

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

November 20, 2019

Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.

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

Additional Location: 221 Beach Road, Sea Point 8005, Cape Town, South Africa

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. Comments will be limited to three minutes per individual, per item. No more than 20 minutes will be allocated for any one topic. 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.*
- *Board meetings are recorded; recordings are kept indefinitely.*

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

5:00 p.m. RECESS TO CLOSED SESSION

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases
2. Employee Discipline, Dismissal, Release
3. Conference with Labor Negotiator
Agency Negotiator: Mitchell Bailey
Employee Organizations: AFT and CSEA
4. Ratification of September and October 2019 Confidential District Warrants

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECONVENE TO OPEN SESSION

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

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- 19-11-1 [Approval of the Minutes of the October 10, 2019 Study Session](#)
- 19-11-2 [Approval of the Minutes of the October 23, 2019 Regular Meeting](#)
- 19-11-3 [Approval of the Minutes of the October 27, 2019 Special Closed Session](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

- 19-11-4C [Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Veterans Services at Cañada College, College of San Mateo and Skyline College](#)

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS:

- AFT, Local 1493
CSEA, Chapter 33
AFSCME, AFL-CIO, Local 829, Council 57

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 19-11-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)
- 19-11-2A [Adoption of Resolution Nos. 19-17, 19-18 and 19-19 Fixing the Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act](#)

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.

- 19-11-1CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College](#)
- 19-11-2CA [Approval of Community, Continuing and Corporate Education Classes and Programs, Spring 2020 – Cañada College, College of San Mateo and Skyline College](#)
- 19-11-3CA [Acceptance of Gifts by the District](#)
- 19-11-4CA [Ratification of September and October 2019 District Warrants](#)
- 19-11-5CA [Approval of District Organizational Memberships](#)

Other Recommendations

- 19-11-101B Approval of Construction Consultants
- 19-11-102B Adoption of Resolution No. 19-20 Declaring an Exemption under the California Environmental Quality Act for Projects at Cañada College, College of San Mateo and Skyline College
- 19-11-103B Approval of Appointments to the Bond Oversight Committee
- 19-11-104B Approval of Renewal of Deputy Sector Navigator for Energy, Construction and Utilities Grant for College of San Mateo
- 19-11-105B Approval of Renewal of Sole Source Agreement with State Chancellor's Office Identified Key Talent to Steer College of San Mateo Energy, Construction and Utilities Deputy Sector Navigator Grant

INFORMATION REPORTS

- 19-11-5C Update on Cañada College Building 1 – Kinesiology and Wellness Project

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 10, 2019, San Mateo, CA**

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Goodman said that during closed session, the Board will (1) hold a conference with legal counsel regarding two cases of anticipated litigation as listed on the printed agenda, (2) consider employee discipline, dismissal, release, and (3) hold a conference with the agency labor negotiator as listed on the printed agenda.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY: None

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:20 p.m.

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

Others Present: Interim Chancellor Michael Claire, Skyline College Interim President Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, Cañada College Academic Senate President Diana Tedone-Goldstone

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Goodman said the Board took no reportable action during the closed session. He said the Board will return to closed session at the conclusion of the open session to continue consideration of the items listed above.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2019 SPECIAL CLOSED SESSION MEETING (19-10-1)

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

APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2019 REGULAR MEETING (19-10-2)

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the minutes as presented. Trustee Holober said Dr. Michael Reiner requested modification of the statement he made during "Statements from the Public on Non-Agenda Items" as follows: (1) that he be identified as a member of the public rather than as a former employee, and (2) that the word "let" in the last sentence of his statement be changed to "not." With these corrections, the motion carried, all members voting Aye.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Maxine Turner, a member of the public, asked for a follow-up discussion on televising Board meetings or making the meetings more transparent. She said this was discussed at the June 12 meeting. Ms. Turner said she has never been able to find out how many individual students actually attend the District colleges and she would like to have this information. Aaron McVean, Vice Chancellor of Educational Services and Planning, said just under 31,000 unduplicated students were enrolled for the entire 2018-19 academic year. In this fall semester, just over 20,000 unduplicated students were enrolled across the three colleges.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (19-10-1A)

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the items in the report. Trustee Holober said that when the Board is asked to consider a change in classification, he would appreciate receiving the existing salary range for the position as well as the proposed new salary range. Trustee Holober said he would like the Board to review how the District goes about dealing with reclassifications, particularly for employees who are not in a bargaining unit, e.g. supervisory, administrative and executive positions. He said he would like the Board to review the process systematically, including the intake for requests, the analysis, and informing the Board prior to seeing the item on a Board agenda. Until that review is completed, Trustee Holober said he would ask for a moratorium on the positions of “Director of Public Safety” and “Director of the Bay Area Entrepreneur Center,” which are included in the personnel report for this meeting.

Vice President Schwarz said she agrees with the suggestion that the Board review the process for future reclassifications. However, she said she does not agree with placing a moratorium on the recommendations that have gone through the current process and are already in place on the agenda.

Trustee Nuris said he also agrees with the need to review the process. He said his impression from reading the recommendations is that employees are doing work that is beyond their job descriptions and they are not being compensated at the level of the work they are currently doing. He asked if all recommendations for reclassifications, including the ones being recommended at this meeting, come to the Board only after going through the review process. Mr. Feune said this is the case. Interim Chancellor Claire said recommendations appear on the board report only if the Chancellor approves.

David Feune, Director of Human Resources, said the reclassification process may be initiated by an employee or by a manager. He said paperwork is submitted to and reviewed by Human Resources, including additional duties being performed by the employee. He said that if there is already a grade level established, the duties will be compared with others in the same grouping to see if it makes sense for the position to be placed at that level. Mr. Feune said most positions are compared with other Districtwide positions. For a more unique position, comparisons may be made from outside the District. There also may be times when a desk audit is considered necessary.

Interim Chancellor Claire said staff do their best to place new positions at the right level. However, he said there are times when the nature of the job or the mission of a particular entity change, making it necessary to revisit the position. He said staff takes the process seriously and does not automatically grant requests for anyone.

Trustee Mandelkern said the process has been somewhat opaque to the Board historically. He said that while the Board wants to be respectful of the way employees are treated, salary adjustments can be made retroactive; therefore, he does not see any harm in delaying the recommendations if there are specific questions on the process that a Board member would like to have addressed in order to make an informed decision.

Trustee Holober asked if the two positions referenced earlier were benchmarked against Bay 10 or other external educational institutions. Mr. Feune said they were reviewed internally and not against external institutions.

President Goodman asked if the process takes into account fairness and equity, making sure that if an employee is reclassified, others who are working out of classification in the same position are provided information on the reclassification and the process that can followed. Mr. Feune said that for Districtwide positions with multiple employees at the colleges, Human Resources will notify the colleges. Similarly, if staff sees a position at a college that is similar to one being reclassified, they will let the colleges know. He said colleges also have internal processes. President Goodman asked who at the colleges receives the information. Mr. Feune said it is sent to the vice president over the specific area.

Trustee Mandelkern asked if all employees who are reclassified are treated fairly and equitably in terms of the number of months for which they receive retroactive pay, or if employees in bargaining units receive retroactive pay for a different number of months than employees in supervisory or administrative positions. Mr. Feune said the CSEA contract includes a process for reclassifications, including up to six months of retroactive pay. He said that for positions outside the bargaining units, there may be no retroactive pay or a manager may ask that retroactive pay be granted if he/she feels the employee has been working outside of the classification for a certain number of months. Trustee Mandelkern asked if Human Resources attempts to be fair and equitable by trying to follow the same guidelines set in the bargaining unit contract. Mr. Feune said that for non-bargaining unit employees, he has seen many reclassifications with no retroactive pay and recalls one position that was granted retroactive pay of ten months or one year. Mr. Feune said staff would be happy to look into a standard process for determining retroactive pay if the Board wishes.

Dr. Jannett Jackson, Interim President of Skyline College, said the Director of the Bay Area Entrepreneur Center reclassification has been on the burner for some time but had not moved forward. She said the position started as a project director because the center was a pilot project to see if it could sustain itself. She said the position was never meant to be a project director and has evolved into a full-fledged director like all other directors. She said the employee has been working offsite and has responsibility for all operations and for the budget, is not under direct supervision of anyone on campus, and was recently elected to be the chair of the San Bruno Chamber of Commerce. She said this reclassification request was not initiated by the individual. Dr. Jackson urged the Board to not hold the reclassification recommendation. She said she would not put her name to something without doing due diligence to make sure the scope of the responsibilities compared to others at the same or comparable level.

Interim Chancellor Claire said he is committed to reviewing processes and procedures. He suggested that it might be helpful to review past reclassifications and retroactive pay for administrative positions versus positions in the bargaining units.

Trustee Nuris said that while he agrees with the need to develop a process, he has heard that a process has been in place and has been used for other reclassification recommendations that have come before the Board. Therefore, he said he believes it would be equitable and fair to approve the recommended reclassifications because they have gone through the same process as others.

After this discussion, the motion carried, with Trustee Holober abstaining and all other members voting Aye.

Other Recommendations

ADOPTION OF RESOLUTION NO. 19-16 IN SUPPORT OF MEASURE I, THE CABRILLO UNIFIED SCHOOL DISTRICT PARCEL TAX RENEWAL MEASURE (19-10-100B)

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to adopt Resolution No. 19-6. The motion carried, all members voting Aye.

SELECTION OF SEARCH FIRM FOR CHANCELLOR SEARCH (19-10-101B)

It was moved by Trustee Nuris and seconded by Trustee Mandelkern to engage the services of Community College Search Services. President Goodman said he would like to ensure that the Board consider the questions raised by a community member and the representatives of the other firms. After this discussion, the motion to engage the services of Community College Search Services carried, all members voting Aye. President Goodman

said the Board needs to appoint a subcommittee for the search. The Board unanimously appointed President Goodman and Trustee Holober to be the subcommittee members.

STUDY SESSION

THE DISTRICT STRATEGIC PLAN – STUDENTS FIRST: SUCCESS, EQUITY AND SOCIAL JUSTICE ANNUAL UPDATE AND REVIEW (19-10-1C)

Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning, said the presentation will provide an update on progress made toward achieving the strategic goals of the District and will highlight some of the programs and investments that are making an impact across the District. He said the presentation will include (1) a review of metrics, (2) a report on Districtwide replication of the Promise Scholars Program, (3) discussion by college representatives on the implementation of Guided Pathways, and (4) an update on the implementation of the Constituent Relationship Management (CRM) system.

Dr. McVean said the total number of individual students enrolled across the District for the fall semester is 20,066. Of that number, 36 percent are full-time students. The number of first-time students enrolled for the fall semester is 3,222. Of those first-time students, 69 percent are full-time students. Dr. McVean said the focus in the strategic plan has been on how to encourage more full-time enrollment because it is known that this results in greater on-time completion. The District has been growing the number of first-time, full-time enrollments over the last five cohorts, with a total of 2,255 in fall 2018. This exceeds the 2019-20 target and the targets will be reset for the next five years of the strategic plan. There has been a slight decline in international student enrollment but a continued increase in domestic student enrollment.

Dr. McVean said it is expected that enrollment in transfer level math and English will go far beyond the targets that have been set or reached, getting close to 100 percent, especially for first-time, full-time students. He said AB 705 essentially removed the usefulness of the metrics on enrollment in basic skills math and English and there will be a recommendation to change these metrics in the updated strategic plan. However, whether students successfully complete transfer level math and English in their first year will be a very important metric. Dr. McVean said the District still offers some basic skills courses very selectively for specific student populations, e.g. those working toward certificates or degrees that do not require transfer level math and English.

Trustee Mandelkern asked how the District is communicating to students the virtual elimination of basic skills courses and the availability of support services for them to ensure their success in transfer level courses. Dr. McVean said multiple channels are used for communication, including outreach to all feeder high schools, information in the catalogs and on the websites, and additional support through the assessment centers. The information is also built into the orientation and counseling experiences. Trustee Nuris said he is aware of at least one high school at which parents are provided information on preparing for college, including through presentations by college staff on the high school campus.

Trustee Mandelkern asked how information about the change regarding basic skills is communicated to existing students, particularly those in DSPS/EOPS. Dr. McVean said staff who work directly with students in all areas are aware of the change. He said counselors are working with students to update their educational plans if basic skills courses were part of those plans.

Dr. McVean discussed metrics that focus on key outcomes of full-time, first-time student cohorts. The first metric is the percentages of students completing a degree within 150 percent of normal time (three years). The latest available completion rate is 18 percent, which is below the 2019-20 target rate. However, the Promise Scholars Program and Guided Pathways are designed to increase completion rates. In response to a question asked by Trustee Holober at a previous meeting, Dr. McVean said there is a differential between the completion rates of international and domestic students, with international students at approximately 23 percent and domestic students at approximately 17 percent. Trustee Holober asked how many students complete a certificate within 150 percent of normal time and how much this number would add to the 18 percent of students competing a degree within that period of time. Dr. McVean said that on-time completion for a certificate would vary because the number of units required can range from 18 to 36.

Dr. McVean said the number of associate degree completers continued to increase for 2018-19 and exceeded the 2019-20 target. The most recent data on CSU and UC transfers show a continued increase. The high school take rate data for 2017-18 has not yet been released. Trustee Mandelkern said he has heard the comment that a high school student who takes only one class during the summer, for instance, should not be counted as an enrolled student. Trustee Mandelkern also said he believes the District is undercounting its success by counting only CSU and UC transfers and not including transfers to private and out-of-state institutions. Dr. McVean said the transfer data is available and this issue can be discussed during a metrics setting meeting.

Trustee Holober asked to be provided transfer data disaggregated by resident and non-resident students. Dr. McVean said transfer data is reported to the District by the UCs and CSUs and this disaggregation is not included in their reports. He said it might be possible to get the data from the National Student Clearinghouse. Trustee Holober said that strengthening reporting by students through the student information cards might be helpful.

A member of the public said that some required courses are not offered every semester and some are canceled, making it difficult to fulfill the requirements for transfer. She added that counselors sometimes give inaccurate information about which courses students need to take in order to fulfill the requirements. Dr. McVean said the Guided Pathways program lays out the courses that a student should take and the sequence in which they should be taken.

Trustee Mandelkern said he believes it would be useful to have a discussion about how the targets are set and whether they have been too conservative. He said he would also like to look at which programs seem to be positively affecting the achievement of the targets in order to understand where the District is spending money that results in positive impacts on outcomes versus spending that does not appear to move the needle. Dr. McVean said this was the first set of strategic plan metrics and agreed that the targets might have been too conservative. He said this will be part of the discussion during the review of the strategic plan.

Dr. McVean said one of the strategic efforts of the District has been to make inroads into the Spanish language media to promote the Promise Scholars Program as part of the recruitment strategy.

Lauren Ford, Program Director for the Promise Scholars Program Replication, said that in 2016, Skyline College embarked on an exploration regarding replication of the CUNY Accelerated Study in Associate Program (ASAP) model which has proven to be effective in increasing three year graduation rates for students earning associate degrees. The Promise Scholars Program at Skyline College started with 140 students receiving a one year scholarship to remove financial barriers. It expanded in the subsequent year to 250 students and included dedicated counseling as well as the fee waiver for tuition. In the fall of 2018, Skyline College launched the full replication of the program and it also expanded to Cañada College and College of San Mateo, serving a total of approximately 1,300 students. For the current fall semester, approximately 2,000 students are enrolled in the Promise Scholars Program Districtwide and are offered up to three years of support within the program. Ms. Ford said students in the Promise Scholars Program have shown early successes, both in 2018 cohort persistence Districtwide and in dramatic increases in graduation rates at Skyline College since 2016.

Ms. Ford said there were revisions to the selection criteria for Promise Scholar students in fall 2019. For the April and June acceptance windows, there was a focus on prioritizing first generation, low income, homeless and foster youth. In the late July acceptance window, the focus was on the entire pool of applicants.

Ms. Ford said the District received a \$3 million Higher Education Innovation Award from the State Chancellor's Office to help fund the expansion of the Promise Scholars Program. Through the grant, the District is also able to provide technical assistance to Cuesta College, Lake Tahoe Community College and Pasadena City College to explore the replication of the CUNY ASAP model. Skyline College received technical assistance from the CUNY ASAP team throughout the pilot years. Through an assessment process developed by the CUNY ASAP team, the District was recognized as a full replication site last fall.

Trustee Mandelkern asked how much of the \$3,200 cost per Promise Scholars student is addressed by BOG waivers or AB 19 (California College Promise) monies. Dr. McVean said the stated cost does not include BOG waiver fees since they are not collected by the District but are simply waived. He said the District is currently utilizing AB 19 monies to pay for any fees that are not covered by the BOG fee waivers. Textbook support and monthly incentives come from a combination of Auxiliary Services funds, Foundation funds and some housing funds. Dr. McVean said \$1,600 of the \$3,200 is spent on direct aid to students (not including BOG waivers) and \$1,600 is the per student cost to support the program infrastructure.

Ms. Ford said issues of program sustainability include funding for direct aid to students because there are more student applications than program capacity and adaptation of staffing roles and responsibilities. Interim President Jackson added that many of the things the District has done to support student success fall outside the scope of the 50 Percent Law.

Dr. Carla Grandy, Director of Guided Pathways and Comprehensive Redesign at Skyline College, said the college made a promise to get students in, through and graduated on time. She discussed the role of meta majors and Guided Pathways, noting that the goals of meta majors are to help students choose a major sooner, to help build community and to cut down on excess units. The meta majors organize all degrees and certificates offered at the college into four categories. There is a guided pathway for each degree and certificate offered, identifying the courses to take and in what order, as well as career and academic milestones. The college is working on creating student success teams to support students within their meta major; the teams consist of a dedicated counselor, a career counselor followed by a job placement specialist, an instructional faculty member, academic support and peer mentors. Student Trustee Chavez asked if the peer mentors are paid positions; Dr. Grandy said they are.

Maureen Wiley, a faculty member in the English Department at Cañada College, discussed the college's progress in the implementation of Guided Pathways and college redesign. She said the college has drafted four interest areas for students to choose from. Input on the interest areas was solicited from faculty, staff and students.

Marisol Quevedo, Program Supervisor of the Promise Scholars Program at Cañada College, discussed the redesign of the academic and student support services. She said students in cohorts such as the Promise Scholars Program, College for Working Adults and STEM Explorers have shown much success and the college is interested in scaling up successful programs. Colts-Con is a summer bridge program and is a collaboration of the STEM Program, Promise Scholars and other academic support programs on campus. Ms. Quevedo said the college is exploring a First Year Experience that would ensure that students receive full wraparound services.

Allie Fasth, Interim Director of Guided Pathways at College of San Mateo, said that in the last one and one-half years, the college formed a steering committee to examine data and to understand the Four Pillars of Guided Pathways: clarify, access, persist and achieve. She said the college is now working with faculty to map programs of study, both for degrees and certificates, to ensure that suggested pathways will help students complete their studies along their own personal timeline and that there is also space for exploration. She said this is the first step toward clusters (similar to meta majors/areas of interest). This is in the inquiry phase and groups across the campus, including students, faculty, staff and administration, are engaged in the process. Ms. Fasth said the college is also working with the Strategic Enrollment Management group on campus to understand the scheduling component to coursework.

Dr. Karrie Mitchell, Vice President of Planning, Research and Institutional Effectiveness, discussed the CRM implementation. She said CRM is a system of engagement. She played a video highlighting CRM capabilities: chatbots and artificial intelligence (Einstein Analytics); dashboards; communication through variety of methods; alerts and success plans; success team members; and alumni/workforce connections.

Dr. Mitchell said the CRM implementation will consist of approximately ten phases. Each phase begins with functional unit leaders from the three colleges discussing how they currently do things, barriers for students in the current process, and how CRM can be used to make it better. She said Phase 1, which is ready to launch within the next two weeks, deals with recruitment and marketing. It was discovered that there are two ways students first inquire about the colleges: Request for Information (RFI) forms and requests for tours. Using the RFI form,

students click on an area of interest and submit the form. It goes into the CRM and to the Marketing Cloud. The marketing teams have created visuals to send to students depending on the areas of interest they have chosen. The teams continue to check the system and if the student has not applied, subsequent emails are sent with more information about the college. Eventually, a student ambassador who is part of the marketing team follows up with a phone call to the student, using a script.

Dr. Mitchell discussed reports and dashboards that can be created. For instance, with admissions reports, staff will be able to see how many inquires came in, how many students started an application and how many were admitted. Within CRM and the Marketing Cloud, staff can also look at different forms of A/B testing. The colleges will start testing with emails and will add increased functionality with text messaging.

Dr. Mitchell said Phase 2, Matriculation and Enrollment, is in the development stage and is scheduled to roll out in February. Matriculation retreats have been held at each of the colleges, at which leaders came together and developed process maps for financial aid, residency and orientation. Phase 3, Counseling and Retention, will see the Promise Program and Guided Pathways come together. The system will send automatic assignment rules to each Promise student's success team. It includes appointment scheduling, success plans and alerts. For example, if a Guided Pathways student deviates from his/her plan, the student's success team receives an alert. All of this work is currently being done manually. Phase 4 deals with grants, categorical and additional services. Part of the CRM vision is to incorporate food and housing insecurity into the CRM and the intent is to have it connected to the dining centers and bookstores. Phase 5 will deal with workforce development. Systems integration will be a multiphase process.

Dr. Mitchell commended the ITS team, who have done much behind-the-scenes work.

Trustee Nuris asked if there is a plan to deal with people who do not want to see change and do not get on board with the CRM. Dr. Mitchell said staff is very conscious of change management. She said staff has been providing monthly updates to talk about the benefits and answer questions. She said the majority of people have been very excited to engage and learn more about it. Interim President Lopez said it is exciting to see this service being offered to community college students. She said it is the kind of attention that for-profit, private colleges offer to lure students away, leaving them with a large debt and no jobs. Dr. McVean said Dr. Mitchell has done amazing work, which has put the project ahead of schedule.

Dr. McVean said the implementation of the strategic plan involves transformational work that is going on across the District. He said the work has the potential to impact the metrics in the strategic plan, increasing the number of first-time, full-time students and leading to completion. He said that as indicated in the presentations, the colleges have already seen some results. He said the continuing work will require additional resources and the commitment to seek funding for the resources.

Dr. McVean said there will be regular communication with the Board and staff will bring reports at regular intervals. The Board will be asked to approve an updated strategic plan next fall.

President Goodman commended the presenters and thanked them for keeping the Board informed. He said the Board fully supports their efforts.

Student Trustee Chavez thanked the presenters and said the information provided makes him proud to be a student in the District.

Vice President Schwarz said she is proud as a Board member to know that the District is constantly moving forward for the benefit of students and employees. She said it was exciting to hear more about the various programs. She noted that the colleges are using different terminologies (meta majors/interest areas/clusters) and it is important to make sure that everyone understands the meaning of the terms.

Trustee Mandelkern said he was pleased to receive the update on exciting programs. He said the update focused on goals and metrics connected to goals 1 and 2 of the strategic plan and attention was not given to goals 3 and 4.

He said he hopes there is recognition of the need to complete the process because a strategic plan without metrics is simply a document and does not provide feedback and guidance. He said that when moving forward into the next step, consideration could be given to whether it is too ambitious to have four strategic goals. He said that whatever is decided, he feels strongly that there should be feedback on the benchmarks and goals so that the Board understands the financial impact and can ensure that money is being spent on things that matter most in terms of student outcomes.

Trustee Nuris said the presentation was one of the most exciting reports he has heard since he has been a member of the Board, both in terms of subject matter and the genuine excitement of the presenters. He said the work being done adds great value and takes the District to the next level.

Trustee Mandelkern said two Board members served on the steering committee for the initial strategic planning process. However, only the student trustee has been named to the steering committee for the comprehensive strategic plan update. He said he believes that having trustees on the committee adds value to the process. Dr. McVean said the first steering committee dealt with the initial plan creation and staff considered the second phase to be an update. However, he said he is very open to having Board members serve on the committee. Trustee Holober said he was a member of the original steering committee and sees good reasons to include Board members: (1) the members make periodic progress reports to the Board, (2) it is better practice to consult the Board about a project, particularly something very central to the District, prior to bringing it as a completed project and asking for the Board's approval, and (3) Board members can provide feedback to other committee members so that they are aware of what the Board is thinking. Vice President Schwarz said the accreditation team asked the Board president and vice president how the Board would be involved in the next step of the strategic plan and they informed the team that two Board members were involved in the process. She said she found it very helpful to receive periodic reports from the two members who served on the committee. The Board unanimously appointed Trustee Mandelkern and Trustee Nuris to serve on the steering committee.

Maxine Terner said she believes the work being done focuses on students and has enormous potential. However, she encouraged the Board to balance the wish list with the need list.

STATEMENTS FROM BOARD MEMBERS

Trustee Nuris said he attended the opening of the Skyline College Environmental Science Building. He said he was impressed with the building and with the outpouring of the community. He said he hopes the building will be well used by students and members of the community.

Student Trustee Chavez said the president of the Associated Students of College of San Mateo will make a presentation to the Board at the October 23rd meeting.

Trustee Mandelkern said he attended the opening of the Skyline College Environmental Science Building and looks forward to more buildings that will open and advance the academic goals of students. He thanked his colleagues on the Board for their support of the Cabrillo Unified School District's parcel tax renewal measure which he asked to be placed on the agenda. Trustee Mandelkern said the issue of broadcasting Board meetings or somehow making meeting materials more widely available to the public is different than the RFP that was mentioned earlier. He said staff experimented with using Zoom at a recent meeting. He said there were pluses and minuses but he believes it was a worthwhile exercise. He said he would like to see additional experimentation along this line, even before issuance of the RFP.

Vice President Schwarz acknowledged and complimented College of San Mateo on the wonderful celebration of 50th anniversary of EOPS. She said it is an example of a successful EOPS program for colleges around the state. Vice President Schwarz said she attended the memorial service at Cañada College for former District employee Pat Tyler. She said Mike Tyler, Ms. Tyler's husband and Cañada College employee, led the service. She said the love expressed for Ms. Tyler was overwhelming. She said Ms. Tyler was a wonderful woman and it was a privilege to be in her presence. Vice President Schwarz said she will serve as the timekeeper for the Trivia Bee on October 11. Cañada College is hosting the event.

RETURN TO CLOSED SESSION

The Board returned to closed session at 8:45 p.m. to continue consideration of the items listed on the printed agenda.

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

The Board reconvened to open session at 10:15 p.m. President Goodman said the Board took no action during closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 10:17 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the November 20, 2019 meeting.

Karen Schwarz, Vice President-Clerk

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

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Goodman said that during Closed Session, the Board will (1) hold a conference with legal counsel regarding two cases of anticipated litigation as listed on the printed agenda, (2) consider public employee discipline, dismissal, release, (3) hold a conference with the agency labor negotiator as listed on the printed agenda, and (4) consider ratification of confidential district warrants.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:05 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:20 p.m.

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

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College Vice President of Administrative Services Graciano Mendoza, District Academic Senate President Jeramy Wallace

PLEDGE OF ALLEGIENCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Goodman said the Board took no reportable action during closed session. He said the Board will return to closed session at the conclusion of the open session to continue consideration of the items listed on the printed agenda.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

APPROVAL OF THE MINUTES OF THE MINUTES OF THE SEPTEMBER 25, 2019 STUDY SESSION (19-10-3)

It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the minutes as presented. The motion carried, all members voting Aye.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

CONTEMPORARAY CONVERSATION REGARDING RACE, CLASS, GENDER, PRIVILEGE AND EQUITY: UNDOCUMENTED STUDENT ACTION WEEK (19-10-2C)

Aaron McVean, Vice Chancellor of Educational Services and Planning, said Undocumented Student Action Week is a systemwide campaign in the California community college system to advocate and provide support and resources for the undocumented student population. He said the Undocumented Student Action Week is supported by the State Chancellor's Office, the Community College League of California, the Foundation for California Community Colleges,

Immigrants Rising and the Student Senate for California Community Colleges. He said representatives from each college will report on activities that took place on the campuses during the week.

Paolo Mora Paredes, Retention Specialist at the Multicultural and Dream Center at College of San Mateo, said the college hosted webinars for educators and students twice each day. Six group discussions with 25-35 students were held to raise awareness about undocumented student issues. During these discussions, students had the opportunity to share their knowledge and experiences as well as to learn from their peers. The closing keynote and poetry reading was presented by Alan Pelaez Lopez. Ms. Mora Paredes said the college hopes to continue the momentum built during Undocumented Student Action Week for upcoming events, including the weekly Undocu-Circle events.

Pamela Ortiz Cerda, Dream Center Program Services Coordinator at Skyline College, said she is part of the State Chancellor's Office Dreamers Advisory Group and works part-time with Immigrants Rising on the higher education team. Ms. Ortiz Cerda said that each day of Undocumented Student Action Week had events related to a theme. The daily themes were: Educational Access, Legal Rights, Entrepreneurship, Mental Health, and Art as Healing and Resistance. Throughout the week, students crafted a Wall of Support which was revealed on Friday. Students in Professor Rika Yonemura-Fabian's class and the Peunte class were invited to share their stories. The Wall of Support is currently displayed in the library.

Adolfo Leiva, Director of the SparkPoint Center at Cañada College, introduced Saul Miranda, the new Program Services Coordinator for the Dream Center. Mr. Leiva said Undocumented Student Action Week included activities on each day at seven venues across the campus. There were 12 events attended by more than 200 individuals. Events included student webinars, community dialogue, a film screening of "Documented" by Jose Antonio Vargas, "Know Your Rights" conversations with Carmen Torres of the Immigration Institute of the Bay Area, and Stories and Snacks. The DREAMers Student Club was a critical part of the weeklong events. Throughout the week, students were invited to participate in creating a collaborative mural.

Student Trustee Chavez thanked the presenters for everything they do to serve students.

Trustee Mandelkern thanked the presenters. He said the activities that took place during Undocumented Student Action Week were impressive.

President Goodman asked if there are opportunities for Board members to engage with undocumented/LatinX student communities to make sure the Board is responsive to their needs, concerns and fears. Mr. Leiva said the Board would be welcome to participate in future events. He said this show of support would send a positive message to students. Ms. Ortiz Cerda said a dialogue with Board members would be welcomed, either through a town hall or closed group conversations.

Dr. McVean thanked the presenters for the work they do every day to support the undocumented students in the District.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Interim Chancellor Claire congratulated the three colleges and support staff in the District Office for a very successful accreditation visit and process. He said there are 127 individual standards, collectively representing best practices in education. He said the preliminary reports from the visit are outstanding. The Accrediting Commission for Community and Junior Colleges (ACCJC) will make the final determination and the formal reports are expected in mid-February.

Skyline College Interim President Jackson said a 17 member team from the governor's office, the legislative analyst's office and the Department of Finance came to the college on October 16 to examine several areas of focus, including the Promise Scholars Program, Guided Pathways, Strong Workforce and AB 705. She said Skyline College was one of only two colleges selected to be visited. Dr. Jackson noted several recent activities on the campus: Fall Health Fair, Get Work Wednesday, Grammar Hour of Power, Study Abroad Reception and Luncheon, and Meet Your Meta Major Fair. She said events are listed on the college website and Board members are welcome to attend any activities. Dr. Jackson said the 50th Skyline College Anniversary Celebration, which is a major fundraiser for student scholarships, will be held on November 15. The opening of the STEM Center in Building 7 will take place on November 18.

Cañada College Vice President Mendoza said the 2nd Annual President's Luncheon was successful and President Moore asked that he thank all who attended.

Andrew Young, President of the Associated Students of College of San Mateo (ASCSM), recognized several student senators who were in the audience. Mr. Young outlined ASCSM recent activities including Welcome Week and the Fall 2019 Club Fair. He said there are approximately 36 active clubs on campus. He said that groups created by students make a great difference in student success. Mr. Young said the Advocacy Board organized a voter registration drive, providing an incentive for students to participate in civic engagement. The Programming Board organized a breast cancer awareness event. Events co-sponsored by ASCSM included: the CSM Leadership Conference, People of Color in Technology; Welcome Sports Day; Rock en Español; Mooncake Festival; De-stress Art Workshop; Dia De Los Muertos; Lock-in Team Building Event; and Dashain-Tihar Festival Celebration. Mr. Young said ASCSM is involved in the issues of food insecurity and wellness, allocating \$6,000 to support the SparkPoint Campus Snack Program. ASCSM also offers continual support for the Grab-n-Go meal program. Upcoming ASCMS events will include a Halloween Festival, VASEbility Event, Relaxation Week, and a Night Market 2020, which is a celebration of food and culture targeting the larger community.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Paul Bissember, AFT Executive Secretary, thanked Interim Chancellor Claire for a recent discussion on the 50 Percent Law, exploring possible ways to close the gap and support faculty. He said he looks forward to further discussions. Mr. Bissember said AFT is in contract negotiations over important issues, including workload, part-time pay equity, FLC Lab rates, and policies on investigations and progressive discipline. He said AFT has been reaching out to faculty across the District to share updates and solicit feedback. Updates are provided on the AFT website.

Juanita Celaya, CSEA 1st Vice President, said that for a very long time, the District had a policy that prohibited hiring managers from serving on the first round of hiring committees. She said that policy served the District well. She said that several years ago, the former Chancellor made a unilateral decision to change the hiring process. She said CSEA believes that the negative comments made in response to an online article in the Palo Alto Daily Post regarding cronyism, nepotism and favoritism within the District are the direct result of the change to the hiring process. Ms. Celaya said that during the last election cycle for the open trustee seat, former Trustee Tom Mohr was asked if he believed hiring managers should serve on the first round of hiring committees. She said he stated his belief that the hiring manager should not chair the committee. He also said that his practice was to stay entirely out of the process and to count on the expert judgment of the committee. Ms. Celaya said CSEA is asking the Board to help fix the hiring process that they believe has allowed cronyism, nepotism and favoritism.

Ms. Celaya said there have been recent discussions by the Board about the reclassification process in the District. She said CSEA would like to thank Trustee Holoher for continually bringing this forward, and for recently asking for a moratorium on administrative and supervisory reclassifications. She said CSEA believes that an unfair reclassification process exists and disagrees that Human Resources has a fair and impartial vetting process. She said CSEA has a process for reclassifications in its contract but it is often manipulated by the administration. She said CSEA recently tried to negotiate a process that would make reclassifications more impartial and fair within the bargaining unit and it was rejected by the District negotiating team, citing administrators who still want to be able to reclassify employees as they choose. She said CSEA believes this means that cronyism, favoritism and nepotism will continue. She said CSEA also recently tried to change the transfer article in the contract to make transferring easier and more automatic and this, too, was rejected.

Ms. Celaya said that administrators and supervisors are reclassified into much higher paying position over and over without ever announcing the job to the public to “see what else is out there.” However, when a bargaining unit member wants to transfer to another location in their same position, what they often hear is: Thanks for your interest in the position; however, it wouldn’t be prudent of me as a manager to “not see what else is out there.” But feel free to apply with the rest of the pool.

Ms. Celaya addressed a classification study and salary survey. She said many of the generics have not been reviewed in years. She said that in order to fix some of the inequity within the District, CSEA believes it is important to perform a classification study which will evaluate and properly identify the work that employees are performing. Ms. Celaya said that for decades, salary surveys were conducted every four years to assess where the District fell within the Bay 10. She said that approximately two and one-half years ago, the former Vice Chancellor of Human Resources negotiated an entirely new salary survey process into the CSEA contract which has proven to be a complete failure. She said CSEA believes there has not been a successful salary survey since 2008. She said CSEA recently tried to negotiate its old – and successful – process back into the contract and it was rejected.

Ms. Celaya said that at a previous board meeting, President Goodman told employees to “do your job.” She said CSEA believes that employees are doing their jobs in trying to ensure fairness/equity for all, not just a few.

Ms. Celaya said CSEA suggests that no increases be given to administrators until all bargaining units have settled their contracts. She said that might be an incentive to negotiate.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Bill Collins addressed compliance with the 50 Percent Law. He said it is surprising to hear that some people feel that the District does not need to comply with the law because it is an old law. He said complying with law is a matter of sound policy and it is not anyone’s place to say that it should be ignored. He asked that the Board adopt a plan to come into compliance as soon as practicable and to spend most of its money on direct classroom instruction as required.

Kyle Elliot said he is a Kinesiology student at Cañada College. He said he is concerned about Building 1 because he has heard that a private company will be moving in and offering private memberships. He said he would like to know how much of the space will be for students and how large the classrooms will be. Interim Chancellor Claire said there are detailed plans for the building. He said there are spaces specifically for Cañada College academic endeavors, some shared space, and some space specifically for the athletic club. He said this is similar to the model that has run at College of San Mateo for eight to nine years. Chancellor Claire said he would be happy to share the square footage breakdown with Mr. Elliot and anyone else who is interested.

Andrea Schmidt asked that Building 1 at Cañada College be placed on a Board agenda. She said that on September 25, Trustee Mandelkern asked that the item be agendized as an information item at a future Board meeting so that it could be discussed by both groups. She said President Goodman said it would on the agenda subsequent to the September 30 meeting at Cañada College. She asked that the Board not wait for the building to be built and that the Board not dismiss the opportunity to hear the concerns of students, faculty and the community about the building.

Dr. Michael Reiner, a San Mateo citizen, educational researcher and independent scholar, said the colleges distributed their equity plans on September 11. He said he applauds the efforts to improve success and achieve equity; however, to plagiarize a Board member, we continue to promise much and deliver little. He said a 2017 article in *Ed Source* stated that the California Success Initiative shows little increase in completion rates. He said his research indicates that the District mirrors the statewide results. For the past five years, there has been no change in the completion rate at Skyline College for Hispanic students and the equity gap between Hispanic students versus white or Asian students actually increased. Black students’ credit course success rates at Skyline College since 2000 improved by only one percent per decade and the equity gap between Black and white or Asian students actually increased. More than one-third of Black students do not pass credit courses, approximately twice the rate of Asian or white students. Dr. Reiner said students cannot follow a guided pathway if they do not pass the pathway’s courses.

Dr. Reiner said none of the District’s colleges has succeeded over the past two decades in reducing the gap in credit course success rates. He said the District is one of the best funded in the state but the results are no better than average. He said he believes it is time to stop ignoring the data. He said that to date, the college equity plans have not improved student success. He said that if the new equity plans are designed to be effective, an evaluation should be done, with specific goals to be achieved and with people being held accountable for the outcomes. He said that as a San Mateo County resident and higher education professional, he is concerned about past efforts. He suggested that in the future, the colleges help students learn in and out of the classroom; he said this may be the key to reducing the equity gaps and improving completion, rather than equity plans that are never assessed and appear to yield little fruit according to standard metrics.

Linda Allen said she is the 2nd Vice President for CSEA at Skyline College. She said that on Tuesday, October 15, during the Skyline College town hall meeting, several individuals expressed their personal thoughts and concerns on various issues, from a hydration station and air conditioning in Building 5 to concerns about Building 12. She said that in response to these comments, the Executive Director of Equity erupted into a profanity laced rant putting down the ideas and personal thoughts of individuals who had spoken during the forum. Referencing an online article in the Palo Alto Daily Post and the 84 mostly negative comments that followed, Ms. Allen said this administrator continued to verbally strike out against anyone who had posted an anonymous comment. She said that during his loud, demeaning and profanity laced rant, none of the administrators in attendance – the Interim Skyline College President, Skyline College Vice President of Instruction, Director of Human Resources, Cañada College President, and Interim Chancellor

– interceded and asked that comments remain professional or respect the voices of their colleagues. It was only after a faculty member tried to calm the situation that the Skyline Vice President of Instruction also spoke up. Ms. Allen said this is the type of offensive behavior that has created fear among classified staff, silenced their voices, and caused people to feel a need to make anonymous comments online. She said she was contacted by several classified staff at Skyline College who said they feel even less comfortable speaking up now.

Ms. Allen said Board Policy 4.45. 6(h) states: “Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public is reason for Dismissals or Disciplinary Action.” She said CSEA has similar language for disciplining members who engage in this sort of offensive conduct. She said she hopes the Board will hold administrators to the same standard of conduct to which other District employees are held. Ms. Allen thanked Chancellor Claire for meeting with her and others to discuss this issue.

Paul Bissember made the following statement and asked that it be included in the minutes of the meeting:

“Dear Members of the SMCCCD Board of Trustees,

“Our faculty union, AFT 1493, would like to make a statement regarding an incident that took place at the Presidential Search Town Hall held on October 15 at Skyline College.

“During the Town Hall, a faculty member who expressed concerns about the college culture and operations was silenced by an administrator. The language used in this attack was unprofessional and targeted other employees who also spoke up at the Town Hall.

“None of the administrators present intervened to call attention to the lack of respect and civility demonstrated by the administrator, behavior which we do not expect to see in professional and collegial communication.

The Executive Committee of AFT 1493 respectfully requests that the administration and the Board of Trustees agree that such behaviors that do not align with our values of equity will never happen again to faculty members, classified staff, or any employees of the district. Skyline College's values of Social Justice and Equity should be practiced by everyone in the college community, and administrators are not exempt from the responsibility to act on these values.”

Regards,
AFT 1493 Executive Committee”

President Goodman offered his apology to those faculty and staff members who were directly attacked in this manner – Michele, Kate, Soledad and Nicole. He said he hopes the Board and the District have the opportunity to address these concerns in the future.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (19-10-2A)

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the actions in the report. Trustee Holober repeated the request he made at a previous meeting that any changes in reclassifications or moves from one position to another include salaries for both the old and new positions. The motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA

President Goodman said the consent agenda consists of Board Reports 19-10-1CA through 19-10-4CA. It was moved by Trustee Nuris and seconded by Trustee Mandelkern to approve the items on the consent agenda. The motion carried, all members voting Aye.

Other Recommendations

HEARING OF THE PUBLIC ON CONTRACT AWARD FOR COLLEGE OF SAN MATEO WATER METERING AND INFORMATION SYSTEM PROJECT AND APPROVAL OF CONTRACT AWARD (19-10-102B)

It was moved by Trustee Holober and seconded by Vice President Schwarz to conduct the public hearing and approve the contract award. President Goodman called the public hearing open at 7:31 p.m. and asked for public comments. Hearing none, he declared the public hearing closed. Trustee Holober said he would be interested in knowing if there is an opportunity to review the landscaping of the colleges to include more native, drought-tolerant foliage, which can look beautiful if done correctly. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said drought-tolerant plants are included with all modernization projects and new construction. He said each of the campuses has a lawn area, but the peripheries contain all drought-tolerant, low water usage plants. Trustee Holober said he would like to see less lawn and more drought-tolerant plants. After this discussion, the motion to approve the contract carried, all members voting Aye.

APPROVAL OF SOLE SOURCE AGREEMENT WITH STATE CHANCELLOR'S OFFICE IDENTIFIED KEY TALENT TO DIRECT HEALTH CARE AS A DEPUTY SECTOR NAVIGATOR AT CAÑADA COLLEGE (19-10-103B)

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

RATIFICATION OF AGREEMENT FOR SPECIAL SERVICES WITH RH VENTURES (19-10-104B)

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to ratify the agreement as presented. The motion carried, all members voting Aye.

STUDENT HOUSING UPDATE AND AUTHORIZATION TO ENGAGE A CONSULTANT TO ASSIST THE DISTRICT WITH PROCESSING THE CONCEPT OF DEVELOPING STUDENT HOUSING AND DEVELOPING OPTIONS FOR CONSIDERATION (19-10-105B)

It was moved by Trustee Holober and seconded by Trustee Nuris to engage a consultant as outlined in the report. Chancellor Claire said this is a very complex issue. He said staff recognizes that there is an immediate need to address the issue. He said that at the Board's request, there is now a single portal that combines all of the resources that are available to students, faculty and staff. The site is available through the District's website and the colleges are making it a permanent part of their sites as well. The SparkPoint Centers continue to be major resources for students. There is an emergency fund to help students in crisis at one of the colleges and the District is in the process of determining how best to expand this to serve students at all of the colleges.

Chancellor Claire said there is expertise within the District and throughout the community that can aid the District in relation to student housing. He said:

- Staff is requesting approval to engage an expert consultant with experience in student housing.
- An internal working group is being established which will include staff who have expertise in lining up financing for construction projects and some who have prior experience with student housing. The group will also include representatives from all participatory governance stakeholders.
- A student needs advisory group will be established, composed of representatives from external organizations who can advise the District on how best to leverage local resources.
- Staff will engage the Educational Housing Corporation Board of Directors.
- Staff will seek advice on best practices from other community colleges that have developed student housing. Staff is currently in the process of setting a date for a tour at Santa Rose Junior College.

Trustee Mandelkern said the Board had asked staff to identify specific, concrete steps to address the issue of housing insecurity/homelessness in the short term. He said the new website is a good example, along with working with SparkPoint and working to develop a broader based emergency fund. He said he hoped to see more efforts underway and asked that there be additional updates on further efforts.

Trustee Mandelkern said he attended the recent ACCT conference. He said he attended a session on student housing which was led by two board members of City College of San Francisco, which has a goal of creating 1,000 units of

student housing by 2025. He said many attendees from around the country expressed the same concerns about student housing insecurity and homelessness and reported that it is not only an urban area issue. Trustee Mandelkern outlined some of the best practices that were highlighted during the session:

1. Conduct a survey to determine the needs and preferences of the population to be served, e.g. apartments versus dormitory-style units.
2. Recognize that no district can serve the needs of all students who need housing. Determine where the greatest need is and design a project that will serve that population well.
3. Have clear policies and understanding in place before beginning to build a project. Examples: determine where students will go in the case of mandatory evacuations or power outages.
4. Determine how projects will be implemented. The overwhelming majority indicated that they developed the projects themselves rather than through public/private partnerships due to alignment of priorities and interests, particularly around the issue of rents.

Trustee Nuris asked how districts financed the projects if they developed them themselves. Trustee Mandelkern said the majority were financed through general obligation bonds.

Trustee Holober said the last item in the board report asks for guidance from the Board regarding the establishment of guiding principles. He said that immediately following the first step of conducting a survey, he believes it is necessary to determine what the principles are and to determine who the District wants to serve before going forward with building the project. He said that in earlier discussions, the administration's interest related to international students who could afford to pay market rates or more versus local students who cannot afford to do so but whose needs are quite extreme.

Trustee Nuris said he would expect that a consultant would help structure a plan on how to go through the various steps in an organized fashion to gather the necessary information to make informed decisions before beginning construction. Chancellor Claire said this discussion will be helpful in framing the RFP for the engagement of a consultant.

Trustee Mandelkern asked if staff knows whether Santa Rosa Junior College used a consultant when they began their process of developing student housing. Chancellor Claire said he will check with Santa Rosa Junior College to see if they engaged a consultant. Trustee Mandelkern suggested that staff investigate this with other colleges/districts that have had successful experiences with developing student housing.

Trustee Mandelkern said that when the Board is asked to authorize hiring, there is normally a budget associated with the request. President Goodman said the discussion at this meeting can be considered informational and the Board can direct staff to move forward with an RFP. Trustee Holober withdrew his motion to authorize the engagement of a consultant and the Board agreed unanimously to direct staff to proceed with the RFP.

INFORMATION REPORTS

DISCUSSION OF BROADCASTING OF BOARD MEETINGS (19-10-3C)

President Goodman said the Board has previously expressed interest in broadcasting meetings and this is a follow-up discussion. Student Trustee Chavez said he appreciated the broadcasting of a previous meeting through Zoom, but would prefer that a camera pan to the person who is speaking. He asked where the broadcast videos would be stored. Chief Technology Officer Daman Grewal said they would be stored in a Dropbox location with hyperlinks on the District website.

Trustee Holober said he is in favor of broadcasting and archiving meetings. He said it could alleviate staff time that goes into the preparation of very detailed meeting minutes. He suggested that staff look into what is done in other government agencies around the county. He said he is aware that Peninsula Television, Inc. (PenTV) broadcasts meetings of the Foster City City Council, the Board of Supervisors and the Fair Oaks Community Council. He said Millbrae Community Television (MCTV) broadcasts Millbrae City Council meetings and has contracted with other cities as well. He said there are likely additional companies that provide this service. Trustee Holober said he believes that the staff time saved would likely cover the cost of broadcasting meetings. He said the District could work with the provider to make it possible for students to get credit for doing much of the work, reducing the District's cost mostly to equipment costs while enriching the academic experience of students. Mr. Grewal said this option can be explored. He said the District was considering providing the service in-house, placing a few cameras around the room and having a student work on

livestreaming the meeting through Zoom and uploading it to Dropbox. President Goodman asked Mr. Grewal if he is familiar with video content management systems through which videos can be made searchable. Mr. Grewal said a company called Panopto features video search and can be used with video stored in Dropbox.

Trustee Mandelkern said he has been in favor of broadcasting meetings for many years and believes it will increase access and transparency to the public. He said he believes there is benefit to looking at what other agencies in the county have done. He said he has used the Zoom system in other organizations and is aware that Zoom has recently made enhancements that reduce the amount of human intervention that is necessary. He said the recent experiment of broadcasting a meeting through Zoom was an encouraging first step and he looks forward to further exploration of a solution to broadcasting meetings on a permanent basis.

Student Trustee Chavez said he would hope that transcripts and closed captioning could be included. Mr. Grewal said it is possible to include both of these options.

President Goodman said he would hope to have an action item regarding this issue on the next meeting agenda, with information on a proposal to be sent to the Board prior to the meeting. Chancellor Claire said staff would like to list various options and the associated costs and then ask the Board for direction. President Goodman said the lists should include items touched on during this discussion, such as closed captioning and searchable videos.

Maxine Turner, a member of the public, said she is pleased to see this item moving forward. She said almost all cities have excellent streaming of meetings and staff can consult with them. She said the City of San Mateo City Clerk reports that their system is excellent and reasonably priced. Referring to the next item on the agenda, Ms. Turner said it could include an opportunity to discuss what it would take to broadcast meetings from the former KCSM broadcasting space.

UPDATE ON REQUEST FOR PROPOSALS (RFP) FOR UTILIZATION OF FORMER KCSM-TV SPACE FOR PUBLIC/LOCAL ACCESS BROADCASTING (19-10-4C)

Vice Chancellor Bailey said the District's goal is to release the RFP during the next week, with bids due the first week in December. Staff will review and score the bids and bring a recommendation for a contract award to the Board at the January 23, 2020 meeting.

Trustee Holober asked if staff has done a survey to identify organizations in the Bay Area that meet the standards. Vice Chancellor Bailey said there are a handful of community-operated organizations and it is not known whether they will be interested in bidding on the project. He said bidders will be asked to outline services they would be able to offer the District, such as opportunities for an educational component and broadcasting of District events. In addition, staff will examine the operational history and financial sustainability of the bidding organizations.

Trustee Holober said he hopes the District will cast a wide net and make a point of going out to public interest broadcast entities such as Media Alliance, MCTV, Midpen Media Center and others. He said the outreach could include asking what they might be able to do for the District in terms of broadcasting Board meetings. President Goodman said the District's expectations regarding broadcasting Board meetings might be something they are not capable of providing. He said they might be able to man the cameras but not deal with the issues of storing the videos, searching capability, etc. Trustee Mandelkern said he believes it would be worth asking the question.

Trustee Mandelkern said another source of potential interest might be middle schools and high schools in the County that have broadcasting activities and might be interested in using the space.

STATEMENTS FROM BOARD MEMBERS

Trustee Nuris thanked and commended Cañada College for the excellent program at the President's 2nd Annual Luncheon. He said the event was a demonstration of community support and an opportunity to highlight students who have made the District look good. Trustee Nuris said he attended the recent retirees' luncheon and appreciated the opportunity to meet former employees, some of whom taught at the District going back decades. He said he appreciated the opportunity to learn some of the history of the District.

Vice President Schwarz said she was pleased to attend Cañada College's 2nd Annual President's Luncheon. She said the students' stories were very touching and she believes it is important to inform the community about students' experiences. Vice President Schwarz said the recent Trivia Bee, presented by the Redwood City Friends of Literacy and

hosted by Cañada College, was a wonderful event. Vice President Schwarz, referencing comments from the public on Cañada College Building 1, said she attended a public meeting on this topic. She asked if students were invited to the public meetings and if they will be invited in the future. Chancellor Claire said students are able to participate not only in public meetings, but also through participatory governance. Vice President Mendoza said there have been significant efforts to include all members of the community. Vice President Schwarz commented on the medallions that were presented to Board members as recipients of the Phi Theta Kappa (PTK) 2019 Board of Trustees Excellence Award. She said she appreciates this recognition and thanked the Board members who attended the awards ceremony for distributing the medallions.

Trustee Mandelkern congratulated the colleges for the efforts that went into the accreditation visits. He said the visits appear to have been very successful. Trustee Mandelkern said he and Trustee Nuris, as the Board subcommittee, attended the first meeting of the District Strategic Plan Steering Committee. He said the committee is working on identifying steps and data that needs to be gathered. He said the committee has scheduled future meetings for November and December. He said he and Trustee Nuris will provide periodic updates to the Board. Trustee Mandelkern said he was pleased to meet with Tom Epstein, President of the California Community Board of Governors, along with Chancellor Claire, College of San Mateo Acting President Lopez and the student member of the Board of Governors. He said the discussion touched on a number of issues, including the 50 Percent Law, the College Promise Programs and the District's strategic planning process.

Trustee Mandelkern said that in addition to the discussion on student housing mentioned earlier, he attended a number of interesting sessions at the ACCT Conference, including conducting CEO/President/Chancellor searches and Title IX harassment and discrimination investigations. He said it was noted that Title IX regulations will be changing dramatically in the near future. There was also a session by the Los Angeles Community College District (LACCD) on its College Promise Program, which does not use the CUNY ASAP model but uses one similar to it and is achieving results similar to the District's. LACCD reported that it sends an admission letter and package to every high school senior in Los Angeles County, first in November for the early admissions cycle and secondly in April for regular admissions. Trustee Mandelkern said he believes this could boost enrollment and he recommended that the District adopt the practice.

Trustee Mandelkern said the Board was honored at the ACCT Conference awards luncheon with the PTK 2019 Board of Trustees Excellence Award. He said he appreciates the recognition but believes credit should go to the students and faculty advisers who make the program work.

Trustee Mandelkern said he enjoyed Cañada College's 2nd Annual President's Luncheon. He said students presented compelling stories. He said they overcame struggles to become successful, largely on their own initiative and gumption and with some help from individuals in the District. He said the presentations were highly motivational. Trustee Mandelkern said that at the President's Luncheon, Congresswoman Jackie Speier's chief aide Brian Perkins introduced him to a gentleman from Facebook who is involved in Facebook's investment in housing in San Mateo and Santa Clara Counties. He said he has followed up with an email to the contact.

Trustee Nuris thanked Trustee Mandelkern for representing the Board with enthusiasm at many events.

Trustee Holober said he likes the idea of sending admission letters to every student exiting high school and hopes the District will follow up on this idea. Trustee Holober said he appreciates members of the public and the college community expressing their concerns about various things. He said he hopes the Board will look into some of the concerns and respond to them.

Student Trustee Chavez thanked Vice Chancellor Bailey for the update on student housing. He said he believes the PTK award is well deserved. He said all of the colleges work hard to make sure their chapters are topnotch. He said that as a PTK member himself, he is aware of the great work they do.

President Goodman commended the Board on the PTK award. He said the award symbolizes that there is something to strive for and that the Board has to do good work in order to be recognized, even though the work is not always easy. He said Board members must look at each other and call on the administration to be accountable. In turn, the community must hold the Board accountable. President Goodman discussed his previous "do your job" comment. He said it related to the recent incident at the town hall meeting at Skyline College. He said the context around the comment was from a

football player, explaining that players and coaches have roles and responsibilities. He said he was frustrated because the expectation that something would be done was not met. He said employees expect better and individuals in the room did not get that.

RETURN TO CLOSED SESSION

The Board returned to closed session at 8:45 p.m. to continue consideration of the closed session items listed on the printed agenda.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 10:15 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Goodman said that during closed session, the Board ratified the confidential District warrants as presented.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the November 20, 2019 meeting.

Karen Schwarz
Vice President-Clerk

**Minutes of the Closed Session Emergency Meeting of the Board of Trustees
San Mateo County Community College District
October 27, 2019, San Mateo, CA**

The meeting was called to order at 2:00 p.m.

Board Members Present: President Maurice Goodman, Vice President Karen Schwarz, Trustee Dave Mandelkern, Trustee Thomas Nuris (by telephone)

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Goodman said that during closed session, the Board will discuss Public Security – Power Outages.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 2:00 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 3:00 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

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

ADJOURNMENT

The meeting was adjourned by consensus at 3:02 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the November 20, 2019 meeting.

Karen Schwarz
Vice President-Clerk

BOARD REPORT NO. 19-11-4C

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

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS,
GENDER, PRIVILEGE AND EQUITY: VETERANS SERVICES AT
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Over the course of the last two and a half years, the Board and the District have had focused conversations relating to race, class, gender, 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 receive an update on veterans services provided at the three colleges.



President's Report to the Board of Trustees

Dr. Jannett Jackson



Skyline College hosted a legislative staff site visit on October 16, 2019.

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Legislative Staff Site Visit from Sacramento



Skyline College received a request from Dr. Laura Metune, Vice Chancellor of Government Relations from the California Community College State Chancellor’s Office, to host a legislative staff site visit. Skyline College was selected because it is considered a leader within the community college system.

The Chancellor’s Office made the commitment to legislative staff that these visits observe how colleges operate. The day started with a campus tour by three students from the Promise Scholars Program followed by a six hour meeting focusing on the Promise Scholars Program, the Accelerated Study in Associate Programs (ASAP) model, Guided Pathways, the Strong Workforce Program and AB 705 Implementation within the rubric of the Skyline College’s Comprehensive Redesign.

The team of 17 consisted of various legislative offices that include members of the Chancellor’s Office, the Foundation Success Center, the Legislative Analysts’ Office, the Governor’s Office and the Department of Finance.

We received a letter of thanks from Governor Gavin Newsom based on the feedback he received from those in attendance. I also want to thank District Office staff who participated, Chief of Staff Mitch Bailey and Vice Chancellor of Educational Services and

Planning Aaron McVean and Project Director, Promise Scholars Program Replication Lauren Ford; and the 23 Skyline College faculty, staff, and administrators who shared their passion and experience on program implementation and replication efforts.

Article by Jannett Jackson | Photos by Mia Coo

Fall 2019 Promise Scholars Program – CUNY ASAP Convening



On October 17-18, 2019, Skyline College hosted the Fall 2019 Promise Scholars Program – City University of New York (CUNY) Accelerated Studies in Associates Programs (ASAP) Convening. This convening was a vital component of the Promise Scholars Program (PSP) Replication project partially funded by the California Community Colleges Chancellor’s Office (CCCCO) Award for Innovation in Higher Education grant. Organized by Lauren Ford, Project Director for the PSP Replication, the site visit included teams from the three San Mateo County Community College District colleges (Cañada College, College of San Mateo, and Skyline College) along with Cuesta College, Lake Tahoe Community College, and Pasadena City College who are planning for replication of the PSP. The PSP is recognized replication of the CUNY ASAP model.

Working in collaboration with the CUNY ASAP Replication Team, Skyline College created an informative, robust, and engaging experience that included two tracks: one for counseling faculty, PSP leads/directors and PSP staff, and one for college leadership (presidents, vice presidents, and deans).

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The leadership track included in-depth conversations about balancing student to counselor ratios by integrating across programs such as EOPS, TRiO, and Learning Communities, programmatic considerations, data and reporting, collaborating with instruction, and strategic funding and sustainability. The counseling teams completed an in-depth training facilitated by the CUNY ASAP Advisor Training Team and supported by Skyline College PSP counseling faculty. The counseling training started with an overview of the history of CUNY ASAP, a grounding discussion about equity in counseling, a review of the ASAP model, and case studies to identify the ways in which SMCCCD faculty and staff can apply the ASAP model within the PSP.

The CUNY ASAP team included Mary Hiebert, Clara Chen, Amy Prince, Elizabeth Rincon, and Lesley Leppert. Kim Davalos, Kent Gomez, Ellen Murray, Marisol Quevedo, Lizette Bricker, Priscilla Menjivar, Allie Fasth, Ray Hernandez, Chris Gibson, Zahra Mojtahedi, Angélica Garcia, Jennifer Taylor-Mendoza, and Aaron McVean helped develop engaging activities for participants.

Article by Lauren Ford and Aaron McVean | Photo by Ricardo Coronado

Study Abroad Luncheon Hosts Consul General of France in San Francisco



On October 23, 2019, Skyline College Interim President Dr. Jannett Jackson welcomed Emmanuel Lebrun-Damiens, Consul General of France in San Francisco, and Caroline Jouanin and Monica Medina, representatives from the Rennes School of Business

in France. The luncheon and reception, with over 80 attendees, was a celebration of international education and its role in empowering and transforming a global community of learners. The luncheon was also a part of Skyline College's Meta Major Week Events under Business, Entrepreneurship & Management.

Dr. Jackson shared some of the milestones that the Study Abroad Program has achieved in the last several years, including recognition by the U.S. Department of State as the top-producing community college in California of the Benjamin A. Gilman Scholarship, raising \$20,000 in Study Abroad scholarships through the Community Travel Program, launching the Global Internships Program, opening the Skyline College Passport Office, and receiving a grant from the Embassy of France in Washington D.C. to implement Campus France, a new transfer abroad opportunity for SMCCCD students to transfer to the Rennes School of Business in France to complete their Bachelor's degree.

The Consul General shared his own experience studying abroad and spoke about the importance of building intercultural competencies in today's global economy and workforce. Ms. Jouanin spoke about the new Campus France Program, recipient of the 2019-2020 Skyline College President's Innovation Fund, and opportunities for SMCCCD students to transfer abroad to the Rennes School of Business in France.

A highlight of the event was hearing from SMCCCD Study Abroad alumni about their experiences abroad. College of San Mateo alumna Elizabeth Ramirez, via video call from Southern California, shared how her experience studying abroad in Florence in 2016 shaped her career path and led to her current position at the Hispanic Scholarship Fund. Skyline College alumni and current Rennes School of Business students Angelo Domagas and Laurel Lujan via video call from France spoke about their adjustment process and classes. Current College of San Mateo students Aaron Wilson and Malik Griffin spoke about their experiences participating in Global Internships in Hong Kong over the summer and the process of applying for scholarships, and Skyline College students Ms. Fountaine and April

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Hubert shared their experiences studying abroad in Brazil and South Africa as STEM students.

These opportunities blend with Skyline College’s mission to empower and transform a global community of learners and its goal to make high-impact practices and transformative educational experiences like studying and interning abroad accessible for all students who wish to participate.

SMCCCD Study Abroad is the district-wide study abroad program housed in the Global Learning Programs and Services Division at Skyline College.

Article by Stephanie Wells | Photo by Zaid Ghori

Community Members Attend Informational Meetings for India, France and Japan Community Travel



Last month, the San Mateo County Community College District (SMCCCD) Study Abroad Office held informational meetings at Skyline College and the College of San Mateo for members of our community interested in traveling with the upcoming Community Travel Programs to India (February 2020), France (June 2020), and Japan (October 2020). The SMCCCD Community Travel Program is a curated, small-group travel experience for adults and life-long learners. Participants travel with an SMCCCD representative and local tour manager as they enjoy local food, special attractions, and guided sightseeing.

Nearly sixty community members attended the October informational meetings to learn about upcoming travel abroad tours. Registration links for the

programs opened on October 30, and several programs immediately began to fill.

The Community Travel Program was created as a way for Skyline College to connect with the larger community of San Mateo County, as well as to help our students live and learn in other countries. For many college students, study abroad is a special goal of their undergraduate years; however, financially, the experience is often out of reach. With the Community Travel Program, \$500 (tax-deductible) of each participant’s registration fee goes directly into the SMCCCD Foundation for Study Abroad Scholarship Fund, helping to make transformative global opportunities more accessible for our students.

The Community Travel Program is part of the SMCCCD Study Abroad Program—a district-wide study abroad program housed in the Global Learning Programs and Services Division at Skyline College.

Article and Photo by Stephanie Wells

Latinx Professionals Come to the BAEC



On October 10, 2019 the Bay Area Entrepreneur Center (BAEC) held their monthly networking mixer in honor of National Hispanic Heritage Month as a vehicle to encourage professionals throughout the Latinx diaspora to attend.

BAEC staff and students welcomed professionals from different industries from around the bay area including authors, financial advisers, business coaches and

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restaurateurs who had in-depth conversations about financial security, networking, and building a strong personal brand.

BAEC hosts monthly mixers, meetups and workshops for emergent and seasoned entrepreneurs and for interested members of the community.

Article by Nicole Moreno-Deinzer | Photos by Chad Burnaw

Music Faculty Wins Regional Fiddle Competition



In October 2019, music faculty Elizabeth Ingber competed in a regional Scottish fiddling competition held in Ventura, California at the Seaside Highland Games and won her division, allowing her to compete next year at the national level.

Trained as a classical musician, Ms. Ingber recently began exploring Scottish fiddling. Since joining the Peninsula Scottish Fiddlers in 2018, she has been studying the various tune types, playing techniques, and stylistic characteristics of this tradition.

At Skyline College, Ms. Ingber teaches the Violin/ Viola class. To bring Scottish fiddling to her students, Ms. Ingber has attended various fiddle programs, including the Strathgheny School of Scottish Fiddling in Pennsylvania. Students in the class learn string

playing technique, and work on a variety of solo and ensemble repertoire over the course of the semester. Scottish tunes are incorporated to gain exposure to a non-classical style. The class is open to students of all levels, including those with no prior music experience.

Article by Jude Navari and Danni Redding Lapuz | Photo by Coastside Video

2nd Annual UndocuWeek



Skyline College hosted a week full of events to support and advocate for undocumented students and community members during the week of October 14, 2019. Each day had a different theme starting off with a “Tell Your Story” pizza lunch where students shared their poems, thoughts, and stories about immigration’s impact on them, their friends, and their families.

On the second day, the Associated Students of Skyline College (ASSC), the Dream Center, Latin American Student Organization (L.A.S.O.) and the Filipino Student Union (FSU) partnered up for an Abolish ICE rally which was followed by a Legal Rights Workshop updating students about today’s immigration policy.

The third day saw the Dream Center partnered with ASSC to bring undocumented entrepreneur Alejandro Flores-Muñoz to speak about the opportunities for

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making a living without Deferred Action for Childhood Arrivals (DACA). This luncheon talk was followed by a workshop from the Bay Area Entrepreneurship Center (BAEC) for students to learn to start their own business.

With “Mental and Emotional Wellness” being the fourth day’s theme, the Dream Center and Health and Wellness Services hosted “UndocuTalks” during which therapy dogs were present for students to interact with and de-stress.

The week closed with a big reveal of the Library’s Wall of Support for Undocumented Students.

Article and Photo by Pamela Ortiz Cerda

International Transfer Scholars Program



This year, the International Student Program (ISP) established the first ever International Transfer Scholars Program. The program was set up to provide more support to students who are interested in transferring to the University of California institutions or other top schools such as Stanford University. Near the start of the semester, students were invited to be part of the program based on their academic records and active community participation.

As a member of this program, they have access to multiple one-on-one advising sessions with a UC Berkeley representative as well as added support from the ISP team, including academic advising from Carlos Romero, the international student academic counselor. They also receive guidance and support for every step of their application from the start until they have successfully transferred to the school of their choice.

So far, the students have been on a UC Berkeley campus tour, participated in two workshops (one on the UC application and the other on Personal Insight Questions), and have also had at least one advising session with the UC Berkeley representative.

Article and Photo by Clair Yeo-Sugajski

International Student Program Hosts Employment Workshop



On October 23, 2019 the International Student Program (ISP) hosted an employment workshop for international students currently attending Skyline College. ISP Program Services Coordinator Chikako Walker advised students about various on- and off-campus job opportunities and internships.

There was a special focus on informing students about jobs offered on campus, providing more insight into how they can find on-campus employment. The workshop also covered the basics of immigration regulations for international students, the types of employment they are allowed to engage in and how to apply for work authorization. Many of the international students in attendance had plans to work after graduation, and the workshop helped clear up many misconceptions students may have had, helping them to be better informed.

Article by Chikako Walker | Photo by Zaw Min Khant

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Meet Your Meta Major Fair: Exploring Majors and Making Connections to Dream Jobs



On October 24, 2019, around 200 students attended the Meet Your Meta Major Fair, an event designed to support major, career, and job readiness. Michele Hagggar, Program Service Coordinator; the Strategic Partnerships and Workforce Development team; Carla Grandy, Director of Guided Pathways; and over 30 faculty and staff from across the college collaborated to organize the event.

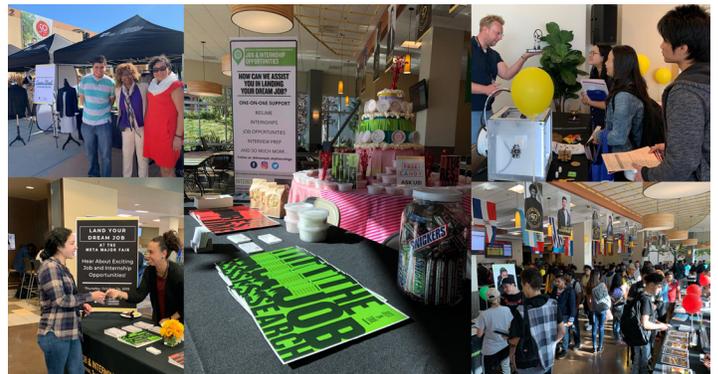
The Strategic Partnerships and Workforce Development Job Placement Coordinators and the Coop Office answered students' questions about resumes, interviews and job searches relating to their field. Job placement coordinators engaged students with fun games to introduce the jobs they could connect students with.

Faculty and staff from the following programs were present to support students in connecting to their dream jobs: Accounting, Administration of Justice, Allied Health, Art, Biology, Biotechnology, Business, Chemistry, Communication Studies, Computer Science, Cosmetology, Engineering, Entrepreneurship, English, Esthetician, Mathematics, Music, Physics, Psychology, Sociology and Surgical Technology.

Student feedback showed that the event was well-organized and contributed greatly to career planning. Many students took the opportunity to book appointments with Job Placement Coordinators so that they could receive help applying for jobs related to their majors.

Article by Michele Hagggar

Strategic Partnerships and Workforce Development Supports Meta Major Week and Launches Suite of Services!



The Strategic Partnerships and Workforce Development Division, in collaboration with Guided Pathways Director Carla Grandy and college faculty and staff, hosted a variety of events to support Meta Major Week, which included the Strategic Partnerships and Workforce Development division's launch of the suite of services they offer.

Strategic Partnerships and Workforce Development kicked off the week with "Be a Boss" day hosted by Laura DeKelaita, Job Placement Coordinator for Business, Entrepreneurship and Management. The event allowed students to engage with local entrepreneurs from various industries including the confectionery, art, apparel and skincare industries. Students learned strategies for building a business and having an entrepreneur mindset as well as gained a deeper understanding of the Business, Entrepreneurship and Management Meta Major at Skyline College.

The second day saw Steven Lopez, Job Placement Coordinator for Arts, Languages, and Communication, and the team introducing students to "Sweets" of Services, printed guides on career readiness covering job search, resumes, interviewing and networking accompanied by a free bag of butter popcorn and candy. In the evening, Alexa Moore, Job Placement Coordinator for Society and Education, hosted the Careers with Children Job Fair, connecting students directly to employers within the industry.

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On the third day, students learned about the Skyline College career closet during “Look Good in Person and Online”. Michele Hagggar, Program Services Coordinator, and Jose Milan, Career Resources Aid, asked students to complete surveys to help the Closet know how to support students getting ready for employment engagement opportunities. With the help of Claudia Paz, Visual Communications Coordinator, and Student Assistant Millie Santos, students tried on clothing and posed for professional headshots for their LinkedIn profiles while Laura DeKelaita and Alexa Moore provided LinkedIn Learning accounts at no cost.

Finally, Tia Samn, Strategic Partnerships and Workforce Development Student Assistant, DJ’d with the help of Sarina O’Gilvie, Staff Assistant, who introduced students to the division’s new social media platforms and connected them to fun prizes for stopping by.

Article written by Michele Hagggar, Laura DeKelaita, Steven Lopez and Alexa Moore

Students Shine at SACNAS



The Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) hosted the SACNAS National Diversity in STEM Conference on October 31 – November 2, 2019 where four Skyline College students presented their original scientific research alongside 800 students from University of California campuses, University of Texas, Rutgers

University, Yale University, Brown University, Stanford University, several CSUs, and other institutions. The conference was held in Honolulu and sponsored by the NSA, Amazon, and University of Hawaii. Over 3,000 graduate and undergraduate students from across the country attended the conference.

Papers were selected for the conference in a competitive judging from abstracts submitted in July. Skyline College students started their research last spring with Christine Case in BIOL 230 or BIOL 695. The students spent the summer in the lab to continue and complete their research.

Stephen Fredricks worked with the students to register and prepare them for presenting at the national conference. At the conference, students were knowledgeable and professional, and represented Skyline College well.

Sokleng Kelley Leong’s presentation of her research won the Undergraduate Microbiology Award. Kelley (pictured top) now has her first publication, “Evaluation of the Antimicrobial Activity of Usnea Lichen.”

The other Skyline College students who presented also have their first publications:

David Dela Criz (pictured middle) and Tyler Ma’s publication is titled “In Vitro Antimicrobial Activity of *Mimulus aurantiacus*.”

Alessandro Mazzora’s (pictured bottom) publication is titled “Effects of Urbanization on the Microbiome of a Coastal Stream.”

Kelley, David, and Tyler transferred for the fall 2019 semester: Kelley is now at UC Berkeley, David is at UC Davis, and Tyler is at UC Irvine.

Article and Photos by Christine Case

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Students Table and Network at the 22nd Annual Chinese Bioscience Association Conference



Skyline College's biology and biotechnology students attended the 22nd Annual Chinese Bioscience Association (CBA) Conference titled "From Disruptive Innovations to Real-World Application" on October 12, 2019 held at Crown Plaza in Foster City. For many of the students, it was their first experience at a scientific conference. Student volunteers arrived as early as 7:45 a.m. to set up the college's booth to ensure everything was perfect. Students took turns to man the booth where they provided information about Skyline College's Biotechnology Program, its degrees and certificates, as well as shared their experience as a Biology major. Many of the biotechnology students are also members of the West Coast Chapter of the Parenteral Drug Association (PDA) and handed out pamphlets.

Dr. Jing Folsom and Dr. Nick Kapp encouraged students to practice their networking skills by asking to get a selfie with a conference vendor or researcher. The conference lasted all day with multiple presenters, and students would either man the table and talk to scientists as they walked by or network during breaks.

The highlight of the conference was the interaction of computer technology with old-fashioned pharmaceutical medicines. Many of the talks at the CBA conference featured elite biotechnology companies

presenting current projects and research on advanced pharmaceuticals for complex diseases such as Parkinson's, non specific seizures, epilepsy, and Alzheimer's.

The conference was a great opportunity to engage with professionals in the biotechnology field as well as gain knowledge about innovative industrial machines such as cell counters and small particle analyzers and other medical devices. The conference also provided opportunities for students to look for internships, jobs, and mentors.

Article by Nick Kapp | Photo by Jing Folsom

Kappa Beta Delta Scholarship Recipients 2019



Kappa Beta Delta International awarded 13 Dr. Andrew V. Stevenson Scholarships for 2019. Skyline College students included John Aguas, Paul Dzul, Sophie Huang and Justin Yu. Giller Asuncion also won the Region 7 scholarship. Kappa Beta Delta International is the Business Program Honor Society for Community Colleges accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Skyline College is the first California Community College to achieve ACBSP accreditation.

Article and Photo by Linda Whitten

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Alpha Gamma Sigma Northern California Fall Conference



Skyline College’s Sigma Omicron Chapter of Alpha Gamma Sigma attended the Northern California Fall Conference at Chabot College. Alpha Gamma Sigma is the California Community College Honor Society.

Two hundred students and faculty advisors attended breakout sessions on “Tools Against Speech Anxiety”, “Conflict Resolution”, “Alumni Panel-Bachelor’s Degree in Progress”, “Officers Roundtable”, “Shift to a Growth Mindset”, “Scholarships”, “Success Through Failure”, “Learning How to Bounce Back”, “Mastering the Cost of Higher Education” and “Resume Review & Interview Prep”.

The attendees also worked on developing a Statewide Service Project focusing on student homelessness. Alpha Gamma Sigma at Skyline College started their local project by participating in the Second Harvest Food Drive on campus on October 22, 2019, and which will end on November 22, 2019. A clothing drive will follow.

Skyline College was represented by Justin Cabrigas, Zhijian Cai, Erik Ferroggiaro, Timothy McMillian, John Uperesa, Chris Wardell, Hermia Waxner, Jingui Xiang, Raghad Bader and faculty advisor, Linda Whitten.

Article and Photo by Linda Whitten

Roadtrip Nation Bus Arrives on Campus



On October 16, 2019, a very special green RV made an appearance at Skyline College to share a career exploration resource: Roadmap to Careers by Roadtrip Nation. Over 130 students attended and were empowered to identify their interests and discover which career pathways align with their unique ambitions and skills. Skyline College was one of the two Bay Area colleges to be selected thanks to the collaborative efforts of Lavinia Zanassi, Career Counselor.

For 15 years, Roadtrip Nation has made it their mission to meet with professionals of every kind and ask the questions that no one is asking—honest questions about their struggles, successes, and how they figured out the age-old dilemma: “What should I do with my life?” Students have access to a digital product that combines labor market data with Roadtrip Nation’s library of thousands of candid video interviews.

The four “Roadies” that arrived with the RV said, “This has been one of the best stops on our tour”. They also commented on the wonderful diversity of the students, faculty and staff. One student commented, “Wow, there is actually a list of people in the industry and it shows how they got to where they are. I found it to be very different and helpful. I will definitely look more into this website!” Congratulations to student Cosette Claybaugh who was selected as the winner of a \$100 Bookstore gift card.

This event was organized and supported by Lavinia Zanassi, Kenny Gonzalez, Jose Milan, Luis Escobar, John Doctor, Jim Vangele, Cherie Colin, Connor Fitzpatrick, Annie Trinh, Soe Hlaing, Paul Cassidy, Tom Bauer, Roxanne Brewer and Kevin Chak.

Article by Kenny Gonzalez | Photo by Soe Hlaing

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50th SKYLINE COLLEGE ANNIVERSARY *Events*

FALL 2019

50th Anniversary Exhibition

October 28 - December 4, 2019

Art Gallery, Building 1

Visit [facebook.com/skygallery](https://www.facebook.com/skygallery)
for gallery hours

50th Anniversary Barbecue

Tuesday, December 3, 2019

11:00 a.m. - 2:00 p.m.

Main Quad, in front of Building 6

International Education Week (IEW)

November 18 - 22, 2019 | 5:00 - 8:00 p.m.

Fireside Dining Room, Building 6

International Food Festival

November 21, 2019

Fireside Dining Room, Building 6

Dance Concert

November 22, 2019

Skyline College Theater, Building 1

Guitar Ensemble Concert

November 24, 2019 | 6:30 - 8:00 p.m.

Skyline College Theater

Herman@s Connection to College Conference

November 25, 2019

Building 6, Room 6-202 - 6-206



President's Report to the SMCCCD Board of Trustees

Acting President Kim Lopez ~ November 20, 2019

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College of San Mateo Named a Top 150 U.S. Community College by the Aspen Institute



The Aspen Institute College Excellence Program named College of San Mateo as one of 150 community colleges eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among America's community colleges. Based on strong and improving student outcomes—including in learning, completion rates, employment rates and earnings, and equity—15 percent of community colleges nationwide have been invited to apply for the Aspen Prize.

"This national recognition reflects the superior quality of a College of San Mateo education," said Acting President Kim Lopez. "I'm proud of our faculty and staff who have worked so hard to support student success."

The 150 community colleges eligible to compete for the 2021 Aspen Prize were selected from a pool of nearly 1,000 public two-year colleges nationwide using publicly available data on student outcomes. The eligible colleges are located in 39 states and represent urban, rural, and suburban campuses with enrollment ranging from 500 to 75,000 students.

College of San Mateo

College of San Mateo will be submitting its application in early December to compete for the Aspen Prize. The criteria include student completion outcomes, transfer outcomes, labor market outcomes, student learning, and equity, among other criteria.

In addition, CSM is eligible to apply for the Excellence and Equity in Community College STEM Award, which recognizes outstanding community college STEM programs. CSM will enter its Electronics Power Systems and Instrumentation and Nursing programs to compete for the STEM award. Eight colleges will receive prizes of \$50,000 each for program development and scholarships.

Data show that over the last two years, student retention, graduation rates, and degree completion have improved at the top tier of 150 Aspen Prize-eligible colleges.

The top ten finalists for the 2021 Aspen Prize will be named in May 2020. The Aspen Institute will then conduct site visits to each of the finalists and collect additional quantitative data, including employment and earnings data. A distinguished jury will make award decisions in spring 2021.

Previous winners of the Aspen Prize for Community College Excellence are: Miami Dade College (FL) and Indian River State College (FL), 2019; Lake Area Technical College (SD), 2017; Santa Fe College (FL), 2015; Santa Barbara City College (CA) and Walla Walla Community College (WA), 2013; Valencia College (FL), 2011.

For a full list of the top 150 eligible institutions and to read more on the selection process, visit www.highered.aspeninstitute.org/aspen-prize.

For information on CSM Programs visit:

CSM Fact Sheet

CSM Workforce Hub

Equity at CSM

STEM@CSM ■

Faculty Members Celebrate 10-, 20-, and 30-year Anniversaries in Awards Ceremony



Faculty Awardees (left to right): Rose Yun Negrete, Cynthia Erickson, Michael Vargas (kneeling), Sam Abboud, Stan Isaacs, Barbara Jones, Lee Miller, Janet Black, Jim Smyth, Kathy Sammut, Mary Valenti. Photo by Julio Ruggiero.

College of San Mateo is fortunate to have so many passionate faculty members who have dedicated long careers to teaching. CSM hosted an awards ceremony on October 31 to celebrate teaching anniversaries for those who have been with the District for 10, 20, and 30 years. Acting President Kim Lopez greeted the group and Academic Senate President Arielle Smith gave an inspirational talk about the meaning and impact of teaching in community colleges. Each dean provided short remarks about the contributions of the faculty members in their divisions.

The honorees include:

10 Years	
Rose Yun Negrete	Counseling
Michael Vargas	Counseling
Sam Abboud	Business & Technology
Cynthia Erickson	Business & Technology
John Dao	Mathematics & Science
Anne Gearhart	Mathematics & Science
Ilene Simon	Mathematics & Science
Julie Withrington	Mathematics & Science
Sarah Artha Negara	Kinesiology, Athletics, & Dance
Denaya Dailey	Kinesiology, Athletics, & Dance
Kalina Tabatt	Academic Support and Learning Technologies
Lee Miller	Creative Arts & Social Science

20 Years	
Kathy Sammut	Counseling
Daniel Giorso	Business & Technology
Stanley Isaacs	Business & Technology
Barbara Jones	Language Arts
Anniqua Rana	Language Arts
Charles Rope	Language Arts
Nataliya Gavryshova	Mathematics & Science
Cheryl Gregory	Mathematics & Science
Siamack Siawoush Moughadam	Mathematics & Science
Michelle Warner	Kinesiology, Athletics, & Dance
James Smyth	Creative Arts & Social Science
Michele Titus	Creative Arts & Social Science

30 Years	
Mikel Schmidt	Kinesiology, Athletics, & Dance
Mary Valenti	Counseling
Keith Marshall Jr.	Business & Technology
Muriel Brennan	Language Arts
Janet Black	Creative Arts & Social Science



Assembly Member Kevin Mullin Visits CSM Classes



Photo by Celeste Safie.

Each semester, CSM political science professor Lee Miller arranges for local elected officials to appear in class. On October 7, State Senator Jerry Hill visited with CSM students. And on November 6, Assembly Member Kevin Mullin spoke with combined classes of Miller, Leighton Armitage, and other students.

Mullin spoke about efforts in California to build more affordable housing, lower the voting age to 17, and to reduce the influence of dark money in elections by expanding the requirements to disclose the names of the donors who paid for political advertising. He answered questions from the students in attendance. ■

Student and Faculty Writers Shine in Writers' Ruckus

A large contingent of students, faculty, and staff came out for the Fall Writers' Ruckus, held each semester to showcase the writing of CSM faculty and students and honor CSM's transferring English majors. Organized by CSM English faculty, the fall Ruckus took place November 7. Participants shared their fiction, poetry, academic and personal essays, and memoirs. As always, the Ruckus ended with an open-mic session for students and faculty. ■



Photos by Celeste Safie.

Fall Health Fair Promotes Campus Wellness

CSM Wellness Center held its annual Fall Health Fair on October 30. About 300 CSM students, faculty, and staff members were able to get health tips and learn about services from more than 20 exhibitors. Many participants received their flu shots and took advantage of giveaways such as free reusable SparkPoint shopping bags, produce, and pizza.

The Health Fair enjoys support from a wide range of community organizations: San Mateo Public Health Departments, San Mateo Dental Society, North East Medical Services, Lions Special Needs, Al-Anon/Alateen, Narcotics Anonymous, Freedom Center, American Red Cross, Cancer Connections, Food Addicts in Recovery, StarVista, Ogilvy, "I Can," CORA (Community Overcoming Relationship Abuse), Rape Trauma Services, El Concillio of San Mateo, Stanford Medicine, and massage, acupuncture, and chiropractic providers. CSM departments and organizations included Nursing, Personal Counseling, SparkPoint, the Veteran's Resource Opportunity Center, and the Disability Resource Center. ■



Photos by Julio Ruggiero.

VROC Holds Veterans Day Luncheon

The Veterans Resource Opportunity Center held a luncheon on November 7 to commemorate Veterans' Day. Students and staff gathered to enjoy food and honor those who have served our country. ■

CSM Football Ranked #1 in California and the Nation



Going into their final regular season game on November 16, the Bulldogs are ranked #1 in the California community colleges coaches' poll and have clinched their fourth straight Bay 6 League football title. The team remains unbeaten this season at 9-0.

CSM holds the lead in the poll of California Community College football coaches conducted by the JC Athletic Bureau, which also serves as a proxy for national rankings. The Bulldogs are ranked ahead of No. 2 Riverside and No. 3 Saddleback.

As the only unbeaten National Division team in Northern California, CSM has wrapped up home field advantage for the state regional playoffs, which begin Nov. 23. The Bulldogs face rival and second place City College of San Francisco on Saturday, November 16, at 1 p.m. at CCSF. ■

UPCOMING EVENTS

CSM VROC Toys for Tots Toy Drive

Donate toys for children around the Bay Area

Through December 6

Central Hall Building 16, Room 150

Join the CSM Veterans Resource Opportunity Center, CSM Veterans Club and the US Marine Corps Reserve in spreading holiday joy by donating new and unwrapped toys to our Toys for Tots toy drive.

23rd Annual CSM Jazz Festival

Featuring Chris Byars with the CSM Jazz Big Band

Friday, Nov. 22, 2019 • 8:00 am - 5:00 pm

CSM Theatre, Building 3

Join us for this all-day jazz festival featuring 18 local high school big bands. From 12:15-1:15, you'll have a chance to hear noted saxophonist and arranger Chris Byars, a mainstay of the NYC jazz scene, as he performs his original arrangements with our very own CSM students. Free and open to the public.

CSM Fall Dance Concert

Saturday, Nov. 23, 2019 • 7:00 pm

CSM Theatre, Building 3

CSM Dance presents an entertaining production featuring performances from CSM's dance club, dance classes, and amazing guest artists!

Make a Difference Volunteer Fair

Wednesday, Dec. 4, 2019 • 11:00 am - 1:00 pm

College Center Building 10, Bayview Dining

CSM Career Services hosts this annual event for local organizations looking for volunteers. Come and find out how you can give back to your community by helping others. Open to students, faculty, staff, and CSM community members.

Side By Side By CSM!

An all-Sondheim program presented by The Voices of CSM

Wednesday, Dec. 4, 2019 • 7-10 pm

CSM Theatre, Building 3

Join us for a wonderful evening of the music of Broadway composer Stephen Sondheim. Free and open to the public.

Winter Electronic Music Concert

Thursday, Dec. 5, 2019 • 7:00 pm

CSM Theatre, Building 3

A showcase of new music by CSM students in the Electronic Music Program. Performances cover a wide variety of musical styles: pop, classical, experimental, hip-hop, jazz, house, techno and electronica.

Honors Project Student Showcase

Friday, Dec. 6, 2019 • 1:00-4:30 pm

College Heights Conference Room 468, Building 10

Honors Project student poster session and student presentations.

CSM Jazz Big Band Winter Concert

With special guests, Aragon High School Big Band

Friday, Dec. 6, 2019 • 7-10 pm

CSM Theatre, Building 3

Come hear the big, exciting, swinging sounds of our big band! 19 of our talented musicians playing classics of big band repertoire from Mary Lou Williams, Duke Ellington, Toshiko Akiyoshi, Chris Byars and more!

UPCOMING EVENTS

CSM Small Jazz Ensembles Winter Concert

Monday, Dec. 9, 2019 • 7–9 pm

CSM Theatre, Building 3

Don't miss the end of the semester concert for our Small Jazz Ensembles, featuring three different bands of our excellent music students playing an incredible range of material from the whole history of jazz.

The Sky Tonight Planetarium Shows

Friday, Dec. 13, 2019 • 7:30 and 8:30 pm

CSM Science Building 36, Planetarium

Come for a live presentation about what's visible in the night sky tonight, followed by a full-dome immersive movie about fascinating topics in astronomy.

CSM Women's Basketball - CSM Invitational Tournament

Thursday, Dec. 19, 2019 - Saturday, Dec. 21, 2019 • Start Time TBA

CSM Gymnasium Building 8

CSM Women's Basketball vs. Skyline

Wednesday, Jan. 8, 2020 • 6:00 pm

CSM Gymnasium Building 8

CSM Men's Basketball vs. Skyline College

Wednesday, Jan. 8, 2020 • 7:00 pm

CSM Gymnasium Building 8

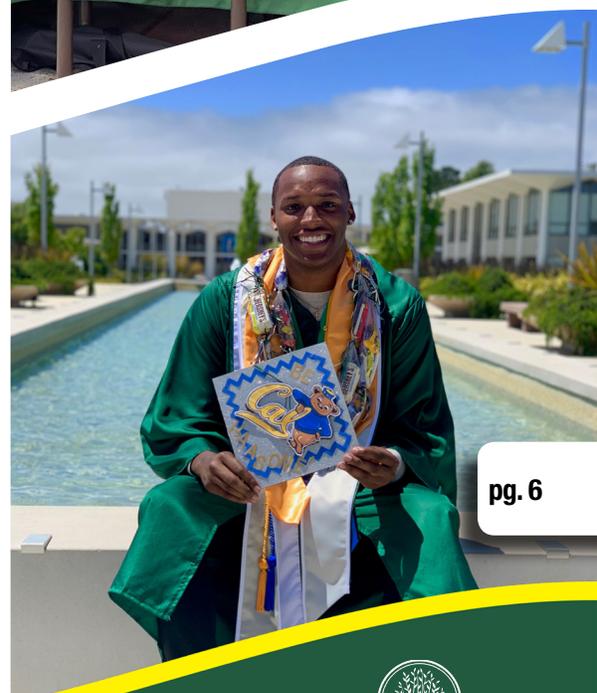
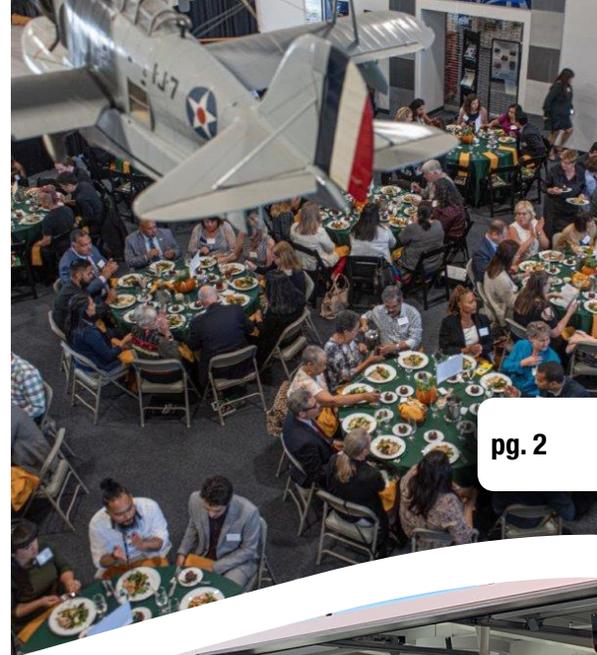
Cañada College

Report to the SMCCCD Board of Trustees

November 20, 2019

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College Hosts Second Annual President's Luncheon



Cañada College hosted more than 200 community members at its Second Annual President's Luncheon at the Hiller Aviation Museum in San Carlos on October 22. The President's Luncheon served as a way to spotlight the Promise Scholars Program to the community and raise funds for future student scholarships. One of Cañada's main missions is to provide enriching, life-changing opportunities for the residents of San Mateo County. The Promise Scholars Program does exactly that with its comprehensive student support that removes the financial burdens of attending community college for first-year students.

In order to demonstrate the impact this program and others have had on students, multiple departments showcased the hard work that has been created on campus. Cañada College Interim Athletic Director Matt Lee and Student Athlete Jumikal Williams-Choa shared about the Cañada College Athletics program what it means to have Colt Pride. Counselor and Program Co-Advisor Sandra Mendez shared how the Puente Mentors Program engages students with faculty and staff on campus. Student Speaker Janelly Urbizo Hernandez detailed how several on campus support services, including the Promise Scholars Program, has helped her along the path to reach her goals. Thanks to the Promise Scholars Program, all of these students (and many like them) have been able to receive an accessible college education.

The success of the President's Luncheon would not have been possible without the hard work and dedication of Cañada College employees, generous donations from event sponsors and many others who attended the event to champion student access to an affordable post-secondary education. Cañada College is thankful to receive such immense support from the community.



Radiologic Technology Student Receives Top Award



Cañada College Radiologic Technology second year student Jeannie Sanders received First Place for her scientific display at the California Society of Radiologic Technologists (CSRT) annual conference. In addition, Jeannie also won the clinical excellence scholarship awarded by the CSRT and her paper, "Tips for Radiographers: The Use of Trigonometric and Geometric Principles to Simplify Axial and Tangential Projections" has been accepted for publication in the American Society of Radiologic Technologists Journal, the scholarly publication of the ASRT with more than 145,000 readers worldwide.

Digital Art & Animation Students Accepted the 24 Hours Animation Challenge



Fifteen Digital Art & Animation students (three teams of five each) recently participated in the "24 Hours Animation Challenge" created by the California State University, Long Beach Animation Department. The teams gathered at 3 p.m. on Friday, and were given the prompt: "family." From there, the students had 24 hours to come up with a story idea, characters, and up to 30 seconds of animation showcasing their interpretation of the prompt. Once complete, the teams uploaded their work to the YouTube page of the competition before 3 p.m. on Saturday. Professor Paul Naas supervised the groups in the studio during the challenge, but was prohibited from helping them in any way.

The challenge is in its 17th year, and this year had over 200 student teams competing from nine different countries. All three Cañada College student teams finished their films, including one team that decided to do their film in a software package that none of them knew before the challenge. When the list of winners was announced, our students learned their films ranked higher than some of the submissions from highly regarded animation schools.

Despite being exhausted and a little loopy at the end, all the students who took part want to do it again next year. The three shorts produced will be screened in the Digital Art & Animation Student Show in May 2020.

Cañada Hosts College Day for Local High School



Cañada College Outreach Department organized the 2nd Annual College Day at Redwood High School, in the Sequoia High School District. As part of the initiative to adopt Redwood High School, the College is working collaboratively to create a clear pathway for high school students to attend Cañada College. Dr. Jamillah Moore and Vice President of Student Services Manuel Alejandro Perez gave welcoming remarks to more than 150 9th-12th high school students with an inspiring message of community college inclusivity and accessibility for all. Both Dr. Moore and Dr. Perez shared their personal stories to motivate and promote higher education as a vehicle

that has allowed them to accomplish their career and life goals. Other messages included, how Cañada College is here to support students as well as the many benefits of attending community college.

After welcoming remarks, Redwood High School students heard from current Cañada College students about their transition from high school to college. They shared important advice about how to navigate through college. After hearing from Cañada students, the high school students attended interactive workshops lead by Cañada's Promise Scholars Program, STEM Center, EOPS and Business, Design & Workforce Division. These workshops provided students with information about how to pay for college, career exploration and how to benefit from student support programs such as EOPS, peer-mentoring and counseling services. The College plans to continue this model, expose high school students to community college opportunities and share the message, "from here you can go anywhere!"

Student Senate Member Presents at Regional Conference



This November, Student Senate Executive Board Member Jasmin Padilla Valencia and Advisor Michiko Misha Kealoha, were chosen as the opening speakers for the NASPA (National Association of Student Personnel Administrators) Western Regional Conference. They shared research on how collaborative auto-ethnographic poetry can be used to disrupt colonized academic knowledge and provide counter narratives in academia. Their performance piece on immigration, reclamation of names, and what actions they want to take in higher education received a standing ovation!

College Annual Report

In celebration of the College's 50th anniversary, Cañada College recently launched its [2018-2019 Annual Report](#). The report will be shared with the community to inform them of the wonderful program and services the College offered.



Cañada College

2018-2019 | ANNUAL REPORT



HONOR THE PAST. TRANSFORM THE FUTURE.



Student Success Story: Tamarik Rabb



Choosing to attend community college after high school was a very tough decision for Tamarik because of how uncommon the path was for graduates at his private high school. After researching the public and private universities that he was accepted into as a high school senior, he chose not to attend because of the financial burden and the more advanced opportunities that were available out of community college.

After much deliberation, he chose to attend Cañada College because of the diverse the community on several levels, from academic interests, extracurricular opportunities and student experiences. While at Cañada College he had the opportunity to get involved in many academic and extracurricular activities including: Commissioner of Finance for Cañada College Student Senate, VP of Finance for Phi Theta Kappa Honor Society and Co-Founder/Secretary for the campus Black Student Union.

From national advocacy trips, talking to members of the US Senate and Congress about problems our students face such as housing insecurity, food insecurity and immigration, to being an executive board member of

three campus organizations, Tamarik made sure to be resourceful in making sure to utilize all outlets of leadership and professional development, as well as academic achievement. In every experience, he learned something about leadership, scholarship and being an impactful community member.

At Cañada, Tamarik became a part of initiatives that he could never have imaged and felt that Cañada College prepared himself for his future academic and professional experiences. Tamarik has transferred from Cañada College to UC Berkeley, Haas School of Business (#2 business school in the nation), as a Regents' Chancellor's Scholar, where his education is fully funded! He is proud that he has managed to accomplish everything he set out to and more during his time at Cañada College.



Upcoming Events

November 20

Building 1 Topping Out Ceremony

11 a.m. Beam Signing, 11:30 a.m. Dedication
Parking Lot 4

Tea with a Social Scientist

1-1:50 p.m. | Building 9, Room 307

November 21

Social Sciences Topic of Interest (TOI)

12:35-1:25 p.m. | Building 9, Room 307

December 3

Holiday Open House

11 a.m. – 2 p.m. and 4-6 p.m.
Building 8, Room 207

December 6

Dance Motion XIII Student Dance Show

7:30 p.m. | Main Theatre, Building 3

Annual Jacket and Toy Drive

Jacket and Toy Drive
for the Children of
Half Moon Bay

Cañada College has partnered with Ayudando Latinos A Soñar (ALAS) to assist hundreds of families in the Half Moon Bay community.

Families need your support
Please help by donating new, unused, unwrapped toys or jackets by
Monday, December 16, 2019

Donation Bins

- Building 8 (1st Floor)
- Office of Student Life & Leadership Development (Bldg. 5, Room 354)
- Cañada College Library (Bldg. 9, 3rd Floor)
- Learning Center (Bldg. 9, 2nd Floor)
- Welcome Center (Bldg. 9, 1st Floor)

Questions
Contact Mayra Arellano
(650) 306-3166
arellanom@smccd.edu
canadacollege.edu

BOARD REPORT NO. 19-11-1A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director, Human Resources, 358-6775

APPROVAL OF PERSONNEL ITEMS

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

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

Cañada College

Hyla Lacefield Interim Dean of Business, Design & Workforce Business, Design & Workforce

Reassigned from faculty (Regular Faculty Salary Schedule 80) into this interim administrative assignment at Grade AD of the Management Salary Schedule 20, effective November 21, 2019, replacing Leonor Cabrera who will be returning to a faculty position in the spring semester.

Skyline College

Cheryl Johnson* Dean of Student Equity and Support Programs Student Equity and Support Programs

New administrative employment, effective October 28, 2019, replacing Lasana Hotep who was reassigned.

B. PUBLIC EMPLOYMENT

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

Cañada College

Celia Arceo* Financial Aid Technician Enrollment Services

New full-time, 12-month classified employment, effective October 21, 2019, replacing Rose Jimenez who resigned.

Janette Linares Counselor (Promise) Counseling

New temporary academic employment, effective October 14, 2019 through the end of 2019-2020 academic year.

College of San Mateo

Edna Letran* Executive Assistant to the President President's Office

New full-time, 12-month classified employment, effective December 2, 2019. Position was previously vacant.

District Office

Tanya Aloise* Administrative Assistant (Measure H) Facilities

New full-time, 12-month temporary classified employment, effective November 18, 2019, replacing Michele Webster who resigned.

Victor Quintanilla* IT Support Specialist ITS

New full-time, 12-month classified employment, effective October 7, 2019, replacing Alan Miller.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Dianne Fernandez Admissions and Records Assistant III Enrollment Services

Reassigned from a full-time, 12-month Financial Aid Assistant position at College of San Mateo into this full-time, 12-month position, effective November 4, 2019, replacing Chequita Williams-Cox who will be retiring.

Max Ullrich Admissions and Records Assistant III Enrollment Services

Reassigned from a full-time, 12-month Office Assistant II position at College of San Mateo into this full-time, 12-month position, effective October 21, 2019, replacing Julene Rhoan who retired.

District Office

Yuri Goda Program Manager (NP)
(Intensive English Program) Auxiliary Services
& Enterprise Operations

Reassigned from a full-time, 12-month Intensive English Program Coordinator position at the District Office into this full-time, 12-month position, effective October 10, 2019. This position was previously Board approved on June 26, 2019.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College****Margarita Baez**Assistant Project Director
(Funded by ESO Adelante)

Student Services

Transferred from a full-time, 12-month Assistant Project Director (Funded by the STEM Grant) at Cañada College into this full-time, 12-month position at Cañada College, effective October 28, 2019.

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

1. Recommend a change in staff allocation to increase a part-time (48%), 11-month Instructional Aide II position (4C0087) to a part-time (48%), 12-month position at Grade 22 of the Classified Salary Schedule (60) in the Creative Arts & Social Science Division, effective November 21, 2019.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

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

ESL Professor

Language Arts

Retiring as Professor Emerita, effective May 22, 2020 with 20 years of District service. Eligible for District retiree benefits.

Chequita Williams-Cox

Admissions and Records Assistant III

Enrollment Services

Retiring effective December 31, 2019 with 13 years of District service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**Cañada College**

Chai Saechao Counselor (Promise) Counseling

Resignation effective October 18, 2019 with 8 months of District Service.

Ada Ocampo Program Services Coordinator Student Services
(Post/Secondary Success and Completion) (Funded by ESO Adelante Grant)

Resignation effective November 29, 2019 with 2.5 years of District Service.

College of San Mateo

Lindsey Bynum Prerequisite/Assessment Specialist Counseling

Resignation effective October 18, 2019 with 7 years of District Service.

Valerie Young Division Assistant Language Arts

Resignation effective January 31, 2020 with 7 years of District Service.

District Office

Reginald Duhe Foundation Director of Development SMCCC Foundation

Resignation effective October 18, 2019 with 5 months of District Service.

Jasmine Robinson Director of Web Services ITS

Resignation effective October 18, 2019 with 19 years of District Service.

James Garma Custodian Facilities

Resignation effective November 7, 2019 with 2 months of District Service.

Skyline College

Serena Chu-Mraz ESOL Professor Language Arts

Resignation effective December 16, 2019 with 6 years of District Service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Creative Arts and Social Science	1	11/18/2019	05/22/2020	Professional Expert: Teaching Bass and Guitar
College of San Mateo	Business/Technology	8	12/01/2019	06/30/2020	Professional Expert: EMT Skills Proctor

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	Athletics	1	11/21/2019	05/30/2020	Athletic Trainer (48%): Provide Athletic coverage for Cañada College student athletes for the following programs throughout the season: Men's Soccer, Women's Soccer, Women's Volleyball, Women's Golf, Men's Basketball, Women's Tennis and Baseball.
Cañada College	VPSS / DRC	1	11/21/2019	06/30/2020	Instructional Aide II: <i>Previously requested position</i> This position will assist in the Alternate Media unit of the Disability Resource Center. Specifically, the individual will assist with the backlog of alternate media production for DRC students of textbooks, class exams, and library materials.
Cañada College	ASLT	2	11/04/2019	12/31/2019	Instructional Aide II (LAP): <i>Previously requested position</i> This position will support students enrolled in college level Math and English, with particular focus on accelerated course curriculum that is part of AB 705 implementation. Under supervision, this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development

					and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, media; assist in the presentation of workshops and study groups, and related needs.
College of San Mateo	Kinesiology	1	11/01/2019	03/01/2020	Athletic Trainer: <i>Previously requested position</i> The trainer's responsibilities will include but not limited to assessing injuries, event coverage, managing rehabilitation of student athletes, communicating with coaches, completing and filing paperwork, cleaning, sterilizing/maintaining equipment and supervision of the training room facility.
College of San Mateo	Math/Science MESA	1	01/02/2020	06/30/2020	Program Service Coordinator: <i>Previously requested position</i> This position will help with recruitment and identification of new and continuing students who qualify for the MESA program. Plan and coordinate events as needed for the MESA program. Provide information to MESA qualified students about the opportunities and rewards of being a MESA student. Support student academic success in math and science classes by conferences, counselor appointments, etc.

BOARD REPORT NO. 19-11-2A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director, Human Resources, 358-6775

ADOPTION OF RESOLUTION NOS. 19-17, 19-18 AND 19-19 FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

Background

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to the District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." The non-represented employees are eligible for the same retiree health benefits as CSEA. As a result of the adoption of these resolutions, the District now must inform CalPERS, on an annual basis, about any changes to the retiree benefits offered by the District that are calculated based on the District's medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as "Kaiser Cap". As described below, some of the District's retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the District's medical cap for a single active employee. Some of the District's retirees, whom are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. These resolutions inform CalPERS about what the District's medical cap for a single active employee amount is and which lowest cost plan is available.

The following is a brief description of the resolutions for the employee groups eligible to receive a contribution equivalent to either the District's medical cap for single active employees or the lowest cost plan available depending on whether or not the retiree is Medicare eligible:

- Resolution 19-17: Non Represented/Classified Group (this includes CSEA) - "fixes" the employer contribution for retirees with at least 20 years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (CSEA) employee amount of \$830.00 per month. Effective January 1, 2020, the single active cap amount will remain the same, unless a new amount is negotiated, which at that time a new resolution will go before the Board for adoption. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is United Healthcare. Effective January 1, 2020, United Healthcare will remain the lowest cost plan available, however the resolution fixes the employer contribution to the specific health plan rather than the premium amount. By fixing the employer contribution to the specific health plan, the District only has to bring a resolution before the Board if there is a change to the lowest cost health plan available. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.

- Resolution 19-18: AFSCME Group – “fixes” the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the District’s medical cap for a single active (AFSCME) employee amount of \$764.00 per month. Effective January 1, 2020, the single active cap will remain the same. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is United Healthcare. Effective January 1, 2020, United Healthcare will remain the lowest cost plan available, however the resolution fixes the employer contribution to the specific health plan rather than the premium amount. By fixing the employer contribution to the specific health plan, the District only has to bring a resolution before the Board if there is a change to the lowest cost health plan available. The first whereas clause in this resolution refers to “Vesting C” which is how CalPERS defines this retiree group in their system.
- Resolution 19-19: AFT Group – “fixes” the employer contribution for retirees with twenty years of service, who were hired on or after September 8, 1993, and are Medicare eligible to the lowest cost Medicare (supplemental) plan available which currently is United Healthcare. Effective January 1, 2020, United Healthcare will remain the lowest cost plan available, however the resolution fixes the employer contribution to the specific health plan rather than the premium amount. By fixing the employer contribution to the specific health plan, the District only has to bring a resolution before the Board if there is a change to the lowest cost health plan available. The first whereas clause in this resolution refers to “Vesting C” which is how CalPERS defines this retiree group in their system.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2020, pursuant to receipt of these resolutions and CalPERS implementation procedures.

RECOMMENDATION

It is recommended that the Board adopt Resolution Nos. 19-17, 19-18 and 19-19 to fix the employer contributions.

RESOLUTION NO. 19-17

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

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of Non Represented/Classified (Vesting C); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$830.00
Medicare Enrollments	United Healthcare Party Rate 4, Region 1

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 20th day of November 2019.

Ayes:

Noes:

Abstentions:

Attest: _____
Maurice Goodman, President
Board of Trustees

RESOLUTION NO. 19-18

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

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of AFSCME (Vesting C); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$764.00
Medicare Enrollments	United Healthcare Party Rate 4, Region 1

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 20th day of November 2019.

Ayes:

Noes:

Abstentions:

Attest: _____
Maurice Goodman, President
Board of Trustees

RESOLUTION NO. 19-19

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

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of Academic Employees-STRS (Vesting C); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$450.00
Medicare Enrollments	United Healthcare Party Rate 4, Region 1

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 20th day of November 2019.

Ayes:

Noes:

Abstentions:

Attest: _____
Maurice Goodman, President
Board of Trustees

BOARD REPORT NO. 19-11-1CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim 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 sixteen courses to and the deletion of seven courses from the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, twenty courses are proposed to be offered in the distance education mode.

Three 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, fifty-eight courses and twelve programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

November 20, 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 Chair
Cañada College

Diana Tedone, Academic Senate President
Cañada College

Jamillah Moore, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ART

131 ART HISTORY GOES TO THE MOVIES (3.00) (day or evening)

Justification: This course was successfully offered as an experimental course: ART 685 CA, CB, CC and CD; Art Goes to the Movies Part I, II, III and IV. Recent works of cinema based on artists and their process enable a unique opportunity to engage with art history. This course fills a need to enhance the scope of offerings and speak to contemporary students in ways that address diverse learning styles. ART 131 is a selective requirement of the Art History AA Degree program.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: A cultural and historical survey of great masters of art history, and how their creative process is depicted in film. This course includes the unique political, social, economic, and religious environment of artists in their age, and how this shaped the forms and ideas of their art. The depiction of the historic setting, demonstrations of the artists at work, and re-creation of the artistic milieu of the time through film illustrates the process of artistic production and creativity.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

MULTIMEDIA ART AND TECHNOLOGY

424 3D ANIMATION FUNDAMENTALS (3.00) (day or evening)

Justification: This course is the first of two courses that cover the concepts and techniques of 3D computer animation in more depth than the current course, MART 430. Expanding the material covered

in MART 430 to two semesters allows students to gain a deeper understanding of the underlying principles involved in creating quality animation and better prepares them for the job market. Curriculum and course content is being developed with the advice and consultation of professional animators on our advisory board from game and feature film studios. This course is required for the 3D Animation and Video Game Art certificate and AA degree.

Prerequisite: None.

Recommended Preparation: Familiarity with 3D animation tools.

Description: Fundamental principles of performance animation in 3D animation software. Students will develop skills in conveying weight, understanding timing, the use of arcs in movement, and bringing anthropomorphic characters to life.

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

425 3D ADVANCED 3D ANIMATION (3.00) (day or evening)

Justification: This course is the second of two courses that cover the concepts and techniques of 3D computer animation in more depth than the current course, MART 430. Expanding the material covered in MART 430 to two semesters allows students to gain a deeper understanding of the underlying principles involved in creating quality animation and better prepares them for the job market. Curriculum and course content is being developed with the advice and consultation of professional animators on our advisory board from game and feature film studios. Course is a requirement for the 3D Animation and Video Game Art certificate and AA degree.

Prerequisite: None.

Recommended Preparation: Completion of MART 424 is strongly recommended, or approval of instructor via demo reel review.

Description: Continuation of concepts and techniques covered in MART 424. The principles of animation are covered in depth as they apply to the 3D environment: bipedal locomotion (walks, runs, gait changes), weight, balance, and character performance.

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

680CL 3D ADVANCED 3D ANIMATION (3.00) (day or evening)

Justification: This course offering is an experimental version of proposed course MART 425 - Advanced 3D Animation. This course provides students an opportunity to further refine their animation skills in order to better prepare for the job market.

Prerequisite: None.

Recommended Preparation: MART 430, completion of MART 430 strongly recommended. or Approval of instructor via demo reel review.

Description: Continuation of concepts and techniques covered in MART 430. The principles of animation are covered in depth as they apply to the 3D environment: bipedal locomotion (walks, runs, gait changes), weight, balance, and character performance.

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

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

MULTIMEDIA ART AND TECHNOOGY

440 VIDEO GAME 3D PRODUCTION TECHNIQUES

Justification: This course has not been offered in several years, and has been replaced by recently approved Video Game Design certificate and its related courses.

680CK HISTORY OF VIDEO GAMES

Justification: This course was created as an experimental course for Spring 2019. It was successfully offered and replaced with a permanent course number (MART 442).

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

ART

119 The Golden Age of Painting in Northern Europe

MULTIMEDIA ART AND TECHNOOGY

430 3D Character Animation

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

COMMUNICATION STUDIES

110 Public Speaking
127 Argumentation and Debate
130 Interpersonal Communication
140 Small Group Communication
150 Intercultural Communication
180 Introduction to Communication Studies

ECONOMICS

100 Principles of Macro Economics
102 Principles of Micro Economics

ENGLISH AS A SECOND LANGUAGE

400 Composition for Multilingual Students

INTERIOR DESIGN

300 Studio I: Home Staging
367 3D Modeling SketchUp for Interior Designers

MULTIMEDIA ART AND TECHNOOLOGY

390 Portfolio Creation

PSYCHOLOGY

205 Social Science Research Methods

SOCIOLOGY

100 Introduction to Sociology
105 Social Problems
141 Ethnicity and Race in Society
205 Social Science Research Methods
325 Honors Colloquium: Sociology of Human Personhood

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

COMMUNICATION STUDIES

127 Argumentation and Debate
140 Small Group Communication
180 Introduction to Communication Studies

PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE

ART

Art History – Certificate of Achievement

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ART

Art History – Associate in Arts Degree
Art History – Associate in Arts Degree for Transfer

GENERAL STUDIES

Preparation for Academic Scholarship and Success (PASS) – Certificate of Achievement

MULTIMEDIA ART AND TECHNOLOGY

3D Animation and Videogame Art – Associate in Arts Degree
3D Animation and Videogame Art – Certificate of Achievement

San Mateo County Community College District

November 20, 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

Arielle Smith, President, Academic Senate
College of San Mateo

Kim Lopez, Acting President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

MANAGEMENT

307 SUSTAINABLE FACILITY MANAGEMENT (3) (day or evening; distance education)

Justification: This course supplements the curriculum subordinate to the Facility Management program and certificate, adding content reflective of current facility management.

Prerequisite: MGMT 306

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

Description: An overview of the challenges of leading and managing the change process for existing facilities, as well as the operational aspects of new sustainable sites and facilities, including the equipment, operating procedures, suppliers, and requirements that a facility manager will encounter. This course addresses how organizations are setting new policies for incorporating “green” or sustainable practices into their asset management strategies.

Classification: Certificate; CSU transferable

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

BIOLOGY

230 Introductory Cell Biology

PROPOSED CURRICULAR DEACTIVATION – COLLEGE OF SAN MATEO

DANCE

391 Dance Composition – Theory and Choreography

San Mateo County Community College District

November 20, 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: Dr. Jennifer Taylor-Mendoza, Vice President, Instruction
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Chair
Skyline College

Kathryn Browne, Academic Senate President
Skyline College

Dr. Jannett Jackson, Interim President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BARBERING

701 BARBERING FUNDAMENTAL CONCEPTS (6.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

Prerequisite: Admission to the Barbering program by special application.

Corequisite: BARB 702 and BARB 703.

Recommended Preparation: None.

Description: The first of three courses in semester one of the Barbering program sequence. Topics include History and Career Opportunities, Life Skills, Professional Image, Communicating for Success, Infection Control, Shaving, and basic Hair-styling. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

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

702 BARBERING TECHNIQUES AND HAIR DESIGN CONCEPTS (6.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a

California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

Prerequisite: Admission to the Barbering program by special application.

Corequisite: BARB 701 and BARB 703.

Recommended Preparation: None.

Description: The second of three courses in the first semester of the Barbering program sequence. Topics include properties of hair and scalp, scalp care and conditioning, principles of hair design, haircutting, and basic styling techniques. Subjects learned in class work towards meeting California Board of Barbering and Cosmetology minimum practical operations.

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

703 BARBERING CHEMICAL CONCEPTS (3.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

Prerequisite: Admission to the Barbering program by special application.

Corequisite: BARB 701 and BARB 702.

Recommended Preparation: None.

Description: The third of three courses to be taken in the first semester of the Barbering program sequence. Topics include basics of chemistry, chemical texture services, and hair color basics. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

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

704 BARBER INTERMEDIATE CONCEPTS (6.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

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

Recommended Preparation: None.

Description: The first of two courses in the second semester of the Barbering sequence. Topics include anatomy & physiology, haircutting, skin care, hair removal and nail care. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

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

705 BUSINESS AND BARBERSHOP EXPERIENCE (9.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

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

Recommended Preparation: None.

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

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

706 BARBER ADVANCED CONCEPTS (6.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

Prerequisite: BARB 704 and 705, or equivalent.

Recommended Preparation: None.

Description: The first of two courses in the third semester of the Barbering sequence. Topics include hair replacement, client-centered design and providing services to student shop clientele. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

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

707 BARBERSHOP AND LICENSURE PREP (6.0) (day or evening)

Justification: The addition of a Barbering program to Skyline College will have a positive impact on the already existing Cosmetology and Esthetics programs. This program provides a diverse curriculum touching on culture and professionalism. Students will be able to achieve their certificate and obtain a California state license in just three semesters. Students will also have the opportunity to obtain secondary licenses with the addition of this program.

Prerequisite: BARB 704 and 705, or equivalent.

Recommended Preparation: None.

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

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

KINESIOLOGY

330 INTRODUCTION TO SPORTS PSYCHOLOGY (3.0) (day or evening)

Justification: This CSU transferable course is intended to apply to CSU GE area D – Social Institutions. It is also intended to be UC transferable and to apply to IGETC Area 4 – Social and Behavioral Sciences. It will be an elective for the Psychology AA, the Physical Education AA and the Interdisciplinary Studies: Health and Physical Education AA. The course was previously offered experimentally in the Psychology department.

Prerequisite: None.

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

Description: Survey of current theoretical perspectives, research, and applications of theory and techniques specific to the field of sports psychology. Exploration of research as related to optimal performance in athletics and in life. Includes the history and foundations of sport and exercise psychology, the role of race/ethnicity, and gender in sport, personality, attribution and cognition, leadership, motivation, goal setting, neuropsychology and physiology of arousal, attention, and psychological skills training. Also listed as PSYC 330.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY – VARSITY SPORTS

342 BEACH VOLLEYBALL (3.0) (day or evening)

Justification: Skyline is adding VARS 342 as the Athletics department explores adding Beach Volleyball as an intercollegiate sport. Submitting the course at this time allows the college to meet the upcoming CSU articulation deadline.

Prerequisite: None.

Recommended Preparation: Students should have experience competing in interscholastic volleyball or beach volleyball in order to succeed.

Description: Intercollegiate women's varsity beach volleyball competition in the Coast Conference and participation in regional and State Championship tournaments. (May be taken four times for a maximum of 12 units. However, for eligibility purposes, students may only compete intercollegiately for two years.)

Classification: AA/AS Degree; CSU transferable.

MUSIC

206 CONTEMPORARY SINGING STYLES: HISTORY, THEORY, AND PRACTICE (3.0) (day or evening)

Justification: This CSU transferable course is intended to meet CSU GE Area C1 – Arts. MUS. 206 has been developed to apply as a core course for a planned Commercial Music certificate. Commercial Music is an expanding field, and Skyline would like to provide students with access to this area of study.

Prerequisite: None.

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

Description: An introduction to the broad spectrum of contemporary singing styles from diverse cultures with a focus on historical context, performance practice, and applied vocal technique. Students will learn a vocal technique based on scientific research of the vocal tract anatomy that enables the production of a wide variety of vocal qualities without aesthetic bias. In addition, students will develop critical thinking skills through analysis of cultural and historical contexts that influenced the evolution of specific singing styles and genres. Concert attendance may be required.

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

PSYCHOLOGY

330 INTRODUCTION TO SPORTS PSYCHOLOGY (3.0) (day or evening)

Justification: This CSU transferable course is intended to apply to CSU GE area D – Social Institutions. It is also intended to be UC transferable and to apply to IGETC Area 4 – Social and Behavioral Sciences. It will be an elective for the Psychology AA, the Physical Education AA and the Interdisciplinary Studies: Health and Physical Education AA. The course was previously offered experimentally in the Psychology department.

Prerequisite: None.

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

Description: Survey of current theoretical perspectives, research, and applications of theory and techniques specific to the field of sports psychology. Exploration of research as related to optimal performance in athletics and in life. Includes the history and foundations of sport and exercise psychology, the role of race/ethnicity, and gender in sport, personality, attribution and cognition, leadership, motivation, goal setting, neuropsychology and physiology of arousal, attention, and psychological skills training. Also listed as KINE 330.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

DEVELOPMENTAL SKILLS

880SA ASSISTIVE COMPUTER TECHNOLOGY

880SB ASSISTIVE COMPUTER TECHNOLOGY: ADVANCED

880SC UNIVERSAL ACCESS – ELECTRONIC TEXT
880SE FUNDAMENTAL SKILLS AND STRATEGIES FOR WRITING I
880SF FUNDAMENTAL SKILLS AND STRATEGIES FOR WRITING II

Justification: These experimental courses have either been adopted into the regular curriculum with permanent course numbers or are no longer in line with the department's curriculum philosophy and therefore no longer taught.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

BIOLOGY

130 Human Biology
250 Human Anatomy
260 Human Physiology
695 Independent Study in Biology

CHINESE

111 Elementary Chinese I
112 Elementary Chinese II

COMPUTER SCIENCE

284 Introduction to Object-Oriented Programming: Java

COSMETOLOGY

775 Esthetics I
776 Esthetics II

EDUCATION/CHILD DEVELOPMENT

212 Child, Family and Community
314 Health, Safety and Nutrition for Young Children
331 The Role of the Teacher

ENGINEERING

291 Autonomous Systems Engineering Design

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

400 English Composition for Nonnative Speaker

HISTORY

201 United States History I

INTERNATIONAL BUSINESS

- 101 Global Trade and Logistics II
- 113 Introduction to Supply Chain Management
- 115 Computerized Logistics

JOURNALISM

- 120 Writing and Reporting for the Media
- 121 Advanced Writing and Reporting for the Media

KINESIOLOGY – FITNESS

- 301.1 Indoor Cycling I
- 301.2 Indoor Cycling II
- 301.3 Indoor Cycling III
- 301.4 Indoor Cycling IV

KINESIOLOGY – INDIVIDUAL SPORTS

- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV

MATHEMATICS

- 251 Calculus with Analytic Geometry I

PARALEGAL STUDIES

- 252 Civil Litigation

PHILOSOPHY

- 160 History of Western Philosophy: Ancient and Medieval
- 200 Introduction to Logic
- 240 Introduction to Ethics
- 312 Introduction to Philosophy of Religion

PSYCHOLOGY

- 105 Experimental Psychology
- 171 Quantitative Reasoning in Psychology
- 220 Introduction to Psychobiology
- 230 Introduction to Cross-Cultural Psychology
- 300 Social Psychology

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

BARBERING

- 701 Barbering Fundamental Concepts
- 702 Barbering Techniques and Hair Design Concepts
- 703 Barbering Chemical Concepts
- 704 Barber Intermediate Concepts
- 705 Business and Barbershop Experience
- 706 Barber Advanced Concepts
- 707 Barbershop and Licensure Prep

INTERNATIONAL BUSINESS

- 101 Global Trade and Logistics II
- 113 Introduction to Supply Chain Management
- 115 Computerized Logistics

JOURNALISM

- 120 Writing and Reporting for the Media
- 121 Advanced Writing and Reporting for the Media

KINESIOLOGY

- 330 Introduction to Sports Psychology

MATHEMATICS

- 251 Calculus with Analytic Geometry I

PSYCHOLOGY

- 220 Introduction to Psychobiology
- 230 Introduction to Cross-Cultural Psychology
- 330 Introduction to Sports Psychology

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

- Asian Brake, Chassis and Alignment Technician** – Certificate of Achievement
- Asian Engine Performance Technology** – Certificate of Achievement
- Automotive Advanced Engine Performance Technology** – Certificate of Achievement
- Automotive Body and Climate Control Technology** – Certificate of Achievement
- Automotive Chassis, Alignment and Brake Technology** – Certificate of Achievement

BIOLOGY

- Allied Health Science** – Associate in Arts Degree

ESTHETICS

- Esthetics** – Certificate of Achievement

BOARD REPORT NO. 19-11-2CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

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

**APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION
CLASSES AND PROGRAMS, SPRING 2020 – CAÑADA COLLEGE, COLLEGE OF SAN
MATEO AND SKYLINE COLLEGE**

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for spring 2020. The community services programs range widely and address a broad range of educational and enrichment needs. CCCE continues to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden, and we are continually reaching out to our constituent base for new ideas for programs of interest to them. Information about the proposed new programs listed here has been shared with the college academic senates as well as with the college presidents and their cabinets. All of the programs and courses offered below are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The schedule includes classes offered on campus and off-site, Silicon Valley Intensive English Program (SVIEP) and online offerings.

New Programs

Cañada College

- **Digital Marketing Certificate (Pilot) offered at Cañada’s Menlo Park site in partnership with Cañada College and Silicon Valley Bank** (*6 live-online courses totaling 48 hours*): Courses include Foundations and Strategy of Marketing, Marketing Content Strategy and Branding, Marketing Analytics & Performance Optimization, Social Media Marketing, Search and Display Advertising, and Email Marketing. *Offered not-for-credit in online format with 3 live check-ins. Program will include industry guest speakers, company site visits.*
- **How to Start a Successful Ecommerce Store (Etsy or EBay)** (*Four 2-hour sessions*): This course will provide the information to set up your ecommerce store, protect yourself legally, get your finances in order, market and sell your product, and start building your store.
- **Turn your Etsy Shop into a Sales Machine** (*Four 2-hour sessions*): Bringing your creative business to Etsy® can tap you into the wide online market, but it isn’t as simple as setting the product of your hard work in the store window and waiting for customers to wander by. Make your online storefront irresistible to customers by learning to showcase your products effectively.
- **Craft Photography Fundamentals** (*Three 3-hour sessions*): Great photos of your products is essential for Etsy success and in this course, you will learn how to take them. This course will demystify DSLR photography and offers insights to iPhone shooters can put to use. You’ll learn styling tips and shooting techniques that emphasize your products and entice customers to buy.

- **How to Utilize Drone Photography to Make Money** (*Two 4-hour sessions*): Do you want to take your images to the next level... literally? You will learn flight techniques and how drone systems work, but this is not a *how-to-fly* class. The discussion will surround proven photography techniques, with an edge toward earning money with your drone.

College of San Mateo

- **How to Be a Yelper** (*One 4-hour session*): Foodies + photographers, this experience is for you! Learn how to take photos of food like a pro and write a standout review. This course will include a lunch out to practice our skills!
- **How to Become a Street Fighter Champion** (*Two 2-hour sessions*): Street Fighter II revolutionized the fighting game genre in the 90's and is one of the most influential video games of all time. Join the challenge and learn fighting game fundamentals including play styles, strategy, etiquette, concentration, reflexes, and more, taught from a fighting game expert.
- **The Ultimate Guide to Twitch** (*One 1.5-hour session*): With the rise of streaming video games, many young people now view Twitch as their favorite “social media” site. Learn everything you need to know about Twitch, including tips and tricks to getting you started and tap into Twitch’s 15 million daily viewers.
- **What’s your Type? Personality Bootcamp** (*Three 1.5-hour sessions*): Explore your personality and find out who you are. Take the Myers-Briggs Type Indicator (MBTI) assessment, get an expert interpretation of your personality type, and learn how to apply it to your everyday life: your relationships, career, communication and leadership skills. Enjoy learning from your classmates to find overlap and differences.
- **Social Media for Parents** (*Three 1.5-hour sessions*): Do you know the difference between a # and an @ symbol on Twitter? Have you ever used a Snapchat filter? Are you sure your Facebook profile is private? What about posting an Instagram story? While social media has become a daily part of life for kids and teens, many parents are still catching up with the ever-changing platforms. Take this course series if you want to understand the basics of Facebook, Twitter, Instagram, and Snapchat.
- **Social Media for Personal Branding** (*Two 1.5-hour sessions*): Do you want to use social media more professionally but not sure where to begin? This course will show you how to utilize social media to build a network, develop a brand and identify your goals. Leave with a social media strategy that you can apply right away.
- **Social Media for Grandparents** (*Two 1.5-hour sessions*): Many people are using social media to share photos of their families. Do you want to see photos of your grandkids but feel like you’re missing out? Take this course to get a better understanding of Facebook and Instagram, as well as tips on saving your password and updating your settings.
- **Graphics with Canva** (*Two 1-hour sessions*): Want to learn how to create graphics but find Photoshop overwhelming? Learn to make graphics for social media, logos, flyers and more in a user-friendly program, Canva.
- **Instagram Worthy Photography: Shoot, Edit & Share** (*One 2-hour session*): What makes shooting photos for Instagram different than other forms of photography? Challenge yourself by learning different angles, filters and editing skills, as well as how to share your photos on Instagram. Develop your own photographic style and aesthetic that makes you unique!
- **Make a Video with Animoto** (*One 1.5-hour session*): Want to learn how to make a beautiful, professional looking video without spending hours editing? Animoto is a great option for folks who want a user-friendly option to capture photo slideshows, interviews, special events, or footage of their family and friends.
- **How to Up Your Slide Presentation Game** (*One 1.5-hour sessions*): Sick of the same boring slide presentations? Learn some tricks and tips to make your next presentation stand out.

- **How to Start a T-Shirt Business** (*Two 1.5-hour sessions*): T-shirts aren't just a staple of casual wear, but a way to reflect our personalities, interests, and identities. Selling t-shirts online has become a popular business choice, especially for entrepreneurs and artists looking for a relatively inexpensive and accessible way to start up. Learn everything you need to know about the types of tees available, maintaining inventory, screen printing and marketing yourself.
- **Social Justice Meet-Up: What Can YOU Do?** (*Three 1-hour sessions*): Are you passionate about social justice issues, like race, gender, sexuality, class, education, and culture? Do you like having deep or thoughtful conversations about the world around you? This meet-up style course is for people looking to connect with others who are interested in making social change through conversations and relationship/community building. Share resources, network and make friends.
- **Power of Gratitude** (*Six 2-hour sessions*): Need a happiness boost? Learn about the science of gratitude and experience the power of using gratitude in your life in a 6 week Gratitude Course. Experience how a gratitude practice can increase your joy, build stronger relationships, improve health, deal with adversity and develop a happier life that is fulfilling. Learn the science behind gratitude, use different gratitude practices each week, and experience how gratitude can help you become naturally happier and feel more fulfilled.
- **Investing for the Life You've Earned – Today & Tomorrow** (*Two 3-hour sessions*): Are your investments working hard enough for you? Fundamental components of intelligent investing that can be applied during volatile periods and when markets are stable will be covered in this class. You will learn how to build and maintain optimal portfolios that account for your own investment objectives, timeframe and risk tolerance.
- **Jump Start Your Genealogy** (*Eight 2-hour sessions*): Have you hit a brick wall using online sites? Need to know how to research more effectively? This class covers basic records and record types and effective research techniques. Bring a research topic to the first class and share your journey.
- **Staying Balanced for Teens** (*One 2-hour session*): Are you a teenager feeling pulled in a million different directions? Do academics, extracurriculars, applying for college, holding down a job, and staying connected with family and friends, constantly compete for your time and energy? This Workshop has been designed specifically with you in mind! You're kind of a big deal. So let's develop go-to strategies you can use immediately to help you feel more centered, joyful, and balanced. Teens and parents welcome.
- **Group Coaching Approach to Reaching Your Goal** (*Six 1-hour sessions*): This group is open to anyone who is trying to be the best version of themselves, improve their health, gain tips on how to best go about achieving their goals, and to anyone who knows the key to that success is doing it together and having full support of those with like minds! By working as part of a collective group, you will have the opportunity to brainstorm ideas, learn from others, and gain a refreshing perspective.
- **Self-Compassion & Coping Skills** (*Six 1-hour session*): Are you a teenager feeling pulled in a million different directions? Do academics, extracurriculars, applying for college, holding down a job, and staying connected with family and friends, constantly compete for your time and energy? This workshop has been designed specifically with you in mind! You're kind of a big deal. So let's develop go-to strategies you can use immediately to help you feel more centered, joyful, and balanced. Teens and parents welcome.
- **Youth Short Camps** (*1-week*): These camps will be offered to 5th-9th grade (ages 11-16) students scheduled in consultation with CSM. **Art Camp**: It's incredible what you can create with pencils and pastels! Develop your skills in both pencil sketching and pastels to create wonderful works of art reflecting your creativity and personal style. **Photography Camp**: Have fun learning how to use a DSLR camera, and take amazing photos! Learn how to shoot great digital photos from a professional photographer and photography instructor. Fun activities include outdoor nature and landscape photography, portrait photography using studio lighting, still-life creative photography, live painting, post-processing using Adobe Lightroom, and supportive critiques! **Digital Animation Camp**: Bring

your drawings to life! Learn how to develop concepts, storyboarding and production of 2D animations. Emphasis will be on the conceptualization, creativity, and foundations of animations. This camp will cover the basics of animation using Adobe Animate CC software.

- **Design Thinking Certificate** (*Six 1-hour live online sessions with 6-8 weekly hours of participation*): This live-online design thinking certificate helps learners immediately apply the powerful problem-solving methodology of design thinking to their daily challenges. Offered in partnership with The Berkeley Innovation Group and Knowdeon.
- **Connecting the Dots: Using Assessments for Professional Learning & Development** (*One 2-hour online session*): As the pace of change and complexity in the workplace increases, the demand for talent development grows with it. How can organizations develop talent to collaborate more effectively, increase innovation, or exemplify great leadership? Learning and Development professionals can start by helping employees better understand their own personalities and behaviors and those of their colleagues—assessments provide the necessary feedback to motivate this learning. This workshop will focus on when and why to use assessments in professional development programs. You will also learn about some of the popular assessments on the market as well as tips for administration.
- **Everything DiSC** (*One 1.5-hour online session*): This workshop will help participants understand what Everything DiSC is, what it measures, what problems it will help individuals and teams solve, how it helps solve these problems, and how to administer Everything DiSC.

Skyline College

- **Vintage Car Care**: (*Six 3-hour sessions*): Vintage car enthusiasts will learn car care for pre-1976 vintage cars, including fundamentals of buying, owning, and operating vintage cars. This weekend course is taught by Skyline Instructor Paul Spakowski, who has 58+ years of experience.
- **Wilderness First Aid** (*Two 7-hour sessions*): The course covers basic wilderness first aid topics such as patient assessment, shock and bleeding, head and spinal injuries, wounds, heat and cold illnesses and much more.
- **Fitness 50+** (*Six 2-hour sessions*): Whether you are a fitness class enthusiast or new to group workouts, you can customize this class to meet your needs as an older adult. Strength, endurance, mobility and flexibility are all components of the workout.
- **Intro to iPhone and iPad for the New User** (*Four 2-hour sessions*): This course covers all the basic operations and functions of owning an iPhone and iPad. Learn some tips and tricks for both devices.
- **Introduction to Machine Learning** (*Three 2-hour sessions*): In this class, you will learn about what machine learning is, the most effective machine learning techniques, the theoretical underpinnings of machine learning, and practical ways these powerful techniques are applied to new problems. Finally, you'll learn about some of Silicon Valley's best practices in innovation as it pertains to machine learning and AI.
- **Introduction to Bitcoin & Cryptocurrency Technologies** (*Three 2-hour sessions*): To really understand what is special about Bitcoin, we need to understand how it works at a technical level. Learn how Bitcoin works, what makes it different, whether it's secure, whether users are anonymous, what determines the price of Bitcoins, can cryptocurrencies be regulated, and what might the future hold?

Off Campus

- **Certified Executive Coaching** (*3.5-day intensive program*): This executive coaching program is for seasoned professionals interested in entering the highly rewarding field of executive coaching to learn to coach executives to solve real world problems. This live, in-person program will be offered at a local hotel in partnership with the Center for Executive Coaching, which is fully accredited by the International Coaching Federation (ICF).

- **Couch to 5K Training Program** (*Eight 2-hour sessions*): If you have no running experience and want to compete in a 3.1 mile or 5k run in just 8 weeks this is the training course for you! This eight-week plan that includes three workouts per week for 20 to 30 minutes will provide you the guidance and support to begin your healthy running habit!
- **Artisan Cheese Making Tours (sample of various tours)** (*One 6-hour session*): We will meet in Sebastopol at The Barlow, the outdoor, chic industrial shopping district, where you can find Wm. Cofield nestled just around the corner from the center road. British-Style cheddar and blue cheese await. Then we will head out of town, just five minutes away to try the rustic-style cheeses of Bohemian Creamery, a goat farm and cheese shop. We will continue onto Santa Rosa to find the Matos Cheese Factory, a small farm with a creamery on site where we will Sample St. George, a buttery semi-hard cheese made in the style of the Portuguese Azores (additional tours in the wine country of Sonoma and Petaluma will be offered).
- **Artisan Chocolate Making Tours (sample of various tours)** (*One 6-hour session*): We will meet in Brisbane for our first stop on our Chocolate Makers tour and then to Burlingame and then to South San Francisco and finally on to the heart of San Francisco to complete our chocolate makers tour.
- **Photography Workshop in Florence and Tuscany Hills** (*Four 4-hour sessions*): Learn valuable photography tips and techniques from the local photographer and instructor Emanuela Quaglia and document iconic Florence and Tuscany sights. Four hours of instruction a day for four days. Topics covered include landscape, street, architecture, macro photography, and family portrait photography in the Renaissance gardens. Extra activities may include learning Italian, Italian cuisine, painting and biking. Travel, lodging, and meals not included.

ONLINE Classes

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

UGotClass (previously approved)

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

Ed2Go (previously approved)

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

New ONLINE Classes from UGotClass

- **Cyber Security for Managers** (*16 hours, self-paced, online*): Get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

- **Talking Circles: A Restorative Approach to Student Discipline** (16 hours, self-paced, online): Restore order to your classroom and establish a positive school culture with Talking Circles. This evidence-based intervention builds communities that foster social capital and creates a structure to repair the harm that impacts individuals within that community. Grounded in indigenous ways, Talking Circles have the opportunity to subvert the power structures within the punitive discipline model, and reestablish a communal approach that supports our students as 21st Century learners.

New ONLINE Classes from ED2Go

- **Supervisor Suite** (72 hours, instructor-led, online): To succeed as a manager, you must know how to lead, communicate, and delegate. If you're a new manager, this online management training course will prepare you for success in your new position. Not only will you master leadership management skills, you will also gain a working knowledge of employment law.
- **TEAS Prep Series** (72 hours, instructor-led, online): Nursing is a high-demand but competitive field. Entering the profession starts with nursing school, and admission to nursing school partially depends on your Test of Essential Academic Skills (TEAS) exam score. Many nursing schools use this standardized exam to evaluate a candidate's reading, math, science, and English and language skills.
- **The Creative Classroom** (24 hours, instructor-led, online): Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!
- **Certificate in Global Healing Systems** (13 hours, instructor-led, online): In this course, you'll deepen your knowledge of medical treatment by learning about these various global healing practices. You'll start with an overview of the field to get a sense of how these alternative practices differ from conventional medical systems. Then you'll explore in depth six global traditions: Ayurvedic medicine of India, the indigenous medicine of Central and South America, Native North American healing, the healing traditions of South Africa, traditional Chinese medicine, and Unani medicine of Eastern Europe.
- **Certificate in Mindfulness** (8 hours, self-paced or instructor-led, online): In this certificate program, you'll examine the many benefits of mindfulness for both your personal and professional life. You'll also lay the foundation for a career in health and wellness coaching. Harnessing the power of mindfulness, business leaders have found that, in the long run, this practice offers long-term health changes that result in fewer chronic illnesses, which reduces demand on the health care system and results in fewer health-related costs in business.
- **Certificate in Meditation** (8 hours, instructor-led, online): In this certificate program, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing and wellness. This course will guide you as you discover how the practice of meditation can be used to increase mindfulness, reduce stress, deal with pain and illness, and support overall well-being.

RECOMMENDATION

It is recommended that the Board of Trustees approve the programs and classes in Community, Continuing and Corporate Education to be offered for spring 2020 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

BOARD REPORT NO. 19-11-3CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

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

GIFT

KME Fire Engine
Donor's Estimated Value: \$15,000

Donated to College of San Mateo
for training purposes in Fire Technology courses

DONOR

Central County Fire Department
1339 Rollins Road
Burlingame, CA 94010

RECOMMENDATION

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

San Mateo County Community College District

November 20, 2019

BOARD REPORT NO. 19-11-4CA

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

RATIFICATION OF SEPTEMBER AND OCTOBER 2019 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of September and October 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 September 1, 2019 through October 31, 2019 and ratify the contracts entered into leading to such payments.

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0081926	09/03/19	U.S. Bank National Association ND, .	404,145.50	Districtwide Procurement Card Payment
0081927	09/03/19	BankMobile Technologies, Inc.	270,808.98	Financial Aid Disbursement
0081928	09/03/19	CalPERS	1,691,076.08	Monthly Health Insurance Premium
0081935	09/03/19	Netronix Integration, Inc.	12,811.07	CSM Renovation Security System Installation Project
0081940	09/03/19	VALIC Retirement Services Company	260,847.38	Monthly Tax Sheltered Annuities
0081941	09/03/19	Wood Tech, Inc.	17,737.43	Cañada Furniture Purchase and Installation
0081946	09/05/19	Alltran Education, Inc.	12,777.74	Student Receivable Collections Commission Fee
0081950	09/05/19	Gordon Kenny Realty, Inc.	75,000.00	Cañada Vista and College Vista Operational Expenses Advancement
0081952	09/05/19	Home Depot USA Inc.	11,656.01	Cañada and CSM Facilities Custodial Supplies Purchases
0081954	09/05/19	One Workplace L. Ferrari, LLC	201,567.25	Cañada Furniture Purchase and Installation
0081960	09/05/19	SMCCCD Bookstore	250,137.58	Monthly Bookstore Student Fees Reimbursement
0081971	09/10/19	BankMobile Technologies, Inc.	3,040,458.40	Financial Aid Disbursement
0081982	09/10/19	McCarthy Holdings Inc.	323,993.00	Cañada Construction Project
0081988	09/10/19	School Project for Utility Rate Reduction (SPURR)	33,718.63	Utilities
0081990	09/10/19	Sedgwick Claims Management Services. Inc.	28,952.76	Replenish Workers' Compensation Insurance Fund
0081991	09/10/19	SM County Community College District	26,969.10	Replenish Flex Spending Account
0081992	09/10/19	SMCCCD Bookstore	11,619.95	Skyline Departmental Printing Services
0081993	09/10/19	ThyssenKrupp Elevator Corporation	18,763.77	Districtwide Elevators Maintenance and Repair Services
0081995	09/10/19	McCarthy Holdings Inc.	16,894.34	Cañada Construction Project
0081996	09/10/19	W W Grainger Inc	13,641.58	Facilities Equipment and Supplies Purchases
0082028	09/17/19	Santamaria, Carlos J.	38,104.64	CSM Grant Related Consultation Services
0082032	09/17/19	A. Lange Consulting, LLC	14,322.50	Districtwide SAP Migration Consultation and Reporting Services
0082033	09/17/19	Allana Buick & Bers, Inc.	39,242.50	Skyline and Cañada Construction Consultation Services
0082035	09/17/19	BankMobile Technologies, Inc.	395,567.30	Financial Aid Disbursement
0082036	09/17/19	W.E. Lyons Construction CO.	29,119.42	Cañada Bldg. 9 Envelope Damage Repair Project
0082039	09/17/19	Constellation NewEnergy, Inc.	40,839.86	Utilities
0082040	09/17/19	Corovan Moving & Storage Co.	41,349.79	Cañada Moving Services
0082050	09/17/19	One Workplace L. Ferrari, LLC	43,906.80	Districtwide Furniture Purchase and Installation
0082052	09/17/19	Riera Digital, LLC	13,332.00	KCSM Underwriting and Social Media Services
0082053	09/17/19	Sally Swanson Architects, Inc.	42,300.00	Districtwide ADA Self-Evaluation and Transition Plan Consultation services
0082061	09/17/19	W.E. Lyons Construction CO.	553,268.72	Cañada Bldg. 9 Envelope Damage Repair Project
0082066	09/17/19	XL Construction Corporation	1,713,288.30	Skyline Construction Project
0082071	09/19/19	CIS, Inc	43,032.00	Cañada and Skyline Construction Projects Inspection Services
0082081	09/19/19	Swinerton Builders	194,220.00	Construction Program Management Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
0082098	09/24/19	Allana Buick & Bers, Inc.	81,820.00	Cañada Repair Projects Consultation and Commissioning Services
0082099	09/24/19	BankMobile Technologies, Inc.	231,443.48	Financial Aid Disbursement
0082100	09/24/19	W.E. Lyons Construction CO.	33,691.78	Cañada Vista Building Envelope Damage Repair Project
0082101	09/24/19	CDW LLC	51,384.11	Skyline Computers Purchase
0082102	09/24/19	Constellation NewEnergy, Inc.	23,189.91	Utilities
0082107	09/24/19	Intermountain Electric Company	31,364.16	Districtwide Electrical Projects
0082108	09/24/19	Krueger International, Inc.	30,677.55	Skyline Furniture Purchase
0082112	09/24/19	School Project for Utility Rate Reduction (SPURR)	10,209.67	Utilities
0082118	09/24/19	W.E. Lyons Construction CO.	640,143.86	Cañada Vista Building Envelope Damage Repair Project
0082135	09/26/19	Constellation NewEnergy, Inc.	13,330.57	Utilities
0082143	09/26/19	San Mateo County Schools Insurance Group	201,513.35	Monthly Dental and Vision Insurance Premiums
0082145	09/26/19	Western Allied Mechanical Inc.	19,500.00	Skyline Water Leak Repair Project
513800	09/03/19	A.C.C.J.C.	28,593.00	Skyline Annual Membership Dues
513801	09/03/19	Agile Sports Technologies, Inc.	31,440.78	Districtwide Team Sports Training Software Package
513806	09/03/19	Board of Governors	17,700.00	Districtwide Student Right To Know Act Reporting Subscription Fee
513816	09/03/19	FolgerGraphics, Inc.	10,205.41	CCCE Catalog and Postcards Printing Services
513842	09/03/19	Pacific Gas & Electric Co	15,522.90	Utilities
513849	09/03/19	STEMconnector, LLC	25,000.00	Skyline STEM Educational Annual Membership Fee
513919	09/03/19	VALIC	21,983.33	Monthly Tax Sheltered Annuities Employee Contribution
513993	09/10/19	Anasazi Instruments, Inc.	18,631.13	Cañada Instructional Equipment Purchase and Installation
513997	09/10/19	City of Redwood City	27,950.70	Utilities
514014	09/10/19	LC Business Systems Corporation	22,539.18	Districtwide Cafeteria Cash Registers Purchase
514036	09/10/19	RJMS Corporation	115,062.83	Districtwide Facilities Electrical Vehicles Purchase
514046	09/10/19	TRANSMETRO	16,384.00	Cañada Students Shuttle Services
514059	09/10/19	The Guardian Life Insurance Company	31,729.75	Monthly Life Insurance Premium
514060	09/12/19	AECOM Technical Services, Inc.	22,472.00	Districtwide Master Construction Scheduling Consultation Services
514066	09/12/19	City of San Bruno	34,459.26	Utilities
514123	09/17/19	Bunton Clifford and Associates, Inc.	171,434.43	Cañada Architectural Design Services
514127	09/17/19	Comevo, Inc.	15,840.00	Districtwide Cloud Based Online Orientation Software Usage Fee
514128	09/17/19	Cornerstone Earth Group, Inc.	18,427.60	Cañada Geotechnical Consultation Services
514149	09/17/19	National Public Radio, Inc.	14,801.00	KCSM Annual NPR Membership Fee
514153	09/17/19	Pacific Gas & Electric Co	34,995.09	Utilities
514155	09/17/19	Pacific Gas & Electric Co	57,563.85	Utilities
514160	09/17/19	Red Wing Brands of America, Inc.	11,841.51	Districtwide Facilities Work Shoes Purchase
514162	09/17/19	Sedgwick Claims Management Services. Inc.	27,265.50	Districtwide Worker's Comp Quarterly TPA Service Fees
514163	09/17/19	Sensera Systems, Inc	10,759.00	Skyline Faculty Housing Construction Camera and Monitoring Software

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WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
514165	09/17/19	Signet Testing Laboratories, Inc.	164,859.71	Skyline and Cañada Construction Project Testing and Inspection Services
514180	09/17/19	XL Construction Corporation	90,173.07	Skyline Construction Project
514206	09/19/19	MV Transportation, Inc.	17,637.66	Skyline Students Shuttle Services
514209	09/19/19	NGI Capital, Inc.	29,257.50	Districtwide CRM System Development and Implementation Services
514241	09/24/19	Agbayani Construction Corporation	187,150.00	Skyline Construction Project
514245	09/24/19	Aquatic Design Group, Inc.	14,875.00	CSM Instructional Pool Re-plastering Project
514252	09/24/19	Center for Innovation in Financial Institutions	25,000.00	Skyline Annual Partnership Renewal Fee
514257	09/24/19	Foster Bros. Security Systems Inc.	13,114.34	Skyline Classroom Security Door Upgrade Project
514266	09/24/19	K&R Technologies, LLC	40,968.09	Skyline Instructional Equipment Purchase
514283	09/24/19	Pasco Scientific Co.	13,518.09	Skyline Instructional Lab Materials Purchase
514284	09/24/19	PotentSci LLC	24,800.00	CSM Professional Development Training Workshops
514288	09/24/19	R & S Erection North Peninsula, Inc.	49,041.00	Skyline Damaged Doors Repairs
514290	09/24/19	Roofing Contractors Inc.	23,819.00	Skyline Roof Repairs
514291	09/24/19	San Francisco State University	34,935.48	Skyline Grant related Expense Reimbursement
514296	09/24/19	Signet Testing Laboratories, Inc.	195,781.69	Cañada Construction Project Testing and Inspection Services
514301	09/24/19	The Regents of UC - University of California, Merced	14,099.14	Cañada Grant Related Expenses Reimbursement
514307	09/24/19	Calif Water Service Co	49,381.33	Utilities
514311	09/24/19	Division of the State Architect	53,750.00	CSM Project DSA Plan Review Fees
514348	09/26/19	NGI Capital, Inc.	13,820.00	Districtwide CRM system development and Implementation Services
514350	09/26/19	One Diversified, LLC	11,060.63	Skyline and CSM AV Equipment Purchases
514351	09/26/19	Pacific Gas & Electric Co	19,143.85	Utilities
514360	09/26/19	SKY-SKAN, INCORPORATED	21,626.25	CSM Planetarium Media Use Licenses
514379	09/26/19	SPUS7 HOTEL TRS, LLC	15,114.70	Cañada Accreditation Team Site Visit Lodging Services

District Payroll Disbursement (excluding Salary Warrants)

J2000653	09/03/19	Mass Mutual 457	41,501.59	Tax Annuity
J2000746	09/03/19	US Treasury - Federal Payroll Tax	2,064,476.08	Federal Payroll Tax
J2000746	09/03/19	EDD - State Payroll Tax	434,334.54	State Payroll Tax
J2000746	09/03/19	EDD - State Payroll Tax	11,456.60	State Tax-Disability Insurance
J2000835	09/16/19	US Treasury - Federal Payroll Tax	92,487.55	Federal Payroll Tax
J2000837	09/10/19	PERS Retirement	1,310,648.85	PERS Retirement Advance
J2000877	09/12/19	State Teacher Retirement - Cash Balance	41,648.10	STRS Retirement-Cash Balance
J2000773	09/04/19	State Teacher Retirement - Defined Benefit	1,219,401.55	STRS Retirement-Defined Benefit 95%
J2000876	09/12/19	State Teacher Retirement - Defined Benefit	63,181.29	STRS Retirement-Defined Benefit Bal

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
119518	09/06/19	Cengage Learning	57,680.72	Purchase of Inventory
119531	09/06/19	Elsevier Publishing Co.	41,913.74	Purchase of Inventory
119556	09/06/19	Marianna Industries Inc	36,056.00	Purchase of Inventory
119557	09/06/19	MBS Textbook Exchange	48,147.55	Purchase of Inventory
119559	09/06/19	McGraw-Hill Companies	12,098.30	Purchase of Inventory
119563	09/06/19	MPS	17,793.60	Purchase of Inventory
119566	09/06/19	Nebraska Book Company	18,608.57	Purchase of Inventory
119588	09/06/19	Skyline Bookstore GAP	14,140.76	Purchase of Inventory
119605	09/06/19	W.W. Norton & Company	12,864.71	Purchase of Inventory
119628	09/25/19	Elsevier Publishing Co.	16,665.95	Purchase of Inventory
119641	09/25/19	InComm	44,747.50	Purchase of Inventory
119648	09/25/19	Marianna Industries Inc	21,493.72	Purchase of Inventory
119650	09/25/19	McGraw-Hill Companies	12,157.99	Purchase of Inventory
119652	09/25/19	MPS	15,083.30	Purchase of Inventory
119653	09/25/19	MTC Distributing	22,315.98	Purchase of Inventory
119660	09/25/19	Pearson Education, Inc	82,386.51	Purchase of Inventory
119661	09/25/19	Pens ETC.	13,772.98	Purchase of Inventory
119663	09/25/19	Pepsi-Cola	10,428.92	Purchase of Inventory
119668	09/25/19	SM CC College District	219,032.56	Salaries and Benefits of July 2019
119674	09/25/19	Sysco Food Company of SF	13,317.56	Purchase of Inventory
EFT 96005	09/23/19	CDTFA	78,854.27	Sales tax prepayment August 2019
		Subtotal	19,307,964.94	94%
		Warrants Issued ≤ \$10,000	1,207,811.74	6%
		Total Non-Salary Warrants Issued	<u>20,515,776.68</u>	100%
District Accounts Payable	Ck#513800-514380, DD81925-82145		14,253,245.73	
District Payroll	Ck#144752-145442, DD50184247-50186036		13,521,891.64	
SMCCCD Bookstores	CK#119506-119689, EFT 96005		1,133,800.06	
	Total Warrants Including Salaries - Sept 2019		<u>28,908,937.43</u>	

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0082154	10/01/19	U.S. Bank National Association ND, .	414,363.79	Districtwide Procurement Card Payment
0082158	10/01/19	BankMobile Technologies, Inc.	192,944.13	Financial Aid Disbursement
0082159	10/01/19	Blach Construction Company	5,874,632.45	Cañada Design and Construction Services
0082160	10/01/19	CalPERS	1,753,161.45	Monthly Health Insurance Premium
0082163	10/01/19	Coulter Construction Inc.	419,142.61	CSM Building Modernization Project
0082166	10/01/19	Krueger International, Inc.	43,597.98	Skyline Furniture Purchase and Installation
0082167	10/01/19	Linguabee LLC	22,411.71	Districtwide Student Sign Language Interpreting Services
0082168	10/01/19	One Workplace L. Ferrari, LLC	39,795.11	Skyline Furniture Purchase and Installation
0082170	10/01/19	Rodan Builders, Inc.	44,293.46	Skyline Construction Project
0082172	10/01/19	Schneider Electric Buildings Americas, Inc.	34,461.66	Districtwide Facilities Management Systems Maintenance Services
0082187	10/03/19	A. Lange Consulting, LLC	10,540.00	Districtwide SAP Migration Consulting and Reporting Services
0082188	10/03/19	American Federation of Teachers	63,993.57	Monthly Union Dues
0082197	10/03/19	Sedgwick Claims Management Services. Inc.	41,263.42	Replenish Workers' Compensation Insurance Fund
0082200	10/03/19	SMCCCD Bookstore	54,227.73	Bookstore Monthly Student Fees Reimbursement
0082201	10/03/19	ThyssenKrupp Elevator Corporation	19,600.95	Districtwide Elevators Maintenance and Repair Services
0082203	10/03/19	VALIC Retirement Services Company	285,551.61	Monthly Tax Sheltered Annuities
0082220	10/08/19	Advance Soil Technology Inc.	32,335.00	Districtwide Geotechnical Testing and Consulting Services
0082221	10/08/19	Allana Buick & Bers, Inc.	12,480.00	Cañada Construction Design Build and Consulting Services
0082225	10/08/19	BankMobile Technologies, Inc.	124,902.05	Financial Aid Disbursement
0082228	10/08/19	Coulter Construction Inc.	49,000.70	CSM White Board and Cañada Water Heater Installation Services
0082237	10/08/19	Linguabee LLC	11,575.03	Districtwide Student Sign Language Interpreting Services
0082238	10/08/19	Mesa Energy Systems, Inc.	18,335.00	Cañada Cooling Tower Replacement Services
0082240	10/08/19	School Project for Utility Rate Reduction (SPURR)	26,294.50	Utilities
0082254	10/10/19	Apple Computer, Inc	10,198.45	Skyline and Cañada IT Equipment Purchases
0082265	10/10/19	Oracle America, Inc.	15,030.77	Districtwide Software License Renewal and Support Services
0082287	10/15/19	BankMobile Technologies, Inc.	200,238.02	Financial Aid Disbursement
0082289	10/15/19	W.E. Lyons Construction CO.	10,745.82	Cañada Building 9 Envelope Damage Repair Project
0082290	10/15/19	W.E. Lyons Construction CO.	29,888.91	Cañada Vista Envelope Damage Repair Project
0082291	10/15/19	CDW LLC	209,896.55	Districtwide Storage Server Purchase and license
0082292	10/15/19	Computerland	83,969.50	Districtwide Computers and Software Purchase
0082299	10/15/19	Krueger International, Inc.	10,289.43	Skyline Furniture Purchase
0082302	10/15/19	Nelnet Business Solutions, Inc.	12,389.04	Student Payment Plan Service Fee
0082307	10/15/19	SM County Community College District	35,880.55	Replenish Flex Spending Account
0082310	10/15/19	SMCCCD Bookstore	11,599.79	Districtwide Departmental Printing Services
0082311	10/15/19	SMCCCD Bookstore	50,840.37	Cañada Special Programs Textbooks Rentals

October 1 - 31, 2019

WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
0082312	10/15/19	Swinerton Builders	161,531.50	Construction Program Management Services
0082314	10/15/19	W.E. Lyons Construction CO.	772,059.65	Cañada Vista and Cañada Building 9 Envelope Damage Repair Projects
0082320	10/17/19	Allana Buick & Bers, Inc.	54,762.50	Skyline Investigation & Evaluation Services and Cañada Vista Envelope Damage Repair Project
0082324	10/17/19	CIS, Inc	40,367.00	Skyline and Cañada Construction Projects Inspection Services
0082325	10/17/19	Constellation NewEnergy, Inc.	63,159.41	Utilities
0082331	10/17/19	Noll & Tam Architects	70,967.50	CSM Parking Lot Design and Construction Documentation Services
0082333	10/17/19	Sally Swanson Architects, Inc.	21,537.50	Districtwide ADA Compliance Consultation Services
0082334	10/17/19	Schneider Electric Buildings Americas, Inc.	17,230.83	Districtwide Facilities Management Systems Maintenance Services
0082349	10/22/19	BankMobile Technologies, Inc.	282,033.50	Financial Aid Disbursement
0082350	10/22/19	Blach Construction Company	2,723,971.60	Cañada Design and Construction Services
0082352	10/22/19	CDW LLC	26,300.00	Districtwide Cloud Storage Annual Licenses
0082356	10/22/19	Coulter Construction Inc.	209,571.30	CSM Learning Community Building Modernization Project
0082357	10/22/19	Dell Marketing LP	89,966.00	Districtwide Systems Management Appliance License
0082360	10/22/19	GRD Energy Inc.	16,128.00	Skyline Construction Project Commissioning Services
0082370	10/22/19	San Mateo County Schools Insurance Group	198,679.73	Monthly Dental and Vision Insurance Premiums
0082371	10/22/19	School Project for Utility Rate Reduction (SPURR)	11,964.68	Utilities
0082378	10/22/19	XL Construction Corporation	2,331,723.68	Skyline Construction Project
0082388	10/24/19	Computerland	146,356.00	Districtwide ITS Software License Renewals
0082389	10/24/19	Dell Marketing LP	55,973.31	Districtwide Computer Purchases
0082392	10/24/19	Linguabee LLC	20,391.16	Skyline and Cañada Student Sign Language Interpreting Services
0082394	10/24/19	One Workplace L. Ferrari, LLC	39,844.44	Skyline and CSM Furniture Purchase and Installation
0082398	10/24/19	SMCCCD Bookstore	47,127.36	Districtwide Summer Promise Program Bookstore Expenses
0082406	10/29/19	Associated Std -Canada	60,000.00	Interbank Transfer
0082407	10/29/19	BankMobile Technologies, Inc.	194,738.26	Financial Aid Disbursement
0082408	10/29/19	Constellation NewEnergy, Inc.	13,792.93	Utilities
0082410	10/29/19	Home Depot USA Inc.	11,349.13	Skyline and CSM Custodian Supplies Purchases
0082411	10/29/19	Jaime L Arce	28,494.07	Districtwide Evacuation Signage Purchase and Installation
0082416	10/29/19	Siemens Industry, Inc.	36,935.00	Districtwide Damper Inspection Services
514387	10/01/19	Atlas Pellizzari Electric, Inc.	53,368.00	Skyline Electrical Projects
514392	10/01/19	Comm College League/Calif	61,498.03	Districtwide Student Software Annual Subscription Fees
514397	10/01/19	Custom Installation Services, Inc.	11,695.27	Skyline Anniversary Banners Installation Services
514416	10/01/19	Quality Education Consultants, LLC	12,500.00	Cañada Grant Related Consulting Services
514418	10/01/19	Sedgwick Claims Management Services. Inc.	27,265.50	Districtwide Worker's Comp Quarterly TPA Service Fees
514422	10/01/19	Steinberg Hart	20,756.25	Districtwide Space Planning Services
514442	10/01/19	Blach Construction Company	319,927.88	Cañada Design and Construction Services
514443	10/01/19	Coulter Construction Inc.	22,060.14	CSM Building Modernization Project

Check Number	Check Date	Vendor Name	Check Amount	Description
514463	10/03/19	InsideTrack, Inc.	13,050.00	CSM Student Coaching and Reporting Services
514475	10/03/19	Signet Testing Laboratories, Inc.	56,534.19	Cañada Construction Project Testing and Inspection Services
514480	10/03/19	Upland Software, Inc	12,000.00	Districtwide ITS Software License Fee Renewal
514489	10/03/19	Associated Std -Canada	29,079.08	Quarterly Student Fees Reimbursement
514490	10/03/19	Associated Std-CSM	46,189.67	Quarterly Student Fees Reimbursement
514491	10/03/19	Associated Std-Skyline	41,983.29	Quarterly Student Fees Reimbursement
514494	10/03/19	C S E A	19,524.20	Monthly Union Dues
514544	10/03/19	VALIC	20,183.33	Monthly Tax Sheltered Annuities Employee Contribution
514549	10/08/19	AECOM Technical Services, Inc.	20,776.00	Cañada Construction Scheduling Consulting Services
514554	10/08/19	Bunton Clifford and Associates, Inc.	65,454.00	Cañada Architectural Design Services
514557	10/08/19	Concentric Sky, Inc.	50,000.00	Cañada Program Pathways Mapper Onboarding Consulting Services
514578	10/08/19	Salas O'Brien Engineers, Inc.	20,195.00	CSM Water System Management Study Fees
514581	10/08/19	Strata Information Group	198,492.00	Monthly Districtwide Professional and Management Services
514591	10/08/19	County of San Mateo	15,657.50	Districtwide Monthly Parking Income Allocation
514604	10/10/19	CareerAmerica, LLC	280,000.00	Districtwide Financial Aid TV Comprehensive Service
514605	10/10/19	Comm College League/Calif	10,677.00	Districtwide Academic Database Annual Subscription Fees
514613	10/10/19	Instructure, Inc.	53,000.00	Skyline Student Software Implementation and Subscription Fees
514616	10/10/19	MV Transportation, Inc.	25,809.73	Skyline Students Shuttle Services
514621	10/10/19	Quality Education Consultants, LLC	12,500.00	Cañada Grant Related Consulting Services
514624	10/10/19	RSC Insurance Brokerage, Inc.	49,937.00	Districtwide Workers' Comp and Travelers Insurance Premiums
514644	10/15/19	Bay Area Bioscience Education Community	17,209.16	Skyline BioSCOPE Grant Project Management Services
514647	10/15/19	C2G Civil Consultants Group Inc.	144,000.00	CSM Water Supply Tank Replacement
514655	10/15/19	Founders Management II	12,139.36	CSM Accreditation Team Visit Lodging Expenses Deposit
514659	10/15/19	Hospitality Investment LLC	10,000.00	Skyline Student Equity Institute Academy Hosting Deposit
514675	10/15/19	Severin Intermediate Holdings, LLC	36,355.23	HR Recruiting Services Software Annual Fee
514697	10/15/19	The Guardian Life Insurance Company	37,967.53	Monthly Life Insurance Premium
514698	10/15/19	U.S. Postal Services	10,000.00	Skyline Postage Purchase
514704	10/17/19	Atlas Pellizzari Electric, Inc.	59,451.00	Cañada Electrical Repairs
514707	10/17/19	BiRite Restaurant Supply Co., Inc.	15,709.54	Skyline Kitchen Utensils Purchase
514708	10/17/19	C2G Civil Consultants Group Inc.	15,525.00	CSM Water Supply Tank Replacement
514710	10/17/19	City of San Bruno	41,067.92	Utilities
514723	10/17/19	LPA Inc.	195,848.55	Skyline Architectural Design Services
514728	10/17/19	NGI Capital, Inc.	31,890.00	Districtwide CRM System Development and Implementation Services
514730	10/17/19	Opening Technologies, Inc.	10,458.17	CSM Classrooms Security Hardware Upgrade
514732	10/17/19	Pacific Gas & Electric Co	55,187.64	Utilities

Check Number	Check Date	Vendor Name	Check Amount	Description
514738	10/17/19	Strategic Energy Innovations	35,100.00	Skyline Energize Fellowship Program
514740	10/17/19	TRANSMETRO	15,600.00	Cañada Students Shuttle Services
514743	10/17/19	Verde Design Inc.	13,543.95	Skyline Architectural Design Services
514755	10/22/19	AA ACME Locksmiths Inc.	12,862.39	CSM Classrooms Security Hardware Purchase and Installation
514758	10/22/19	AT&T/MCI	14,337.70	Districtwide Telephone Services
514764	10/22/19	City of Redwood City	24,121.35	Utilities
514778	10/22/19	LPA Inc.	189,292.95	Skyline Architectural Design Services
514787	10/22/19	Pacific Gas & Electric Co	36,947.71	Utilities
514789	10/22/19	Pacific Gas & Electric Co	17,353.94	Utilities
514792	10/22/19	Rahi Systems, Inc	25,512.13	Skyline AV Equipment Purchase and Installation
514802	10/22/19	Division of the State Architect	15,250.00	CSM Repair Project DSA Plan Application Fee
514811	10/22/19	Blach Construction Company	138,988.56	Cañada Design and Construction Services
514812	10/22/19	Coulter Construction Inc.	11,030.07	CSM Building Modernization Project
514813	10/22/19	XL Construction Corporation	122,722.30	Skyline Construction Project
514826	10/24/19	BrightView Tree Care Services, Inc.	22,943.00	CSM Tree Removal Services
514830	10/24/19	Crowe LLP	52,625.00	Districtwide Audit Services
514836	10/24/19	ESCALA Educational Services Inc.	12,000.00	Cañada Faculty Professional Development Training Services
514849	10/24/19	National CineMedia, LLC	16,817.92	Cañada Advertising Services
514856	10/24/19	RJMS Corporation	21,636.17	Skyline Electrical Vehicles Purchase
514868	10/24/19	Calif Water Service Co	44,454.08	Utilities
514874	10/29/19	Bonilla, Rolando A.	10,000.00	Board of Trustees Communication and Outreach Services
514876	10/29/19	Comm College League/Calif	14,652.00	Cañada Library Database Annual Subscriptions
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
43754	J2001544	Mass Mutual 457	44,051.59	Tax Annuity
43739	J2001255	US Treasury - Federal Payroll Tax	2,283,704.26	Federal Payroll Tax
43739	J2001255	EDD - State Payroll Tax	492,219.03	State Payroll Tax
43739	J2001255	EDD - State Payroll Tax	19,678.88	State Tax-Disability Insurance
43761	J2001657	EDD - State Unemployment Payroll Tax	11,298.95	State Tax-Unemployment
43754	J2001428	US Treasury - Federal Payroll Tax	81,445.79	Federal Payroll Tax
43747	J2001263	PERS Retirement	1,321,060.63	PERS Retirement Advance
43747	J2001376	State Teacher Retirement - Cash Balance	70,591.14	STRS Retirement-Cash Balance
43740	J2001295	State Teacher Retirement - Defined Benefit	1,359,130.90	STRS Retirement-Defined Benefit 95%
43747	J2001375	State Teacher Retirement - Defined Benefit	73,936.52	STRS Retirement-Defined Benefit Bal

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
119710	10/14/19	InComm	12,282.50	Purchase of Inventory
119714	10/14/19	John Wiley & Sons Inc	34,645.51	Purchase of Inventory
119716	10/14/19	Jostens	17,426.67	Purchase of Inventory
119725	10/14/19	McGraw-Hill Companies	115,325.00	Purchase of Inventory
119732	10/14/19	Pearson Education, Inc	143,531.17	Purchase of Inventory
119735	10/14/19	Pepsi-Cola	11,560.22	Purchase of Inventory
119742	10/14/19	SM CC College District	253,992.54	Salaries and Benefits of August 2019
EFT 33638	10/29/19	CDTFA	29,734.74	Sales tax balance payment Quarter ended September 30 2019
		Subtotal	27,523,156.57	96%
		Warrants Issued ≤ \$10,000	1,168,347.00	4%
		Total Non-Salary Warrants Issued	<u>28,691,503.57</u>	100%
District Accounts Payable		Ck#514381-514904, DD82149-82419	22,394,973.19	
District Payroll		Ck#145443-146100, DD50186037-50187943	14,336,663.53	
SMCCCD Bookstores		CK#119690-119755, EFT 33638	746,127.09	
		Total Warrants Including Salaries - October 2019	<u>37,477,763.81</u>	

BOARD REPORT NO. 19-11-5CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6755

APPROVAL OF DISTRICT ORGANIZATIONAL MEMBERSHIPS

In Board policy 8.54, the District encourages, to the extent possible within financial restraints, college and staff affiliations with professional and educational organizations and associations to provide quality education to students and for the effectiveness and efficiency of the District and College operations.

The policy also states that all applications for membership shall be submitted to the Chancellor or his/her designee, and a list of all organizational memberships shall be submitted to the Board for approval. Attached is the list of all organizational memberships which the Chief Financial Officer has received as of October 31, 2019. Memberships requested since the last report to the Board are highlighted on the attachment.

RECOMMENDATION

It is recommended that the Board approve and accept all organizational memberships listed on the attached.

AAA Northern California, Nevada and Utah
Academic Senate for California Community Colleges
Access Text Network
Accreditation Council of Business Programs
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
Accrediting Commission for Community and Junior Colleges
Adult Learning Satellite Service (PBS) (KCSM)
AIGA
Alliance for Community College Innovation (formerly Comm. Coll. Leadership Inst./Leag. for Innovation in the Comm. College)
Alliance for Mentally Ill of San Mateo County
American Association for Higher Education
American Association for Women in Community Colleges (AAWCC)
American Association of Community and Junior Colleges
American Association of Community Colleges
American Association of Colleges & Universities (AAC&U)
American Association of University Women (AAUW)
American College Health Association
American Council on Education
American Council on Teaching of Foreign Language
American Design Drafting Association
American International Recruitment Council (AIRC)
American Payroll Association
American Political Science Association
American Public Television (formerly American Program Service) (KCSM)
American Society for Training and Development
American Society for Travel Agents
American Society of Anesthesia Technologists (ASATT) (SKY \$150)
American Society of Civil Engineers (ASCE)

American Theatre Association
American Volleyball Coaches Association (AVCA) (CSM - \$165)
Art Hazards
Asian American Manufacturer's Association
Asian Business Association
Asian Pacific Islander Council
Associated Bodywork & Massage Professionals (ABMP)
Association for Advancement in Higher Education (AASHE) (DO-Facilities - \$580.00)
Association for Education Communications and Technology (KCSM)
Association of American Colleges & Universities
Association of America's Public Television Stations (KCSM)
Association of Chief Human Resources Officers/Affirmative Action Officers
Association of College and University Telecommunications Administrators
Association of College Business Officers
Association of Collegiate Schools of Architecture
Association of Community and Continuing Education (ACCE)
Association of Community College Trustees (ACCT)
Association of Departments of English
Association of Instructional Administrators (AIA)
Association of Physical Plant Administrators
Association of Title IX Administrators
Auxiliary Organizations Association (Bookstore)
Base 11
Bay Area Faculty Diversity Internship Project (BAFDIP)
Bay Area Shared Information Consortium (BASIC)
Bay Area World Trade Center
Bay Association of College Stores (Bookstore)
Belmont Chamber of Commerce
Board of Registered Nursing
Brisbane Chamber of Commerce
Burlingame Chamber of Commerce

California Association for Alcohol/Drug Educators
California Association for Counseling and Development
California Association for Institutional Research
California Association of College Stores (Bookstore)
California Association of Community College Registrars & Admin. Officers (CACCRAO)
California Association for Micro Enterprise Opportunity
California Association of Nurserymen
California Association of Public Procurement Officials, Inc. (CAPPO) (DO – Purchasing - \$130 pp)
California Association of School Business Officials (CASBO)
California Association of Student Financial Aid Administrators (CASFAA)
California Association on Postsecondary Education and Disability
California Colleges for International Education
California Community College Admin. of Occupational Education
California Community College Association of Student Trustees (CCCAST)
California Community College Athletic Directors' Association
California Community College Baseball Coaches Association
California Community College Women's Basketball Coaches Association
California Community College Chief Information Systems Officers' Association
California Community College Council for Staff and Organizational Development (4C/SD) (CCCCSD)
California Community College Fastpitch Coaches Association (3CFCA)
California Community College Football Coaches Association
California Community College Internal Auditors

California Community College Men's Basketball Coaches Association
California Community College Mental Health and Wellness Association
California Community College Police Chiefs' Association
California Community College Soccer Coaches Association
California Community College Softball Coaches Association
California Community College Tennis Coaches Association
California Community College Track and Cross Country Coaches (5CTCA) (CSM - \$100)
California Community College Track and Field Association
California Community College Women's' Basketball Coaches Association
California Community College Women's' Volleyball Coaches Association
California Community College Wrestling Coaches Association
California Community Colleges Chief Instructional Officers
California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)
California Community Colleges EOPS Association
California Community Colleges Matriculation Professionals Association
California Cooperative Education Association
California Corporate College
California Fire Technology Directors' Association (CFTDA) (CSM - \$25)
California Landscape Contractors' Association
California Library Association
California Media & Library Educators' Association
California Newspaper Publishers Association
California Organization of Associate Degree Nursing Program Directors
California Public Employers Labor Relations Association (CPELRA) (HR \$350)

California State Employees' Charitable Campaign (KCSM)
Center for International Trade Development
Chief Instructional Officers of the CCC
Childcare Coordinating Council
Coast Conference
College and University Personnel Association
College Art Association
Collegiate Stores Corporation (CSC) (Bookstore)
Commission on Accreditation of Allied Health Education (CAAHEP)
Commission on Dental Accreditation American Dental Association (ADA)
Committee on Allied Health Education and Accreditation (CAAHEP)
Committee on Chemistry in the Two-year Colleges
Committee on the Accreditation for Respiratory Care (CoARC)
Community College Alliance of MESA Directors (CCAMD)
Community College Baccalaureate Association
Community College Business Officers (CCBO)
Community College Consortium - Computers, Reading and Language Arts
Community College Facility Coalition (CCFC)
Community College Humanities Association
Community College Leadership Development Initiative Foundation
Community Colleges for Int'l Dev (CCID)
Comprehensive College Baccalaureate Association (CCBA) (2009)
Council for Higher Education Accreditation
Council for Opportunity in Education (COE)
Council for Research Development (2010)
Council for the Arts - Palo Alto and Mid-Peninsula
Council of Chief Librarians - California Community Colleges
Council of Supply Chain Management Professionals
Daly City/Colma Chamber of Commerce

Daly City Partnership
Downtown Business Group of Redwood City
EDUCOM National Learning Infrastructure Initiative
English Council of California Two-year Colleges
Forum on Education Abroad
Foster City Chamber of Commerce
Foundation for California Community Colleges - UMOJA Consortium
Higher Education Recruitment Consortium
Hire-Ed
Hispanic Association of Colleges & Universities
Honors Transfer Council of California
Housing Leadership Council of San Mateo County
IIE Network
Institute of International Education
Instructional Technology Council
Intercollegiate Tennis Coaches' Association
International Accounts Payable Professionals, Inc.
International Consortium for Educational Economic Development
International Association of Campus Law Enforcement Administrators (IACLEA)
Joint Review Committee for Respiratory Therapy
Joint Review Committee on Education in Radiology Technology
Journalism Association of Community Colleges
League for Innovation
Learning Assessment Retention Consortium
Learning Resources Network LERN
Library Orientation Exchange (LOEX), Eastern Michigan University
Menlo Park Chamber of Commerce
Middle College High School Consortium
Modern Language Association of America
Multimedia Development Group
Music Association, California Community Colleges
NAFSA: Association of International Educators

National Alliance of Business
National Asian Pacific Islander Council (NAPIC)
National Association for Community College Entrepreneurship (NACCE)
National Association of Basketball Coaches
National Association of College Auxiliary Services (Bookstore)
National Association of College Stores (Bookstore)
National Association of Colleges and Employers (NACE)
National Association of Community College Teacher Education Programs (NACCTEP)
National Association of Foreign Student Affairs
National Association of Minority Engineering Program Administrators
National Association of Public Television Stations
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Student Personnel Administrations
National Association of Small Business International Trade Educators
National Association of Veterans Program Administrators (NAVPA)
National Athletic Trainers' Association (NATA) (CSM - \$274)
National Collegiate Honors Council
National Commission for Cooperative Education
National Community College Council for Research and Planning
National Community Colleges Hispanic Council
National Council for Continuing Education & Training
National Council for Marketing & Public Relations
National Council for Occupational Education
National Council of Teachers of English
National Council on Black American Affairs (NCBAA)
National Council on Student Development
National Fire Protection Association

National Institute for Staff and Organizational Development
National Kitchen & Bath Association
National Public Radio (KCSM)
National Soccer Coaches Association of America
Non-Profit Gallery Association
North American Council for Staff Program and Organizational Development, NCSPOD
Northern California Chief Business Officials
Northern California Community College Computer Consortium
Northern California Community College Consortium - Affirmative Action
Northern California Football Alliance
Northern California Intersegmental Articulation
Northern California Track & Cross Country Coaches Association
Northern California World Trade Center
Online Learning Consortium
Overseas Association for College Admission Counseling
Pacific Association College Registrars & Admissions Officers (PACRAO)
Pacific Bell Providers' Consortium
Pacific Coast College Health Association (for District Health Council)
Pacifica Chamber of Commerce
Palo Alto Chamber of Commerce
President's Round Table
Public Agency Risk Managers Association (PARMA)
Public Radio Program Directors Association (KCSM)
Public Television Programmer's Association (KCSM)
Professional and Organizational Development (POD) Network in Higher Education
Radio Research Consortium (KCSM)
Recording for the Blind and Dyslexic
Redwood City 2020 (CAN - \$25,000)
Redwood City Chamber of Commerce

Redwood City Downtown Business Group
RP Group
SACNAS
San Bruno Chamber of Commerce
San Bruno Rotary Club
San Carlos Chamber of Commerce
San Francisco African American Chamber of Commerce
San Francisco Black Chamber of Commerce
San Francisco Chamber of Commerce
San Francisco Hispanic Chamber of Commerce
San Francisco Legal Assistant Association
San Mateo Chamber of Commerce
San Mateo Consortium of Quality Programs
San Mateo Council of Non Profits
San Mateo County Economic Development Association (SAMCEDA)
San Mateo County Employer Advisory Council
San Mateo County Fire Training Officers' Association
San Mateo County School Boards Association
School Employers' Association of Northern California
School Project for Utility Rate Reduction (SPURR) - dues are built into gas costs.
Silicon Valley Leadership Group
Society for College and University Planning (SCUP)
Society of Hispanic Professional Engineers
South San Francisco Chamber of Commerce
Specialty Equipment Market Association (SEMA)
State Association of Fire Educators
STEMconnector
StudyCalifornia
Teachers of English to Speakers of Other Languages
The Democracy Commitment
Transfer Center Directors Association of California Community Colleges
Tutor Tutor

U.S. Green Building Council
Western Association for College Admission Counseling
Western Intercollegiate Consortium on Education in Radiologic Technology
Western Regional Council on Black American Affairs
Western Regional Honors Council
Westop
Women in International Trade (Northern California Chapter)
Women in Logistics Northern California (WIL)
Woodside Terrace A.M. Kiwanis Club (CAN - \$240)
Workforce Alliance
World Affairs Council of Northern California

BOARD REPORT NO. 19-11-101B

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance and Operations, 358-6836
Yanely Pulido, Construction Procurement, Risk and Contract Manager, 358-6863

APPROVAL OF CONSTRUCTION CONSULTANTS

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

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

Firm	Board Approval Requested	Activity/Projects
Advanced Soil Technology	\$250,000	Geotechnical Services for Districtwide Projects
AECOM	\$250,000	Scheduling Services for Districtwide Capital Improvement Program and Projects
Aquatic Design Group	\$100,000	Consulting, design and engineering services for CSM Aquatic System
Artik Art and Architecture	\$1,300,000	Architectural, Engineering and Design Services for Skyline Bldg 1 Facelift and Bldg 19 Swing Space Projects
Construction Testing Services	\$200,000	Inspection and Materials Testing Services for Districtwide Projects
DLR Group	\$500,000	Architectural, Engineering and Design Services for Skyline Bldg 1 Facelift and Bldg 19 Swing Space Projects
Forell-Elsesser	\$100,000	Structural Engineering Services/Peer Review for Districtwide Projects
Interface Engineering	\$200,000	Mechanical, Electrical and Plumbing Services for Districtwide Projects
Merle Cannon	\$25,000	Consulting Services for Districtwide Space Inventory, Capital Outlay and 5-Year Construction Plan
Noll & Tam Architects	\$250,000	Capital Planning Services Districtwide and Architectural, Engineering and Design Services for CAN B22 Swing Space Planning

Sage Renewables	\$500,000	Consulting and Engineering Services for Districtwide Solar and Energy Storage Projects
Sally Swanson Architects, Inc.	\$250,000	Architectural, Engineering and Design Services for Districtwide ADA Compliance
Signet Testing Labs, Inc.	\$1,200,000	Special Inspection & Material Testing Services for Districtwide Projects
Steinberg Architects	\$500,000	Space and Capital Projects Planning Consulting Services for Districtwide Projects
Subdynamic Locating Services	\$100,000	Underground Utility Locating Services for Districtwide Projects
Terracon	\$500,000	Hazardous Materials Handling and Indoor Air Quality Consulting Services for Districtwide Projects
The Denali Group	\$500,000	Hazardous Materials Handling and Indoor Air Quality Consulting Services for Districtwide Projects

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

RECOMMENDATION

It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$6,725,000.00.

BOARD REPORT NO. 19-11-102B

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

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

ADOPTION OF RESOLUTION NO. 19-20 DECLARING AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR PROJECTS AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

The following partial list of potential capital improvement projects requires submission to the State for categorical exemption from applicable sections of the California Environmental Quality Act (CEQA):

Water Tank Supply Replacement	College of San Mateo
Solar and Energy Storage	Cañada College, College of San Mateo, Skyline College

The State's planning approval process includes compliance with the reporting requirements in Section 6850 of the California Environmental Quality Act (CEQA). Sections 15301, 15302, 15304, and 15314 of the CEQA Guidelines provide allowance for categorical exemptions for certain projects. Since all of the sites noted above are either pre-existing or new building construction and work associated with the listed projects will have minimal impact on traffic patterns, local utilities and other related environmental matters, the District seeks Board authorization, by adoption of Board Resolution No. 19-20, to file the necessary Notices of Exemption for each of the projects noted above.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 19-20, declaring an exemption under the California Environmental Quality Act (CEQA) for the projects listed above, thereby authorizing the District to file and post the necessary notices pursuant to CEQA.

RESOLUTION NO. 19-21

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION TO DECLARE AN EXEMPTION UNDER
THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR CERTAIN PROJECTS AT
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

WHEREAS, the San Mateo County Community College District is the Lead Agency for the following Cañada College, College of San Mateo and Skyline College projects:

Water Tank Supply Replacement	College of San Mateo
Solar and Energy Storage	Cañada College, College of San Mateo, Skyline College

and

WHEREAS, the Governing Board of the San Mateo County Community College District has determined that the above projects are exempt from the California Environmental Quality Act (CEQA) under categorical exemptions set forth in CEQA Guidelines 15301, 15302, 15304, and 15314; and

WHEREAS, the Governing Board of the San Mateo County Community College District has reviewed and considered other school sites within its jurisdiction and determined that the construction sites at Cañada College, College of San Mateo and Skyline College are the appropriate locations for the respective projects listed above; and

WHEREAS, the projects above will provide instructional and student services facilities for the students of the respective sites shown for each project; and

WHEREAS, the projects above will provide facilities for educational purposes that meet State standards and requirements; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the San Mateo County Community College District that the projects listed above are declared exempt under the provisions of the California Environmental Quality Act.

REGULARLY PASSED AND ADOPTED this 20th day of November 2019.

Ayes:

Noes:

Abstentions:

Attest:

Karen Schwarz, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 19-11-103B

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

CONSIDERATION OF APPOINTMENTS TO BOND OVERSIGHT COMMITTEE

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses. Appointed members serve two-year terms and may serve no more than three terms.

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*. As a result of this outreach, the District received only one application. As a result, the Board directed staff to undertake additional outreach, which it did.

Three applications have been received for consideration for appointment to the Bond Oversight Committee. Those applicants are listed below and their applications are attached:

- Michael A. Duncheonn (Exhibit A)
- Maxine Turner (Exhibit B)
- Bill Collins (Exhibit C)

As a reminder to the Board, the Bond Oversight Committee currently has seven members and can have as many as 15 members. Five of the members fill statutorily mandated positions and the remainder of the members serve as at-large members. There currently is one unfilled statutorily mandated position: representative of a bona fide taxpayer organization.

RECOMMENDATION

It is recommended that the Board consider the applications of interested applicants and determine if the applicants will be approved for appointment to the Bond Oversight Committee.



Citizens' Bond Oversight Committee Application Form

PLEASE TYPE OR PRINT

Positions Opened Until Filled.

Name: Michael A. Duncheon

Address: [Redacted] San Mateo, CA 94402

Telephone: [Redacted]

Email: [Redacted] line

POSITION SOUGHT

Member who is active in a bona fide taxpayers' organization

Name of Affiliated Organization: _____

Member who is a student both currently enrolled and an active member in a group, such as student government

Name of Affiliated Organization: _____

Member who is active in the support and organization of the District, such as a member of the Foundation

Name of Affiliated Organization: _____



Community at-large member

CONFLICT OF INTEREST

Are you aware of any conflicts of interest you may have in serving on the Bond Oversight Committee? (If yes, please attach an explanation.)

No

Yes

APPLICATION PROCESS

Individuals interested in being appointed to the District's Citizens' Bond Oversight Committee are asked to submit a completed application form and a letter of interest (not to exceed 2 pages) which includes:

- An explanation of the applicant's interest in serving on the committee
- A summary of the applicant's qualifications
- List of three professional references (including name, title, contact information)

All applications must be submitted to:

Mitchell Bailey
 Vice Chancellor/Chief of Staff
 San Mateo County Community College District
 3401 CSM Drive, San Mateo, CA 94402
 Email: baileym@smccd.edu

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Board of Trustees

San Mateo County Community College District

3401 CSM Drive

San Mateo, Ca. 94402

Re: Application for Appointment to the Bond Oversight Committee

Dear Members of the Board of Trustees:

I am applying for appointment as a community at large member to the Citizen's Bond Oversight Committee (BOC.)

I am a lifelong advocate for our public schools, including our community colleges. I voted in favor of bond measures A and H. It goes without saying that the District must comply with the requirements of these measures. To that end I would be honored to serve on the BOC.

I strongly support our community colleges and all of the interests they serve, including affordable access to higher education, lifelong learning, and retraining. Our community college system is an invaluable resource for the entire community.

I have lived in San Mateo since 1981. I am married to Joan Cassman. We have two children. Both of our children attended public school. I graduated from Stanford University in 1970 and from Stanford Law School in 1975. I practiced law in San Francisco with the law firm of Hanson Bridgett from 1975 until 2009. I was a litigator and during my time at Hanson Bridgett, I also developed a specialty in health care law. In 2009, I joined Sutter Health where I served as regional counsel in San Francisco. I retired from Sutter in December of 2016.

While practicing law, I had substantial experience with bond financings, serving as borrower's counsel in several matters. I believe that this experience will help equip me to understand and to discharge the duties of the BOC, if I am appointed.

I recognize that appointments are nonpartisan. But, as evidence of my community involvement, I am active in Democratic politics. I am an associate member of the Central Committee of the San Mateo Democratic Party. I am a delegate to the Democratic State Party Convention, appointed by Jackie Speier.

For references, you may contact.

Barbara Christensen

Retired Director of Community/Government Relations

San Mateo County Community College District

[REDACTED]

James Wagstaffe, attorney

Wagstaffe, van Loenfeldt, Busch & Radwick , LLP

[REDACTED]

David Miller attorney

Hanson Bridgett, LLP

[REDACTED]

Thank you for your consideration.



Michael A. Duncheon

[REDACTED]



Citizens' Bond Oversight Committee Application Form

PLEASE TYPE OR PRINT

Positions Opened Until Filled. First Review of Applications will be on June 20, 2019.

Name: Maxine Turner

Address: [REDACTED] San Mateo 94402

Telephone: [REDACTED]

Email: [REDACTED]

POSITION SOUGHT

Member who is active in a bona fide taxpayers' organization

Name of Affiliated Organization:

Member who is a student both currently enrolled and an active member in a group, such as student government

Name of Affiliated Organization:

Member who is active in the support and organization of the District, such as a member of the Foundation

Name of Affiliated Organization:

X

Community at-large member

CONFLICT OF INTEREST

Are you aware of any conflicts of interest you may have in serving on the Bond Oversight Committee? (If yes, please attach an explanation.)

No Yes

APPLICATION PROCESS

Individuals interested in being appointed to the District's Citizens' Bond Oversight Committee are asked to submit a completed application form and a letter of interest (not to exceed 2 pages) which includes:

- An explanation of the applicant's interest in serving on the committee
- A summary of the applicant's qualifications
- List of three professional references (including name, title, contact information)

All applications must be submitted to:

Mitchell Bailey
 Vice Chancellor/Chief of Staff
 San Mateo County Community College District
 3401 CSM Drive, San Mateo, CA 94402
 Email: baileym@smccd.edu

October 16, 2019

Mitchell Bailey, Vice Chancellor/Chief of Staff
San Mateo County Community College District
3401 CSM Drive
San Mateo, CA 94402

Hello Mitch – I enclose my application for the Bond Oversight Committee.

Interest – I have attended BOC meetings for the past 5 years and have learned a great deal about the breadth and complexity of the bond measure projects. The addition of Ann Kennedy to the BOC as staff consultant will enhance the committee’s ability to meet their responsibilities to the public and Board of Directors and I would welcome an opportunity to contribute to that effort.

Qualifications - MPA, Harvard University, Kennedy School of Government.

Chief of Planning & Stewardship, East Bay Regional Park District - Retired
Planning responsibilities included preparation of Park Master Plans, managing consultants, community outreach, CEQA compliance, and development of the District GIS program.

Former Planning Commissioner, two terms, City of San Mateo

References - I don’t believe I need much introduction to the Board. However, I am honored that state Senator Jerry Hill has offered to endorse me.

Senator Jerry Hill
1528 S El Camino Real #303,
San Mateo, CA 94402



Bailey, Mitchell

From: Maxine Turner [REDACTED]
Sent: Tuesday, November 12, 2019 12:54 AM
To: Bailey, Mitchell
Subject: Re: [EXTERNAL] BOC

Here you go. I trust all is complete with my application now. Please advise if any questions or additional information needed.

1) Senator Jerry Hill
1528 S El Camino Real #303,
San Mateo, CA 94402
[REDACTED]

2) Marie Baldisseri, former President & current Board member, League of Women Voters of North & Central San Mateo County
[REDACTED]

3) Karen Herrel, former Planning Commissioner, City of San Mateo
[REDACTED]

Bailey, Mitchell

From: Bill [REDACTED]
Sent: Wednesday, October 23, 2019 2:09 PM
To: Bailey, Mitchell
Subject: [EXTERNAL] Bond Oversight Committee

10/23/19

Dear Vic-Chancellor Bailey:

I'm interested in serving on the Bond Oversight Committee.

I have an extensive background in community colleges, as a former student (CCSF), instructor (Cosumnes, 1978) and Legislative and Public Affairs Coordinator for the State Chancellor's Office (5 years, early 1980's).

I wrote my masters thesis on public use of community college facilities.

I worked at the State Legislature for over 30 years, including 20 as Legislative Advocate for the California Teachers Association, where I lobbied, among other subjects, community colleges, CalSTRS and CalPERS (I staffed the big pension increase bills of 1998, 1999 and 2000 until I retired in 2005).

Bill Collins

[REDACTED]
Pacifica, CA 94044

[REDACTED]

Bailey, Mitchell

From: Mark Hinkle [REDACTED]
Sent: Saturday, November 9, 2019 6:33 PM
To: Bailey, Mitchell
Cc: Bill
Subject: [EXTERNAL] Bond oversight committee representative from a taxpayer group

Mitchell Bailey,

I understand that Bill Collins has applied to be a board member of the Bond Oversight Committee for the San Mateo Community College District.

He is a member of the Silicon Valley Taxpayers Association and we urge that he be appointed.

If you have any questions/concerns, I can be reached at [REDACTED]

Sincerely, Mark W.A. Hinkle, President - Silicon Valley Taxpayers Association

CC: Bill Collins

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"It does not take a majority to prevail, but rather an irate, tireless minority, keen on setting brushfires of freedom in the minds of men." - Samuel Adams [SMCCCD-EXTERNAL-STAMP-ADDED]

BOARD REPORT NO. 19-11-104B

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Alex Kramer, Director of Workforce Development, College of San Mateo, 574-6298

**APPROVAL OF RENEWAL OF DEPUTY SECTOR NAVIGATOR FOR ENERGY,
CONSTRUCTION AND UTILITIES GRANT FOR COLLEGE OF SAN MATEO AND
APPROVAL OF MANDATORY MATCHING FUNDS**

As part of the California Community College Chancellor's Office, Office of Economic and Workforce Development's strategy called "Doing What Matters for Jobs and the Economy," Sector Navigators (SN) and Deputy Sector Navigators (DSN) guide colleges statewide and regionally for CTE programs providing technical support, employer engagement and coordination assistance for industry partnerships, program development, and labor market information. For example, the Bay Region DSN for Energy, Construction and Utilities supports faculty to coordinate efforts on grants development and technical support for shared instructional programs, such as commercial-scale energy efficiency training programs. DSNs will bring together industry stakeholders and college administrators and faculty to discuss skills needs for workers and curricula's viability to prepare students for industry needs. They also provide other support for program marketing, industry outreach and awareness, and technical support for grants development, especially for multi-college efforts via the Strong Workforce Program.

As such, College of San Mateo was approved by the Board on February 27, 2019 to accept funds from the State Chancellor's Office to host the DSN for Energy, Construction and Utilities grant to support regional efforts that build and expand for-credit programs within this sector focus, and to engage in recruitment efforts and promotion of such programs and career opportunities within this sector to meet the needs of students and regional employers. These funds expired on October 31, 2019 and the opportunity to renew funding has been approved by the State Chancellor's Office.

The college is requesting Board approval to receive renewal funding in the amount of \$200,000 from Rancho Santiago Community College District, the fiscal agent identified by the State Chancellor's Office for all Statewide DSN grants. This grant does have a mandatory 1-to-1 matching component in the amount of \$200,000 and resources have been identified at College of San Mateo to meet this requirement. Should the acceptance of funds and matching component be approved by the Board, a subsequent request to renew a sole source agreement with the Chancellor's Office identified key talent to execute deliverables outlined in the grant application will follow for consideration (Board Report No. 19-11-

RECOMMENDATION

It is recommended that the Board approve the renewal and acceptance of funds for the DSN for Energy, Construction and Utilities grant for College of San Mateo in the amount of \$200,000 and approve the mandatory matching component in the amount of \$200,000.

BOARD REPORT NO. 19-11-105B

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Alex Kramer, Director of Workforce Development, College of San Mateo, 574-6298

**APPROVAL OF RENEWAL OF SOLE SOURCE AGREEMENT WITH STATE
CHANCELLOR'S OFFICE IDENTIFIED KEY TALENT TO STEER COLLEGE OF
SAN MATEO'S ENERGY, CONSTRUCTION AND UTILITIES DEPUTY SECTOR
NAVIGATOR GRANT**

Contingent upon the approval of the renewal of College of San Mateo's Deputy Sector Navigator for Energy, Construction and Utilities grant (Board Report No. 19-11-104B), College of San Mateo is seeking to renew contract services with key talent to plan, coordinate and execute all deliverables identified within its approved grant proposal. As such, the State Chancellor's Office, in an effort to support consistent leadership within each statewide sector team, has vetted and approved a pool of qualified individuals in which colleges are highly encouraged to onboard to manage grant efforts.

In adherence to the precedent set by the state Chancellor's Office, College of San Mateo seeks to renew contract services with Carlos Santamaria of CEES Advisors to steer efforts identified in College of San Mateo's Deputy Sector Navigator for Energy, Construction and Utilities grant proposal in the amount of \$147,500.

RECOMMENDATION

It is recommended that the Board approve a renewal sole source agreement with the key talent identified by the State Chancellor's Office, Carlos Santamaria of CEES Advisors, in the amount of \$147,500.

BOARD REPORT NO. 19-11-5C

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Dr. Jamillah Moore, President, Cañada College, 306-3456
Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations, 358-6782
José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance and Operations,
358-6836
Dr. Tammy Robinson, Vice President of Instruction, Cañada College, 306-3298

UPDATE ON CAÑADA COLLEGE BUILDING 1- KINESIOLOGY AND WELLNESS PROJECT

Since 2014, Cañada College has been involved in the development process for the new Building 1 Kinesiology and Wellness Center project. The design process is, by its nature, an iterative and evolutionary process that incorporates and interprets feedback from users and shareholders during the project development.

Currently under construction, the Division of State Architect-approved Kinesiology and Wellness building is the result of several years of programming, schematic design, design development and construction document phases. Information on the project has been presented to the Board of Trustees multiple times to provide updates and to secure approvals over the duration of the project. The purpose of this report is to relay that information in a uniform fashion so that the public and the college community can remain abreast of the past, present and future decisions regarding the project. All information is saved in the following links:

1. [Board Reports and Board Presentations](#)
2. [Briefings \(outside of Board Meetings\)](#)
3. [Design Meeting Minutes](#)
4. [Design Documents](#)
5. [Kinesiology, Athletics and Dance \(KAD\) Division Documents](#)
6. [Cañada College Building 1 FAQ](#)