, June 30	\$7,311,074	\$7,227,080	\$6,895,399	22

San Mateo County Community College District
2019-2020 Tentative Budget
Cafeteria (Fund 5)



	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	350,000	344,884	350,000	3
4 Total Revenue	\$350,000	\$344,884	\$350,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	78,000	79,058	84,964	6
7 Employee Benefits	16,000	18,865	28,326	7
8 Materials & Supplies	40,000	0	0	8
9 Operating Expenses	130,000	130,000	130,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$264,000	\$227,923	\$243,290	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance				
18 Net Change in Fund Balance	\$86,000	\$116,961	\$106,710	18
19 Beginning Balance, July 1	697,104	697,104	814,065	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$783,104	\$814,065	\$920,775	21

San Mateo County Community College District
2019-2020 Tentative Budget
San Mateo Athletic Club & Aquatic Center (Fund 5)



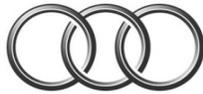
	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	5,300,000	5,496,246	5,550,000	3
4 Total Revenue	\$5,300,000	\$5,496,246	\$5,550,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	320,000	363,072	364,156	6
7 Employee Benefits	110,000	143,304	154,657	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	3,900,000	4,002,291	4,050,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$4,330,000	\$4,508,667	\$4,568,813	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	200,000	217,457	218,000	13
14 Transfers Out	0	(151,500)	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(600,000)	(527,500)	(680,000)	16
17 Total Transfers/Other	(\$400,000)	(\$461,543)	(\$462,000)	17
Fund Balance				
18 Net Change in Fund Balance	\$570,000	\$526,036	\$519,187	18
19 Beginning Balance, July 1	3,651,344	3,651,344	4,177,380	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$4,221,344	\$4,177,380	\$4,696,567	21

San Mateo County Community College District
2019-2020 Tentative Budget
Community Continuing Corporate Education (Fund 5)



	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	1,600,000	1,436,757	1,650,000	3
4 Total Revenue	\$1,600,000	\$1,436,757	\$1,650,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	620,000	568,853	636,962	6
7 Employee Benefits	238,000	209,374	305,231	7
8 Materials & Supplies	44,000	67,442	68,000	8
9 Operating Expenses	730,000	606,209	610,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$1,632,000	\$1,451,878	\$1,620,193	11
Transfers & Other				
12 Transfers In	\$0	\$151,500	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$151,500	\$0	17
Fund Balance				
18 Net Change in Fund Balance	(\$32,000)	\$136,379	\$29,807	18
19 Beginning Balance, July 1	109,612	109,612	245,991	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$77,612	\$245,991	\$275,798	21

San Mateo County Community College District
2019-2020 Tentative Budget
Child Development Fund (Fund 6) - Total District

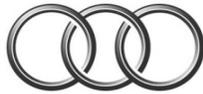


SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$43,200	\$44,720	\$46,000	1
2 State Revenue	161,800	241,446	253,275	2
3 Local Revenue	580,514	584,007	590,000	3
4 Total Revenue	\$785,514	\$870,173	\$889,275	4
Expenses				
5 Certificated Salaries	\$206,940	\$211,281	\$219,732	5
6 Classified Salaries	612,215	700,961	728,999	6
7 Employee Benefits	343,376	392,761	408,471	7
8 Materials & Supplies	97,999	96,855	95,000	8
9 Operating Expenses	1,942	2,250	2,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$1,262,472	\$1,404,108	\$1,454,202	11
Transfers & Other				
12 Transfers In	\$476,958	\$533,935	\$564,927	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$476,958	\$533,935	\$564,927	17
Fund Balance				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	0	0	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$0	\$0	\$0	21

Combined total of College of San Mateo and Skyline College.

San Mateo County Community College District
2019-2020 Tentative Budget
Student Aid Fund (Fund 7) - Total District



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$15,424,843	\$13,059,130	\$14,000,000	1
2 State Revenue	1,260,000	1,034,730	1,100,000	2
3 Local Revenue	1,130,000	1,016,664	1,100,000	3
4 Total Revenue	\$17,814,843	\$15,110,524	\$16,200,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	0	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$0	\$0	\$0	11
Transfers & Other				
12 Transfers In	\$0	\$1,857,510	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	(81,380)	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(17,814,843)	(16,968,034)	(16,200,000)	16
17 Total Transfers/Other	(\$17,814,843)	(\$15,191,904)	(\$16,200,000)	17
Fund Balance				
18 Net Change in Fund Balance	\$0	(\$81,380)	\$0	18
19 Beginning Balance, July 1	81,380	81,380	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$81,380	\$0	\$0	21

Combined total of Cañada College, College of San Mateo, and Skyline College.

San Mateo County Community College District
2019-2020 Tentative Budget
Reserve Fund for Post Retirement Benefits (Fund 8) - Central Services



	2018-19 Adoption Budget	2018-19 Estimated Actual	2019-20 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	65,800	121,054	120,000	3
4 Total Revenue	\$65,800	\$121,054	\$120,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	3,337,793	3,337,793	3,300,000	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	11,000	10,270	16,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$3,348,793	\$3,348,063	\$3,316,000	11
Transfers & Other				
12 Transfers In	\$0	\$7,000,000	\$0	12
13 Other Sources	4,790,142	4,790,142	5,561,960	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(2,600,000)	(2,600,000)	(9,600,000)	16
17 Total Transfers/Other	\$2,190,142	\$9,190,142	(\$4,038,040)	17
Fund Balance				
18 Net Change in Fund Balance	(\$1,092,851)	\$5,963,133	(\$7,234,040)	18
19 Beginning Balance, July 1	10,274,887	10,274,887	16,238,020	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$9,182,036	\$16,238,020	\$9,003,980	21

BOARD REPORT NO. 19-6-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF 2021-2025 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On July 25, 2018 (Board Report No. 18-7-113B), the Board authorized submittal of the District's 2020-2024 Five-Year Capital Construction Plan (5YCP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. In April, CCCCCO announced that additional new capital outlay projects were added to the fiscal year (FY) 2019-2020 budget which included, Cañada College Multiple Program Instructional Center (Bldg. 13) and Skyline College Workforce Economic Development Prosperity Center (Bldg. 2). In May, CCCCCO resubmitted a request for Governor's budget approval of all thirty-nine (39) projects for FY 2019-2020. This list includes the College of San Mateo Water Tank. The list has been reviewed and approved. It is currently awaiting the Governor's signature.

In preparing and submitting the 2021-2025 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into four (4) categories:

- I. FY 2019-2020 FPPs (Approved for funding)
- II. FY 2021-2022 FPPs (Subject to approval and future funding)
- III. FY 2023-2024 IPP (Subject to approval and future funding)
- IV. Locally Funded Current and Future Projects

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2021-2025 timeframe.

I. FY 2019-2020 FPPs (Approved for Funding)**CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER**

Project Description: This project involves the modernization of the academic classroom building. The building was one of the original instructional buildings built on the Cañada campus in 1968. The project proposes code upgrades to restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes: It will provide housing for one of two animation labs, which are not co-located with the digital media program and will deactivate space in an existing relocatable building. It will provide more flexible classroom layouts and it will provide a new distance-learning facility. It addresses problems associated with facility accessibility for ADA compliance. As part of the mechanical work, BMS controls and existing AC units serving computer labs are replaced. Modernization of faculty offices is also part of this proposed project. A total of 29 offices will receive basic improvements including lights, mechanical, telephone/data and finishes. Shared office space for adjunct faculty and meeting room capacity are also part of this project. The renovation of the building-wide infrastructure systems improves the functionality of all 21,619 assignable square feet (asf) in the building including 6,059 asf lecture; 10,301 asf instructional laboratory; 3,604 asf office and 730 asf AV/TV space.

Total Project Cost: Total project cost for the renovation of this facility \$27 million, with \$9.7 million State Capital Outlay funding, supplemented by \$17.3 million in local funds.

Status: Start of Preliminary Plans on July 1, 2019. Facility would be ready for use in mid-2022.

COLLEGE OF SAN MATEO – WATER SUPPLY TANK REPLACEMENT *(Pending Governor's signature)*

Project Description: During a scheduled cleaning and inspection of the existing 500,000-gallon campus water storage tank performed in April 2017, inspection divers discovered degradation of the interior tank liner. This water storage tank supplies domestic, irrigation and fire water for the entire campus through a triplex booster pump system and dedicated fire pumps (electric-normal operations, diesel direct drive-emergency operations). The tank is supplied water from a public water system (California Water Company), but due to the location and topography of the campus the large storage tank is required to supply and maintain flow rate and pressure for domestic and fire water demands.

The degraded liner condition put the water quality and usage at risk. Unlined areas of the tank are subject to biofilm and algae growth, which use up the free disinfectant residual, creating water quality issues. Additionally, the degraded liner is breaking up into pieces that could lodge in the domestic or firewater outlets and/or pumps limiting available water. Replacement of the liner is possible, but would take the tank offline for two to three months to complete. The tank age of almost 60 years makes capital investment into the liner replacement questionable. The tank is reaching its useful life and replacement is warranted.

A replacement tank could be completed while the existing tank remains online with only short periods of system downtime for cutover. The campus FTE population, size of campus building, and current fire code require a replacement tank approximately 140% greater in volume than the existing tank.

This project replaces the existing tank considering the new design standards of the American Waterworks Association (AWWA) used in the design of steel and concrete water storage tanks,

American Society of Civil Engineers (ASCE) used in the design of non-building and utility infrastructure, California Fire Code, as well as those standards used in the structural design review by the DSA.

Total Project Cost: Total replacement cost of this facility \$6.3 million, with \$5.7 million State Capital Outlay funding, supplemented by \$629,000 in local funds.

Status: Start of Preliminary Plans on July 1, 2019. Facility would be ready for use in mid-2022.

SKYLINE COLLEGE – BUILDING 2 WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER

Project Description: This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long-term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 30,914 asf facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. Project includes activating 7,897 asf of unassigned space. Improvements also include upgrades to base building utility systems such as power, lighting, data, security, hvac and plumbing.

Total Project Cost: Total project cost for the renovation of this facility \$39 million, with \$20 million State Capital Outlay funding, supplemented by \$19 million in local funds.

Status: Start of Preliminary Plans on July 1, 2019. Facility would be ready for use in mid-2022.

II. FY 2021-2022 FPPs (Subject to approval and future funding)

CAÑADA COLLEGE – BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION

Project Description: This project will modernize the 48-year old Fine Arts facility so that the visual arts, music and theater programs can be reconfigured for operational efficiencies, and be equipped with the appropriate technology, electrical, data, and mechanical systems required for comfortable, safe environments that increase student performance and learning. The rest of the Humanities and Social Sciences division also use the classrooms, computer labs and offices in the building which require the same upgrades. Programmatically the music program spaces will be consolidated to be next to one another, facilitating the creation of dressing rooms adjacent to the stage for the theater. A similar consolidation of art spaces facilitates a needed expansion for the Fashion program and the relocation of the theater sound/light control room to the second floor.

Technology and environmental upgrades addressed in the modernization include: upgrades to the theater systems (lighting, sound, rigging, etc.), the replacement and increase in capacity for the aged telecommunications, electrical, mechanical, security and lighting systems, and the removal of

hazardous substances. The re-routing of all data cabling inside the building in lieu of the roof, which will also be replaced. New waterproofing at below grade concrete areas to address reoccurring water intrusion issues; and replacement of single-pane glazing for energy efficiency and reduced glare. Building Code upgrades include minor seismic strengthening, upgrades/replacements to stairs, elevator, wheelchair lift, fire alarm and restrooms, automatic entry doors and signage.

The project will result in a total of 39,400 assignable square feet (asf) in the building including 4,200 ASF lecture space; 8,050 asf instructional laboratory; 3,300 asf office; and 23,850 other space.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$31 million, with \$15.5 million requested from State Capital Outlay funding, supplemented by \$15.5 million in local funds.

Status: Based on the assumption that the project is approved, design would commence in 2021 with construction starting in 2023. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2024-2025. The District currently does not have local District funding for this project.

COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION

Project Description: This project will modernize the 53-year old Library so that it can be reconfigured as a one-stop place for information needs, technology needs, and related services that support modern teaching pedagogies that have evolved over the last fifty years since the library was built. The reconfiguration of the top two floors will integrate the current media-technology-internet based learning systems throughout, provide a diversity of learning environments for study, collaboration and making, robust wired and wireless network and connection points, as well as comfortable flexible furniture. The project will also modernize the first floor to downsize TV/Radio spaces and convert the balance of the floor into two Academic Technology Support services: Center for Transformative Teaching and Learning (CTTL) for faculty and staff, and an Information Technology Help Center for students.

To provide the necessary infrastructure and environmental conditions to support these programs, to improve energy efficiency and reduce maintenance costs, the modernization includes the replacement and increase in capacity for the aged mechanical, electrical, telecommunications, fire alarm, security and lighting systems, as well as the removal of hazardous substances. The deteriorated roof and single pane glazing will also be replaced, and stairs, elevators, restrooms, doors and signage will be upgraded for accessibility and other code related changes. The modernization will also require some seismic strengthening.

The project will result in a total of 38,785 assignable square feet (asf) in the building including 3,501 asf office; 22,190 asf library space; 6,290 asf AV/TV space; and 6,804 other space.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$29.2 million, with \$14.5 million requested from State Capital Outlay funding, supplemented by \$14.7 million in local funds.

Status: Based on the assumption that the project is approved, design would commence in 2021 with construction starting in 2023. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2024-2025. The District currently does not have local District funding for this project.

SKYLINE COLLEGE – BUILDING 5 LIBRARY/LEARNING RESOURCE CENTER

Project Description: This project will modernize the Library/LRC facility so that it can be reconfigured appropriately to deliver the support services needed for student success. The current building arrangement and infrastructure hinder the ability for these services to meet these goals effectively. The Learning Center (Tutoring, Supplemental Instruction, TRIO, BAM) will be expanded by locating it on the second floor where there is more space and daylighting, while the library stacks will be reduced and relocated downstairs, along with the circulation desk, library offices and some quieter areas to study. The second floor will also increase the number of group study rooms, and create diverse, comfortable and flexible study spaces. The modernization will expand the Disability Resource Center and the Center for Transformative Teaching and Learning (CTTL) on the first floor.

To provide the necessary infrastructure and environmental conditions to support these programs, to improve energy efficiency and reduce maintenance costs, the modernization includes the replacement and increase in capacity for the aged mechanical, electrical, telecommunications, fire alarm, security and lighting systems, as well as the addition of cooling. The deteriorated roof and glazing will also be replaced, and stairs, elevators, restrooms, doors and signage will be upgraded for accessibility and other code related changes. The modernization will also require some seismic strengthening.

The project will result in a total of 36,495 assignable square feet (asf) in the building including 1,200 asf instructional laboratory; 5,860 asf office; 24,725 library space; 1,300 asf AV/TV space and 3,410 other space.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$26.3 million, with \$13.1 million requested from State Capital Outlay funding, supplemented by \$13.2 million in local funds.

Status: Based on the assumption that the project is approved, design would commence in 2021 with construction starting in 2023. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2024-2025. The District currently does not have local District funding for this project.

III. FY2023 – FY2024 IPP (Subject to approval and future funding)**COLLEGE OF SAN MATEO – BUILDING 8 DEMOLITION AND NEW KINESIOLOGY**

Project Description: This project constructs 60,808 asf/90,000 gsf of new facilities on the College of San Mateo campus to respond to the growing demand for programs in fitness, wellness and aquatics for instructional needs. The Gymnasium was constructed in 1963 and was among the first buildings built on the site. It has never undergone any major renovations or remodeling for the past 40 years. There have been substantial changes in the program, code compliance issues, and infrastructure issues that require attention. This will be a design build project.

Total Project Cost: The cost is expected to be approximately \$75.8 million, with \$23.8 million requested State Capital Outlay funding, supplemented by \$52 million in local funds.

Status: If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2023-2024 planning process. The District currently does not have local District funding for this project.

IV. Locally Funded Current and New Projects

CAÑADA COLLEGE – BUILDING 23 SCIENCE AND TECHNOLOGY

Project Description: The new approximately 50,000 square foot Math and Science Building will be constructed east of Building 22 and north of Building 18. The new building will also house general lecture facilities to meet the needs of various programs. Also included in this project is to install a new chiller in the central plant.

Total Project Cost: The total project cost is expected to be approximately \$70 million, to be funded by Measure H general obligation bond funds.

Status: Construction started March 2018. Occupancy is scheduled for August 2019

CAÑADA COLLEGE – BUILDING 1 KINESIOLOGY AND WELLNESS CENTER

Project Description: The existing 43-year-old gymnasium contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, is constructed of cast-in-place concrete and does not lend itself to reconfiguration. Therefore, the structure will be demolished and replaced. The new structure will serve certificate programs and transfers in Kinesiology, Fitness Professional, and Dance, provide a new state-of-the-art gymnasium and health club to serve the community, along with two 25-meter pools, envisioned as part of the original campus master plan. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX^[1] requirements. In addition, this project will add a classroom dedicated to the advancement of the Kinesiology and Fitness Professional programs.

Total Project Cost: Total project cost is expected to be approximately \$120 million, to be funded by Measure A and H general obligation bond funds as well as local funds.

Status: Construction started January 2018. Occupancy is scheduled for mid-2021.

COLLEGE OF SAN MATEO – BUILDING 17 LEARNING COMMUNITIES

Project Description: This project proposes to repurpose the majority of faculty offices located in Building 17 to provide support space for a number of Learning Communities. Learning Communities are cohort-based programs that link instructors across disciplines and connect people who share common academic goals and attitudes. CSM's learning communities offer an innovative and exciting approach to learning designed for student success. The CCCO analysis indicates the CSM campus is currently overbuilt in the office space category, and the Administration has identified alternate faculty office spaces elsewhere on the campus to house those displaced by this project.

^[1] Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

Total Project Cost: The total project cost is expected to be approximately \$6.8 million, to be funded by Measure H general obligation bond funds.

Status: Lease Lease Back contract was issued. Construction started November 2018. Occupancy is scheduled for November 2019.

COLLEGE OF SAN MATEO – EDISON PARKING LOT (DEMOLITION OF BUILDINGS 20 & 20A)

Project Description: Building 20 and the associated greenhouses are 52 years old, in great disrepair, non-ADA compliant and grossly underutilized (most programs that had been located there have moved to the new College Center). The Board of Trustees approved the discontinuance of the Horticulture program several years ago. In addition, the one classroom located in Building 20 is not needed due to the fact that the College has added approximately 41,750 square feet of new classroom, lab and office space over the past eight years. The District's facilities condition database indicates that all building systems in Building 20 are beyond their service life, except for the floor slab, exterior walls and roof. The Facilities Condition Index (FCI) for Building 20 is 68.36%, which indicates it is in very poor condition.

As a result, the Administration determined that it would be best to demolish Building 20 and the associated greenhouses; then construct approximately 125-200 parking spaces (replacing the existing 30-40 spaces). Due to the opening of Building 10, new parking spaces on the east side of campus are definitely needed.

Total Project Cost: This project has an estimated cost of approximately \$5 million, to be funded by Measure H general obligation bond funds and local funds.

Status: Currently being bid as Lease Lease Back. Construction is scheduled to start February 2020.

COLLEGE OF SAN MATEO – BUILDING 7 FMC CORPORATION YARD

Project Description: This project will improve vehicle circulation, add covered vehicle storage, EV charging stations for electric vehicles, covered wash area for vehicles, improve material drop off area, add retaining wall as necessary to facilitate improvements, add fencing, gates, security cameras, and ACAM security systems, underground storm, sanitary, electrical, data infrastructure, and green waste laydown area.

Total Project Cost: This project has an estimated cost of approximately \$2 million, to be funded by Measure H general obligation bond funds and local funds.

Status: Currently being bid as Lease Lease Back. Construction is scheduled to start February 2020.

SKYLINE COLLEGE – BUILDING 12 ENVIRONMENTAL SCIENCE

Project Description: With the increased sensitivity to and the growth in green technologies, the College has experienced a huge growth in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new approximately 21,000 square

foot building will serve as a model for sustainability and a home to the programs that support these new technologies.

Total Project Cost: The total project cost is expected to be approximately \$42 million, to be funded by Measure H general obligation bond funds.

Status: Construction started Oct 2017. Occupancy is scheduled for October 2019.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2021-2025 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

BOARD REPORT NO. 19-6-102B

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

CONSIDERATION OF POSITION ON ASSEMBLY BILL 302 REGARDING OVERNIGHT ACCESS TO DISTRICT PARKING LOTS FOR USE BY HOMELESS STUDENTS

At its April 24, 2019 meeting, the Board of Trustees engaged in a lengthy conversation regarding the merits of Assembly Bill (AB) 302, proposed by Assemblymember Marc Berman. AB 302 would require Districts to allow overnight access to parking lots for enrolled students who are homeless for the purpose of sleeping in the student's vehicle. The Board heard from Assemblymember Berman's District Director along with students, faculty and staff on the positives and negatives of the bill.

The Board asked that this item be brought back for further discussion and determination as to whether the Board would take a formal position on the bill. Should the Board choose to formally support the bill or oppose the bill, staff will prepare the appropriate correspondences on the Board's behalf. The Board may also opt not to take a position on the bill.

RECOMMENDATION

It is recommended that the Board determine its level of support for Assembly Bill 302 and direct staff to convey that decision as appropriate.

BOARD REPORT NO. 19-6-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor of Educational Services, 358-6803

APPROVAL OF STATE CHANCELLOR’S OFFICE VISION FOR SUCCESS GOALS AND METRICS FOR CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

In 2017, California Community College Chancellor, Eloy Oakley, published his [*Vision for Success*](#). In it, Dr. Oakley noted that “the success of California’s broader system of higher education and workforce development stands or falls with the CCCs. To meet California’s needs, Chancellor Oakley has said that the CCC system should strive to achieve the following goals by 2022:

- Increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.
- Increase by 35 percent the number of CCC students transferring annually to a UC or CSU.
- Decrease the average number of units accumulated by CCC students earning associate’s degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure.
- Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent—the average among the quintile of colleges showing the strongest performance on this measure.
- Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent within 5 years and fully closing those achievement gaps within 10 years.
- Reduce regional achievement gaps across all of the above measures through faster improvements among colleges located in regions with the lowest educational attainment of adults, with the ultimate goal of fully closing regional achievement gaps within 10 years.”

The CCCC requires that each college in the system set goals are aligned with the system-wide priorities and goals. Therefore each of the Colleges of the District have set goals that align with those listed above. The CCCC requires that these goals and related metrics be submitted in NOVA, the CCCC’s portal for reporting. Attached to this report, please find the proposed NOVA submittal from each of the three colleges.

DATA QUALITY CONCERNS

In an open letter to Chancellor Oakley, the Research and Planning (RP) Group for the California Community Colleges expressed concern regarding the reporting and goal setting requirements related to the Vision for Success. Specifically, the RP Group pointed out that the data provided by the CCCC for use in setting local goals “does not always align with the data colleges have relied on for years to support their planning initiatives.” Additionally, it was pointed out that “with little time to reconcile the data variances and the ongoing updates of the CCCC data, there is growing confusion at many colleges. That confusion is impeding planning processes and threatening to turn a meaningful and thoughtful practice into a perfunctory exercise.”

The College PRIE Deans share this perspective of the RP Group. There are discrepancies that exist between the CCCCO's data for the 2016-17 baseline metrics and that which the Colleges track, particularly with respect to the Transfer Goal. For example, according to CSU and UC records, 243 students from Cañada College transferred to those two systems in 2016-17. According to the data provided by the CCCCO into the NOVA template, 579 students transferred to CSU and UC from Cañada in 2016-17. This results in a discrepancy of 336 students.

To support the Chancellor's goal of increasing the number of students who transfer to a CSU or UC as required, the Colleges have nonetheless adopted a goal of increasing the number of transfers by 35% in three years. That is what is reflected in NOVA, despite the fact that the resulting numeric goal is inaccurate.

RECOMMENDATION

Approve each of the SMCCCD Colleges' *Vision for Success* goals for submittal to the State Chancellor's Office no later than August 31, 2019.

Attachments:

- Exhibit A – 2018 Cañada College Student Success Scorecard
- Exhibit B – 2018 College of San Mateo Student Success Scorecard
- Exhibit C – 2018 Skyline College Student Success
- Exhibit D – RP Group Letter to Chancellor Oakley

Canada College

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Maurice Goodman

Board President

Goal 1: Completion

Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs)

Canada College will increase among all students, the number who earned an associate degree or associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
No Target Data		

Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

Canada College will increase among all students, the number who earned a Chancellor's Office approved certificate in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
No Target Data		

Goal 1C: Increase All Students Who Attained the Vision Goal Completion Definition

Canada College will increase among all students, the unduplicated count of students who earned one or more of the following: Chancellor's Office approved certificate, associate degree, and/or CCC baccalaureate degree, and had an enrollment in the selected or previous year from:

# in 2016-17	Expected # in 2021-22	% Increase
544	654	20%

Goal 2: Transfer**Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer**

Canada College will increase among all students, the number who earned an associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
No Target Data		

Goal 2B: Increase All Students Who Transferred to a CSU or UC Institution

Canada College will increase among all students, the number who transferred to a four-year institution from:

# in 2016-17 (students last enrolled in 2015-16)	Expected # in 2021-22	% Increase
579	780	35%

Goal 3: Unit Accumulation

Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Canada College will decrease among all students who earned an associate degree in the selected year and who were enrolled in the previous or selected year, the average number of units earned in the California community college system among students who had completed at least 60 units at any community college from:

# in 2016-17	Expected # in 2021-22	% Decrease
92	85	8%

Goal 4: Workforce

Goal 4A: Increase Median Annual Earnings of All Students

Canada College will increase among all students who did not transfer to a four-year institution, sum of median earnings for the four quarters immediately following academic year of exit from:

\$ per year in 2016-17 (students last enrolled in 2015-16)	Expected \$ per year in 2021-22	% Increase
No Target Data		

Goal 4B: Increase All Students Who Attained the Living Wage

Canada College will increase among all students who exited college and did not transfer to four-year institution, the proportion who attained the regional living wage for a single adult measured immediately following academic year of exit from:

% in 2016-17 (students last enrolled in 2015-16)	Expected % in 2021-22	% Increase
No Target Data		

Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study

Canada College will increase among all students who responded to the CTE Outcomes Survey and did not transfer, the proportion who reported that they are working in a job very closely or closely related to their field of study from:

% in 2016-17 (students last enrolled in 2014-15)	Expected % in 2021-22	% Increase
71%	76%	7%

Goal 5: Equity

Disproportionately Impacted (DI) Student Groups

- Ethnicity: Asian
- Ethnicity: Filipino
- Ethnicity: Hispanic
- Ethnicity: Two or More Races

Goal 5.1C: Increase All Students Who Attained the Vision Goal Completion Definition

Canada College will increase the All Students Who Attained the Vision Goal Completion Definition from 544 in 2016-17 to 654 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
Ethnicity: Filipino	16	24	50%
Ethnicity: Hispanic	278	278	0%
Ethnicity: Asian	46	64	39%
Ethnicity: Two or More Races	14	18	29%

Goal 5.2B: Increase All Students Who Transferred to a CSU or UC Institution

Canada College will increase the All Students Who Transferred to a CSU or UC Institution from 579 in 2016-17 (students last enrolled in 2015-16) to 780 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
Ethnicity: Hispanic	176	285	62%
Ethnicity: Filipino	43	43	0%
Ethnicity: Two or More Races	38	38	0%
Ethnicity: Asian	119	119	0%

Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Canada College will decrease the Average Number of Units Accumulated by All Associate Degree Earners from 91.95 in 2016-17 to 85 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Decrease
Ethnicity: Filipino	86	85	1%
Ethnicity: Hispanic	92	85	8%
Ethnicity: Asian	94	85	10%
Ethnicity: Two or More Races	Not a disproportionately impacted group for this metric		

Goal 5.4C: Increase All Students with a Job Closely Related to Their Field of Study

Canada College will increase the All Students with a Job Closely Related to Their Field of Study from 71% in 2016-17 (students last enrolled in 2014-15) to 76% in 2021-22.

DI Student Group	% in 2016-17	Expected % in 2021-22	% Increase
Ethnicity: Asian	Not a disproportionately impacted group for this metric		
Ethnicity: Filipino	Not a disproportionately impacted group for this metric		
Ethnicity: Hispanic	Not a disproportionately impacted group for this metric		
Ethnicity: Two or More Races	Not a disproportionately impacted group for this metric		

Additional Metrics

No additional metrics have been added.

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Awaiting Submittal

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Awaiting Submittal

Board of Trustees President

Maurice Goodman
Board President

Awaiting Submittal



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NOVA Site Version: [4.6.8](#)

The data in the Local Vision Goals on NOVA is taken from the Student Success Metrics (SSM) on the Launchboard. However, when the SSM metrics are updated, there may be a slight (less than 24 hours) lag before the NOVA numbers are updated.

Local Vision Goals Summary Produced: Jun 13, 2019, 5:47 PM UTC Hilary Goodkind

College of San Mateo

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Board President

Goal 1: Completion

Systemwide Goal

Increase by at least 20% the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.

Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs)

College of San Mateo will increase among all students, the number who earned an associate degree or associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
707		0%

Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

College of San Mateo will increase among all students, the number who earned a Chancellor's Office approved certificate in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
503		0%

Goal 1C: Increase All Students Who Attained the Vision Goal Completion Definition

College of San Mateo will increase among all students, the unduplicated count of students who earned one or more of the following: Chancellor's Office approved certificate, associate degree, and/or CCC baccalaureate degree, and had an enrollment in

the selected or previous year from:

# in 2016-17	Expected # in 2021-22	% Increase
867	1,040	20%

Goal 2: Transfer

Systemwide Goal

Increase by at least 35% the number of CCC students system-wide transferring annually to a UC or CSU

Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer

College of San Mateo will increase among all students, the number who earned an associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
334		0%

Goal 2B: Increase All Students Who Transferred to a CSU or UC Institution

College of San Mateo will increase among all students, the number who transferred to a four-year institution from:

# in 2016-17 (students last enrolled in 2015-16)	Expected # in 2021-22	% Increase
781	1,055	35%

Goal 3: Unit Accumulation

Systemwide Goal

Decrease the average number of units accumulated by CCC students earning associate degrees, from approximately 87 total units to 79 total units, a decrease of 9%.

Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

College of San Mateo will decrease among all students who earned an associate degree in the selected year and who were enrolled in the previous or selected year, the average number of units earned in the California community college system among students who had completed at least 60 units at any community college from:

# in 2016-17	Expected # in 2021-22	% Decrease
88	79	10%

Goal 4: Workforce**Systemwide Goal**

Increase the percent of exiting students who report being employed in their field of study, from the most recent statewide average of 69% to 76%, an increase of 9%.

Goal 4A: Increase Median Annual Earnings of All Students

College of San Mateo will increase among all students who did not transfer to a four-year institution, sum of median earnings for the four quarters immediately following academic year of exit from:

\$ per year in 2016-17 (students last enrolled in 2015-16)	Expected \$ per year in 2021-22	% Increase
\$39,900		0%

Goal 4B: Increase All Students Who Attained the Living Wage

College of San Mateo will increase among all students who exited college and did not transfer to four-year institution, the proportion who attained the regional living wage for a single adult measured immediately following academic year of exit from:

% in 2016-17 (students last enrolled in 2015-16)	Expected % in 2021-22	% Increase
29%		0%

Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study

College of San Mateo will increase among all students who responded to the CTE Outcomes Survey and did not transfer, the proportion who reported that they are working in a job very closely or closely related to their field of study from:

% in 2016-17 (students last enrolled in 2014-15)	Expected % in 2021-22	% Increase
67%	76%	13%

Goal 5: Equity

Systemwide Goal

Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40% within 5 years and fully closing those achievement gaps for good within 10 years.

Disproportionately Impacted (DI) Student Groups

Which groups of students at your college have been identified as disproportionately impacted? (Check all that apply)

Age Group

- 19 or less
- 20 to 24
- 25 to 29
- 30 to 34
- 35 to 39
- 40 to 54
- 55 and older

Ethnicity

- American Indian/Alaska Native
- Asian
- Black or African American
- Filipino
- Hispanic
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White

Gender

- Male
- Female

Pell Grant

- Pell Grant Recipient
- Not Pell Grant Recipient

College Promise Grant

- Promise Grant (BOG Waiver) Recipient
- Not Promise Grant (BOG Waiver) Recipient

Economically Disadvantaged

- Economically Disadvantaged
- Not Economically Disadvantaged

LGBT

- LGBT
- Not LGBT

First Generation

- First Generation
- Not First Generation

Foster Youth

- Foster Youth
- Not Foster Youth

Disabled

- Disabled
- Not Disabled

Veteran

- Veteran
- Not Veteran

Goal 5.1C: Increase All Students Who Attained the Vision Goal Completion Definition

College of San Mateo will increase the All Students Who Attained the Vision Goal Completion Definition from 867 in 2016-17 to 1,040 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
Ethnicity: Black or African American	28	28	0%
Ethnicity: American Indian/Alaska Native		1	0%
Disabled: Disabled	82	82	0%
Veteran: Veteran	37	37	0%
Ethnicity: Native Hawaiian or Other Pacific Islander	20	20	0%
Foster Youth: Foster Youth	5	6	20%
LGBT: LGBT	10	12	20%
Ethnicity: Hispanic	268	268	0%

Goal 5.2B: Increase All Students Who Transferred to a CSU or UC Institution

College of San Mateo will increase the All Students Who Transferred to a CSU or UC Institution from 781 in 2016-17 (students last enrolled in 2015-16) to 1,055 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
Ethnicity: Native Hawaiian or Other Pacific Islander	13	18	38%
Foster Youth: Foster Youth	6	8	33%
Ethnicity: Black or African American	15	21	40%
Ethnicity: American Indian/Alaska Native		1	0%
Ethnicity: Hispanic	179	242	35%
LGBT: LGBT	5	7	40%
Disabled: Disabled	50	68	36%
Veteran: Veteran	8	11	38%

Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

College of San Mateo will decrease the Average Number of Units Accumulated by All Associate Degree Earners from 87.9 in 2016-17 to 79 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Decrease
Ethnicity: Native Hawaiian or Other Pacific Islander	83	79	5%
Ethnicity: Black or African American	88	79	10%
Ethnicity: Hispanic	89	79	11%
Disabled: Disabled	91	79	13%
Veteran: Veteran	87	79	9%
LGBT: LGBT	88	79	10%
Ethnicity: American Indian/Alaska Native			0%
Foster Youth: Foster Youth			0%

Goal 5.4C: Increase All Students with a Job Closely Related to Their Field of Study

College of San Mateo will increase the All Students with a Job Closely Related to Their Field of Study from 67% in 2016-17 (students last enrolled in 2014-15) to 76% in 2021-22.

DI Student Group	% in 2016-17	Expected % in 2021-22	% Increase
Ethnicity: Native Hawaiian or Other Pacific Islander			0%
Ethnicity: American Indian/Alaska Native			0%
Ethnicity: Black or African American			0%
Ethnicity: Hispanic			0%
LGBT: LGBT			0%
Foster Youth: Foster Youth			0%
Disabled: Disabled			0%
Veteran: Veteran			0%

Additional Metrics

No additional metrics have been added.



California
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Skyline College

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Chief Executive Officer

Regina Stroud

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Board of Trustees President

Maurice Goodman

Board President

Goal 1: Completion

Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs)

Skyline College will increase among all students, the number who earned an associate degree or associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
No Target Data		

Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

Skyline College will increase among all students, the number who earned a Chancellor's Office approved certificate in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
No Target Data		

Goal 1C: Increase All Students Who Attained the Vision Goal Completion Definition

Skyline College will increase among all students, the unduplicated count of students who earned one or more of the following: Chancellor's Office approved certificate, associate degree, and/or CCC baccalaureate degree, and had an enrollment in the selected or previous year from:

# in 2016-17	Expected # in 2021-22	% Increase
865	1,038	20%

Goal 2: Transfer**Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer**

Skyline College will increase among all students, the number who earned an associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
No Target Data		

Goal 2B: Increase All Students Who Transferred to a CSU or UC Institution

Skyline College will increase among all students, the number who transferred to a four-year institution from:

# in 2016-17 (students last enrolled in 2015-16)	Expected # in 2021-22	% Increase
1,046	1,412	35%

Goal 3: Unit Accumulation

Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Skyline College will decrease among all students who earned an associate degree in the selected year and who were enrolled in the previous or selected year, the average number of units earned in the California community college system among students who had completed at least 60 units at any community college from:

# in 2016-17	Expected # in 2021-22	% Decrease
87	79	9%

Goal 4: Workforce

Goal 4A: Increase Median Annual Earnings of All Students

Skyline College will increase among all students who did not transfer to a four-year institution, sum of median earnings for the four quarters immediately following academic year of exit from:

\$ per year in 2016-17 (students last enrolled in 2015-16)	Expected \$ per year in 2021-22	% Increase
No Target Data		

Goal 4B: Increase All Students Who Attained the Living Wage

Skyline College will increase among all students who exited college and did not transfer to four-year institution, the proportion who attained the regional living wage for a single adult measured immediately following academic year of exit from:

% in 2016-17 (students last enrolled in 2015-16)	Expected % in 2021-22	% Increase
No Target Data		

Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study

Skyline College will increase among all students who responded to the CTE Outcomes Survey and did not transfer, the proportion who reported that they are working in a job very closely or closely related to their field of study from:

% in 2016-17 (students last enrolled in 2014-15)	Expected % in 2021-22	% Increase
70%	76%	9%

Goal 5: Equity

Disproportionately Impacted (DI) Student Groups

- Ethnicity: American Indian/Alaska Native
- Ethnicity: Black or African American
- Ethnicity: Filipino
- Ethnicity: Hispanic
- Ethnicity: Native Hawaiian or Other Pacific Islander
- Ethnicity: Two or More Races
- Ethnicity: White
- LGBT: LGBT
- Foster Youth: Foster Youth
- Disabled: Disabled
- Veteran: Veteran

Goal 5.1C: Increase All Students Who Attained the Vision Goal Completion Definition

Skyline College will increase the All Students Who Attained the Vision Goal Completion Definition from 865 in 2016-17 to 1,038 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
Ethnicity: Black or African American	19	23	21%
Veteran: Veteran	12	15	25%
Disabled: Disabled	69	84	22%
Foster Youth: Foster Youth	12	15	25%
LGBT: LGBT	13	16	23%
Ethnicity: White	155	187	21%
Ethnicity: Native Hawaiian or Other Pacific Islander	Not Entered	2	0%
Ethnicity: Two or More Races	44	54	23%
Ethnicity: American Indian/Alaska Native	Not a disproportionately impacted group for this metric		
Ethnicity: Filipino	Not a disproportionately impacted group for this metric		
Ethnicity: Hispanic	Not a disproportionately impacted group for this metric		

Goal 5.2B: Increase All Students Who Transferred to a CSU or UC Institution

Skyline College will increase the All Students Who Transferred to a CSU or UC Institution from 1,046 in 2016-17 (students last enrolled in 2015-16) to 1,412 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Increase
Ethnicity: Black or African American	16	22	38%
Foster Youth: Foster Youth	Not Entered	2	0%
Ethnicity: Native Hawaiian or Other Pacific Islander	Not Entered	3	0%
Ethnicity: Filipino	164	225	37%
Ethnicity: American Indian/Alaska Native	Not Entered	2	0%
Disabled: Disabled	51	70	37%
Veteran: Veteran	11	15	36%
LGBT: LGBT	Not a disproportionately impacted group for this metric		
Ethnicity: White	Not a disproportionately impacted group for this metric		
Ethnicity: Two or More Races	Not a disproportionately impacted group for this metric		
Ethnicity: Hispanic	Not a disproportionately impacted group for this metric		

Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Skyline College will decrease the Average Number of Units Accumulated by All Associate Degree Earners from 86.97 in 2016-17 to 79 in 2021-22.

DI Student Group	# in 2016-17	Expected # in 2021-22	% Decrease
Ethnicity: Black or African American	94	79	16%
Disabled: Disabled	90	79	12%
Ethnicity: American Indian/Alaska Native	Not a disproportionately impacted group for this metric		
Ethnicity: Filipino	Not a disproportionately impacted group for this metric		
Ethnicity: Hispanic	Not a disproportionately impacted group for this metric		
Ethnicity: Native Hawaiian or Other Pacific Islander	Not a disproportionately impacted group for this metric		
Ethnicity: Two or More Races	Not a disproportionately impacted group for this metric		
Ethnicity: White	Not a disproportionately impacted group for this metric		
LGBT: LGBT	Not a disproportionately impacted group for this metric		
Foster Youth: Foster Youth	Not a disproportionately impacted group for this metric		
Veteran: Veteran	Not a disproportionately impacted group for this metric		

Goal 5.4C: Increase All Students with a Job Closely Related to Their Field of Study

Skyline College will increase the All Students with a Job Closely Related to Their Field of Study from 70% in 2016-17 (students last enrolled in 2014-15) to 76% in 2021-22.

DI Student Group	% in 2016-17	Expected % in 2021-22	% Increase
Ethnicity: Hispanic	69%	76%	10%
Ethnicity: American Indian/Alaska Native	Not a disproportionately impacted group for this metric		
Ethnicity: Black or African American	Not a disproportionately impacted group for this metric		
Ethnicity: Filipino	Not a disproportionately impacted group for this metric		
Ethnicity: Native Hawaiian or Other Pacific Islander	Not a disproportionately impacted group for this metric		
Ethnicity: Two or More Races	Not a disproportionately impacted group for this metric		
Ethnicity: White	Not a disproportionately impacted group for this metric		
LGBT: LGBT	Not a disproportionately impacted group for this metric		
Foster Youth: Foster Youth	Not a disproportionately impacted group for this metric		
Disabled: Disabled	Not a disproportionately impacted group for this metric		
Veteran: Veteran	Not a disproportionately impacted group for this metric		

Additional Metrics

No additional metrics have been added.

Certification

Academic Senate President

Kate Williams Browne
 Professor/Department Chair
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Awaiting Approval

Chief Executive Officer

Regina Stroud
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Approved by Regina Stroud

2019-05-30

Board of Trustees President

Maurice Goodman
Board President

Awaiting Approval



California
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theRPgroup

Research • Planning • Professional Development
for California Community Colleges

April 25, 2018

Chancellor Eloy Oakley
California Community Colleges
1102 Q Street
Sacramento, CA 95811

Subject: Concerns regarding CCCCCO planning and reporting requirements

Dear Chancellor Oakley:

On behalf of community college professionals in research, planning, and institutional effectiveness, we write to express a concern regarding the reporting and goal-setting requirements related to the Student Equity and Achievement Plan and the Vision for Success. While colleges throughout the state are making good faith efforts to meet all the reporting requirements, the inability to locally validate CCCCCO data and the ongoing iterations of new data releases is threatening to undermine the integrity of college planning.

We applaud and support the intent of both state initiatives and see the potential in these policies to improve outcomes for all community college students. The responsiveness to questions from the field by CCCCCO staff has been helpful and provided much needed clarity on specific aspects of these planning and reporting mandates. Colleges would be experiencing deeper struggles absent this assistance provided by the CCCCCO staff.

The challenge lies in the state requirement to use newly provided data tools to complete these plans. The data in these tools does not always align with the data colleges have relied on for years to support their planning initiatives. Understandably, college leaders are asking researchers and planners which data tell the true story. With little time to reconcile the data variances and the ongoing updates of the CCCCCO data, there is growing confusion at many colleges. That confusion is impeding planning processes and threatening to turn a meaningful and thoughtful practice into a perfunctory exercise.

We would like to acknowledge the resolution recently adopted by the State Academic Senate, *Improve Quality and Integrity of California Community Colleges System Data (Resolution 7.01 S19)*, which articulates concerns regarding data integrity. Likewise, the Open Letter from the Chief Student Services Officers Association distributed on March 27, 2019 identifies challenges with the quality of equity data and methodologies provided by the CCCCCO. Concerns have also been raised about data integrity and the need for more analysis regarding the implementation of the Student Centered Funding Formula, which now incorporates data on student equity and outcomes in the funding



calculations. The RP Group shares all these concerns and welcomes opportunities to partner with ASCCC, the Chancellor's Office, and other organizations to find solutions.

The primary commitment of the RP Group - indeed our very mission - is to support all California Community Colleges in implementing evidence-based practices that support ongoing and equitable student success. We fulfill this mission by providing faculty, staff, and administrators with accurate and actionable evidence that allow them to identify practices and policies to better serve our students. When the accuracy of data required for use in college planning is brought into question, we feel we have an implicit obligation to voice those concerns and an obligation to offer our assistance to help resolve them.

We ask that the state Chancellor's Office extend an invitation to the RP Group to appoint research and planning representatives to serve in an advisory capacity in future efforts related to improving the accuracy and appropriate use of the data being used in these very critical initiatives, namely:

- *The Vision for Success*
- *The Student Equity and Achievement Program*
- *The Student-Centered Funding Formula*
- *The Student Success Metrics*

We thank you for your consideration of this request.

Respectfully,

The RP Group Board
Gregory M. Stoup, President

BOARD REPORT No. 19-6-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President, Instruction, Skyline College, 738-4321
Eloisa M. Briones, Vice President, Administrative Services, Skyline College, 738-4227

REQUEST FOR RENEWAL OF AGREEMENT WITH SAN MATEO UNION HIGH SCHOOL DISTRICT REGARDING MIDDLE COLLEGE AT SKYLINE COLLEGE

In collaboration with Dr. Kevin Skelly of San Mateo Union High School District (SMUHSD), the Middle College at Skyline College developed an Agreement to allow students from Capuchino High School to attend the Middle College at Skyline College. This Agreement will facilitate the enrollment of Capuchino High School students in the Middle College at Skyline College, the middle college that is closest to many of the students who attend Capuchino High School.

The Capuchino High School student enrollment is capped at 15 students. Effective FY 2019-2020, SMUHSD agreed to pay SMCCCD \$6,800 per student who attends the Middle College at Skyline College. The SMUHSD board will have approved the Agreement during their meeting on June 20th, 2019.

RECOMMENDATION

Skyline College recommends that the Board of Trustees renew the Agreement between the San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective July 1, 2019 through June 30, 2020.

BOARD REPORT No. 19-6-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President, Instruction, Skyline College, 738-4321
Eloisa M. Briones, Vice President, Administrative Services, Skyline College, 738-4227

**REQUEST FOR RENEWAL OF MEMORANDUM OF UNDERSTANDING WITH
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REGARDING MIDDLE COLLEGE AT SKYLINE COLLEGE**

In May 2015, the South San Francisco Unified School District (SSFUSD) entered into an agreement with the San Mateo County Community College District (SMCCCD) to establish a Middle College at Skyline College starting the academic year 2015-2016. In collaboration with Dr. Shawnterra Moore, Superintendent of South San Francisco Unified School District, the Middle College at Skyline College developed a Memorandum of Understanding to allow students from district high schools to attend the Middle College at Skyline College. Under the original agreement, SMCCCD was to bear all costs of the Middle College during the first two years. Effective 2017-2018 and continuing for 2019-2020, SSFUSD agrees to pay SMCCCD \$6,800 per student who attends the Middle College at Skyline College.

RECOMMENDATION

Skyline College recommends that the Board of Trustees renew the Memorandum of Understanding with South San Francisco Unified School District regarding the Middle College at Skyline College effective July 1, 2019 through June 30, 2020.

BOARD REPORT NO. 19-6-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ACCEPTANCE OF IMPROVING ONLINE CTE PATHWAYS GRANT FUNDS

Skyline College has been awarded a \$500,000 grant from the Foothill De Anza Community College District for the California Virtual Campus Online Education Initiative (CVC-OEI) focused on Improving Online CTE Pathways. The funding period is from July 1, 2019 to June 30, 2020.

The partnership between the California Virtual Campus - Online Education Initiative (CVC-OEI) and Skyline College (through its Division of Strategic Partnerships & Workforce Development and the Center for Transformative Teaching and Learning) in the CVC-OEI project Transformative & Equity-Focused Online Workforce Preparation: Designing Pathways for Tomorrow's Ever-Changing Careers — will scale innovative and proven practices to build transformative and equity-focused online career education certificates in six key workforce areas, for tomorrow's careers. They include UX Design; Sales and Marketing Management; Human Resources Management; Hospitality and Tourism Management; Biotechnology Manufacturing; and Barbering.

Key outcomes of this grant include: Increasing degree and certificate completion by 180-240 per year; Increasing transfers by 20+ per year; Improving time to completion by 50-65 percent; Increasing job placement in the field of study with 100 percent job placement; and, Narrowing the achievement gap by improving the success rates of African-American and Hispanic students taking distance courses to 70 percent or higher for programs.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$500,000 from Foothill De Anza Community College District for the California Virtual Campus - Online Education Initiative - focused on Improving Online CTE Pathways from July 1, 2019 to June 30, 2020.

BOARD REPORT NO. 19-6-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2019

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2019, which was forwarded to the State Chancellor's Office on May 15, 2019.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2018 and March 31, 2019.

	<u>Amount</u>		<u>Difference</u>	
	<u>03/31/18</u>	<u>03/31/19</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	5,010,730	5,951,813	\$ 941,083	16%
Enrollment Fees	10,288,496	9,481,486	\$ (807,010)	-9%
Non-Resident Tuition	9,333,187	9,180,952	\$ (152,236)	-2%
Property Tax	93,660,592	98,906,466	\$ 5,245,874	5%
Interfund Transfer	236,765	547,081	\$ 310,316	N/A
Other Income	2,446,505	3,194,724	\$ 748,220	23%
Total Income	\$ 120,976,275	\$ 127,262,522	\$ 6,286,247	5%
% of Budget	68.04%	67.70%		
Expenses:				
Academic Salaries	\$ 41,835,452	\$ 43,042,915	\$ 1,207,463	3%
Classified Salaries	26,987,417	28,923,898	\$ 1,936,481	7%
Administrative Salaries	7,612,232	7,983,298	\$ 371,066	5%
Fringe Benefits	30,715,976	29,875,581	\$ (840,395)	-3%
Supplies & Materials	1,701,425	1,514,590	\$ (186,834)	-12%
Operating Expenses	8,779,192	8,304,919	\$ (474,273)	-6%
Capital Outlay	299,940	184,626	\$ (115,313)	-62%
Transfer Accounts	1,019,265	3,083,993	\$ 2,064,728	67%
Bills & Salaries	\$ 118,950,898	\$ 122,913,820	\$ 3,962,922	3%
% of Budget	63.06%	61.96%		
Net	\$ 2,025,377	\$ 4,348,702		

The variance in revenue is mainly due to decline in FTES and a waiver of fees for Promise Scholarships. As FTES decline, state allocations for lottery, mandated cost claim grant, and Prop 55 decline as well. This reduction is offset in FY 2019/20 by property taxes increases and interest income. Expenses increased overall by 3.22% mainly due to increases in salary and benefit costs, including COLA.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2018-2019 and 2019-2020, are listed below:

Restricted General and Other Funds					
	Amount		Difference		
Summary:	03/31/18	03/31/19	Amount	Percentage	
Income	84,484,440	412,110,154	327,625,714	79%	
Bills & Salaries	141,142,498	182,847,752	41,705,254	23%	
	\$ (56,658,058)	\$ 229,262,402			

Revenue increases were mainly due to an increase in State and Federal Grants as well as the issuance of Series B bonds associated with Measure H. Expenditures increased mainly due to corresponding expenses in State and Federal grants, increased expenditures related to Measure H construction projects, as well as payment of principal and interest for the Measure H debt service.

REPORT ON INVESTMENTS: As of March 31, 2019, the District has a deposit of \$36,392,350 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and money market accounts with local banks. The average yields for LAIF, County Pool, Money Market Account, and Oil Well Bond Account were 2.55%, 2.51%, 1.13%-1.65% (depending on length of term of investment), and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF Investment	County Pool Investment	Money Market, CD Investment	Special Deposit Bond	Total Investment
Unrestricted Gen. Fund	\$ 596		\$ 27,146,666		\$ 27,147,262
Capital Outlay Fund	0			5,000	5,000
Agency Fund	-	9,240,089			9,240,089
Total Investment	\$ 596	\$ 9,240,089	\$ 27,146,666	\$ 5,000	\$ 36,392,350

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2018-2019

Quarter Ended: (Q3) Mar 31, 2019

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	166,502,653	170,906,514	180,413,368	188,877,250
A.2	Other Financing Sources (Object 8900)	39,665	359,065	331,747	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	166,542,318	171,265,579	180,745,115	188,877,250
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	137,053,786	150,313,244	157,381,147	171,135,123
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	19,491,605	19,255,169	19,069,344	15,855,135
B.3	Total Unrestricted Expenditures (B.1 + B.2)	156,545,391	169,568,413	176,450,491	186,990,258
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,996,927	1,697,166	4,294,624	1,886,992
D.	Fund Balance, Beginning	22,188,692	32,185,619	33,882,785	38,177,409
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	22,188,692	32,185,619	33,882,785	38,177,409
E.	Fund Balance, Ending (C. + D.2)	32,185,619	33,882,785	38,177,409	40,064,401
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20.6%	20%	21.6%	21.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	17,306	16,407	15,722	15,249
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		24,483,387	54,905,250	60,196,986
H.2	Cash, borrowed funds only		25,000,000	0	0
H.3	Total Cash (H.1 + H.2)	32,653,201	49,483,387	54,905,250	60,196,986

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	187,092,861	187,976,108	127,262,521	67.7%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	187,092,861	187,976,108	127,262,521	67.7%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	192,788,162	192,784,452	119,829,827	62.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,718,178	5,605,135	3,083,993	55%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	197,506,340	198,389,587	122,913,820	62%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-10,413,479	-10,413,479	4,348,701	
L.	Adjusted Fund Balance, Beginning	38,177,409	38,177,409	38,177,409	
L.1	Fund Balance, Ending (C. + L.2)	27,763,930	27,763,930	42,526,110	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14.1%	14%		

V. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent		Temporary			
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
a. SALARIES:						
Year 1:						
Year 2:						

b. BENEFITS:	Year 3:								
	Year 1:								
	Year 2:								
	Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? NO

This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795
Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2018-19

The following report covers the period July 1, 2018 through March 31, 2019 for associated student bodies, bookstores, cafeterias, the San Mateo Athletic Club, and Community, Continuing and Corporate Education.

ASSOCIATED STUDENTS

The following report covers the period July 1, 2018 through March 31, 2019 for the associated student bodies. The student bodies represent student interests at each of the colleges. Student body reports from each college are included at the end of this report.

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

Associated Students - Cañada	2018-19	2017-18	\$ Change	%Change
Net Income for the year	\$ 27,174	\$ 42,666	\$ (15,492)	-36.31%
Beginning Fund Balance, July 1	\$ 283,359	\$ 273,571	\$ 9,788	3.58%
Ending Fund Balance, March 31	\$ 310,534	\$ 316,237	\$ (5,704)	-1.80%

Associated Students - CSM	2018-19	2017-18	\$ Change	%Change
Net Income for the year	\$ 13,712	\$ 14,049	\$ (336)	-2.39%
Beginning Fund Balance, July 1	\$ 284,697	\$ 307,151	\$ (22,455)	-7.31%
Ending Fund Balance, March 31	\$ 298,409	\$ 321,200	\$ (22,791)	-7.10%

Associated Students - Skyline	2018-19	2017-18	\$ Change	%Change
Net Income for the year	\$ 89,462	\$ 91,492	\$ (2,029)	-2.22%
Beginning Fund Balance, July 1	\$ 575,549	\$ 536,025	\$ 39,524	7.37%
Ending Fund Balance, March 31	\$ 665,011	\$ 627,517	\$ 37,495	5.98%

ASB Income:

Revenue source

Activity card sales are the major source of income for the associated students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card.

Cash Basis Accounting policy

For the accounting of student fees revenues, the “accrual basis of accounting” is employed. Under “cash basis” accounting, revenues recognized represent fees received from students in the current fiscal year regardless of the year in which they were billed.

ASB Expenditures:

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

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

Associated Students	2018-19		2017-18	
Activities Vs Expenditure Analysis	# of Events	Expenditure	# of Events	Expenditure
Cañada College ASB	61	\$ 82,276	63	\$ 69,947
College of San Mateo ASB	51	\$ 172,091	67	\$ 180,206
Skyline College ASB	34	\$ 99,557	26	\$ 99,573

ASB Canada College

At Cañada College, there were 61 ASB organized events and activities in the first three quarters of this fiscal year as compared to 63 events during the same period of time last year.

The overall expenditures have increased by 17.63% or \$12,328 compared to the same period last year. The increase in program and operation activities throughout the year were made possible due to additional revenue generated from the Student Body Fee as the fee increased from \$8 to \$15 in the prior year.

The largest increase in expenditure of 8,618 was in Conference and Training expense due to the Senate attendance of NASPA conference in March of 2019.

The second largest increase in expenditure was to fund a meal initiative with the bookstore amounting to \$8,253 during the first three quarters. Also the Sparkpoint and the SamTrans Transportation initiatives have almost doubled in the past two years.

The third largest increase in expenditure was for Student Assistant personnel costs which increased by \$4,590. The increase was primarily due to the increase in the California minimum wage.

While ASSC events and program activities expenses fluctuate as spending decisions were made by various student groups in the current term, at the end of the third quarter the ASSC have recorded a net decrease of \$1,148 in these activities. Equipment and Supply expenses have decreased by \$6,857 because the ASSC purchased a student card machine and small furniture last year, and there was not a similar purchase this year.

ASB College of San Mateo

At the College of San Mateo, there were 51 ASB organized events in the first three quarters of this fiscal year as compared to 67 events during the same period of last year.

The overall expenditures have decreased by 4% or \$6,395 compared to the same period last year. The two largest decreases were in Conference and Training expense of \$23,826, which was primarily attributed to the decision to attend fewer conferences due to the Student Life and Leadership Manager being on leave and \$5,874 in Events and Program Activity expenses, which fluctuate as spending decisions are made by various student groups.

These decreases were partially offset by increases in other categories noted as follows: an increase of Publicity expense of \$9,755 due to increased procurement of promotional merchandise in the first quarter of 2018-19; an increase of Equipment and Supply expenses of \$6,266 as a result of the replacement of aging computer equipment per IT recommendations; an increase of Student Assistant personnel costs of \$3,682 primarily due to the increase in the California minimum wage; and an increase of Award and Scholarship expense of \$3,000 due to timing in the processing of the 2017-18 award in 2018-19.

ASB Skyline College

At Skyline College, there were 34 ASB organized events in the first three quarters of this fiscal year as compared to 26 events during the same period of last year.

The overall expenditures this year is almost the same as last year with only a small decrease of 0.02% or \$16. The ASSC chose to increase assistance directly to students through academic scholarships. The total scholarship awards of \$19,500 comprise awards in 2017-18 of \$4,500 and awards in 2018-19 of \$15,000, which were distributed during the first quarter of 2018-19. There was a decrease of \$17,250 in College Program Assistance expense due to a timing difference and the awards will be reflected in the fourth quarter. Conference expenses have increased by \$8,016 this year as the ASSC had both a fall and a winter retreat. (For 2017-18 the students chose not to have a fall retreat because of scheduling conflict.) Equipment and Supply expense have sharply decreased by \$8,769 as compared to prior year because of a one-time equipment purchase last year. The ASSC did not purchase any new equipment this year. Publicity expense has decreased by \$2,601 as the ASSC chose to advertise using social media over traditional methods (e.g. flyers). Student Assistant personnel costs increased by \$7,418. The increase was partly due to the increase in the California minimum wage and partly due to the continued employment of a student who was no longer eligible for work-study funding. There was no transfer to trust funds at the end of the third quarter; however, a transfer of \$23,000 will be scheduled in the fourth quarter to cover commencement and other student activities.

BOOKSTORES

The following data reflects bookstore operations for the first nine months of the fiscal year beginning July 1, 2018 through March 31, 2019. It includes a small portion of summer 2018, as well as fall 2018 and spring 2019 semester sales. The district bookstores and cafeterias are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize district enterprises.

Bookstore Sales	2018-19	2017-18	\$ Change	% Change
Regular Merchandise Sales	\$ 4,510,004	\$ 4,478,513	\$ 31,491	0.70%
Computer Products Sales	124,859	125,471	(612)	-0.49%
Total Merchandise Sales	4,634,863	4,603,983	30,880	0.67%
Textbook Rental Income	272,160	315,405	(43,246)	-13.71%
Production Service Income	248,362	290,166	(41,804)	-14.41%
Total Sales	\$ 5,155,384	\$ 5,209,555	\$ (54,170)	-1.04%

Regular merchandise sales have increased just under 1% this year compared to last year. Textbook sales and rentals continue to decline as more faculty adopt Inclusive Access (IA) materials. Numerous factors impact sales including

the decline in enrollment, faculty transitioning to on-line or other open educational resource materials, and less expensive inclusive access materials that are sold by the bookstores at lower prices and tighter margins. Textbook rentals are not represented as sales and, therefore, the more textbooks that are rented, the fewer textbooks sold. In fact, the bookstores are realizing the gross margin they would make from the sale of a new book on the rental of any book. Textbook rental fee revenue continues to decline this year over last year due to the aforementioned impacts. It is important to understand that as more and more faculty choose alternative options for use in the classroom, textbook sales and rentals will continue to decrease with significant impact on the bookstore's sustainability as an enterprise.

The bookstore team continues to focus on providing IA materials at all three colleges. IA is a content delivery model available for courses that require access to online resources and/or homework managers chosen by faculty teaching the course. The program provides access to these faculty-required educational materials on the very first day of class at a lower cost than can be obtained directly from the publisher or traditional packages sold in the bookstore. Piloted at Cañada Bookstore in the 2016-17 academic year, the program is now operating at all three colleges. It is important to note that as this program grows, the financial pressure on the bookstores grows as well. At a significantly lower selling price along with a minimal margin, the impact on the bookstores' financial position is significant.

Comparative figures are shown below:

Bookstore Recap	2018-19	2017-18	\$ Change	%Change
Operations				
Sales				
Merchandise Sales	\$ 4,634,863	\$ 4,603,983	\$ 30,880	0.67%
Textbook Rental Income	272,160	315,405	(43,246)	-13.71%
Production Service Income	248,362	290,166	(41,804)	-14.41%
Total Sales	\$ 5,155,384	\$ 5,209,555	\$ (54,170)	-1.04%
Less: Cost of Sales	3,033,663	2,983,583	50,080	1.68%
Gross Profit from Operations	\$ 2,121,722	\$ 2,225,972	\$ (104,250)	-4.68%
Total Operating Expenses	2,254,774	2,084,660	170,115	8.16%
Net Income/(Loss) from Operations	\$ (133,053)	\$ 141,312	\$ (274,365)	-194.16%
Other Income	37,509	60,830	(23,321)	-38.34%
Net Operation Profit/(Loss)	\$ (95,544)	\$ 202,142	\$ (297,686)	-147.27%
Non Operational Income/(Expenses)				
Non Operational Income	\$ 203,074	\$ 219,849	\$ (16,775)	-7.63%
Investments - Adjust to Market	-	(233,742)	233,742	100.00%
Non Operational Expenses				
Admin Salary & Benefits	116,767	108,742	8,025	7.38%
Other Expenses	65,009	125,930	(60,921)	-48.38%
College Support/Promise	-	-	-	0.00%
Total Non-Operational Income/(Expenses)	\$ 21,298	\$ (248,565)	\$ 269,863	108.57%
Net Change in Fund Balance	\$ (74,246)	\$ (46,423)	\$ (27,823)	-59.94%

Cost of goods sold increased this year by just under 2% due to the lower margins on IA materials. Total direct operating expenses increased by 8.16% over this same period last year, primarily due to increases in salary and benefit costs as well as increased software and hardware maintenance costs.

The added competition from numerous external entities, particularly on textbook sales, places significant pressure on the bookstores' overall financial performance. All district auxiliary and enterprise operations are dependent on a strong, stable enrollment for continued success.

The bookstores will continue its commitment to focus on all efforts to improve service, obtain as many used textbooks as possible where it will make a difference, continue to grow the rental program where it makes sense, continue to market IA digital content delivery at all three colleges which provides students with access to required materials on the first day of class, increase the amount of custom and institutionally adopted textbooks districtwide, and further maximize the interest and other income potential of all the bookstores. The bookstores are facing serious financial challenges in the years to come with the shift to digital materials, increasing salary and benefit costs, and continuously declining enrollments. The focus will continue to be towards providing exceptional service and improving access for all of students.

CAFETERIAS

Beverage, Snack and Food Service Vendors –

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

Third quarter comparisons are noted below:

Cafeteria Recap	2018-19	2017-18	\$ Change	%Change
Operations				
Revenues				
Food Service Income	\$ 157,899	\$ 165,200	\$ (7,301)	-4.42%
Interest Income	11,974	6,265	5,709	91.13%
Event Rental	88,790	70,645	18,145	25.68%
Total Revenues	\$ 258,663	\$ 242,110	\$ 16,553	6.84%
Expenditures	\$ 164,318	\$ 148,611	\$ 15,707	10.57%
Income/(Loss) from Operations	\$ 94,345	\$ 93,499	\$ 846	0.90%
Non Operational Income/(Expenses)				
Investments - Adjust to Market	\$ -	\$ -	\$ -	0.00%
Net Change in Fund Balance	\$ 94,345	\$ 93,499	\$ 846	0.90%

FOOD SERVICE INCOME	2018-19	2017-18	\$ Change	% Change
PACIFIC DINING				
Skyline	47,081	55,013	-7,932	-14.42%
Cañada	25,390	23,827	1,562	6.56%
CSM	68,350	69,354	-1,003	-1.45%
Le Bulldog	17,078	17,006	72	0.42%
Total Food Service Income	157,899	165,200	-7,301	-4.42%

Compared to the third quarter 2017-18, food service income has decreased modestly by 4.42% in alignment with declining enrollment across the district. The fires in the fall semester resulted in the closure of all three campuses for several days which had a lasting impact on sales as well. Overall expenditures have increased this year with the rising costs of maintenance performed on refrigeration systems at all three colleges as well as increases in personnel costs.

Event rental income increased by over 25% this year. While the organization continues to host numerous outside events including community, corporate, and county-sponsored events, just over one-third of the events held in the Bayview Dining Room paid full price for rental fees. The majority of the remaining events fell into one of the following categories: internal CSM events (no rental fees), non-profit organizations with a 50% discounted rate (two of these events had fees entirely waived), or an employee rented the space with a 50% discounted rate. The dining room was booked almost every weekend from August through March for at least one event. To date this year, 35 outside events have been hosted in the Bayview Dining Room. Event rental fees are poured back into the facility for continued upgrade, upkeep, and enhanced maintenance allowing for proper maintenance of the facility.

Income from food service and vending contracts enables the district to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. In addition, all of the commission dollars from the Pepsi and Canteen vending machines located throughout the district is returned directly to each college's Associated Student Body for use with approved student-related activities. As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB

Operating as an enterprise through auxiliary services and enterprise operations, the San Mateo Athletic Club (SMAC) is a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the district to maximize the use of facility resources and consequently create a revenue stream that will supplement the facility's budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges throughout the State. The San Mateo Athletic Club provides the community broader access to the College of San Mateo and demonstrates in a very tangible way that the district is a community-based organization serving a wide spectrum of educational and training opportunities.

Third quarter comparisons are noted below:

San Mateo Athletic Club and Aquatic Center	2018-19	2017-18	\$ Change	%Change
Operating Revenues				
Registration & Membership	\$ 2,686,077	\$ 2,620,653	\$ 65,424	2.50%
Personal Training	322,500	342,782	(20,282)	-5.92%
Aquatics	801,944	634,248	167,696	26.44%
Parking	51,440	55,196	(3,756)	-6.80%
Group Exercise	231,889	198,067	33,822	17.08%
Retail	20,755	20,235	519	2.57%
Other Income	7,580	11,083	(3,503)	-31.61%
Total Operating Revenue	\$ 4,122,185	\$ 3,882,265	\$ 239,920	6.18%
Operating Expenses	\$ 3,001,719	\$ 2,760,460	\$ 241,258	8.74%
Net Operating Income/(Loss), prior to District and College Support	\$ 1,120,466	\$ 1,121,804	\$ (1,338)	-0.12%
District Support				
District Support Income				
Interest Income on Investments	83,934	56,830	27,103	47.69%
Unrealized Gain - Private Investment	-	46,853	(46,853)	-100.00%
Operating Expenses charge back to District	79,159	65,388	13,772	21.06%
Total District Support Income	163,093	169,071	(5,978)	-3.54%
District Support Expense				
Admin Salaries & Benefits	379,782	311,451	68,331	21.94%
Equipment Use Fee & Depreciation	42,270	42,270	(0)	0.00%
Miscellaneous Expenses	15,449	15,947	(498)	-3.12%
Pool Maintenance	30,439	22,624	7,816	34.55%
Total District Support Expense	467,941	392,292	75,649	19.28%
Net Income/(Loss) after District Support, prior to College Support	\$ 815,618	\$ 898,583	\$ (82,965)	-9.23%
College Support Expense				
Operating Expense charge back waived	\$ 79,159	\$ 65,388	\$ 13,772	21.06%
Donations to Colleges	156,517	40,310	\$ 116,207	288.28%
Total College Support Expense	\$ 235,676	\$ 105,698	\$ 129,978	122.97%
Net Income/(Loss) after District & College Support	\$ 579,942	\$ 792,886	\$ (212,944)	-26.86%

The financial performance of SMAC continues to be strong into its ninth year of operation. Total operating revenue has exceeded expectations and is 6.18% or \$239,920 ahead of last year. Net operating income before the allocation of all district and college direct and indirect expenses is \$1,120,466. Net income after the allocation of district and college expenses is down compared to this period last year as district salary and benefits expenses have increased along with other facility-related cost increases and financial commitments to college programs.

One of the many benefits of this enterprise is that it is in a position to replace equipment that is aging or replace equipment with equipment outfitted with superior technology with enterprise fund and not general fund dollars.

Prior to creating SMAC, equipment used by students in the Kinesiology/PE academic program was used far in excess of its useful life due to limited resources for equipment replacement. The district has begun replacing aging equipment this year and has added new treadmills, spin bikes, and other equipment that is used and enjoyed by students and members alike. As a “mature” club, it will not be able to continue growing at the same explosive rate, due to the size of the facility and some scheduling limitations, but will continue to maximize its membership.

The district should be very proud of the accomplishments made at SMAC in such a short period of time. The program continues to exceed expectations on all levels and will always strive to be the best facility in the bay area which offers not only a place to exercise, but also a place to teach, learn, and develop habits, knowledge, skills, and abilities that will benefit for a lifetime.

CONTINUING, COMMUNITY AND CORPORATE EDUCATION

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

Below represents the comparative financial performance of CCCE and Silicon Valley Intensive English Program (SVIEP) through March 2019:

Community, Continuing & Corporate Education (with SVIEP)	2018-19	2017-18	\$ Change	% Change
Operating Revenues	\$ 1,077,568	\$ 1,091,322	\$ (13,754)	-1.3%
Operating Expenditures				
Salaries and Benefits	\$ 583,671	\$ 639,721	\$ (56,050)	-8.8%
Other Operating Expenses	\$ 505,238	\$ 566,648	(61,411)	-10.8%
Total Operating Expenses	\$ 1,088,908	\$ 1,206,369	\$ (117,461)	-9.7%
Net Operating Profit/(Loss) before College Support Income	\$ (11,341)	\$ (115,047)	\$ 103,707	90.1%
College Support Income	\$ 151,500	\$ -	\$ 151,500	100.0%
Net Change in Fund Balance	\$ 140,159	\$ (115,047)	\$ 255,207	221.8%

While CCCE operations continue to build and gain traction financially, strategically, and operationally, SVIEP has required an investment in resources. The pendulum has begun to swing in a more positive direction for SVIEP with the number of students doubling over last year despite a political climate that has had a negative impact on language programs throughout the United States.

To date, SVIEP has matriculated 69 students to one of the three colleges after successfully completing the program. Beyond the obvious economic benefits to members of the local community who served as homestay (or “host families”) to SVIEP students during their studies, these 69 matriculated students represent a significant financial contribution to the district itself. Even a conservative estimate of 12 units per student over a period of 2 years, for instance, represents a financial value of \$1,090,200 in tuition and enrollment fees for the District, a number that quickly escalates when considering the additional units many of these students are likely to add throughout their studies. Significantly, none of these 69 students would have been eligible to attend any of the three colleges without the existence of SVIEP.

As a means of fostering growth and cost savings to bring SVIEP into a net positive position, the SVIEP team implemented a number of important strategic steps, including greater leveraging of internal/external strengths and

relationships with district and college international program staff, as well as external agencies and partners, to drive growth and scale enrollments through 2018-19 and beyond. Additionally, SVIEP has engaged in new marketing and advertising campaigns to reach critical international student markets, with results already evidenced through increased student applications for 2019-20.

Through strategic investment in time, energy and resources, CCCE anticipates results leading to continued expansion of its multi-year growth curve. Looking ahead, CCCE will focus on further development and exploration of international and local/regional training opportunities, new program development, and strategic partnerships both internally and externally. Growth will further expand in 2019-20 through new short-term international training programs, corporate education, new program development, and other new initiatives.

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

BOARD REPORT NO. 19-6-5C

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

BOND OVERSIGHT COMMITTEE APPLICATION PROCESS UPDATE

Earlier in the year, the Board directed staff to implement an application process for recruiting and recommending candidates for appointment to positions on the District's Citizens' Bond Oversight Committee. Additionally, at that time, the Board also expressed an interest in interviewing candidates for these positions who had applied to serve on the Bond Oversight Committee.

As directed, staff developed an application process, similar in style and approach to those used by other Districts (K-12 and community college). The application was distributed by email to more than 400 individuals and posted on the District's homepage. Additionally, two notices were published in the *San Mateo Daily Journal*.

To date, there has been one application received for open positions on the Committee.

Staff will continue to do outreach to the community to cultivate a pool of candidates for the Board's consideration.

BOARD REPORT NO. 19-6-6C

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

DISCUSION OF PARTNERING ORGANIZATIONS FOR FUTURE BOARD MEETINGS

In recent years, the Board has held joint meetings with local partners to discuss common areas of interest and cooperation. The Board has expressed continuing this tradition and will take this opportunity to discuss which organization(s) should be approached for the next round(s) of joint meetings.

For the Board's reference, below is a list of the partner organizations with which the Board has held joint meetings in recent years:

- 2018 – Jefferson Union High School District
- 2016 – Cabrillo Unified School District
- 2015 – Sequoia Union High School District
- 2014 – San Bruno City Council