

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Wednesday, October 28, 2020**

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

This meeting will be held telephonically via Zoom.

Members of the public should **NOT** come to District Office to participate.

**Join this Zoom Meeting – <https://smccd.zoom.us/j/84301368246>**

**Dial-In: 1-669-900-9128 – Webinar ID: 843 0136 8246**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

**Observing the Meeting**

Members of the public who wish to observe the meeting may do so by accessing the link or calling the following telephone number above at the beginning of the meeting.

**Providing Public Comment During the Meeting on NON-AGENDA Items**

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments for members of the public to comment using a phone.

**Providing Public Comment During the Meeting on AGENDA Items**

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments on the agenda item for members of the public to comment using a phone.

**Accommodations**

Persons with disabilities who require an accommodation or service should contact the contact the Chancellor’s Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

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**5:00 p.m.      Call to Order**

**CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiators  
Agency Designated Representative: Mitchell Bailey and Laura Schulkind  
Employee Organizations: AFT and CSEA
2. Conference with Labor Negotiator  
Agency Designated Representative: Michael Claire  
Unrepresented Employees: Provost - International Education, Vice Chancellor - Chief of Staff,  
Vice Chancellor - Education Services & Planning, Vice Chancellor – Facilities, Vice Chancellor  
- Auxiliary Services & Enterprise Operations

3. Public Employee Appointment/Employment  
Title: Provost, International Education  
Title: Vice Chancellor, Chief of Staff  
Title: Vice Chancellor of Educational Services and Planning  
Title: Vice Chancellor, Facilities  
Title: Vice Chancellor - Auxiliary Services & Enterprise Operations
4. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases
5. Ratification of Confidential Warrants

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY****RECESS TO CLOSED SESSION****RECONVENE TO OPEN SESSION**

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

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION****DISCUSSION OF THE ORDER OF THE AGENDA****STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES****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**

20-10-2A      Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**Approval of Consent Agenda**

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

20-10-6CA      Acceptance of Grant Funds from the National Science Foundation's Improving Undergraduate STEM Education (IUSE) Grant for the Datapath: Creating a Data-Driven Pathway to STEM

- 20-10-7CA Acceptance of Gifts and Donations by the District: Soccer and Baseball Scoreboards Donated by International Brotherhood of Electrical Workers (IEBW) Local 617
- 20-10-8CA Acceptance of San Mateo County Child Care Relief Grant Funds for Skyline College Child Development Learning Center
- 20-10-9CA Acceptance of Grant from Peninsula Clean Energy to Support “Energize College Program” at San Mateo County Community College District
- 20-10-10CA Ratification of July and August 2020 District Warrants
- 20-10-11CA Ratification of Community College League of California and California Community College Athletic Association 2020-2021 Membership Dues
- 20-10-12CA Adoption of the 2021-2022 Academic Calendar
- 20-10-13CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 20-10-14CA Approval of Correction to Board Report No. 19-6-6CA, Approval of Contract Award for Athletic Sports Uniforms Purchase for College of San Mateo

**Other Recommendations**

- 20-10-103B Approval of Contract Award for Operation of the San Mateo Athletic Club in Partnership with the District
- 20-10-104B Approval of Institute of Human and Social Development (IHSD) Early Head Start Childcare Partnership
- 20-10-105B Approval of Construction Consultants
- 20-10-106B Approval of Contract Award for Cañada College Building 22 Swing Space Project
- 20-10-107B Approval of the Suspension of Board Policy 8.74: Exemptions and Waivers of Fees
- 20-10-108B Approval of Revisions to Board Policies: 1.01 District Mission; 3.35 Payroll Deductions (Certificated Personnel); 4.35 Payroll Deductions (Classified Personnel); 6.01 Philosophy and Purpose; and 6.45 Field Trips and Excursions

**INFORMATION REPORTS**

- 20-10-3C Comparative Staffing Analysis of San Mateo Athletic Club by Harvey M. Rose Associates, LLC

**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**



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

# Combined Report of the District Chancellor and College Presidents



*The San Mateo County Office of Education (SMCOE) and the San Mateo County Community College District (SMCCCD) announced the development of a new series of courses designed to promote greater equity in mathematics education.*

## BOARD REPORT | OCTOBER 28, 2020

### San Mateo County Launches Partnership to Support Equity in Middle School Math Education



The San Mateo County Office of Education (SMCOE) and the San Mateo County Community College District (SMCCCD) announced today the development of a new series of courses designed to promote greater equity in mathematics education. The courses, offered in partnership with Education Trust-West, will provide educators with an integrated approach to mathematics that centers on Black, Latinx, and multilingual students in grades 6-8, addresses barriers to math equity, and aligns instruction to grade-level priority standards.

Equity gaps for historically disadvantaged student groups are well documented. In the 2019 CAASPP administration, 17% of Black/African American and 24.2% of Hispanic/Latino 8th graders met standard in Math, compared to 73.9% of Asian students and 51.6% of White students. On the NAEP, a national test of student performance, California's students are 4% points below the national average, with Black, Hispanic, Low Income, Students with Disabilities, and English Learners performing in the lowest performance band (NAEP basic). The toolkit addresses these gaps in student outcomes with activities for uncovering bias and strategies for infusing antiracist pedagogy.

Responding to this glaring need to improve math outcomes for all students, SMCOE, SMCCCD, and Education Trust-West gathered instructional designers, math experts, teachers, and teacher-trainers to design and deliver the online series of classes. The program is based on Education Trust-West's toolkit, [A Pathway to Equitable Math Instruction Dismantling Racism in Mathematics Instruction](#).

The training will address methods for deepening content understanding and relevance, creating environments and practices that support students' social, emotional, and academic development, and strengthening the interconnectedness of English language learning and the development of mathematical thinking.

"We are thrilled to partner with the Community College District and Education Trust-West on this critical initiative," explained San Mateo County Superintendent of Schools Nancy Magee. "It's only by working together, especially across systems, that we can accelerate success for all students."

The series will launch on October 27, 2020, and includes a set of short courses held once a week over five weeks. In this first offering, SMCOE and SMCCCD anticipate training up to 200 middle school teachers. The California Partnership for Math and Science Education will organize special groups to provide follow-up support and give teachers the opportunity to speak with each other about their work implementing the toolkit.

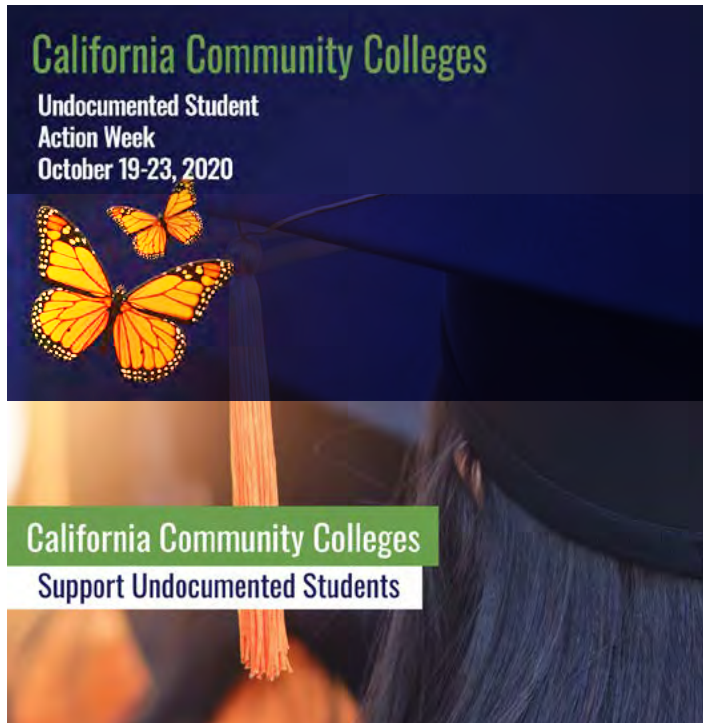
With this training series, SMCOE and SMCCCD build on their experience designing and delivering training for teachers on distance learning throughout the summer and early fall. That training, which is still in demand, has equipped 20% of San Mateo County educators with the skills not only to teach online, but also design lessons, conduct assessments, keep students engaged, and communicate effectively.

For more information on this partnership, please [visit the Micro-Course website](#).



## BOARD REPORT | OCTOBER 28, 2020

### District Mobilizes for Undocumented Student Week of Action



California community colleges rallied again this year for the statewide Undocumented Student Week of Action, which took place October 19 – 23. The DREAM Centers at Cañada College, College of San Mateo, and Skyline College organized virtual events to drive advocacy, inform students, and connect people.

The DREAM Centers offered virtual legal workshops, timely policy updates, discussions, and programs on human rights and mental health. Skyline College had a meeting to plan a virtual community mural. The colleges also tied into statewide webinars on paying for college, leadership, and transferring.

To become an ally or learn how to get involved in supporting our undocumented students, visit the campus DREAM Center websites:

Cañada College: [canadacollege.edu/dreamers](https://canadacollege.edu/dreamers)

CSM: [collegeofsanmateo.edu/dreamcenter](https://collegeofsanmateo.edu/dreamcenter)

Skyline College: [skylinecollege.edu/dreamcenter](https://skylinecollege.edu/dreamcenter)

### Free Drive-Up Wi-Fi Now Available for SMCCCD Students



<b>CAÑADA COLLEGE</b>	Monday - Friday 6 am - 8 pm
<b>COLLEGE OF SAN MATEO</b>	Monday - Saturday (closed Friday) 6 am - 8 pm
<b>SKYLINE COLLEGE</b>	Monday - Friday (closed Wednesday) 6 am - 8 pm

[smccd.edu/wifi](https://smccd.edu/wifi)



The San Mateo County Community College District launched free Wi-Fi access in September for students at all three campuses. The new "Drive-Up Wi-Fi" service allows students to park in a specially designated parking lot on the campus of their choice, where they can access Wi-Fi to attend online classes or do schoolwork.

The program was made possible by an all-District team of staff and administrators who have been working to design a system that provides convenient student Wi-Fi access while maintaining District health and safety requirements during the pandemic.

Reservations are required. Students can pick the campus most convenient to them, fill out the Eventbrite reservation form, print or download their Eventbrite ticket, and follow the instructions. Restrooms are available and students have in/out privileges for the Drive-Up Wi-Fi lot between 6am – 8pm.

For more information, please see the [District Drive-Up Wi-Fi website](#).

## BOARD REPORT | OCTOBER 28, 2020

### Job Seekers, Small Businesses and Employers Can Access a Wealth of Resources at New Community College District Workforce Development and Training Web Portal



The San Mateo County Community College District's new workforce development and training portal, [smccd.edu/workforce](https://smccd.edu/workforce), offers critical job training and small business resources on one convenient website. Designed to help address the workforce crisis caused by COVID-19 in the Bay Area, the website launched this week.

"Our community college team of dedicated workforce, entrepreneurship and training professionals stands ready to help San Mateo County thrive during these challenging times," said Michael Claire, chancellor of the community college district. "We are ready to respond to the needs of the community, including job-seekers and businesses, and we are here for you."

#### Help for Job Seekers

At [smccd.edu/workforce](https://smccd.edu/workforce), job seekers can find easy access to training programs for a number of careers that promise strong growth and stability in the Bay Area. Programs include UX

design, human resources, child development, cyber-security, optician, facilities maintenance, cloud computing, project management, digital marketing and sales operations. Job seekers can choose full and short-term academic and workforce programs, and can access career opportunities and coaching to prepare, apply and interview for positions.

#### Help for Small Businesses

Small businesses and entrepreneurs are especially hard-hit in this pandemic, so [smccd.edu/workforce](https://smccd.edu/workforce) offers tools to help small businesses and entrepreneurs adapt and stay afloat during these critical times. The Small Business Recovery & Assistance Program offers virtual services including business management guidance, technical and targeted business assistance, networking, one-on-one consulting, job shadow opportunities, coaching and workshops.

#### Help with Corporate Training

The [smccd.edu/workforce](https://smccd.edu/workforce) website also connects companies to training programs for existing employees. Local employers can take advantage of numerous expert-led online workshop series including Working & Connecting Remotely, Leading & Managing Remotely, Business Writing, Work From Home Technology, Cross-Cultural Competency, and Diversity & Inclusion. Other services include executive coaching and workshops as well as customized training for leaders and teams in any type of organization.

The [Workforce Development and Training Web Portal](#) was created in response to the COVID-19 pandemic and its impact on San Mateo County community members, entrepreneur and businesses. SMCCCD formed a task force of partners included workforce, training and entrepreneurial leaders from Cañada College, College of San Mateo, Skyline College, the Bay Area Entrepreneur Center (BAEC), and Community, Continuing & Corporate Education (CCCE). The task force has initiated a county-wide marketing campaign to build local awareness.

Learn more at [smccd.edu/workforce](https://smccd.edu/workforce).



## BOARD REPORT | OCTOBER 28, 2020

### District ADA Plan in Final Stages of Review



The San Mateo County Community College District's draft ADA Plan was posted for public review on September 8, and will remain open for comments through October 31. Two public forums were held via Zoom on October 1 (see [ADA Plan website](#) to view the Zoom recordings). The forum transcripts and all public comments will become part of the final ADA Plan.

The comprehensive plan identifies ADA compliance gaps in facilities and services on all three of the college campuses and the District Office. There are two components of the ADA plan:

1. Transition Plan: this identifies physical barriers in buildings, roads, stairs, ramps, etc.
2. Self-assessment Survey: this evaluates the accessibility of services to students, staff and the public such as Information Technology Services, websites, and human resources.

Though the transition plan includes findings in many areas, many of the barriers fall into the categories below. See the comprehensive plan for details.

- District Office: restrooms
- Cañada College: restrooms, door vision lights, reach ranges and protrusions, cross slope and ramp landings
- CSM: restrooms, reach ranges and protrusions, door vision lights
- Skyline College: restrooms, reach ranges and protrusions, door vision lights and door pressure

Altogether, the District has identified about \$30 million in upgrades and repairs. Some items have already been remedied, such as vegetation trimming and furniture relocation to provide

required clear spaces at doors. Other items are currently being addressed in the design of capital projects. The remaining and majority of items will need to be planned, prioritized and budgeted over a 10-year period.

The District had not updated its ADA plan in more than 10 years, and ADA regulations underwent changes in 2010, so it was expected that there would be a significant list of items to address. The ADA allows institutions to spread improvements and upgrades over a period of time as long as it can show that steady progress is being made to achieve compliance.

### Comment on the ADA Plan

Please use [the ADA Plan comment form](#) to submit your feedback. All feedback will become part of the final public ADA Plan.



### College Hosts Third Annual President's Luncheon

3RD ANNUAL CAÑADA COLLEGE  
PRESIDENT'S  
LUNCHEON

HEARTS  
FOR HUMANITY



Cañada College held its [Third Annual President's Luncheon](#) on October 20, 2020. Due to the pandemic, the event was held virtually. In years past, the College has raised funds to support student scholarships through our Promise Scholars Program, where through the generosity of sponsors and donors, students received financial support to continue pursuing their academic goals. Due to COVID-19, and evaluating the overall needs of

## BOARD REPORT | OCTOBER 28, 2020

the community Cañada serves, the [Cañada College Presidents Advisory Group](#) (which hosts the President's Luncheon) felt it was important to respond to the immediate basic human needs of our students and their families.

The [President's Luncheon](#), which was held through Zoom, began with a welcome from Rosanne Foust, President & Chief Executive Officer of the San Mateo County Economic Development Association (SAMCEDA), who is also Chair of the Cañada College President's Advisory Group. She shared why it was so important to open our hearts for humanity and support students and community during this challenging time when so many San Mateo County residents are struggling to put food on the table, let alone continue their education. The funds raised from the President's Luncheon will address daily essential needs of our students. This includes support with grocery and book vouchers, technology loans of Chromebooks, access to Drive Up Wi-Fi Service for students and hot spots, direct student aid for emergency relief, plus other support that will help students remain on track to continue their studies and complete their educational goals.

During the Luncheon, President Moore shared how the College and District quickly pivoted in response to the pandemic with a transition from the physical campus to a virtual campus where students not only resumed classes online but received virtual support, campus services, resources and tools for online learning. She also shared the strategic actions the College took to address current challenges, including adopting an Antiracism Framework and identifying six priorities in our Strategic Enrollment Plan. In addition, Alums Rohndell Goodwin and the Honorable Mayor of Menlo Park, Cecilia Taylor, shared their experiences as Cañada College students and encouraged the community to support students' basic daily needs. Current Cañada College student Nadia Moreno also shared her first-hand benefit of utilizing the Chromebook and hot spot loans during the pandemic.

To date, the President's Luncheon has raised more than \$30,000 in donations and sponsorships with funds continuing to be collected in the coming weeks. The success of the President's Luncheon would not have been possible without the hard work and dedication of Cañada College President's Advisory Group, college employees, generous donations from event sponsors

and many others who donated to support student access to an affordable post-secondary education. Cañada College is thankful to receive such immense support from the community. A recorded version of the President's Luncheon can be viewed [here](#).

### Cañada College Celebrates Latinx Heritage Month



Cañada College celebrated Latinx Heritage month (Sept. 15-Oct. 15) with a series of events and conversations relevant to the Latinx community. The Cañada Latinx Heritage Month Planning Team, comprised of students, staff, faculty and administrators, created a virtual space of inclusion that transcended diversity and explores our intersectional identities. All programs, workshops, and events were strategically planned to amplify Latinx voices and various identities, which included events that were built to share space with one another as a campus community of students, faculty, staff, administrators and the broader San Mateo County.

Highlights from Latinx Heritage Month include a "platica" on "Exploring racism" during Indigenous People's Day which engaged students, staff, and community members in a discussion about the ways in which racism, colorism, anti-blackness and prejudice against our Indigenous communities shows up in Latinx spaces. During Latinx Game Night, presenters shared popular culture and traditional games that are central to different Latinx communities. Another event covered a discussion of gender roles in the Latinx Household, specifically how these roles can affect our academic, social and personal life and how to be self-advocates for change. During the Charlas y Dichos event, participants shared about their culturas and how our stories honor different traditions and language. With

## BOARD REPORT | OCTOBER 28, 2020

October also being Transfer Month, a panel of Latinx alumni were invited to share testimonios of resources and connections that supported their success.

In addition, community connection events were hosted to engage with our local neighborhoods and community members in Spanish, Spanglish, and English. Cañada College joined our Half Moon Bay partner, Ayudando Latinos a Soñar (ALAS), to learn about advocacy projects, community counseling and youth programming. Latinx Heritage Month culminated with a college-wide Foro Comunitario (Forum) on Zoom which was also broadcast live on Facebook to share how Cañada College is working to combat Anti-Blackness and share special resources to support students during COVID-19.

Recordings from past events and additional details on Latinx Heritage Month can be found on the [Latinx Heritage Month website](#). Thank you to the students, faculty, staff, administrators and broader campus community who joined in the months' events to amplify Latinx voices and identities.

### Education & Human Development Students Launch Digital Book



Over the summer, the Education & Human Development (EHD) student club, Educators Now, wrote and illustrated a digital children's book addressing the COVID-19 pandemic. "[Adventures of the Mighty Five: Fighting Corvin & His Creeps](#)" tells the story of five young children who become heroes protecting their community from COVID-19. The Coronavirus is personified as

an alien named Corvin, who along with his virus buddies the "Creeps," intend to harm humans.

When the pandemic began, students in the Educators Now Club began holding meetings over Zoom and discussed the importance to continue outreach into their community, especially since the pandemic held many new challenges for families and children. With this, the Cañada students began sharing resources and ideas surrounding child development and education.

"It was important to me to use bright and engaging colors, identifiable details, and a visually diverse cast of characters in making the pictures for the book, said EHD student and Educators Now Club member, Alia Tu, who was also one of the book illustrators. She mentioned that the goal of the project was to encourage children's active learning, critical thinking and overall enjoyment of the book.

Tu added, "I loved seeing the world and characters we had created visually come to life and am very grateful to have been a part of it. I hope our work can be a resource for families, children and educators as we learn to live safely and wisely with the new reality around us."

The goal of the book is to nurture children's resilience during this challenging time in fun and developmentally appropriate ways. A PDF copy of the book can be downloaded [here](#) so families and children can read it their own way. Or, it can be watched through the [digital version](#) of the book which includes suggested activities to help children be "heroes" during the pandemic and to encourage them to protect themselves and others.



# College of San Mateo

## Another Successful Family Science & Astronomy Festival + Makerspace Event



CSM's annual Family Science and Astronomy Festival + Makerspace event was held on Saturday, September 26, in a virtual format that drew hundreds of attendees. Spearheaded by Physics Professor Mohsen Janatpour, the event was made possible by the dedicated efforts of many CSM faculty, staff, students, and administrators. Additional support also came from a long-time partnership with the San Mateo County Astronomical Society (SMCAS).

Each of the 15 live sessions drew an audience of up to 155 registered participants, but those numbers could easily be twice that since we know many families were viewing together. In between live sessions, attendees were encouraged to browse the [video library](#), a selection of pre-recorded videos created by CSM faculty, staff, students, and SMCAS members.

The session that saw the largest attendance was the keynote given by Dr. David Des Marais, senior space scientist for NASA's Astrobiology Programs at NASA Ames Research Center. Dr. Des Marais shared fascinating information on astrobiology and Mars exploration, then followed his presentation with a Q&A session.

The live sessions were recorded and are available to view on the [Family Science Day Schedule webpage](#).

A huge thank you goes out to the entire team that made this year's virtual event a success!

Faculty Contributors: Kathy Diamond, Linda Hand, Jose Gutierrez, Mohsen Janatpour, Elisha Polomski, Katrina Rahn, Darryl Stanford, Alex Wong, Jason Yap

Student Contributors: Ellen Rayl, Katie Toman, Zac Turner

SMCAS Contributors: Michael Cooke, Chanan Greenberg, John Lucchesi, Edmund Pieret, Mike Ryan, Frank Seminaro, Bill Shelander, Jim Shuder, Tom Stephany

Administrative Contributors: Elnora Tayag, Charlene Frontiera

## CSM Film Faculty Make Their Mark

In yet another illustration of how much adjunct instructors contribute to CSM's programs, Film's current adjunct team of Bay Area filmmakers are making their mark.



Erin Persley produced a music documentary, [Bleeding Audio](#), that won the Audience Award for Best Documentary at the Dances with Films Festival in Los Angeles. The film was the closing night film at the San Francisco Documentary Film Festival, where it also won the Audience Award.

Recently, Erin has led summer documentary filmmaking expeditions for students worldwide to places like Morocco and Vietnam. She is also a resident filmmaker at the San Francisco Film Society FilmHouse, directing a feature documentary titled Human Shield

Meanwhile, Rafael Flores has a new feature narrative film in the Oakland International Film Festival, which just concluded. Titled E 14, the docudrama about displacement in Oakland received Best Narrative Film at the Latino Market in New York. It is touring in other festivals in Chicago, North Carolina, London, Detroit



## BOARD REPORT | OCTOBER 28, 2020



and Los Angeles. It was also accepted into the Cannes Independent Film Competition in France and will be screened in October. The film was recently released on [Amazon Prime](#).

Additionally, Rafael's documentary on his grandmother's repatriation to Mexico has been invited to the Official Latino Film Festival in Palm Springs this October, to compete for HBO distribution. The film, A Mi Matria, is currently available to [rent on Vimeo](#).



And if that's not enough: Ingrid Schulz has done film editing at Pixar, Dreamworks/PDI, and the Sundance Institute Feature Film Lab, as well as on numerous Bay Area shorts and features. Her short experimental films have screened in festivals in Austria and Bangladesh, as well as closer to home in the Mill Valley,

Cinequest, and San Francisco International film festivals—the latter awarding her the Golden Gate Award. Her most recent work deals with veterans struggling to readjust to civilian life. Check out Ingrid's [filmography at IMDB](#).

Indeed, all three of these instructors have a wide range of diverse filmmaking credits in the Bay Area and beyond; and they all have had their films featured and awarded in film festivals around the world.

This combined experience provides an outstanding educational opportunity to our students and the CSM community.

### CSM Centennial Planning Gains Momentum



Founded in 1922, College of San Mateo will soon celebrate its 100th anniversary. The year-long centennial celebration, spanning March 2022 to March 2023, will include commemorative events, videos, and a website dedicated to CSM's legacy.

Under the leadership of CSM Interim President Kim Lopez and Marketing Director Richard Rojo, a distinguished [community advisory committee](#) formed last year and has met several times to build partnerships for the celebration. Additionally, multiple college-wide discussions have taken place where key themes were identified to help guide the planning. The themes are:

- Student-Centered Culture
- Responsiveness to the Community
- History and Legacy
- Campus Location and Beauty

The next step will involve building a planning team of faculty, staff, students, alumni and retirees.

Planning a centennial celebration during a pandemic has been a challenge, but CSM will surely rise to the challenge as it has to so many others over the years.

To get involved, share ideas, or stay informed about CSM's 100th anniversary, fill out and submit the [CSM Centennial Interest Form](#).



## Latinx Heritage Month at the BAEC



On Thursday, October 15, 2020 the Bay Area Entrepreneur Center, held a virtual fireside chat in honor of National Hispanic Heritage Month or Latinx Heritage Month. This conversation served as a vehicle to encourage students and professionals throughout the Latinx diaspora and throughout our entire global community, to explore the path of entrepreneurship.

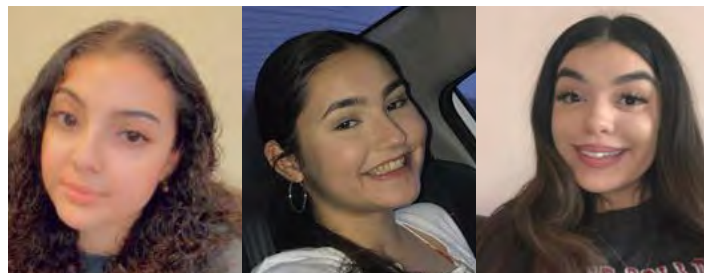
Along with our partner, the San Bruno Chamber of Commerce, the BAEC welcomed Carmen Milagro, to share her insights navigating our new normal and on being a Latina in the business world. Carmen is an entrepreneur-artist and a Hispanic role model. She has been honored by HISPANIC and is featured in their 20k Hispanic/ Latinx Stories series. Carmen is a Hispanic Star Ambassador and was selected to appear in the upcoming book of stories, Hispanic Stars Rising – The New Face of Power. The discussion was led by Nicole Moreno Dienzer, our Business Programs Coordinator for the BAEC.

The Bay Area Entrepreneur Center hosts virtual events and continues to offer no-cost resources to our students and community, albeit in an online and remote capacity. Join us for our [3-day Virtual Small Business Symposium](#) to learn more about how businesses are doing in this pandemic and the work we're doing to support them.

Connect with us here at our [BAEC Youtube Channel](#) or at [skylinebaec.org](https://skylinebaec.org).

*Article by Pcyeta Stroud | Images by Olivia Vialau*

## Middle College Seniors Participate in the 2020 Berkeley Virtual Experience



While most students continue at Skyline College after high school graduation, the Middle College program does provide support and counseling services for seniors who are four-year college bound. For example, this year, the Middle College program has had students participate in the Berkeley Virtual Experience, a program designed to help first-generation, low-income, and/or students who have been historically underrepresented to succeed on the UC Berkeley campus. The program included a series of application workshops and information sessions that introduced both high school and transfer prospective students to the UC application and admissions process, as well as the UC Berkeley undergraduate experience. Students learned how to craft a competitive application for UC admission, meet current students and alumni. They also receive support from the admissions staff even after the program ends to ensure that participants have a strong college application.

Here is what our Middle College participants had to say: "I really enjoyed the Berkeley Virtual Experience, especially the student panel as it allowed me to learn about various perspectives and

## BOARD REPORT | OCTOBER 28, 2020

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a lot of vital information such as details about the dorms, the diversity, different programs and I highly appreciated hearing advice from the students. The different perspectives including those of freshman and transfer students, and of many different backgrounds helped give a more accurate depiction of what the Berkeley experience would be like." - Frida Arguello

"The Berkeley Virtual Experience was amazing for me. The admission's office that led our small groups was very kind and helpful. I am very glad that I had the opportunity to participate in this program because I was able to receive feedback on my application and facilitated envisioning myself on Berkeley's campus." - Andrea Molina

"The program was extremely beneficial to my understanding of the UC application process, especially regarding the PIQ's. The one-on-one session with an Admissions Officer was the most helpful to me, as it provided extensive and specific guidance in strengthening my PIQ's." - Divina Moreno

This was a great opportunity for the Middle College seniors! We look forward to celebrating their successes and to having future Middle College students participate in the Berkeley Virtual Experience.

*Article by Daniela Azuela*

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### Study Abroad to Launch Virtual Internships in Costa Rica and England!



SMCCCD Study Abroad is excited to announce opportunities to intern virtually in Costa Rica and England, in addition to Italy! Check out the recorded informational meeting with our partners abroad:

The Global Virtual Internships Information Meeting on October 19, 2020 was recorded; please register at [tinyurl.com/NCSAC-virtual](https://tinyurl.com/NCSAC-virtual) if you would like us to send you the recording.

Applications are now open for the Spring 2021! Priority applications closed on Thursday, October 22, 2020. To learn more, please visit the [Spring 2021 Virtual Global Internship page](#).

SMCCCD Study Abroad, along with fellow Northern California Study Abroad Consortium (NCSAC) member Santa Rosa Junior College (SRJC), in partnership with the American Institute for Foreign Study (AIFS), is excited to launch Virtual Global Internships. Beginning Spring 2021, students may participate in virtual internships in Costa Rica, Italy and England.

The Global Learning Programs and Services Division has partnered with the Strategic Partnerships and Workforce Development Division to offer COOP 671 – General Cooperative Education course as part of this virtual Study Abroad Program. This program will allow students to hone professional skills and acquire valuable work experience with a global team, learning cross-cultural communication skills, time management, digital literacy and adaptability.

Scholarships are available. Interested students may apply online or schedule a one-on-one advising sessions with the SMCCCD Study Abroad office at [www.smccd.edu/goabroad](http://www.smccd.edu/goabroad) to learn more.

SMCCCD Study Abroad is the district-wide study abroad program housed in the Global Learning Programs and Services Division at Skyline College. For more information about studying or interning abroad, faculty teach abroad opportunities, community travel for lifelong learners, visiting international faculty presenters and student scholarship opportunities, please contact Zaid Ghoriz at [ghoriz@smccd.edu](mailto:ghoriz@smccd.edu) or (650) 738-7088 or Stephanie Wells at [wellss@smccd.edu](mailto:wellss@smccd.edu). You can also learn more by visiting the [SMCCCD Study Abroad Facebook page](#) or Instagram page @smccd\_study\_abroad.

*Article by Stephanie Wells*

**BOARD REPORT NO. 20-10-2A**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**APPROVAL OF PERSONNEL ITEMS**

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

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

<b>Matthew Lee</b>	Interim Dean, Kinesiology, Athletics, & Dance (NP)	Kinesiology, Athletics, & Dance
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Reassigned from Interim Athletic Director (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$135,240 - \$171,324) into this interim administrative assignment at Grade AD of the Management Salary Schedule 20; salary range: \$162,108 - \$205,980, effective October 29, 2020. This position was previously Board approved on August 19, 2020.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

<b>Jessica Tomhc</b>	Instructor, Nursing	Math/Science Division
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New temporary full-time academic employment, effective for the Spring 2021.

**District Office**

<b>Alexis Whitaker*</b>	Utility and Sustainability Coordinator	Facilities
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New full-time, 12-month classified employment (Grade 191S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$86,940 - \$110,964), effective November 19, 2020. This position was previously vacant.

**2. Re-Employment**

**None**



**C. REASSIGNMENT THROUGH THE HIRING PROCESS****District Office****Roberto Gutierrez**

Facilities Manager

Facilities

Reassigned from a full-time Facilities Systems Manager (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800) into this full-time classified exempt supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324, effective November 1, 2020. This position was previously vacant.

**Perla Rumayor**Operations Manager  
Community, Continuing & Corporate Education (CCCE)Auxiliary and  
Community Services

Reassigned from a full-time Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$59,124 - \$75,600) into this full-time classified exempt supervisory assignment at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$87,300 - \$110,580, effective October 29, 2020, replacing Laura Brugioni who was reassigned.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. CHANGES IN STAFF ALLOCATION****District Office**

1. Recommend a change in staff allocation to add one full-time, 12-month Public Safety Assistant at Grade 20 of the Classified Salary Schedule 60; salary range: \$52,944 - \$67,680, in the Public Safety Department, effective October 29, 2020.
2. Recommend a change in staff allocation to delete one Web Support Analyst position (1C0289) at Grade 200S (salary range: \$98,004 - \$125,064) of the Classified Professional / Supervisory Salary Schedule (40) and add one Senior Programmer I position at Grade 210S (salary range: \$104,832 - \$133,800) of the same salary schedule in ITS, effective November 1, 2020.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE****District Office****Ady Beltran Herrera**

Custodian

Facilities

Recommend approval of a medical leave of absence without pay without benefits, effective October 2, 2020 through December 25, 2020.

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****District Office****Stephen Pang**

Compliance Officer

Administrative Services

Retirement effective March 31, 2021 with 24 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

None

**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>
Skyline College	Social Science / Creative Arts	5	01/01/2021	06/30/2021	<b>Professional Expert: Music</b> Private instructions for Music 501 - 504
Skyline College	Marketing Communications and Public Relations (MCPR) / President's Office	1	11/01/2020	06/30/2021	<b>Professional Expert: Consultant (non-instructional)</b> Services needed for the President's Council Success Summit, the President's Breakfast, online giving via San Mateo County Community College Foundation (SMCCCF) – Everyday Hero platform, and board development of the President's Council.

**K. SHORT-TERM, NON-CONTINUING 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>
District Office	Public Safety Department	5	01/01/2021	06/30/2021	<b>Public Safety Assistant:</b> <i>Previously Requested Position</i> To provide additional coverage (especially at access points) needed for Public Safety during the COVID-19 pandemic.

District Office	Auxiliary Services	6	11/01/2020	02/28/2021	<b>Bookstore Cashier/Clerk:</b> <i>Previously Requested Position</i> Assist the Bookstore Operations Assistants with pulling and packing materials for shipments to students during pre back to school and back to school periods. The request is for two positions per bookstore.
Skyline College	Social Sciences / Creative Arts	1	01/01/2021	06/30/2021	<b>Instructional Aide II – Music:</b> <i>Previously Requested Position</i> This position will prepare and maintain music lab classrooms for rehearsals, including ensemble set-up, organization and distribution of sheet music, coordination of rehearsal scheduling, and recommend equipment maintenance as needed; scheduling and tracking of music labs, practice rooms, performance spaces, studio lessons, and musical instruments; maintain and organize sheet music in music libraries for both vocal and instrumental musical ensembles; assist with performance and tour preparation and logistics, including contracts, publicity, outreach, event documenting and archiving of material; procure licensing/rental materials and support for musical theater projects.
Skyline College	Social Sciences / Creative Arts	1	01/01/2021	06/30/2021	<b>Laboratory Technician – Art:</b> <i>Previously Requested Position</i> This position will maintain art studios in a safe, clean, and orderly condition in compliance with safety regulations; prepares demonstration set ups for lab classes, includes mixing and testing of chemicals and safe use of equipment and materials. Inventories equipment, supplies, and required lab materials to maintain adequate stock; sets up and maintains online tracking of equipment, supply purchases, equipment maintenance, storage, and disposal schedules.

**BOARD REPORT NO. 20-10-6CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**ACCEPTANCE OF GRANT FUNDS FROM THE NATIONAL SCIENCE FOUNDATION'S  
IMPROVING UNDERGRADUATE STEM EDUCATION (IUSE) GRANT FOR THE DATAPATH:  
CREATING A DATA-DRIVEN PATHWAY INTO STEM**

Skyline College has been awarded a National Science Foundation grant in the amount of \$299,972 for the College's DataPath: Creating a Data-Driven Pathway into STEM Project. The funding period is from October 1, 2020 to September 20, 2023.

The project's overall goal is to increase the number and diversity of STEM students by establishing a new pathway into STEM through statistics and data science. This project aims improve student learning and engagement through a project-based curriculum driven by student interest in Introduction to Statistics and inspire non-STEM students to pursue a data science pathway into STEM.

Activities to achieve this goal include: 1) redesigning the Introduction to Statistics course to incorporate project-based learning to engage students and spark an interest in a STEM pathway; 2) recruiting students who are decidedly non-STEM majors, particularly women and underrepresented minorities (URM); 3) creating a Data Scholars Program to be a supportive onramp for students who do not necessarily see themselves in a STEM profession; and 4) providing professional development to math faculty on implementing project-based curriculum and pedagogy.

Anticipated outcomes during the project period include increased success rates of female and URM students in the project-based Introduction to Statistics course; increased enrollment of female and URM students in a Data Science STEM pathway; and increased fall-to-fall retention of female and URM STEM students. Long-term outcomes include improved graduation and transfer rates for female, URM, and other STEM students.

Through a well-executed evaluation plan, the project will generate additional knowledge to better understand issues in the recruitment, retention, degree attainment, and entry into the STEM workforce, particularly for female and underrepresented minority students. The DataPath project will also serve as a model for other community colleges looking to build a data science program and a new pathway into STEM. Following the project's dissemination plan, lessons learned and insights gained into how changing pedagogy and approaches to teaching impacts student interest and success in STEM, particularly for female and underrepresented minority students, will be shared with other community colleges within California and the nation.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$299,972 from the National Science Foundation IUSE grant for the Skyline College's DataPath Project.



**BOARD REPORT NO. 20-10-7CA**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Dr. Melissa Moreno, President, Skyline College

**ACCEPTANCE OF GIFTS AND DONATIONS BY THE DISTRICT: SOCCER AND BASEBALL  
SCOREBOARDS DONATED BY INTERNATIONAL BROTHERHOOD OF ELECTRICAL  
WORKERS (IBEW) LOCAL 617**

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:

Donated Item / Equipment:	Soccer and Baseball Scoreboards
Donor's Estimated Value:	\$35,145.39
Donation to be specifically used for:	Replacement of the soccer and baseball scoreboards at Skyline College
Donor:	International Brotherhood of Electrical Workers (IBEW) Local 617 1701 Leslie Street San Mateo, CA 94402

**RECOMMENDATION**

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

**BOARD REPORT NO. 20-10-8CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**ACCEPTANCE OF GRANT FUNDS FROM THE SAN MATEO COUNTY CHILD CARE  
RELIEF FUND TO THE SKYLINE COLLEGE CHILD DEVELOPMENT CENTER**

Skyline College has been awarded a grant from the San Mateo County Child Care Relief Fund in the amount of \$55,000 for the College's Child Development Learning Center (CDLC).

The San Mateo County Child Care Relief Fund was awarded \$2 million of CARES Act funding by the San Mateo County Board of Supervisors from the San Mateo County CARES Act award. These funds were designated to support child care facilities in San Mateo County and provide an award to assist with centers' operating costs. The \$55,000 award to the Skyline College CDLC will help maintain fiscal stability through strategic integrated planning and resource allocation.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$55,000 from the San Mateo County Child Care Relief Fund.

**BOARD REPORT NO. 20-10-9CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, 358-6836  
Joe Fullerton, Energy and Sustainability Manager, 358-6848

**ACCEPTANCE OF GRANT FROM PENINSULA CLEAN ENERGY TO SUPPORT “ENERGIZE COLLEGE PROGRAM” AT SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

San Mateo County Community College District (SMCCCD) proposes to host a post baccalaureate Fellow and support ten (10) Student Interns through the Energize Colleges Program. To do so the Sustainability Team will leverage a grant from Peninsula Clean Energy. In its second year at the District, the Energize Colleges Program creates synergistic sustainability education, operations and community engagement benefits. Fellows and student interns develop critical leadership competencies while helping address intersectional issues like the climate crisis, social inequity and economic disparity.

SMCCCD will continue its successful partnership with the non-profit Strategic Energy Innovations (SEI). SEI will provide Fellowship and Internship employment services and benefits. SEI will also help identify and secure partners to host fellows and assist in the development of a final grant report. The Energize Colleges Program is especially impactful as students learn from and with peers as they use the community as a living laboratory; solving real world problems and producing meaningful outcomes.

All internships are planned to be remote due to COVID 19. The lack of in-person learning, however, does not limit the suite of professional development services that interns receive.

On August 13, 2020, District staff applied for funding from Peninsula Clean Energy to administer the Energize College Program. On September 9, 2020, PCE issued a notice of proposed award to SMCCCD of \$92,337 to perform the following objectives:

- 1) Hire and retain for a period of ten months (1) Energize Colleges Fellow.
- 2) Provide fair hourly wages for ten (10) internships (limited to 75 hours each)
- 3) Provide ongoing administrative services, track lessons-learned and measure impacts.
- 4) Provide a final report

Monies associated with this grant are issued on a reimbursement basis. There is no match requirement from the District.

**RECOMMENDATION**

It is recommended that the Board accept the grant in the amount of \$92,337 from Peninsula Clean Energy to carry out a collaborative project to train future sustainability leaders.

**BOARD REPORT NO. 20-10-10CA**

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

**RATIFICATION OF JULY AND AUGUST 2020 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 2020 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 July 1, 2020 through August 31, 2020 and ratify the contracts entered into leading to such payments.

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0085204	07/01/20	U.S. Bank National Association ND, .	287,396.71	Districtwide Procurement Card Payment
0085205	07/01/20	AECOM Technical Services, Inc.	10,176.00	Cañada Construction Project Analysis of Baseline Schedules Consulting Services
0085206	07/01/20	Allana Buick & Bers, Inc.	61,480.00	Cañada Buildings Construction Consulting and Peer Review Services
0085207	07/01/20	American Federation of Teachers	10,295.68	Monthly Union Dues
0085210	07/01/20	BankMobile Technologies, Inc.	782,427.82	Financial Aid Disbursement
0085214	07/01/20	Carolina Biological Supply Company	40,974.50	Skyline Instructional Kits Purchase
0085215	07/01/20	CDW LLC	28,770.69	Skyline IT Networking Equipment Purchase
0085216	07/01/20	CIS, Inc	52,230.00	Cañada Construction Project Inspection Services
0085217	07/01/20	Energy Mechanix, Inc.	29,999.00	Skyline HVAC Unit Replacement
0085224	07/01/20	Quality Education Consultants, LLC	15,061.50	Cañada Grant Related Consulting Services
0085226	07/01/20	San Mateo County Schools Insurance Group	186,170.00	Monthly Dental and Vision Insurance Premiums
0085228	07/01/20	School Project for Utility Rate Reduction (SPURR)	26,515.13	Utilities
0085230	07/01/20	Siemens Industry, Inc.	36,788.75	Districtwide Fire Alarm Systems Annual Inspection Services
0085234	07/01/20	Swinerton Builders	195,622.00	Construction Program Management Services
0085238	07/01/20	VALIC Retirement Services Company	156,667.27	Monthly Tax Sheltered Annuities Employee Contribution
0085264	07/07/20	U.S. Bank National Association ND, .	70,554.01	Districtwide Procurement Card Payment
0085266	07/07/20	BankMobile Technologies, Inc.	23,469.73	Financial Aid Disbursement
0085268	07/07/20	CalPERS	1,694,583.92	Monthly Health Insurance Premium
0085270	07/07/20	Coulter Construction Inc.	15,086.30	Skyline Construction Project
0085271	07/07/20	Dell Marketing LP	29,840.63	Cañada and KCSM Computer Purchases
0085273	07/07/20	Evisions, Inc	24,817.00	Districtwide Annual Licenses Renewal
0085278	07/07/20	LPA Inc.	49,167.00	Skyline Construction Documents Services
0085280	07/07/20	Signet Testing Laboratories, Inc.	13,891.88	Cañada Construction Projects Testing and Inspection Services
0085281	07/07/20	SMCCCD Bookstore	74,976.89	Skyline Meal Program Payments
0085282	07/07/20	SMCCCD Bookstore	211,332.74	Bookstore Monthly Student Fees Reimbursement
0085292	07/09/20	Santamaria, Carlos J.	12,500.00	CSM Grant Related Consulting Services
0085293	07/09/20	American Federation of Teachers	14,013.18	FY19-20 Release Time Payment Adjustment
0085295	07/09/20	Fisher Scientific Company, LLC	11,282.88	CSM Instructional Equipment Purchase
0085298	07/09/20	One Workplace L. Ferrari, LLC	28,188.78	CSM Furniture Purchase and Installation
0085300	07/09/20	Sedgwick Claims Management Services. Inc.	45,369.52	Replenish Workers' Compensation Insurance Fund
0085301	07/09/20	SM County Community College District	31,387.06	Replenish Flex Spending Account
0085303	07/09/20	SMCCCD Bookstore	71,245.36	CSM Special Programs Payments
0085316	07/14/20	BankMobile Technologies, Inc.	18,719.50	Financial Aid Disbursement
0085319	07/14/20	CDW LLC	91,960.11	Districtwide IT Networking Equipment Purchases
0085326	07/14/20	School Project for Utility Rate Reduction (SPURR)	11,546.27	Utilities
0085327	07/14/20	Signet Testing Laboratories, Inc.	25,550.34	Cañada Construction Project Testing and Inspection Services
0085332	07/14/20	W.E. Lyons Construction CO.	174,057.40	Cañada Vista Envelope Damage Repair Project
0085357	07/16/20	American Federation of Teachers	19,936.57	Monthly Union Dues
0085360	07/16/20	CCT Technologies, Inc.	117,194.00	Districtwide Cloud Services
0085369	07/16/20	VALIC Retirement Services Company	19,714.00	Monthly Tax Sheltered Annuities Employee Contribution
0085370	07/16/20	W W Grainger Inc	10,603.17	Cañada Maintenance Supplies Purchases
0085371	07/16/20	W.E. Lyons Construction CO.	139,799.73	Cañada Building 9 Envelope Damage Repair Project
0085379	07/21/20	Associated Std -Canada	50,000.00	Interbank Transfer
0085380	07/21/20	Augusoft, Inc.	12,633.27	Community Ed Enrollment Software Annual Subscription
0085381	07/21/20	BankMobile Technologies, Inc.	48,515.50	Financial Aid Disbursement
0085382	07/21/20	Blach Construction Company	5,600,005.85	Cañada Construction Project
0085384	07/21/20	Ellucian Company L.P.	14,697.00	Districtwide Banner Maintenance Annual Services
0085386	07/21/20	Gordon Kenny Realty, Inc.	40,000.00	Cañada Vista Operational Expenses Advancement
0085394	07/21/20	SMCCCD Bookstore	19,804.54	Districtwide Promise Program Payments
0085401	07/23/20	Allana Buick & Bers, Inc.	72,817.50	Cañada Vista Repairs Construction Consulting Services
0085402	07/23/20	Corovan Moving & Storage Co.	28,079.80	Skyline Furniture Moving Services
0085403	07/23/20	Coulter Construction Inc.	274,573.66	CSM Construction Project Retention Release and Skyline Construction Project
0085413	07/23/20	ThyssenKrupp Elevator Corporation	20,243.93	Districtwide Elevators Maintenance Services
0085422	07/28/20	Apple Computer, Inc	18,846.53	Districtwide Computer Purchases
0085424	07/28/20	BankMobile Technologies, Inc.	40,349.37	Financial Aid Disbursement
0085426	07/28/20	Dell Marketing LP	119,438.32	Districtwide Computer Purchases
0085427	07/28/20	Enterprise FM Trust	11,898.91	Districtwide Vehicle Lease Payments
0085433	07/28/20	Maverick Networks, Inc.	44,575.60	Districtwide Phones Annual Maintenance and Warranty
0085435	07/28/20	San Mateo County Schools Insurance Group	186,050.00	Monthly Dental and Vision Insurance Premiums
0085437	07/28/20	Sedgwick Claims Management Services. Inc.	22,583.52	Worker's Comp Employee Cash Call Payment
520508	07/01/20	American Assoc. of Community Colleges	11,798.00	Skyline Annual Membership
520512	07/01/20	Atlas Pellizzari Electric, Inc.	11,101.00	Skyline Electrical Project
520519	07/01/20	Bunton Clifford and Associates, Inc.	98,181.00	Cañada Construction Documents and Agency Approval Services
520563	07/01/20	Kingston Media	10,000.00	Skyline Video Production Services
520570	07/01/20	LPAS, Inc.	25,899.00	Skyline Construction Project Validation Services
520587	07/01/20	Pacific Gas & Electric Co	27,142.19	Utilities
520599	07/01/20	Sweetwater Sound, Inc	17,668.58	Skyline Musical Instrument Purchase
520614	07/01/20	C S E A	17,842.44	Monthly Union Dues
520637	07/01/20	VALIC	22,983.33	Monthly Tax Sheltered Annuities Employee Contribution
520640	07/07/20	AA ACME Locksmiths Inc.	14,561.44	Districtwide Classroom Security Hardware Purchase and Installation
520652	07/07/20	Burning Glass Technologies, LLC	18,500.00	Districtwide ITS Software Annual License Fee
520661	07/07/20	e-Learning Innovation LLC	58,500.00	Districtwide ITS Software Annual License and Support Fees
520664	07/07/20	Foundation for California Community College	29,119.48	Districtwide Facilities Fusion Software Annual License Fee
520665	07/07/20	Funnelback Inc.	37,500.00	Districtwide Software Shared Hosted Services
520685	07/07/20	Nevada Contractor's Registry, Inc.	28,875.00	Districtwide ITS Software Support, Hosting & Maintenance Fees
520688	07/07/20	OmniUpdate, Inc.	30,875.00	Districtwide ITS Annual SAAS License
520694	07/07/20	Redwood Electric Group, Inc.	11,550.00	Districtwide RF Data Collection Services
520701	07/07/20	Smartsheet Inc.	38,875.00	Districtwide App Annual Subscription
520705	07/07/20	Valsoft Corporation	29,550.00	Districtwide SARS Software Annual Renewal

Check Num	Check Date	Vendor Name	Check Amount	Description
520716	07/07/20	Associated Std -Canada	30,516.96	Quarterly Student Fees Reimbursement
520717	07/07/20	Associated Std-CSM	56,040.58	Quarterly Student Fees Reimbursement
520718	07/07/20	Associated Std-Skyline	44,954.06	Quarterly Student Fees Reimbursement
520720	07/07/20	Lansweeper NV	14,600.00	Districtwide ITS Software Annual Renewal
520724	07/07/20	The Guardian Life Insurance Company	55,492.57	Monthly Life Insurance Premium
520763	07/09/20	Science Interactive Group LLC	22,473.85	Skyline Instructional Kits Purchase
520771	07/14/20	AA ACME Locksmiths Inc.	12,657.64	Districtwide ACAMS Emergency Repairs
520786	07/14/20	City of Redwood City	22,805.70	Utilities
520787	07/14/20	City of San Bruno	12,569.71	Utilities
520829	07/14/20	WestEd	27,841.90	Districtwide Promise Scholars Program Evaluation Plan Development
520836	07/16/20	ADS Corp	11,015.00	CSM Sewer Meter Purchase and Installation
520848	07/16/20	Crowe LLP	40,750.00	Districtwide Professional Services Audit Fees
520867	07/16/20	Pacific Gas & Electric Co	25,684.95	Utilities
520869	07/16/20	Pacific Gas & Electric Co	42,130.62	Utilities
520874	07/16/20	Strata Information Group	66,164.00	Monthly Districtwide Professional & Management Services
520900	07/21/20	Agresti Electric Inc.	59,800.00	Cañada Electrical Project
520905	07/21/20	California Newspapers Partnership	19,096.78	Skyline Advertising Services
520906	07/21/20	California Steel and Fence Supply, Inc.	14,698.94	Skyline Vehicle Gates Installation
520907	07/21/20	Callinectes Training	10,921.00	Skyline Dual Enrollment Instructors Program Development Services
520915	07/21/20	Comm College League/Calif	79,915.38	CSM Library Subscriptions Purchase
520932	07/21/20	LPAS, Inc.	16,867.50	Skyline Construction Project Validation Services
520943	07/21/20	San Francisco State University	38,963.34	Cañada Grant related services
520946	07/21/20	Strata Information Group	66,164.00	Monthly Districtwide Professional & Management Services
520960	07/21/20	Blach Construction Company	302,096.84	Cañada Construction Project
520999	07/28/20	AT&T/MCI	13,990.29	Districtwide Telephone Services
521015	07/28/20	Grey Wall Software, LLC	50,100.00	Districtwide ITS Software Subscription, Implementation and Training Fees
521024	07/28/20	NGI Capital, Inc.	11,100.00	Districtwide CRM System Development and Implementation Services
521029	07/28/20	Salesforce.org	46,062.00	Districtwide ITS Service Cloud

District Payroll Disbursement (excluding Salary Warrants)

J2100004	07/01/20	US Treasury - Federal Payroll Tax	1,523,409.38	Federal Payroll Tax
J2100004	07/01/20	EDD - State Payroll Tax	281,342.26	State Payroll Tax
J2100006	07/01/20	Mass Mutual 457	34,846.12	Tax Annuity
J2100009	07/10/20	PERS Retirement	1,258,655.46	PERS Retirement Advance
J2100010	07/10/20	State Teacher Retirement - Defined Benefit	339,215.72	STRS Retirement-Defined Benefit 95%
J2100053	07/16/20	EDD - State Payroll Tax	11,522.83	State Tax-Disability Insurance
J2100053	07/16/20	US Treasury - Federal Payroll Tax	428,655.67	Federal Payroll Tax
J2100053	07/16/20	EDD - State Payroll Tax	86,407.67	State Payroll Tax
J2100055	07/10/20	State Teacher Retirement - Defined Benefit	17,853.40	STRS Retirement-Defined Benefit Bal
J2100066	07/17/20	State Teacher Retirement - Cash Balance	35,356.50	STRS Retirement-Cash Balance
J2100068	07/10/20	State Teacher Retirement - Cash Balance	11,055.68	STRS Retirement-Cash Balance
J2100111	07/22/20	EDD - State Payroll Tax	15,104.30	State Tax-Unemployment Insurance
J2100112	07/27/20	State Teacher Retirement - Defined Benefit	346,938.72	STRS Retirement-Defined Benefit Bal

SMCCCD Bookstores

120248	07/28/20	Mcgraw-Hill Companies	13,400.92	Purchase of Inventory
120247	07/28/20	MBS Textbook Exchange	16,408.27	Purchase of Inventory
120233	07/28/20	Cengage Learning	74,236.68	Purchase of Inventory
120265	07/28/20	SM CC College District	453,060.29	Salaries and Benefits May, June 2020

Subtotal 18,299,941.26 95%

Warrants Issued ≤ \$10,000 968,133.35 5%

Total Non-Salary Warrants Issued 19,268,074.61 100%

District Accounts Payal	Ck#520506-521041, DD85198-85440	14,426,612.65
District Payroll	Ck#151515-152340, DD50202574-50204292	12,029,420.65
SMCCCD Bookstores	CK#120230-120277, EFT 83179	607,398.94
Total Warrants Including Salaries July 2020		27,063,432.24



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
August 1 - 31, 2020  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0085445	08/04/20	U.S. Bank National Association ND, .	161,833.57	Districtwide Procurement Card Payment
0085448	08/04/20	Allana Buick & Bers, Inc.	14,985.50	Skyline Construction Projects Construction Related Services
0085450	08/04/20	American Federation of Teachers	28,723.86	Monthly Union Dues
0085452	08/04/20	BankMobile Technologies, Inc.	26,836.24	Financial Aid Disbursement
0085454	08/04/20	CalPERS	1,678,230.27	Monthly Health Insurance Premium
0085456	08/04/20	CDW LLC	13,482.17	Skyline ITS Equipment Purchase
0085463	08/04/20	School Project for Utility Rate Reduction (SPURR)	25,618.75	Utilities
0085465	08/04/20	Signet Testing Laboratories, Inc.	10,239.77	Cañada Construction Project Testing and Inspection Services
0085466	08/04/20	SMCCCD Bookstore	479,481.45	SMAC Promise Program Support to Bookstore and Monthly Student Fees Reimbursement
0085469	08/04/20	VALIC Retirement Services Company	161,321.27	Monthly Tax Sheltered Annuities Employee Contribution
0085478	08/11/20	BankMobile Technologies, Inc.	255,121.51	Financial Aid Disbursement
0085479	08/11/20	Carolina Biological Supply Company	23,364.34	Skyline Instructional Kits Purchases
0085480	08/11/20	CCT Technologies, Inc.	97,228.25	Districtwide Laptop Purchases and Software License
0085482	08/11/20	Dell Marketing LP	56,866.66	Districtwide Computer Purchases
0085486	08/11/20	Maverick Networks, Inc.	234,162.17	Districtwide Phones and Software Purchase
0085489	08/11/20	Quality Education Consultants, LLC	12,500.00	Cañada Grant Related Consulting Services
0085492	08/11/20	Sedgwick Claims Management Services. Inc.	24,035.09	Replenish Workers' Compensation Insurance Fund
0085493	08/11/20	SM County Community College District	34,416.50	Replenish Flex Spending Account
0085494	08/11/20	Swinerton Builders	200,532.00	Construction Program Management Services
0085503	08/18/20	Allana Buick & Bers, Inc.	57,840.00	Cañada Construction Projects Construction Related Services
0085505	08/18/20	BankMobile Technologies, Inc.	1,357,730.32	Financial Aid Disbursement
0085507	08/18/20	Enterprise FM Trust	10,313.24	Districtwide Vehicle Lease Payments
0085516	08/18/20	Statewide Educational Wrap-Up Program	47,473.09	Skyline Construction Project Insurance Fees
0085517	08/18/20	Tango Card Nebraska, Inc.	24,600.00	Cañada Gift Cards for Food Insecurity Grant
0085518	08/18/20	Tango Card Nebraska, Inc.	199,200.00	Skyline and CSM Gift Cards for Food Insecurity Grant
0085533	08/25/20	Santamaria, Carlos J.	12,942.48	CSM Grant Related Consulting Services
0085539	08/25/20	Apple Computer, Inc	11,220.17	Districtwide Computer Purchases
0085541	08/25/20	BankMobile Technologies, Inc.	263,743.16	Financial Aid Disbursement
0085542	08/25/20	Blach Construction Company	3,452,084.04	Cañada Construction Project
0085545	08/25/20	CDW LLC	163,650.89	Districtwide IT Equipment Purchases
0085546	08/25/20	Coulter Construction Inc.	58,476.00	Skyline Construction Projects
0085547	08/25/20	Dell Marketing LP	15,361.56	Districtwide Computer Purchases
0085557	08/25/20	San Mateo County Schools Insurance Group	186,532.00	Monthly Dental and Vision Insurance Premiums
0085559	08/25/20	Schools Excess Liability Fund	148,106.00	Districtwide Self Insurance Premium
0085562	08/25/20	Tango Card Nebraska, Inc.	20,000.00	Skyline TRIO Program Gift Cards for Food Insecurity Grant
0085564	08/25/20	Western Allied Mechanical Inc.	17,331.72	CSM Pool Leak Repair Services
521053	08/04/20	Bruker Scientific LLC	26,433.31	CSM Instructional Equipment Purchase
521055	08/04/20	Calif Water Service Co	40,388.88	Utilities
521087	08/04/20	Instructure, Inc.	44,000.00	Skyline Software License and Maintenance Fees
521109	08/04/20	Pacific Gas & Electric Co	11,006.01	Utilities
521117	08/04/20	RSC Insurance Brokerage, Inc.	2,296,065.41	Districtwide Annual Insurance Premiums
521120	08/04/20	Sedgwick Claims Management Services. Inc.	27,947.25	Replenish Workers' Compensation Insurance Fund
521150	08/04/20	SMCCC Foundation	10,000.00	Skyline Study Abroad Trip Student Scholarship
521160	08/04/20	VALIC	23,683.33	Monthly Tax Sheltered Annuities Employee Contribution
521177	08/11/20	City of Redwood City	20,617.20	Utilities
521179	08/11/20	City of San Bruno	23,063.49	Utilities
521180	08/11/20	Constellation NewEnergy, Inc.	60,748.07	Utilities
521206	08/11/20	One Diversified, LLC	62,826.97	Skyline and CSM AV Equipment Purchases
521209	08/11/20	Pacific Gas & Electric Co	38,652.85	Utilities
521239	08/11/20	Zoom Video Communications, Inc.	42,875.00	Districtwide Software Annual Subscription
521244	08/11/20	The Guardian Life Insurance Company	55,815.75	Monthly Life Insurance Premium
521268	08/18/20	Enco Systems Inc.	30,371.80	KCSM Equipment Purchase
521294	08/18/20	Pacific Gas & Electric Co	25,865.72	Utilities
521307	08/18/20	Strata Information Group	58,750.00	Monthly Districtwide Professional & Management Services
521330	08/25/20	AdaptivEdge LLC	20,220.78	Districtwide Cloud Technology Related Services
521335	08/25/20	AT&T/MCI	14,945.37	Districtwide Telephone Services
521351	08/25/20	Carahsoft Technology Corporation	10,747.47	Districtwide SAP Enterprise Maintenance and Support Services
521383	08/25/20	iContracts, Inc.	17,688.00	Districtwide Software Subscription
521395	08/25/20	Lazanoff, Arthur S.	15,000.00	KCSM Donation Refund
521421	08/25/20	Pacific Gas & Electric Co	11,916.76	Utilities
521427	08/25/20	Peninsula Library System	27,484.91	Districtwide Library System Shared Costs
521462	08/25/20	Youth Insurance Agency, Inc.	198,517.00	Districtwide Student Related Insurance Premiums
521469	08/25/20	Blach Construction Company	169,288.47	Cañada Construction Project
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J2100183	08/04/20	Mass Mutual 457	48,546.12	Tax Annuity
J2100147	08/03/20	US Treasury - Federal Payroll Tax	1,891,467.86	Federal Payroll Tax
J2100147	08/03/20	EDD - State Payroll Tax	384,768.64	State Payroll Tax
J2100147	08/03/20	EDD - State Payroll Tax	\$ 17,164.50	State Tax-Disability Insurance
J2100232	08/17/20	US Treasury - Federal Payroll Tax	\$ 229,372.19	Federal Payroll Tax
J2100232	08/17/20	EDD - State Payroll Tax	\$ 33,243.87	State Payroll Tax
J2100166	08/10/20	PERS Retirement	\$ 1,354,462.50	PERS Retirement Advance
J2100437	08/28/20	PERS Retirement	\$ 60,864.49	PERS Retirement Balance
J2100254	08/18/20	State Teacher Retirement - Cash Balance	\$ 11,739.70	STRS Retirement-Cash Balance
J2100194	08/10/20	State Teacher Retirement - Cash Balance	\$ 49,387.82	STRS Retirement-Cash Balance
J2100165	08/05/20	State Teacher Retirement - Defined Benefit	\$ 659,366.59	STRS Retirement-Defined Benefit 95%
J2100198	08/11/20	State Teacher Retirement - Defined Benefit	\$ 35,468.33	STRS Retirement-Defined Benefit Bal
<u>SMCCCD Bookstores</u>				
No check was issued in August 2020			0.00	
Subtotal			17,746,356.45	97%
Warrants Issued ≤ \$10,000			541,638.28	3%
Total Non-Salary Warrants Issued			18,287,994.73	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
August 1 - 31, 2020  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
District Accounts Payab	Ck#521042-521469,	DD85441-85569	13,493,474.12	
District Payroll	Ck#152341-152807,	DD50204293-50206267	12,581,717.06	
SMCCCD Bookstores	EFT 99141		1,706.64	
Total Warrants Including Salaries August 2020			26,076,897.82	

**BOARD REPORT NO. 20-10-11CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6755

**RATIFICATION COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) AND  
CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA)  
MEMBERSHIP DUES, 2020-2021**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research, and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the California Community College Athletic Association (CCCAA) which is part of the CCLC. For 2020-2021, the total being assessed by CCLC/CCCAA for the District's annual membership is \$47,867.

Payment of the CCLC portion of the dues \$29,867 is prorated among the Board of Trustees, the Chancellor's Office, and the three Colleges. Payment of the CCCAA portion of the dues, \$18,000 is prorated among the three Colleges only.

**RECOMMENDATION**

It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$47,867 for 2020-2021.

**BOARD REPORT NO. 20-10-12CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510  
Dr. Karrie Mitchell, Vice President of Planning, Research and Institutional Effectiveness, 358-6861

**ADOPTION OF 2021-2022 ACADEMIC CALENDAR**

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. The proposed calendar has been negotiated with AFT and provided to CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2021-2022 academic year in mid-August with a completion of the Fall 2021 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

Fall 2021: Classes begin August 18, 2021  
86 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)  
Semester ends December 18, 2021

Spring 2022: Classes begin January 18, 2022  
89 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)  
Semester ends May 27, 2022

Summer 2022: All Summer Sessions are set to begin on June 13, 2022

Commencement: Cañada College – May 28, 2022  
College of San Mateo – May 27, 2022  
Skyline College – May 27, 2022

**RECOMMENDATION**

It is recommended that the Board adopt the 2021-2022 District Academic Calendar as detailed in this report.



Cañada College • College of San Mateo • Skyline College

## Academic Calendar 2021–2022

### FALL SEMESTER 2021 (86 Instructional Days including 5 Final Days, plus 3 Flex Days)

August	16, 17	..... Flex Days (No Classes)
<b>August</b>	<b>18</b>	..... <b>Day and Evening Classes Begin</b>
August	31	.... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	31	..... Last Day to <b>Add</b> Semester Length Classes
September	4, 5	..... Declared Recess
September	6	..... Labor Day (Holiday)
September	6	..... Last Day to Drop Semester Length Classes Without Appearing on Record
September	7	..... Census Day
October	1	..... Last Day to Apply for Degree – Certificate
October	13	..... Flex Day (No Classes)
November	12	..... Veterans' Day (Holiday)
November	16	..... Last Day to <b>Withdraw</b> from Semester Length Classes
November	25	..... Thanksgiving Day (Holiday)
November	26 - 28	..... Declared Recess
December	12 - 18	..... Final Examinations (Day and Evening Classes)
December	18	..... Day and Evening Classes End
December 23 – December 31		..... Winter Recess (Total of Seven District Work Days)

### SPRING SEMESTER 2022 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	13, 14	..... Flex Days (No Classes)
January	15, 16	..... Declared Recess
January	17	..... Martin Luther King Jr. Day (Holiday)
<b>January</b>	<b>18</b>	..... <b>Day and Evening Classes Begin</b>
January	31	.... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	31	..... Last Day to <b>Add</b> Semester Length Classes
February	6	..... Last Day to Drop Semester Length Classes Without Appearing on Record
February	7	..... Census Day
February	18	..... Lincoln's Birthday Observed (Holiday)
February	19, 20	..... Declared Recess
February	21	..... Presidents' Day (Holiday)
March	4	..... Last Day to Apply for Degree – Certificate
March 27 – April 2		..... Spring Recess
March	31	..... Cesar Chavez Day (Holiday)
April	21	..... Flex Day (No Classes)
April	28	..... Last Day to <b>Withdraw</b> From Semester Length Classes
May	21 - 27	..... Final Examinations (Day and Evening Classes)
May	27	..... Day and Evening Classes End
May	28, 29	..... Declared Recess
May	30	..... Memorial Day (Holiday)

### SUMMER SESSION 2022

June 13 – July 23	..... Six Week Session
June 13 – July 30	..... Seven Week Session
June 13 – August 6	..... Eight Week Session
July 4	..... Independence Day (Holiday)

**SMCCCD**  
**2021-2022 ACADEMIC CALENDAR**

FALL 2021						
July 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
January 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SPRING 2022						
February 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
SUMMER 2022						
June 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
July 2022						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 HOLIDAY	 FLEX DAY	 FINAL EXAMS DAY/EVENING
 CLASSES BEGIN	 DECLARED RECESS	



**BOARD REPORT NO. 20-10-13CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

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

The addition of seven (7) courses to the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, 679 courses are proposed to be offered in the distance education mode.

Furthermore, 732 courses and five (5) 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

October 28, 2020

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: Lisa Palmer, 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**

#### **KINESIOLOGY, ATHLETICS AND DANCE: FITNESS**

##### **308.1 HIKING AND TREKKING FOR FITNESS I (1.00) (day or evening)**

Justification: Hiking and trekking for fitness provides students the ability to learn about basic fitness principles via hiking trails in the areas they live. With nearly one thousand hiking trails in the bay area alone, students would be introduced to new trails and opportunities to exercise near campus and their homes. The class is a core course for the AA and AA-T in Kinesiology degree.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to the cardiovascular and fitness related benefits of hiking and trekking. A fitness course for the outdoor enthusiast, classes are conducted on local Bay Area trails.

Classification: AA/AS Degree; CSU transferable.

## **PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

### **ARCHITECTURE**

110 Interior Architectural Drafting

### **ART**

101 Ancient, Classical and Medieval Art History

102	Late Medieval, Renaissance and Baroque Art History
103	History of Art from the Baroque Period to Post-Impressionism
104	History of Modern Art
204	Drawing I
207	Life Drawing
213	Life Drawing II
214	Color
221	Painting I
222	Painting II

## **ASTRONOMY**

100	Introduction to Astronomy
101	Astronomy Laboratory

## **BIOLOGICAL SCIENCES**

230	Cell and Molecular Biology
240	General Microbiology
250	Human Anatomy
260	Human Physiology

## **CHEMISTRY**

192	Elementary Chemistry
231	Organic Chemistry I
232	Organic Chemistry II
410	Chemistry for Health Sciences

## **COMPUTER SCIENCE**

122	Introduction to Programming: Python
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## **COOPERATIVE EDUCATION**

670	Cooperative Education/Work Experience
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## **DIGITAL ART & ANIMATION**

314	Introduction to Computer Graphics
325	Digital Painting
362	Introduction to Digital Photography
363	Advanced Digital Photography
366	Color Management and Theory
371	User Interface/User Experience Design
372	Digital Illustration
376	Introduction to Digital Imaging
378	Digital Page Layout
379	Introduction to Digital Animation
380	Advanced Digital Animation

- 385 Coding for Designers and Artists
- 390 Portfolio Creation
- 400 Motion Graphics
- 405 Storyboard Development for Animation and Interactive Media
- 416 Drawing for Animation
- 417 Principles of Animation
- 420 Introduction to 3D Modeling and Animation
- 421 Advanced 3D Modeling and Animation
- 422 Introduction to Rigging
- 424 3D Animation Fundamentals
- 425 Advanced 3D Animation
- 431 Special Effects and Compositing
- 432 3D Environments and Hard Surface Modeling
- 433 Advanced Special Effects and Compositing
- 441 Introduction to Video Game Design
- 447 3D Level Design
- 450 Collaborative Game Production
- 451 Rapid Game Development
- 452 Advanced Game Design
- 455 Indie Game Development & Entrepreneurship

## **ECONOMICS**

- 230 Economic History of the United States

## **EDUCATION AND HUMAN DEVELOPMENT – EARLY CHILDHOOD EDUCATION**

- 333 Observation and Assessment of Young Children
- 366 Practicum in Early Childhood Education

## **ENGINEERING**

- 261 Circuits and Devices Laboratory

## **ENGLISH**

- 105 Intensive Composition and Reading

## **ENGLISH AS A SECOND LANGUAGE**

- 400 Composition for Multilingual Students
- 800 ESL Preparatory Course
- 808 Intensive Grammar Review
- 836 English Pronunciation
- 837 Intermediate Vocabulary Development
- 911 Reading and Listening-Speaking I
- 912 Reading and Listening-Speaking II
- 913 Reading and Listening - Speaking III
- 914 Reading and Listening - Speaking IV
- 921 Grammar and Writing I

- 922 Grammar and Writing II
- 923 Grammar and Writing III
- 924 Grammar and Writing IV

## **ENVIRONMENTAL SCIENCE**

- 101 Environmental Science Laboratory

## **FASHION DESIGN AND MERCHANDISING**

- 100 Principles of Design
- 110 Beginning Clothing Construction
- 111 Techniques of Fit
- 113 Textiles
- 114 Travel Study: Introduction to Italian Fashion
- 115 Intermediate Clothing Construction
- 116 Tailoring
- 118 Flat Pattern
- 122 Advanced Tailoring
- 123 Introduction to the Fashion Industry
- 132 Trouser Construction
- 133 Copying Ready-to-Wear
- 134 Beginning Millinery
- 140 Basic Serging
- 146 Designer Techniques in Sewing
- 150 History of Fashion
- 151 Fashion Merchandising
- 162 Advanced Flat Pattern
- 163 Pattern Grading
- 164 Fashion Illustration
- 167 The Custom Dress Form
- 168 Fashion Draping
- 169 Evening Gown Construction
- 170 French Pattern Drafting
- 171 Pants Drafting
- 172 Bustier
- 173 Lingerie Design and Construction
- 175 Advanced Illustration
- 178 Computerized Pattern Grading
- 180 Computerized Pattern Design
- 195 Portfolio Development
- 196 Introduction to the Costume Industry
- 197 Pattern Design for Historic Costume
- 199 Costuming for Theatrical Production
- 225 Apparel Analysis
- 226 Visual Merchandising and Display
- 672 Cooperative Education: Internship
- 695 Independent Study

**HUMAN SERVICES**

672 Cooperative Education: Internship

**INTERIOR DESIGN**

115 Introduction to Interior Design  
126 Critical Thinking for Interior Designers  
128 Presentation Techniques  
148 Color and Design  
150 History of Interiors I  
151 History of Interiors II  
175 Space Planning and Design  
250 Professional Practices for Interior Designers  
260 Overview of Lighting Design  
272 Kitchen and Bath Design  
276 Advanced Kitchen and Bath Design  
300 Studio I: Home Staging  
357 Kitchen and Bath Systems  
360 CAD Applications for Interior Designers  
361 Chief Architect for Interior Designers  
367 3D Modeling SketchUp for Interior Designers  
400 Principles of Sustainable Design  
450 Materials and Finishes  
672 Cooperative Education: Internship

**KINESIOLOGY, ATHLETICS AND DANCE: AQUATICS**

127.2 Swim Stroke Development II

**KINESIOLOGY, ATHLETICS AND DANCE: DANCE**

121.1 Contemporary Modern Dance I  
121.2 Contemporary Modern Dance II  
121.3 Contemporary Modern Dance III  
121.4 Contemporary Modern Dance IV  
125.1 Salsa I  
130.1 Jazz Dance I  
130.2 Jazz Dance II  
130.3 Jazz Dance III  
130.4 Jazz Dance IV  
140.1 Ballet I  
140.2 Ballet II  
140.3 Ballet III  
140.4 Ballet IV  
150.1 Hip Hop I  
150.2 Hip Hop II  
150.3 Hip Hop III  
150.4 Hip Hop IV  
400.1 Dance Performance and Production I



- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV
- 672 Cooperative Education: Internship

### **KINESIOLOGY, ATHLETICS AND DANCE: FITNESS**

- 112 Cross-Training
- 117 Fitness Assessment, Strength and Conditioning
- 118 Beginning Fitness Center
- 119 Intermediate Fitness Center
- 122 Total Body Burn
- 128.1 Core Strength and Functional Training I
- 128.2 Core Strength and Functional Training II
- 152 Basketball Conditioning
- 153 Soccer Conditioning
- 154 Volleyball Conditioning
- 210 Varsity Weight Conditioning
- 235 Boot Camp
- 332.1 Flexibility and Stretching I
- 332.2 Flexibility and Stretching II
- 334.1 Yoga I
- 334.2 Yoga II
- 334.3 Yoga III
- 334.4 Yoga IV
- 335.1 Pilates I
- 335.2 Pilates II
- 335.3 Pilates III
- 335.4 Pilates IV

### **KINESIOLOGY, ATHLETICS AND DANCE: INDIVIDUAL SPORTS**

- 121.1 Badminton I
- 121.2 Badminton II
- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.4 Tennis IV

### **KINESIOLOGY, ATHLETICS AND DANCE: TEAM SPORTS**

- 105 Advanced Baseball
- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 141.1 Soccer I

- 141.2 Soccer II
- 141.3 Soccer III
- 141.4 Soccer IV
- 148.2 Indoor Soccer II
- 148.4 Indoor Soccer IV
- 171.1 Volleyball I
- 171.2 Volleyball II
- 171.3 Volleyball III
- 171.4 Volleyball IV
- 183 Golf: Skill Development
- 184 Soccer: Skill Development and Conditioning
- 185 Expert Volleyball Training
- 186 Basketball: Individual Skill Development
- 187 Tennis: Skill Development and Conditioning

### **KINESIOLOGY, ATHLETICS AND DANCE: VARSITY SPORTS**

- 104 Varsity Baseball
- 114 Varsity Basketball
- 140 Varsity Golf
- 154 Varsity Soccer
- 170 Varsity Tennis
- 300 Varsity Basketball: Women
- 340 Varsity Women's Volleyball
- 350 Women's Varsity Badminton
- 400 Women's Varsity Water Polo

### **LEARNING CENTER**

- 823 Grammar Trouble Spots II
- 840 Vocabulary Improvement I
- 841 Vocabulary Improvement II
- 842 Vocabulary Improvement III
- 843 Vocabulary Improvement IV

### **LITERATURE**

- 441 Survey of Film
- 442 Film Study and Appreciation

### **MATHEMATICS**

- 190 Path to Statistics
- 225 Path to Calculus
- 241 Business Calculus I
- 243 Business Calculus II with Trigonometry
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 800 Just-In-Time Support for Elementary Probability and Statistics
- 811 Pre-Algebra

- 825 Just-In-Time Support for Path to Calculus
- 841 Just-In-Time Support for Business Calculus I

## **MEDICAL ASSISTING**

- 100 Introduction to Medical Assisting
- 110 Medical Terminology
- 115 Introduction to Electronic Health Record
- 120 Clinical Procedures I
- 121 Clinical Procedures II
- 140 Implementation of Electronic Health Record
- 150 Medical Office Procedures
- 160 Medical Insurance Procedures
- 164 CPT (Current Procedural Terminology) Beginning Coding
- 165 CPT (Current Procedural Terminology) Intermediate Coding
- 166 CPT (Current Procedural Terminology) Advanced Coding
- 167 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding
- 168 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding
- 169 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding
- 190 Introduction to Pharmacology
- 672 Cooperative Education: Internship

## **MUSIC**

- 215 Music, Culture and History
- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 371 Guitar I
- 372 Guitar II
- 373 Guitar III
- 374 Guitar IV

## **OCEANOGRAPHY**

- 101 Oceanography Lab

## **PARALEGAL STUDIES**

- 672 Cooperative Education: Internship

## **PHYSICS**

- 210 General Physics I
- 220 General Physics II
- 250 Physics with Calculus I

- 260 Physics with Calculus II
- 270 Physics with Calculus III
- 405 Applied Radiographic Physics

## **RADIOLOGIC TECHNOLOGY**

- 400 Orientation to Radiologic Technology
- 408 Perspectives in Radiology
- 410 Radiographic Positioning
- 415 Radiation Protection and Biology
- 420 Radiographic Positioning II
- 430 Principles of Radiographic Image Production
- 435 Imaging Equipment and Quality Control
- 440 Advanced Imaging Modalities & Specialized Procedures
- 441 Sectional Anatomy
- 442 Radiographic Pathology
- 450 Registry Review
- 470 Specialized Techniques: Mammography
- 471 Specialized Techniques: Fluoroscopy
- 474 Venipuncture for Contrast Media Administration

## **SOCIOLOGY**

- 141 Ethnicity and Race in Society

## **SPANISH**

- 110 Elementary Spanish
- 111 Elementary Spanish I
- 112 Elementary Spanish II
- 120 Advanced Elementary Spanish
- 121 Advanced Elementary Spanish I
- 122 Advanced Elementary Spanish II
- 131 Intermediate Spanish I
- 132 Intermediate Spanish II
- 140 Advanced Intermediate Spanish
- 145 Spanish Conversation through Film
- 150 Spanish for Heritage Speakers I
- 152 Spanish for Heritage Speakers II
- 162 Latino Literature II

## **THEATER ARTS**

- 200 Acting I: Acting For the Stage and the Camera
- 233 Introduction to New Play Development
- 300.1 Rehearsal and Performance I
- 300.2 Rehearsal and Performance II
- 300.3 Rehearsal and Performance III
- 300.4 Rehearsal and Performance IV
- 695 Independent Study

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

110 Interior Architectural Drafting

**ART**

101 Ancient, Classical and Medieval Art History  
102 Late Medieval, Renaissance and Baroque Art History  
103 History of Art from the Baroque Period to Post-Impressionism  
104 History of Modern Art  
204 Drawing I  
207 Life Drawing  
213 Life Drawing II  
214 Color  
221 Painting I  
222 Painting II

**ASTRONOMY**

100 Introduction to Astronomy  
101 Astronomy Laboratory

**BIOLOGICAL SCIENCES**

230 Cell and Molecular Biology  
240 General Microbiology  
250 Human Anatomy  
260 Human Physiology

**CHEMISTRY**

192 Elementary Chemistry  
231 Organic Chemistry I  
232 Organic Chemistry II  
410 Chemistry for Health Sciences

**COMPUTER SCIENCE**

122 Introduction to Programming: Python

**COOPERATIVE EDUCATION**

670 Cooperative Education/Work Experience

**DIGITAL ART & ANIMATION**

314 Introduction to Computer Graphics

325	Digital Painting
362	Introduction to Digital Photography
363	Advanced Digital Photography
366	Color Management and Theory
371	User Interface/User Experience Design
372	Digital Illustration
376	Introduction to Digital Imaging
378	Digital Page Layout
379	Introduction to Digital Animation
380	Advanced Digital Animation
385	Coding for Designers and Artists
390	Portfolio Creation
400	Motion Graphics
405	Storyboard Development for Animation and Interactive Media
416	Drawing For Animation
417	Principles of Animation
420	Introduction to 3D Modeling and Animation
421	Advanced 3D Modeling and Animation
422	Introduction to Rigging
424	3D Animation Fundamentals
425	Advanced 3D Animation
431	Special Effects and Compositing
432	3D Environments and Hard Surface Modeling
433	Advanced Special Effects and Compositing

## **ECONOMICS**

230	Economic History of the United States
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## **EDUCATION AND HUMAN DEVELOPMENT – EARLY CHILDHOOD EDUCATION**

333	Observation and Assessment of Young Children
366	Practicum in Early Childhood Education

## **ENGINEERING**

261	Circuits and Devices Laboratory
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## **ENGLISH**

105	Intensive Composition and Reading
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## **ENGLISH AS A SECOND LANGUAGE**

400	Composition for Multilingual Students
800	ESL Preparatory Course
808	Intensive Grammar Review
836	English Pronunciation
837	Intermediate Vocabulary Development
911	Reading and Listening-Speaking I



- 913 Reading and Listening - Speaking III
- 914 Reading and Listening - Speaking IV
- 921 Grammar and Writing I
- 922 Grammar and Writing II
- 923 Grammar and Writing III
- 924 Grammar and Writing IV

## **ENVIRONMENTAL SCIENCE**

- 101 Environmental Science Laboratory

## **FASHION DESIGN AND MERCHANDISING**

- 100 Principles of Design
- 110 Beginning Clothing Construction
- 111 Techniques of Fit
- 113 Textiles
- 114 Travel Study: Introduction to Italian Fashion
- 115 Intermediate Clothing Construction
- 116 Tailoring
- 118 Flat Pattern
- 122 Advanced Tailoring
- 123 Introduction to the Fashion Industry
- 132 Trouser Construction
- 133 Copying Ready-to-Wear
- 134 Beginning Millinery
- 140 Basic Serging
- 146 Designer Techniques in Sewing
- 150 History of Fashion
- 151 Fashion Merchandising
- 162 Advanced Flat Pattern
- 163 Pattern Grading
- 164 Fashion Illustration
- 167 The Custom Dress Form
- 168 Fashion Draping
- 169 Evening Gown Construction
- 170 French Pattern Drafting
- 171 Pants Drafting
- 172 Bustier
- 173 Lingerie Design and Construction
- 175 Advanced Illustration
- 178 Computerized Pattern Grading
- 180 Computerized Pattern Design
- 195 Portfolio Development
- 196 Introduction to the Costume Industry
- 197 Pattern Design for Historic Costume
- 199 Costuming for Theatrical Production
- 225 Apparel Analysis
- 226 Visual Merchandising and Display
- 672 Cooperative Education: Internship

695 Independent Study

## **HUMAN SERVICES**

672 Cooperative Education: Internship

## **INTERIOR DESIGN**

115 Introduction to Interior Design  
126 Critical Thinking for Interior Designers  
128 Presentation Techniques  
148 Color and Design  
150 History of Interiors I  
151 History of Interiors II  
175 Space Planning and Design  
250 Professional Practices for Interior Designers  
260 Overview of Lighting Design  
272 Kitchen and Bath Design  
276 Advanced Kitchen and Bath Design  
300 Studio I: Home Staging  
357 Kitchen and Bath Systems  
360 CAD Applications for Interior Designers  
361 Chief Architect for Interior Designers  
367 3D Modeling SketchUp for Interior Designers  
400 Principles of Sustainable Design  
450 Materials and Finishes  
672 Cooperative Education: Internship

## **KINESIOLOGY, ATHLETICS AND DANCE: AQUATICS**

127.2 Swim Stroke Development II

## **KINESIOLOGY, ATHLETICS AND DANCE: DANCE**

121.1 Contemporary Modern Dance I  
121.2 Contemporary Modern Dance II  
121.3 Contemporary Modern Dance III  
121.4 Contemporary Modern Dance IV  
125.1 Salsa I  
130.1 Jazz Dance I  
130.2 Jazz Dance II  
130.3 Jazz Dance III  
130.4 Jazz Dance IV  
140.1 Ballet I  
140.2 Ballet II  
140.3 Ballet III  
140.4 Ballet IV  
150.1 Hip Hop I  
150.2 Hip Hop II  
150.3 Hip Hop III

- 150.4 Hip Hop IV
- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV
- 672 Cooperative Education: Internship

#### **KINESIOLOGY, ATHLETICS AND DANCE: FITNESS**

- 122 Total Body Burn
- 128.1 Core Strength and Functional Training I
- 128.2 Core Strength and Functional Training II
- 152 Basketball Conditioning
- 153 Soccer Conditioning
- 154 Volleyball Conditioning
- 210 Varsity Weight Conditioning
- 235 Boot Camp
- 308.1 Hiking and Trekking for Fitness I
- 332.1 Flexibility and Stretching I
- 332.2 Flexibility and Stretching II

#### **KINESIOLOGY, ATHLETICS AND DANCE: INDIVIDUAL SPORTS**

- 121.1 Badminton I
- 121.2 Badminton II
- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.4 Tennis IV

#### **KINESIOLOGY, ATHLETICS AND DANCE: TEAM SPORTS**

- 105 Advanced Baseball
- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 141.1 Soccer I
- 141.2 Soccer II
- 141.3 Soccer III
- 141.4 Soccer IV
- 148.2 Indoor Soccer II
- 148.4 Indoor Soccer IV
- 171.1 Volleyball I
- 171.2 Volleyball II
- 171.3 Volleyball III
- 171.4 Volleyball IV

- 183 Golf: Skill Development
- 184 Soccer: Skill Development and Conditioning
- 185 Expert Volleyball Training
- 186 Basketball: Individual Skill Development
- 187 Tennis: Skill Development and Conditioning

### **KINESIOLOGY, ATHLETICS AND DANCE: VARSITY SPORTS**

- 104 Varsity Baseball
- 114 Varsity Basketball
- 140 Varsity Golf
- 154 Varsity Soccer
- 170 Varsity Tennis
- 300 Varsity Basketball: Women
- 340 Varsity Women's Volleyball
- 350 Women's Varsity Badminton
- 400 Women's Varsity Water Polo

### **LEARNING CENTER**

- 823 Grammar Trouble Spots II
- 840 Vocabulary Improvement I
- 841 Vocabulary Improvement II
- 842 Vocabulary Improvement III
- 843 Vocabulary Improvement IV

### **LITERATURE**

- 441 Survey of Film
- 442 Film Study and Appreciation

### **MATHEMATICS**

- 190 Path to Statistics
- 225 Path to Calculus
- 241 Business Calculus I
- 243 Business Calculus II with Trigonometry
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 800 Just-In-Time Support for Elementary Probability and Statistics
- 811 Pre-Algebra
- 825 Just-In-Time Support for Path to Calculus
- 841 Just-In-Time Support for Business Calculus I

### **MEDICAL ASSISTING**

- 115 Introduction to Electronic Health Record
- 120 Clinical Procedures I
- 121 Clinical Procedures II
- 140 Implementation of Electronic Health Record

- 160 Medical Insurance Procedures
- 165 CPT (Current Procedural Terminology) Intermediate Coding
- 166 CPT (Current Procedural Terminology) Advanced Coding
- 168 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding
- 672 Cooperative Education: Internship

## **MUSIC**

- 215 Music, Culture and History
- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 371 Guitar I
- 372 Guitar II
- 373 Guitar III
- 374 Guitar IV

## **OCEANOGRAPHY**

- 101 Oceanography Lab

## **PARALEGAL STUDIES**

- 672 Cooperative Education: Internship

## **PHYSICS**

- 250 Physics with Calculus I
- 405 Applied Radiographic Physics

## **RADIOLOGIC TECHNOLOGY**

- 400 Orientation to Radiologic Technology
- 408 Perspectives in Radiology
- 410 Radiographic Positioning
- 415 Radiation Protection and Biology
- 420 Radiographic Positioning II
- 430 Principles of Radiographic Image Production
- 435 Imaging Equipment and Quality Control
- 440 Advanced Imaging Modalities & Specialized Procedures
- 441 Sectional Anatomy
- 442 Radiographic Pathology
- 450 Registry Review
- 470 Specialized Techniques: Mammography
- 471 Specialized Techniques: Fluoroscopy
- 474 Venipuncture for Contrast Media Administration

**SOCIOLOGY**

- 141 Ethnicity and Race in Society

**SPANISH**

- 131 Intermediate Spanish I  
132 Intermediate Spanish II  
140 Advanced Intermediate Spanish  
145 Spanish Conversation through Film  
150 Spanish for Heritage Speakers I  
152 Spanish for Heritage Speakers II  
162 Latino Literature II

**THEATER ARTS**

- 200 Acting I: Acting For the Stage and the Camera  
233 Introduction to New Play Development  
300.1 Rehearsal and Performance I  
300.2 Rehearsal and Performance II  
300.3 Rehearsal and Performance III  
300.4 Rehearsal and Performance IV  
695 Independent Study

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE****THEATER ARTS**

- Theatre Arts** – AA Degree Program  
**Theatre Arts** – Associate in Arts Degree for Transfer

**KINESIOLOGY, ATHLETICS AND DANCE: DANCE**

- Dance** – AA Degree Program

**KINESIOLOGY, ATHLETICS AND DANCE: KINESIOLOGY**

- Kinesiology** – AA Degree Program  
**Kinesiology** – Associate in Arts Degree for Transfer



San Mateo County Community College District

October 28, 2020

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 MODIFICATIONS – COLLEGE OF SAN MATEO**

### **ACCOUNTING**

- 175 Volunteer Income Tax Preparation
- 176 Enrolled Agent Exam Preparation
- 181 Taxation of Individuals Using Tax Software
- 182 Taxation of Business Entities Using Tax Software
- 183 Taxation of Trusts, Gifts, and Estates Using Tax Software
- 263 Sole Proprietorships
- 264 Lacerte Tax Software Basics
- 265 Taxation of Rental Real Estate
- 276 VITA Intermediate
- 277 VITA Advanced
- 278 VITA Supervisory
- 665MX Tackling K-1s and Common Tax Deductions/Credits

### **ADMINISTRATION OF JUSTICE**

- 100 Introduction to the Criminal Justice System
- 102 Principles and Procedures of the Criminal Justice System
- 104 Concepts of Criminal Law
- 106 Legal Aspects of Evidence
- 108 Community Relations and the Justice System
- 120 Criminal Investigation
- 125 Juvenile Procedures
- 185 Introduction to Forensic Science

### **ARCHITECTURE**

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

**ART**

200	Portfolio Preparation
203	Plein Air Painting
204	Drawing I
205	Drawing II
206	Expressive Figure Drawing and Portraiture
207	Life Drawing
208	Portrait Drawing I
209	Portrait Drawing II
213	Life Drawing II
215	Portraiture III
216	Portraiture IV
223	Oil Painting I
224	Oil Painting II
225	Acrylic Painting I
226	Acrylic Painting II
230	Expressive Figure Drawing and Portraiture II
231	Watercolor I
232	Watercolor II
233	Watercolor III
243	Watercolor IV
244	Oil Painting III
247	Oil Painting IV
251	Acrylic Painting III
252	Acrylic Painting IV
253	Plein Air Painting II
254	Plein Air Painting III
255	Plein Air Painting IV
301	Two-Dimensional Design
807	Extended Fine Arts Studio Workshop

**ASTRONOMY**

101	Astronomy Laboratory
103	Observational Astronomy Lab
115	The Solar System
125	Stars, Galaxies, and Cosmology
210	Fundamentals of Astrophysics

**BIOLOGY**

110	General Principles of Biology
123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction
132	Human Biology Laboratory
145	Plants, People, and Environment
230	Introductory Cell Biology
250	Human Anatomy

**BUILDING INSPECTION TECHNOLOGY**

710	Advanced Building Inspection
720	Electrical Inspection I
725	Electrical Inspection II
730	Plumbing Inspection
735	ADA Building Requirement
740	Mechanical Code
750	Structural Provisions
760	Energy Regulations
775	Introduction to Residential Dwelling Inspection Technology
790	Blueprint Reading for Construction

**BUSINESS**

176	Selling the Idea
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**CAREER AND LIFE PLANNING**

127	Career Choices II: Job Search
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**CHEMISTRY**

192	Elementary Chemistry
210	General Chemistry I
220	General Chemistry II
231	Organic Chemistry I
232	Organic Chemistry II
410	Health Science Chemistry I
420	Health Science Chemistry II

**COMMUNICATION STUDIES**

110	Public Speaking
115	Survey of Human Communication
130	Interpersonal Communication
140	Small Group Communication
150	Intercultural Communication
170	Oral Interpretation I
171	Oral Interpretation II

**COOPERATIVE EDUCATION**

670	Cooperative Education/Work Experience
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**COSMETOLOGY**

712	Fundamental Cosmetology I
722	Fundamental Cosmetology II
732	Intermediate Cosmetology III
742	Intermediate Cosmetology IV
746	Advanced Cosmetology V
749	Advanced Cosmetology VI

- 757 Advanced Supplemental Cosmetology VII
- 758 Advanced Techniques/Photo Shoot
- 759 Advanced Techniques/Hair Specialties

## **COUNSELING**

- 128 Puente: Foundation for College Success
- 240 College and Academic Success

## **DENTAL ASSISTING**

- 701 Dental Science I
- 703 Allied Health Communication
- 721 Dental Materials I
- 730 Occupational Safety and Infection Control in Dentistry
- 740 Chairside Assisting I
- 763 Dental Radiology

## **DRAFTING TECHNOLOGY**

- 110 SolidWorks I
- 111 Solidworks II
- 113 REVIT
- 121 Computer-Aided Drafting I
- 130 Mechanical Design with CAD

## **ELECTRONICS TECHNOLOGY**

- 111 Introduction to Electronics Fundamentals
- 112 Advanced Electronics Fundamentals
- 231 Basic Applied Electronics Mathematics
- 232 Advanced Electronics Mathematics
- 405 Transformers and Rotating Machinery
- 421 Fundamentals of Electric Motor Control
- 422 Introduction to Programmable Logic Controllers
- 424 Hydraulic, Pneumatic and Vacuum Power Systems
- 441 Sensors and Data Transmission Systems
- 442 Electronic and Pneumatic Process Control System
- 445 Industrial Data Communication Systems

## **ENGINEERING**

- 100 Introduction to Engineering
- 210 Engineering Graphics

## **ENGLISH**

- 161 Creative Writing I
- 162 Creative Writing II
- 163 Creative Writing III

**ENGLISH AS SECOND LANGUAGE**

826	Writing for Multilingual Students II
827	Writing for Multilingual Students III
828	Writing for Multilingual Students IV
846	Listening and Speaking II
847	Listening and Speaking III
848	Listening and Speaking IV
849	Listening and Speaking Workshop
856	Reading for Multilingual Students II
857	Reading for Multilingual Students III
858	Reading for Multilingual Students IV
887	Pronunciation of English Consonants and Vowels
888	Pronunciation of English Stress, Rhythm and Intonation
895	Reading Improvement for Multilingual Students
897	Intermediate Vocabulary for Multilingual Students
898	Comprehensive Grammar Review for Multilingual Students
907	Independent Writing Study - Intermediate ESL
908	Independent Writing Study - Advanced ESL

**FILM**

122	Film History Focus
140	Contemporary World Cinema
153	Screenwriting
154	Screenwriting II

**FIRE TECHNOLOGY**

714	Wildland Fire Control
715	Principles of Emergency Services
720	Fire Prevention
725	Fire Apparatus and Equipment
730	Fire Behavior and Combustion
740	Building Construction for Fire Prevention
745	Fire Protection Systems
748	Firefighter Safety & Survival
770	Fire Service Career Prep

**GEOLOGY**

100	Survey of Geology
101	Geology Laboratory

**INTERDISCIPLINARY STUDIES**

101	Humanities Honors Seminar I
102	Sciences Honors Seminar I
103	Humanities Honors Seminar II
104	Sciences Honors Seminar II
110	College I

**KINESIOLOGY, ATHLETICS AND DANCE****ADAPTED PHYSICAL EDUCATION**

- 110 Adapted General Conditioning
- 155 Adapted Back Care

**FITNESS**

- 112.1 Cross Training I
- 112.2 Cross Training II
- 112.3 Cross Training III
- 112.4 Cross Training IV
- 116.1 Body Conditioning I
- 116.2 Body Conditioning II
- 116.3 Body Conditioning III
- 116.4 Body Conditioning IV
- 201.1 Weight Training I
- 201.2 Weight Training II
- 201.3 Weight Training III
- 201.4 Weight Training IV
- 235.1 Boot Camp I
- 235.2 Boot Camp II
- 235.3 Boot Camp III
- 235.4 Boot Camp IV
- 334.1 Yoga I
- 334.2 Yoga II
- 334.3 Yoga III
- 334.4 Yoga IV

**LEARNING CENTER**

- 100 Effective Tutoring

**LITERATURE**

- 150 Crime and Detective Fiction
- 156 Science Fiction and Fantasy Literature
- 201 American Literature I
- 202 American Literature II
- 266 African American Literature
- 823 American Literature I
- 824 American Literature II

**MATHEMATICS**

- 190 Path to Statistics
- 225 Path to Calculus
- 242 Applied Calculus II
- 251 Calculus with Analytic Geometry I
- 252 Calculus with Analytic Geometry II
- 253 Calculus with Analytic Geometry III
- 268 Discrete Mathematics

- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 825 Just-In-Time Support for Path to Calculus
- 830 Just-In-Time Support for Analytical Trigonometry
- 841 Just-In-Time Support for Applied Calculus I

## **NURSING**

- 211 Introduction to Nursing
- 212 Concepts of Homeostasis in Nursing
- 231 Psychiatric Nursing
- 232 Medical/Surgical Nursing
- 235 Nursing Skills Lab III
- 610 Basic Medication Dosage Calculations for Nurses
- 666 Career Exploration in Nursing
- 815 Transition from 1<sup>st</sup> Year to 2<sup>nd</sup> Year: Medical Surgical Nursing
- 816 Open Lab for Nursing 211/212
- 818 Open Lab for Nursing 231/232

## **OCEANOGRAPHY**

- 100 Oceanography

## **PHILOSOPHY**

- 200 Introduction to Logic

## **PHYSICS**

- 210 General Physics I

## **PSYCHOLOGY**

- 105 Experimental Psychology
- 120 Introduction to Research Methods
- 220 Introduction to Psychobiology

## **SOCIAL SCIENCE**

- 304 Intervention, Treatment and Recovery
- 307 Family Systems in Addiction
- 308 Group AOD (Alcohol and Other Drug) Counseling Process
- 310 Special Population Groups in Addiction Studies
- 314 Individual AOD (Alcohol and Other Drug) Counseling Process
- 315 Field Studies and Seminar I
- 316 Field Studies and Seminar II
- 317 Case Management
- 319 Co-Occurring Disorders I: Recognition and Referral
- 325 Co-Occurring Disorders II: Management and Treatment

## **SOCIOLOGY**

- 110 Courtship, Marriage and the Family

- 121 Introduction to Research Methods
- 141 Race and Ethnic Relations
- 160 Sociology of Sex and Gender

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

### **ACCOUNTING**

- 175 Volunteer Income Tax Preparation
- 176 Enrolled Agent Exam Preparation
- 181 Taxation of Individuals Using Tax Software
- 182 Taxation of Business Entities Using Tax Software
- 183 Taxation of Trusts, Gifts, and Estates Using Tax Software
- 263 Sole Proprietorships
- 264 Lacerte Tax Software Basics
- 265 Taxation of Rental Real Estate
- 276 VITA Intermediate
- 277 VITA Advanced
- 278 VITA Supervisory
- 665MX Tackling K-1s and Common Tax Deductions/Credits

### **ADMINISTRATION OF JUSTICE**

- 100 Introduction to the Criminal Justice System
- 102 Principles and Procedures of the Criminal Justice System
- 104 Concepts of Criminal Law
- 106 Legal Aspects of Evidence
- 108 Community Relations and the Justice System
- 120 Criminal Investigation
- 125 Juvenile Procedures
- 185 Introduction to Forensic Science

### **ARCHITECTURE**

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

### **ART**

- 200 Portfolio Preparation
- 203 Plein Air Painting
- 204 Drawing I
- 205 Drawing II
- 206 Expressive Figure Drawing and Portraiture
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 213 Life Drawing II
- 215 Portraiture III



216	Portraiture IV
223	Oil Painting I
224	Oil Painting II
225	Acrylic Painting I
226	Acrylic Painting II
230	Expressive Figure Drawing and Portraiture II
231	Watercolor I
232	Watercolor II
233	Watercolor III
243	Watercolor IV
244	Oil Painting III
247	Oil Painting IV
251	Acrylic Painting III
252	Acrylic Painting IV
253	Plein Air Painting II
254	Plein Air Painting III
255	Plein Air Painting IV
301	Two-Dimensional Design
807	Extended Fine Arts Studio Workshop

## **ASTRONOMY**

101	Astronomy Laboratory
103	Observational Astronomy Lab
115	The Solar System
125	Stars, Galaxies, and Cosmology
210	Fundamentals of Astrophysics

## **BIOLOGY**

110	General Principles of Biology
123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction
132	Human Biology Laboratory
230	Introductory Cell Biology
250	Human Anatomy

## **BUILDING INSPECTION TECHNOLOGY**

710	Advanced Building Inspection
720	Electrical Inspection I
725	Electrical Inspection II
730	Plumbing Inspection
740	Mechanical Code
750	Structural Provisions
760	Energy Regulations
775	Introduction to Residential Dwelling Inspection Technology
790	Blueprint Reading for Construction

## **CAREER PLANNING**

127	Career Choices II: Job Search
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**CHEMISTRY**

192	Elementary Chemistry
210	General Chemistry I
220	General Chemistry II
410	Health Science Chemistry I
420	Health Science Chemistry II

**COMMUNICATION STUDIES**

115	Survey of Human Communication
130	Interpersonal Communication
140	Small Group Communication
150	Intercultural Communication
170	Oral Interpretation I
171	Oral Interpretation II

**COOPERATIVE EDUCATION**

670	Cooperative Education/Work Experience
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**COSMETOLOGY**

712	Fundamental Cosmetology I
722	Fundamental Cosmetology II
732	Intermediate Cosmetology III
742	Intermediate Cosmetology IV
746	Advanced Cosmetology V
749	Advanced Cosmetology VI
757	Advanced Supplemental Cosmetology VII
758	Advanced Techniques/Photo Shoot
759	Advanced Techniques/Hair Specialties

**COUNSELING**

128	Puente: Foundation for College Success
240	College and Academic Success

**DENTAL ASSISTING**

701	Dental Science I
703	Allied Health Communication
721	Dental Materials I
730	Occupational Safety and Infection Control in Dentistry
740	Chairside Assisting I
763	Dental Radiology

**DRAFTING TECHNOLOGY**

110	Solidworks I
111	Solidworks II
113	REVIT
121	Computer-Aided Drafting I

130 Mechanical Design with CAD

## **ELECTRONICS TECHNOLOGY**

111 Introduction to Electronics Fundamentals  
112 Advanced Electronics Fundamentals  
231 Basic Applied Electronics Mathematics  
232 Advanced Electronics Mathematics  
405 Transformers and Rotating Machinery  
421 Fundamentals of Electric Motor Control  
422 Introduction to Programmable Logic Controllers  
424 Hydraulic, Pneumatic and Vacuum Power Systems  
441 Sensors and Data Transmission Systems  
442 Electronic and Pneumatic Process Control System  
445 Industrial Data Communication Systems

## **ENGINEERING**

100 Introduction to Engineering  
210 Engineering Graphics

## **ENGLISH**

161 Creative Writing I  
162 Creative Writing II  
163 Creative Writing III

## **ENGLISH AS SECOND LANGUAGE**

826 Writing for Multilingual Students II  
827 Writing for Multilingual Students III  
828 Writing for Multilingual Students IV  
846 Listening and Speaking II  
847 Listening and Speaking III  
848 Listening and Speaking IV  
849 Listening and Speaking Workshop  
856 Reading for Multilingual Students II  
857 Reading for Multilingual Students III  
858 Reading for Multilingual Students IV  
887 Pronunciation of English Consonants and Vowels  
888 Pronunciation of English Stress, Rhythm and Intonation  
895 Reading Improvement for Multilingual Students  
897 Intermediate Vocabulary for Multilingual Students  
907 Independent Writing Study - Intermediate ESL  
908 Independent Writing Study - Advanced ESL

## **FILM**

122 Film History Focus  
140 Contemporary World Cinema  
153 Screenwriting  
154 Screenwriting II

**FIRE TECHNOLOGY**

- 714 Wildland Fire Control
- 715 Principles of Emergency Services
- 720 Fire Prevention
- 725 Fire Apparatus and Equipment
- 730 Fire Behavior and Combustion
- 740 Building Construction for Fire Prevention
- 745 Fire Protection Systems
- 748 Firefighter Safety & Survival
- 770 Fire Service Career Prep

**GEOLOGY**

- 100 Survey of Geology
- 101 Geology Laboratory

**INTERDISCIPLINARY STUDIES**

- 101 Humanities Honors Seminar I
- 102 Sciences Honors Seminar I
- 103 Humanities Honors Seminar II
- 104 Sciences Honors Seminar II
- 110 College I

**KINESIOLOGY, ATHLETICS AND DANCE****ADAPTED PHYSICAL EDUCATION**

- 110 Adapted General Conditioning
- 155 Adapted Back Care

**FITNESS**

- 112.1 Cross Training I
- 112.2 Cross Training II
- 112.3 Cross Training III
- 112.4 Cross Training IV
- 116.2 Body Conditioning II
- 116.3 Body Conditioning III
- 116.4 Body Conditioning IV
- 201.1 Weight Training I
- 201.2 Weight Training II
- 201.3 Weight Training III
- 201.4 Weight Training IV
- 235.1 Boot Camp I
- 235.2 Boot Camp II
- 235.3 Boot Camp III
- 235.4 Boot Camp IV
- 334.1 Yoga I
- 334.2 Yoga II
- 334.3 Yoga III
- 334.4 Yoga IV

**LEARNING CENTER**

100 Effective Tutoring

**LITERATURE**

150 Crime and Detective Fiction  
156 Science Fiction and Fantasy Literature  
201 American Literature I  
202 American Literature II  
266 African American Literature  
823 American Literature I  
824 American Literature II

**MATHEMATICS**

190 Path to Statistics  
225 Path to Calculus  
242 Applied Calculus II  
251 Calculus with Analytic Geometry I  
252 Calculus with Analytic Geometry II  
253 Calculus with Analytic Geometry III  
268 Discrete Mathematics  
270 Linear Algebra  
275 Ordinary Differential Equations  
825 Just-In-Time Support for Path to Calculus  
830 Just-In-Time Support for Analytical Trigonometry  
841 Just-In-Time Support for Applied Calculus I

**NURSING**

211 Introduction to Nursing  
212 Concepts of Homeostasis in Nursing  
231 Psychiatric Nursing  
232 Medical/Surgical Nursing  
235 Nursing Skills Lab III  
610 Basic Medication Dosage Calculations for Nurses  
815 Transition from 1<sup>st</sup> Year to 2<sup>nd</sup> Year: Medical Surgical Nursing  
816 Open Lab for Nursing 211/212  
818 Open Lab for Nursing 231/232

**OCEANOGRAPHY**

100 Oceanography

**PHILOSOPHY**

200 Introduction to Logic

**PHYSICS**

210 General Physics I

**PSYCHOLOGY**

- 105 Experimental Psychology
- 120 Introduction to Research Methods
- 220 Introduction to Psychobiology

**SOCIAL SCIENCE**

- 304 Intervention, Treatment and Recovery
- 307 Family Systems in Addiction
- 308 Group AOD (Alcohol and Other Drug) Counseling Process
- 310 Special Population Groups in Addiction Studies
- 314 Individual AOD (Alcohol and Other Drug) Counseling Process
- 315 Field Studies and Seminar I
- 316 Field Studies and Seminar II
- 317 Case Management
- 319 Co-Occurring Disorders I: Recognition and Referral
- 325 Co-Occurring Disorders II: Management and Treatment

**SOCIOLOGY**

- 110 Courtship, Marriage and the Family
- 121 Introduction to Research Methods
- 141 Race and Ethnic Relations
- 160 Sociology of Sex and Gender

San Mateo County Community College District

October 28, 2020

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

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

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Skyline College

Leigh Anne Shaw, Academic Senate President  
Skyline College

Melissa Moreno, President  
Skyline College

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

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **ACCOUNTING**

146 ACCOUNTING FOR PAYROLL (3.0) (day, evening, or distance education)

Justification: Creation of this new course and is the result of demand for the course and consultation with the Accounting Advisory Board.

Prerequisite: ACTG 100 or ACTG 121, or equivalent.

Recommended Preparation: None.

Description: Payroll is one of the most important accounting functions. Learn how to calculate employee compensation (wages & tips), determine employer and employee tax deductions, and prepare journal entries for general ledger posting, and file the required federal and state payroll forms using current legislation and payroll tax laws.

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

#### **BUSINESS**

113 PERSONAL FINANCE (3.0) (day, evening, or distance education)

Justification: Aligned with Cañada College's Personal Finance course, this course has been added to Skyline's curriculum to provide an additional CSU GE Area B4 offering for students as the criteria for this area has been expanded to include Personal Finance courses.

Prerequisite: MATH 110, or appropriate score on the College Placement Test, or other multiple measures assessment.

Recommended Preparation: None.

Description: Fundamental personal finance principles lead students toward financial literacy and enables students to obtain the foundation for a lifelong understanding of the basics of finance including money management, tax planning, investing, and retirement planning. Students learn to apply and use financial models through critical thinking, quantitative reasoning, and developing problem-solving abilities. Emphasis is placed on learning the fundamental concepts of everyday finance with a hands-on approach.

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

## **KINESIOLOGY – DANCE**

### **157.1 AFRO CUBAN DANCE I (0.5 or 1.0) (day or evening)**

Justification: This degree-applicable, transferable course is intended to provide students with an opportunity to experience and appreciate Afro Cuban culture, music, and dance forms.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to beginning level Afro Cuban dances. Afro Cuban Folkloric and Rumba dances; variations of the conga and dances of the Orishas; integrating Afro Cuban elements into modern social dancing. Afro Cuban dance history/culture, dance techniques, music, and songs. Learning cultural dance through embodiment. Using the body as a medium for cultural understanding and for community building. Students can expect to gain a beginning level foundation of steps, so they are ready to join the modern Afro Cuban dance community anywhere in the world.

Classification: AA/AS Degree; CSU transferable.

### **157.2 AFRO CUBAN DANCE II (0.5 or 1.0) (day or evening)**

Justification: This degree-applicable, transferable course is intended to provide students with an opportunity to experience and appreciate Afro Cuban culture, music, and dance forms.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level Afro Cuban dances. Afro Cuban Folkloric and Rumba dances; variations of the conga and dances of the Orishas; integrating Afro Cuban elements into modern social dancing. Afro Cuban dance history/culture, dance techniques, music, and songs. Learning cultural dance through embodiment. Using the body as a medium for cultural understanding and for community building. Students can expect to gain an intermediate level foundation of steps, so they are ready to join the modern Afro Cuban dance community anywhere in the world.

Classification: AA/AS Degree; CSU transferable.

### **157.3 AFRO CUBAN DANCE III (0.5 or 1.0) (day or evening)**



Justification: This degree-applicable, transferable course is intended to provide students with an opportunity to experience and appreciate Afro Cuban culture, music, and dance forms.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced Intermediate level Afro Cuban dances. Afro Cuban Folkloric and Rumba dances; variations of the conga and dances of the Orishas; integrating Afro Cuban elements into modern social dancing. Afro Cuban dance history/culture, dance techniques, music, and songs. Learning cultural dance through embodiment. Using the body as a medium for cultural understanding and for community building. Students can expect to gain an advanced intermediate level foundation of steps, so they are ready to join the modern Afro Cuban dance community anywhere in the world.

Classification: AA/AS Degree; CSU transferable.

157.4 AFRO CUBAN DANCE IV (0.5 or 1.0) (day or evening)

Justification: This degree-applicable, transferable course is intended to provide students with an opportunity to experience and appreciate Afro Cuban culture, music, and dance forms.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level Afro Cuban dances. Afro Cuban Folkloric and Rumba dances; variations of the conga and dances of the Orishas; integrating Afro Cuban elements into modern social dancing. Afro Cuban dance history/culture, dance techniques, music, and songs. Learning cultural dance through embodiment. Using the body as a medium for cultural understanding and for community building. Students can expect to gain an advanced level foundation of steps, so they are ready to join the modern Afro Cuban dance community anywhere in the world.

Classification: AA/AS Degree; CSU transferable.

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

### **ADMINISTRATION OF JUSTICE**

- 100 Introduction to Criminal Justice
- 102 Principles and Procedures of Justice
- 106 Legal Aspects of Evidence
- 108 Community Relations

### **ART**

- 115 Art, Music and Ideas
- 171 Visual Theory and Practice: B/W Photography
- 175 Visual Theory and Practice: Ceramic Art
- 204 Drawing I
- 205 Drawing II
- 207 Life Drawing

214	Color
217	Intermediate Life Drawing
221	Painting I
222	Painting II
231	Watercolor I
232	Watercolor II
234	Printmaking I
239	Printmaking II: Monotype, Monoprint and Mixed Media
301	Two-Dimensional Design
351	Black and White Photography I
352	Black and White Photography II
353	Black and White Photography III
354	Digital Photography I
355	Digital Photography II
401	Three-Dimensional Design
405	Sculpture I
406	Sculpture II
407	Sculpture III: Direct Metal
411	Ceramics I
412	Ceramics II
417	Ceramic Glazing Techniques
418	Ceramics III
430	Introduction to Digital Art
431	Digital Imaging I: Photoshop
435	Digital Illustration
440	Introduction to Web Design
441	Intermediate Web Design
479	Typography

**BUSINESS**

101	Human Relations at Work
103	Introduction to Business Information Systems
670	Vocational Cooperative Education in Business

**BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

101	Computer Keyboarding Skill Building
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**COMMUNICATION STUDIES**

127	Argumentation and Debate
172	Forensics

**COSMETOLOGY**

701	Cosmetology Core Concepts
702	Cosmetology Hair Design Concepts
703	Cosmetology Chemical Concepts
704	Cosmetology Intermediate Concepts
705	Cosmetology Business and Salon Experience

- 706 Cosmetology Advanced Concepts
- 707 Cosmetology Salon and Licensure Prep

## **COUNSELING**

- 101 Prep for College
- 102 Student Success Strategies
- 104 Understanding Transfer
- 650.1 Kapatiran Seminar – College Success Factors
- 650.2 Kapatiran Seminar – Transition to College
- 652 Honors Transfer Seminar – Applying to Competitive Universities
- 655.1 Hermanos and Hermanas Seminar – College Success Factors
- 655.2 Hermanos and Hermanas Seminar – Transition to College

## **DIGITAL MEDIA**

- 431 Digital Imaging I: Photoshop
- 432 Digital Imaging II: Advanced Photoshop
- 475 Digital Filmmaking I
- 476 Digital Filmmaking II
- 477 Digital Filmmaking III
- 478 Audio for Digital Filmmaking

## **EDUCATIONAL ACCESS**

- 823 Fundamental Skills: Writing I
- 824 Fundamental Skills and Strategies for Writing II
- 828 Technology Tools for Writing
- 830 Introduction to Assistive Computer Technology
- 831 Technology Tools for Reading
- 832 Technology Tools for Notetaking
- 840 Success Strategies for Math

## **ESTHETICS**

- 775 Esthetics I
- 776 Esthetics II

## **FILIPINO**

- 110 Elementary Filipino

## **JOURNALISM**

- 320 Beginning Newspaper Staff
- 330 Intermediate Newspaper Staff
- 340 Intermediate Advanced Newspaper Staff
- 350 Advanced Newspaper Staff
- 695 Independent Study in Journalism

## **KINESIOLOGY, ATHLETICS AND DANCE – ADAPTED PHYSICAL EDUCATION**

- 358 Adapted Strength Development
- 359 Balance and Functional Movement for the Physically Limited

### **KINESIOLOGY, ATHLETICS AND DANCE – COMBATIVE SPORTS**

- 401.1 Self Defense I
- 401.2 Self Defense II
- 401.3 Self Defense III
- 401.4 Self Defense IV

### **KINESIOLOGY, ATHLETICS AND DANCE – DANCE**

- 121.1 Contemporary Modern Dance I
- 121.2 Contemporary Modern Dance II
- 121.3 Contemporary Modern Dance III
- 121.4 Contemporary Modern Dance IV
- 130.1 Jazz Dance I: Lyrical, Pop & Broadway
- 130.2 Jazz Dance II: Lyrical, Pop & Broadway
- 130.3 Jazz Dance III: Lyrical, Pop & Broadway
- 130.4 Jazz Dance IV: Lyrical, Pop & Broadway
- 140.1 Ballet I
- 140.2 Ballet II
- 140.3 Ballet III
- 140.4 Ballet IV
- 150.1 Hip Hop I
- 150.2 Hip Hop II
- 350.1 Cardio Dance I
- 350.2 Cardio Dance II
- 350.3 Cardio Dance III
- 350.4 Cardio Dance IV
- 391 Dance Composition – Theory and Choreography
- 395.1 Dance Workshop I
- 395.2 Dance Workshop II
- 395.3 Dance Workshop III
- 395.4 Dance Workshop IV
- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV

### **KINESIOLOGY, ATHLETICS AND DANCE - FITNESS**

- 112.1 Cross Training I
- 112.2 Cross Training II
- 112.3 Cross Training III
- 112.4 Cross Training IV
- 219.1 Core Fitness Training I
- 219.2 Core Fitness Training II
- 219.3 Core Fitness Training III
- 219.4 Core Fitness Training IV

- 335.1 Pilates I
- 335.2 Pilates II
- 335.3 Pilates III
- 335.4 Pilates IV

#### **KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

- 121.1 Badminton I
- 121.2 Badminton II
- 121.3 Badminton III
- 121.4 Badminton IV
- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.3 Tennis III
- 251.4 Tennis IV

#### **KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

- 695 Independent Study in Kinesiology

#### **KINESIOLOGY, ATHLETICS AND DANCE – PHYSICAL EDUCATION**

- 105 The Student-Athlete Experience

#### **KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 112 Basketball: Advanced Competition Strategies
- 116 Basketball: Individual Skill Development
- 188 Volleyball Theory: Defense
- 189 Volleyball Theory: Offense
- 190 Baseball Theory: Defense
- 191 Baseball Theory: Offense
- 192 Men's Basketball Theory: Defense
- 193 Men's Basketball Theory: Offense
- 194 Women's Basketball Theory: Defense
- 195 Women's Basketball Theory: Offense
- 196 Men's Soccer Theory: Defense
- 197 Men's Soccer Theory: Offense
- 198 Women's Soccer Theory: Defense
- 199 Women's Soccer Theory: Offense
- 201 Wrestling Theory

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

100	Varsity Baseball
110	Men's Varsity Basketball
150	Men's Varsity Soccer
200	Varsity Wrestling
340	Women's Varsity Volleyball
350	Women's Varsity Badminton
360	Women's Varsity Soccer

## **MUSIC**

115	Music, Art and Ideas
206	Contemporary Singing Styles: History, Theory, and Practice
355	Violin/Viola I
356	Violin/Viola II
357	Violin/Viola III
358	Violin/Viola IV
401	Voice I
402	Voice II
403	Voice III
404	Voice IV
485.1	Vocal Jazz Ensemble I
485.2	Vocal Jazz Ensemble II
485.3	Vocal Jazz Ensemble III
485.4	Vocal Jazz Ensemble IV
501	Studio Lessons I (Applied Music I)
502	Studio Lessons II (Applied Music II)
503	Studio Lessons III (Applied Music III)
504	Studio Lessons IV (Applied Music IV)

## **NETWORK ENGINEERING TECHNOLOGIES**

670	Cooperative Education in Network Engineering
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## **PHILOSOPHY**

100	Introduction to Philosophy
200	Introduction to Logic
240	Introduction to Ethics

## **SOCIOLOGY**

108	Community Relations
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## **SPANISH**

110	Elementary Spanish
120	Advanced Elementary Spanish
130	Intermediate Spanish
220	Spanish for Spanish Speakers I
230	Spanish for Spanish Speakers II

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

146     Accounting for Payroll

**ADMINISTRATION OF JUSTICE**

100     Introduction to Criminal Justice  
102     Principles and Procedures of Justice  
106     Legal Aspects of Evidence  
108     Community Relations

**ART**

115     Art, Music and Ideas  
171     Visual Theory and Practice: B/W Photography  
175     Visual Theory and Practice: Ceramic Art  
204     Drawing I  
205     Drawing II  
207     Life Drawing  
217     Intermediate Life Drawing  
221     Painting I  
222     Painting II  
231     Watercolor I  
232     Watercolor II  
234     Printmaking I  
239     Printmaking II: Monotype, Monoprint and Mixed Media  
351     Black and White Photography I  
352     Black and White Photography II  
353     Black and White Photography III  
354     Digital Photography I  
355     Digital Photography II  
401     Three-Dimensional Design  
405     Sculpture I  
406     Sculpture II  
407     Sculpture III: Direct Metal  
411     Ceramics I  
412     Ceramics II  
417     Ceramic Glazing Techniques  
418     Ceramics III  
430     Introduction to Digital Art  
431     Digital Imaging I: Photoshop  
435     Digital Illustration

**BUSINESS**

101     Human Relations at Work  
103     Introduction to Business Information Systems  
113     Personal Finance

670 Vocational Cooperative Education in Business

## **BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

101 Computer Keyboarding Skill Building

## **COMMUNICATION STUDIES**

127 Argumentation and Debate

172 Forensics

## **COSMETOLOGY**

701 Cosmetology Core Concepts

702 Cosmetology Hair Design Concepts

703 Cosmetology Chemical Concepts

704 Cosmetology Intermediate Concepts

705 Cosmetology Business and Salon Experience

706 Cosmetology Advanced Concepts

707 Cosmetology Salon and Licensure Prep

## **COUNSELING**

101 Prep for College

102 Student Success Strategies

104 Understanding Transfer

650.1 Kapatiran Seminar – College Success Factors

650.2 Kapatiran Seminar – Transition to College

652 Honors Transfer Seminar – Applying to Competitive Universities

655.1 Hermanos and Hermanas Seminar – College Success Factors

655.2 Hermanos and Hermanas Seminar – Transition to College

## **DIGITAL MEDIA**

431 Digital Imaging I: Photoshop

432 Digital Imaging II: Advanced Photoshop

475 Digital Filmmaking I

478 Audio for Digital Filmmaking

## **EDUCATIONAL ACCESS**

823 Fundamental Skills: Writing I

824 Fundamental Skills and Strategies for Writing II

828 Technology Tools for Writing

830 Introduction to Assistive Computer Technology

831 Technology Tools for Reading

832 Technology Tools for Notetaking

840 Success Strategies for Math

## **ESTHETICS**



- 775 Esthetics I
- 776 Esthetics II

**FILIPINO**

- 110 Elementary Filipino

**JOURNALISM**

- 320 Beginning Newspaper Staff
- 330 Intermediate Newspaper Staff
- 340 Intermediate Advanced Newspaper Staff
- 350 Advanced Newspaper Staff
- 695 Independent Study in Journalism

**KINESIOLOGY, ATHLETICS AND DANCE – ADAPTED PHYSICAL EDUCATION**

- 358 Adapted Strength Development
- 359 Balance and Functional Movement for the Physically Limited

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

- 401.1 Self Defense I
- 401.2 Self Defense II
- 401.3 Self Defense III
- 401.4 Self Defense IV

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE**

- 121.1 Contemporary Modern Dance I
- 121.2 Contemporary Modern Dance II
- 121.3 Contemporary Modern Dance III
- 121.4 Contemporary Modern Dance IV
- 130.1 Jazz Dance I: Lyrical, Pop & Broadway
- 130.2 Jazz Dance II: Lyrical, Pop & Broadway
- 130.3 Jazz Dance III: Lyrical, Pop & Broadway
- 130.4 Jazz Dance IV: Lyrical, Pop & Broadway
- 140.1 Ballet I
- 140.2 Ballet II
- 140.3 Ballet III
- 140.4 Ballet IV
- 150.1 Hip Hop I
- 150.2 Hip Hop II
- 350.1 Cardio Dance I
- 350.2 Cardio Dance II
- 350.3 Cardio Dance III
- 350.4 Cardio Dance IV
- 391 Dance Composition – Theory and Choreography
- 395.1 Dance Workshop I
- 395.2 Dance Workshop II
- 395.3 Dance Workshop III

- 395.4 Dance Workshop IV
- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV

#### **KINESIOLOGY, ATHLETICS AND DANCE - FITNESS**

- 112.1 Cross Training I
- 112.2 Cross Training II
- 112.3 Cross Training III
- 112.4 Cross Training IV
- 219.1 Core Fitness Training I
- 219.2 Core Fitness Training II
- 219.3 Core Fitness Training III
- 219.4 Core Fitness Training IV
- 335.1 Pilates I
- 335.2 Pilates II
- 335.3 Pilates III
- 335.4 Pilates IV

#### **KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

- 121.1 Badminton I
- 121.2 Badminton II
- 121.3 Badminton III
- 121.4 Badminton IV
- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.3 Tennis III
- 251.4 Tennis IV

#### **KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

- 695 Independent Study in Kinesiology

#### **KINESIOLOGY, ATHLETICS AND DANCE – PHYSICAL EDUCATION**

- 105 The Student-Athlete Experience

#### **KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 112 Basketball: Advanced Competition Strategies

116	Basketball: Individual Skill Development
188	Volleyball Theory: Defense
189	Volleyball Theory: Offense
190	Baseball Theory: Defense
191	Baseball Theory: Offense
192	Men's Basketball Theory: Defense
193	Men's Basketball Theory: Offense
194	Women's Basketball Theory: Defense
195	Women's Basketball Theory: Offense
196	Men's Soccer Theory: Defense
197	Men's Soccer Theory: Offense
198	Women's Soccer Theory: Defense
199	Women's Soccer Theory: Offense
201	Wrestling Theory

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

100	Varsity Baseball
110	Men's Varsity Basketball
150	Men's Varsity Soccer
200	Varsity Wrestling
340	Women's Varsity Volleyball
350	Women's Varsity Badminton
360	Women's Varsity Soccer

### **MUSIC**

115	Music, Art and Ideas
206	Contemporary Singing Styles: History, Theory, and Practice
355	Violin/Viola I
356	Violin/Viola II
357	Violin/Viola III
358	Violin/Viola IV
485.1	Vocal Jazz Ensemble I
485.2	Vocal Jazz Ensemble II
485.3	Vocal Jazz Ensemble III
485.4	Vocal Jazz Ensemble IV
501	Studio Lessons I (Applied Music I)
502	Studio Lessons II (Applied Music II)
503	Studio Lessons III (Applied Music III)
504	Studio Lessons IV (Applied Music IV)

### **NETWORK ENGINEERING TECHNOLOGIES**

670	Cooperative Education in Network Engineering
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### **PHILOSOPHY**

100	Introduction to Philosophy
200	Introduction to Logic
240	Introduction to Ethics

**SOCIOLOGY**

108     Community Relations

**SPANISH**

110     Elementary Spanish  
120     Advanced Elementary Spanish  
130     Intermediate Spanish  
220     Spanish for Spanish Speakers I  
230     Spanish for Spanish Speakers II

**BOARD REPORT NO. 20-10-14CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Yanely Pulido, Interim Director, General Services, 358-6879  
Bob Domenici, Supervisor, General Services, 358-6728

**APPROVAL OF CORRECTION TO BOARD REPORT NO. 19-6-6CA, APPROVAL OF  
CONTRACT AWARD FOR ATHLETIC SPORTS UNIFORMS PURCHASE  
FOR COLLEGE OF SAN MATEO**

On June 26, 2019, the Board approved the “Contract Award for Athletic Sports Uniforms Purchase for College of San Mateo” to Eastbay Inc. (see attached Board Report No. 19-6-6CA).

While the body of the report specified that Eastbay will provide a 10% product reward offer on spend on Adidas apparel of \$50,000 or more annually, the recommendation portion of the report contained a typographical error requesting approval of a “total estimated amount of spend per year of \$50,000.”

**RECOMMENDATION**

It is recommended that the Board approve a correction to Board Report No. 19-6-6CA so that the recommendation reads, “It is recommended that the Board approve the award of RFP #86798 Athletic Sports Uniforms Purchase for College of San Mateo, to Eastbay Inc. The initial term of the contract will be from July 1, 2019 through June 30, 2020 with the option to renew for two additional one-year periods. The total estimated amount of spend per year is \$145,000.”

**ATTACHMENT to BOARD REPORT NO. 20-10-14CA**

San Mateo County Community College District

June 26, 2019

**BOARD REPORT NO. 19-6-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

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

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

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

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

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

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

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

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

**RECOMMENDATION**

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

**BOARD REPORT NO. 20-10-103B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Yanely Pulido, Interim Director of General Services, 358-6863  
Tom Bauer, Vice Chancellor, Auxiliary and Community Services, 358-6782  
Joseph Morello, Skyline College Dean of Kinesiology, Athletics and Dance  
738-4293  
Michele Rudovsky, Director of Maintenance and Operations, 358-6733  
Ludmila Prisecar, College of San Mateo College Business Officer, 574-6207

**APPROVAL OF CONTRACT AWARD FOR OPERATION OF THE SAN MATEO  
ATHLETIC CLUB IN PARTNERSHIP WITH THE DISTRICT**

During the Board's Regular Meeting on June 24, 2020, staff presented an information report on the Request for Proposal (RFP) process and schedule for the operation of the San Mateo Athletic Club (SMAC) at College of San Mateo (CSM), which serves as an active classroom supporting CSM's academic and athletic programs and also as a vibrant community center providing health and wellness programming for public members (Board Report 20-6-6C). At the direction of the Board of Trustees, staff held meetings with the assigned Board Ad-hoc Committee and District staff to review and finalize the RFP. In consultation with staff, the Board Ad-hoc Committee (comprised of Trustees Schwarz and Mandelkern) affirmed that the RFP was well developed and that it addressed all of the Board's concerns.

At the Board's Regular Meeting on July 22, 2020, after this close coordination with the Ad-hoc Committee, staff presented the Board of Trustees with its RFP-related recommendations, including a high-level summary of the RFP's opportunity statement, goals and objectives, evaluation criteria, and other key components., thereby providing the public the opportunity to review and comment on the RFP, as requested by the Board (Board Report 20-7-5C).

The RFP sought a partner to provide services in operating SMAC. The RFP scope of work includes, but is not specifically limited to, fitness center membership marketing; fitness program development (including group exercise programs and individual personal training.); aquatics program development, marketing and management; as well as all day-to-day operations of the fitness center, in close consultation with District staff. The scope of work also included day-to-day maintenance of the entire facility, with a particular emphasis on cleanliness as well as maintaining scheduled equipment maintenance.

Beginning on August 17, 2020, staff broadly publicized the RFP opportunity (RFP 86826) through posting on the District's online bid portal, and published a formal Notice Requesting Proposals in a local newspaper for two consecutive weeks on August 17 and 24, 2020. The District also sent the RFP notice directly to several companies that provide services such as those sought in the RFP. A third advertisement was published on August 31, 2020, to push out the date of the mandatory pre-proposal conference by one week, in order to garner as much interest as possible from prospective proposers. The District was contacted by seven (7) firms that indicated interest in the opportunity, and six (6) of these firms attended the mandatory pre-proposal conference call and virtual job walk on September 2, 2020.



The District assembled an RFP Selection Committee to review the RFP responses, comprised of the following representatives: Tom Bauer, Vice Chancellor Auxiliary and Community Services; Joseph Morello, Skyline College Dean of Kinesiology, Athletics and Dance; Michele Rudovsky, Director of Maintenance and Operations; and Ludmila Prisecar, CSM College Business Officer. The Selection Committee was originally comprised of five individuals, however the assigned faculty representative requested to be excused as they could not devote the time necessary to complete the evaluation process. Yanelly Pulido, Interim Director of General Services, served as the assigned District Representative to provide oversight and guidance, and management of all communications of the RFP process in accordance with established procedures.

RFP responses were due at the District by September 22, 2020, and, on that date, the District received two (2) proposals: from EXOS (the current contracted operator of SMAC) and Power Wellness. The District's General Services Representative first examined both proposals to confirm their responsiveness to the RFP, and then provided the proposals to the selection committee members for evaluation and scoring using the criteria identified in the RFP. The RFP Selection Committee formally interviewed both proposers on October 6, 2020, at which time the committee provided the proposers an opportunity to respond to additional requests for information and/or to clarify and further explain their proposals.

(NOTE: Staff queried the other four prospective proposers as to why they chose not to respond to this public solicitation. Only two firms responded with the following reasons: (i) there was no opportunity to meet one-on-one with the agency during the RFP process; and (ii) the vendor did not want to release sensitive proprietary information, which it believed would be subject to public disclosure.)

As shown in the table below, the RFP Selection Committee scored both proposals using the criteria identified in the RFP, with EXOS scoring 95.8 and Power Wellness scoring 85. These master scores were calculated by taking the average of the point scores assigned by each committee member:

Evaluation Criteria	Maximum Possible Points	Points Awarded	
		EXOS	Power Wellness
1. Letter of Intent/Cover Letter	5	5.0	4.5
2. Qualifications and Experience	10	10.0	8.1
3. Operations	20	19.3	17.0
4. Programs & Services	20	19.8	18.8
5. Software & Technology	10	9.0	9.8
6. Marketing	5	4.8	4.1
7. Administration/Fees	10	8.6	7.0
8. Staffing	10	9.4	8.3
9. Risk Management & Safety	5	5.0	3.3
10. Quality and completeness of proposal	5	5.0	4.3
11. Small, Local or other Business Enterprise (SLBE)	10	0	0
<b>Total:</b>	<b>110</b>	<b>95.8</b>	<b>85</b>

Listed below is a synopsis of the particular areas in which the EXOS proposal excelled relative to the proposal from Power Wellness:

- Excellent qualifications and experience; high level of coordination with both academic and athletic programs, community and customer service focused. The reference check interview with one of the companies Power Wellness listed as a current client (a community college) revealed that there

is only one, half-unit, class that shares the facility with members. The academic program at College of San Mateo scheduled 36 sections of Kinesiology classes and 18 sections of aquatics in addition to scheduled team use of the fitness floor and pools in spring 2020. The fall academic, aquatic and team scheduled usage at CSM is even higher. The ability to manage and schedule multiple constituent groups with a highly complex schedule with priority going to the academic program while still providing exceptional service to members is an essential requirement to operate San Mateo Athletic Club. This is something that EXOS has done exceptionally well at SMAC and the committee found lacking in the Power Wellness proposal.

- Excellent overall operation plans and program and service offerings that were very well articulated in the proposal
- Lower member attrition rate (25%); the other proposal – from Power Wellness – reflects a materially higher attrition rate (30%-35% per the RFP response); the ability to retain members is essential for the success of the club
- Superior marketing strategy with almost all marketing expenses going to the member referral program instituted by EXOS (members receive one-month dues credit for every member they refer) and to member events as opposed to reliance on a third-party marketing firm (Buxton in the case of Power Wellness' proposal) to run mail and social media marketing campaigns to generate membership.
- Higher staff compensation/living wage rates for EXOS employees than that which is reflected in Power Wellness' proposal.
- Excellent and extremely thorough risk management and safety plan (specifically for COVID-19 response; both COVID 19 response plans were reviewed by the District's Emergency Manager who determined that the Power Wellness plan was lacking numerous essential components); lowest Experience Modification Rate (workers comp rating); EXOS is the first fitness management company to earn OSHA Voluntary Project Program (VPP) Star Recognition status for their safety policies and procedures.
- Quality and completeness of the EXOS proposal was excellent –very thorough and complete.

In contrast to EXOS's comprehensive proposal, the Power Wellness proposal provided few specifics or details in several critical areas of the RFP, with most answers provided being very short requiring the staff to issue an RFI to gather additional information. In an effort to conduct an objective and fair assessment per the RFP evaluation criteria, staff pursued further clarification and sought additional information from Power Wellness through the interview process, but still found Power Wellness to be vague in its responses to the District. The District requested copies of two current Power Wellness contracts in order to perform a review, hoping to gain better understanding of their operations in general and fee structure. These requests were denied. The District requested the contracts directly from the two partners of Power Wellness who would not share them with the District. The EXOS proposal was extremely detailed requiring very little follow up by the committee. Although Power Wellness' proposal quoted a lower management fee, after interviewing the firm, the RFP Selection Committee determined that this did not offset the clear superiority of the level of EXOS proposal, and that in fact it was not possible to quantify the true cost of a partnership with Power Wellness due to its lack of specificity in its responses to staff inquiries.

At the conclusion of the evaluation, respondent interviews and reference checking process, the RFP Selection Committee team determined that EXOS demonstrated to be the most qualified firm with the best understanding of the District's goals and objectives, thus providing the best value to the District.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to negotiate and execute a contract with EXOS to operate the San Mateo Athletic Club per RFP #86826, for a period of three years beginning January 1, 2021, with an option to renew for two (2) additional one-year terms. Renewal will be at the sole discretion of the District providing that service and quality remains excellent.

**BOARD REPORT NO. 20-10-104B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**APPROVAL OF INSTITUTE OF HUMAN AND SOCIAL DEVELOPMENT (IHSD) EARLY  
HEAD START CHILDCARE PARTNERSHIP**

The Skyline College Child Development Laboratory Center is requesting Board approval to execute a contractual partnership with Institute for Human and Social Development, Inc., (IHSD). The Department of Health and Human Services/Administration of Children and Families (DHHS) (ACF) awarded IHSD an Early Head Start (EHS) grant to administer the expansion of access to high quality, comprehensive services to low income infants and toddlers and their families.

This grant allows IHSD work with community partners to blend the grant requirements and services within the broader San Mateo County early learning community. In addition to state-funded childcare reimbursement received for eligible families, IHSD will supplement services for 16 slots allocated to Skyline College at the current rate of \$600 per EHS slot per month, not to exceed \$9,600 per month.

The term of this contract is a 12-month period, renewable at IHSD's sole discretion in 12-month increments. Continuation of this Agreement is based on: continued funding of IHSD by ACF, satisfactory progress in implementing and sustaining all program performance, standards including responsiveness to monitoring findings, and provision of supporting documentation as required for invoicing and payment validation. Overall, this will maximize additional earnings from a new funding source and allow the program to provide increased services and monitoring for children dually enrolled in the CDLC and EHS.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contractual partnership between Skyline College Child Development Center and IHSD effective upon contract execution.

**BOARD REPORT NO. 20-10-105B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations, (650) 358-6836  
Yanely Pulido, Interim Director of General Services, (650) 358-6863

**APPROVAL OF CONSTRUCTION CONSULTANTS**

To fulfill the requirements of its Capital Improvement Program (CIP3), 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.

<b>Firm</b>	<b>Board Approval Requested</b>	<b>Activity/Projects</b>
CIS Inc.	\$250,000	Construction Inspection Services for Districtwide Projects
Cornerstone Earth Group, Inc.	\$250,000	Geotechnical Consulting Services for Cañada College Building 1 Kinesiology and Wellness
LPAS, Inc.	\$1,000,000	Architectural, Engineering and Design Services for Skyline College Buildings 1 and 19 Facelift 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 \$1,500,000.00.

**BOARD REPORT NO. 20-10-106B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**APPROVAL OF CONTRACT AWARD FOR  
CAÑADA COLLEGE BUILDING 22 SWING SPACE PROJECT**

On August 17, 2020, the Division of State Architect approved Construction Documents for the Building 22 Swing Space Project at Cañada College. This work includes: Interior alterations, replacement of mechanical systems, modifications to building systems including electrical, lighting, telecommunications, AV security and plumbing, and accessibility improvements, including minor modifications to the adjoining parking lot. The project is covered under the approved Program Stabilization Agreement amended by the SMCCCD Board of Trustees on March 16, 2016 (Board Report 16-3-103B).

The Facilities Planning Department, with support from Swinerton Management & Consulting, advertised this construction opportunity (Bid #86824) to B licensed General Building contractors through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on August 13, 2020 and August 20, 2020. Ten general contractors attended the optional pre-proposal conference call and virtual job walk held on September 1, 2020.

On October 8, 2020, the District received six (6) bids for the project as follows:

<b>Contractor</b>	<b>Total Bid</b>
Build Group, Inc.	\$3,019,779.00
Strawn Construction, Inc.	\$3,053,400.00
Coulter Construction, Inc.	\$3,137,525.00
Rodan Builders	\$3,284,585.00
R.C. Benson & Sons, Inc.	\$3,466,739.00
Gordon Prill, Inc.	\$3,999,016.00

Staff conducted its due diligence investigation of the bid results to ascertain that Build Group, Inc. is the lowest responsive responsible bidder and meets all the requirements of the project.

This project will be funded by Measure H general obligation bonds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract with Build Group, Inc. for the Cañada College Building 22 Swing Space Project, Bid # 86824, in an amount not to exceed \$3,019,779.00.

**BOARD REPORT NO. 20-10-107B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**APPROVAL OF THE SUSPENSION OF BOARD POLICY 8.74  
EXEMPTIONS AND WAIVERS OF FEES**

COVID-19 has changed the way our Student Health and Wellness Centers deliver services for students remotely. Prior to transitioning to remote learning the Centers were not equipped to provide virtual services in compliance with HIPPA regulations which is why the Board Policy 8.74 exempted students taking courses exclusively through distance education from paying the health fee. Over the past few months, the Centers have transitioned to providing telemedicine in the delivery of services and therefore can offer such to students, residing in the State of California, in exclusively distance learning classes.

In conjunction with AP 7.44.1 Student Health and Psychological Services, the Student Health Fee paid at the time of registration may be used to provide any of the following services for students:

- a. Clinical Care Services: assessment, intervention, and referral for health services, first aid and basic emergency care, health appraisal, communicable disease control.
- b. Mental Health Services: short-term psychological counseling, crisis management, psychoeducation training, outreach activities, and mental health. Psychological counseling includes: mental health assessment; stress management; mood and anxiety issues; relationship difficulties; trauma related conditions, and other mental health related issues.
- c. Support Service: A variety of services supporting the clinical and mental health efforts including, but not limited to: maintenance of health records in a confidential and ethical manner, laboratory, radiology, and/or pharmacy services.
- d. Special Services: health education and promotion, teaching and research, student insurance programs, and environmental health and safety, including illness and injury prevention programs.

The District is requesting the temporary suspension of a portion of [Board Policy 8.74: Exemptions and Waivers of Fees](#); Section 2c which reads:

***Section 2. Students who qualify in the following categories will have their health services fee waived:***

***c. Students enrolled exclusively in distance learning classes, community services or contract education classes, weekend classes or off-campus classes.***

The temporary suspension of Board Policy 8.74; Section 2c will be in effect through May 2021, with the anticipation that a Board Policy revision on this topic will go through the District Participatory

Governance process and come back to the Board of Trustees for approval during the Spring 2021 semester.

### **RECOMMENDATION**

It is recommended that the Board temporarily suspend Board Policy 8.74, Section 2c as it relates to students taking exclusively distance education courses in paying the Student Health Fee.



**BOARD REPORT NO. 20-10-108B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff – 574-6510  
Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

**Policy 1.01 – District Mission**  
**Policy 3.35 – Payroll Deductions (Certificated Personnel)**  
**Policy 4.35 – Payroll Deductions (Classified Personnel)**  
**Policy 6.01 – Philosophy and Purpose**  
**Policy 6.45 – Field Trips and Excursions**

The District Participatory Governance Council has reviewed the following policies, and has advised the Chancellor on revisions to the policies. The Chancellor concurs with these recommendations and recommends the following revisions:

- **Policy 1.01: District Mission** – Substantive and technical updates are recommended for this policy.
- **Policy 3.35: Payroll Deductions (Certificated Personnel)** – Technical updates are recommended for this policy.
- **Policy 4.35: Payroll Deductions (Classified Personnel)** – Technical updates are recommended for this policy.
- **Policy 6.01: Philosophy and Purpose** – Substantive and technical updates are recommended for this policy.
- **Policy 6.45: Field Trips and Excursions** – Minor, technical updates are recommended for this policy.

**RECOMMENDATION**

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

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

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

**Subject:** BP 1.01 District Mission  
**Revision Date:** 5/12; 5/19; 10/20  
**Policy Reference:** ACCJC Accreditation Standard I.A

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

**PREAMBLE**

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the ~~occasions~~ opportunities and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District values the unique characteristics of our students, and is committed to meeting our students where they are and to providing them the quality education and support services that best support their individual needs and circumstances. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom and ensure that students are exposed to a variety of opinions, ideas, cultures and people, have regular interaction with those from similar and differing experiences and backgrounds, and are encouraged to maintain and include familiar and important cultural symbols that reflect their heritage and aspirations. ~~in which a wide variety of viewpoints is cultivated and shared.~~ The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

**MISSION**

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

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide ~~basic skills education in language and computational skills~~ foundational learning opportunities required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and

- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student learning and success.

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

As the demand for attaining a higher education continues to grow, and as the world in which we operate continues to evolve in its complexity, the District is actively committed to supporting the educational process according to the primary tenets of social justice. The District believes that social justice is practiced when we openly challenge injustice and value diversity. It exists because all people share a common humanity and therefore have a right to equitable treatment and support for their human rights, and are entitled to a fair allocation of community resources. When the tenets of social justice are fairly applied, people do not experience discrimination or prejudice nor is their welfare/well-being constrained in any manner.

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

**CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.35 (BP 7385)**

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

**Subject:** 3.35 Payroll Deductions

**Revision Date:** 12/10; ~~XX~~

**Policy References:** Education Code Sections 87040, 87833, 87834, 88167

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1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Fund

- a. All members of the faculty, unless excluded from membership under provisions of the Education Code, shall be required to participate in the California State Teachers' Retirement System (STRS).
- b. Deductions shall be made at rates determined by the Retirement System and for the actual months of active employment.

3. Medicare

All members of the faculty hired after April 1, 1986 shall be required to contribute to Medicare at the current rate established by Federal law.

4. Other

- a. When requested by the employee in a revocable written authorization, payroll deductions shall be made for:
  - 1) Participation in a deferred compensation program offered by companies which are approved by the District.
  - 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
  - 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
  - 4) Purchase of shares in any regularly chartered credit union.
  - ~~5) Contributions to Board-approved charitable, fund-raising organizations.~~
  - ~~6) Dues or agency fees required by to the collective bargaining unit represented by the American Federation of Teachers (AFT), Local 1493.~~
  - ~~5) 7) -and d) Dues in any local or s) Statewide professional organization shall be deducted from the employee's paycheck.~~
- b. Based upon documents from the IRS, the State Franchise Tax Board, court orders and other legal action, the District is also required to make deductions from employee wages.

**CHAPTER 4: Classified Personnel**  
**BOARD POLICY NO. 4.35 (BP 7385)**

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

**Subject:** 4.35 Payroll Deductions  
**Revision Date:** 12/10: ~~XX~~  
**Policy References:** Education Code Sections 87040, 87833, 87834, 88167

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1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Funds

- a. All classified employees, unless excluded from membership under provisions of the Government Code, shall be required to participate in the Public Employees' Retirement System (PERS).
- b. Deductions from employee paychecks shall be made at rates determined by the retirement system and for the actual months of active employment.

3. Other

- a. When requested by a classified employee in a revocable written authorization, payroll deductions shall be made for:
  - 1) Participation in a deferred compensation program offered by companies which have complied with the District's procedures for approval.
  - 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
  - 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
  - 4) Purchase of shares in any regularly chartered credit union.
  - 5) Contributions to Board-approved charitable, fund-raising organizations.
  - 6) Dues ~~or agency fees required by~~ to the collective bargaining units represented by the California School Employees Association (CSEA), Chapter 33, ~~or and~~ the American Federation of State, County and Municipal Employees (AFSCME), Local 829.
  - 7) ~~and~~ Dues in any local or ~~S~~tatewide professional organization previously approved by the District shall be deducted from the employee's paycheck.
- b. Based upon documents from IRS, the State Franchise Tax Board, court orders, and other legal action, the District is required to make deductions from employee wages.

**CHAPTER 6: Educational Program**  
**BOARD POLICY NO. 6.01 (BP 4040)**

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

**Subject:** BP 6.01 Philosophy and Purpose  
**Revision Date:** 3/13; 10/13; 10/20  
**Policy References:** Education Code Section ~~78100.66010.4~~; ~~Civil Code Section 1798.90~~;  
ACCJC Accreditation Standard ~~H-C I.A.1~~

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1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires ~~intelligent-thoughtful~~ support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.
2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.
3. In general, the purpose of each College within the District is to provide locally accessible educational opportunities beyond the high school level for residents of the District who can benefit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their career/technical abilities. It prepares students to assume the responsibilities of civic participation. citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.
4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
  - a. General education
  - b. Lower-division college education
  - c. Career/~~technical~~ education
  - d. Developmental-Foundational educational opportunities
  - e. Special educational programs and services for the community
5. The Board shall develop and periodically review a "Core Values and Principles" statement that will help shape the educational mission of the District by determining program priorities within available resources.
6. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of advising and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

**CHAPTER 6: Educational Program**  
**BOARD POLICY NO. 6.45 (BP 4300)**

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

**Subject:** 6.45 Field Trips and Excursions  
**Revision Date:** 5/10; ~~XX~~  
**Policy Reference:** Title 5 Section 55220

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1. A required field trip is a college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.
2. A non-required field trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip and shall sign a statement waiving such claims.
3. Instructors supervising field trips must be familiar with procedures dealing with transportation (~~Rules and Regulations~~ Board Policy 8.45).
4. The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
5. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.
6. Students, faculty and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.
7. No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.
8. All student trips must be approved in advance and in writing by the appropriate Dean and Vice President. The approval shall indicate whether the activity is required or voluntary.
9. The above activities are not to be confused with Study/Travel Tours (~~Rules and Regulations~~ Board Policy 8.47) or Student Activities (~~Rules and Regulations~~ Board Policy 7.60).

**BOARD REPORT NO. 20-10-3C**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**COMPARATIVE STAFFING ANALYSIS OF SAN MATEO ATHLETIC CLUB BY  
HARVEY M. ROSE ASSOCIATES, LLC**

The Board has requested, as part of its consideration of operations of the San Mateo Athletic Club, an independent staffing analysis. To conduct this analysis, the District contracted with Harvey M. Rose Associates, LLC, a public sector management consulting firm based in San Francisco.

The consultant report is attached for the Board's information.



# **Comparative Staffing Analysis of the San Mateo Athletic Club**

**Prepared for:**

**San Mateo County Community College District**



**Harvey M. Rose Associates, LLC  
1390 Market Street, Suite 1150  
San Francisco, CA 94102**

**October 22, 2020**



public sector management consulting



October 22, 2020

Chancellor Michael Claire  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

Dear Chancellor Claire:

Harvey M. Rose Associates is pleased to present our independent comparative analysis of the costs and revenues of staffing the San Mateo Athletic Club with in-house District staff rather than contractors.

Thank you for the opportunity to work with the San Mateo County Community College District. Please contact Linden Bairey, Principal Analyst on this project, or me at any time if you have questions or would like further information about the contents of this report. As indicated in our work plan, we are also available to present our analysis to the Board of Trustees.

Sincerely,

A handwritten signature in blue ink that reads 'Fred Brousseau'.

Fred Brousseau, Principal

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## Executive Summary

This report analyzes the fiscal impact of transitioning the San Mateo Athletic Club and San Mateo Aquatic Center (SMAC) from its current management structure with an external operator to administration and operation by San Mateo County Community College District staff. The District reports the operation generated operating revenues of approximately \$5.7 million in Fiscal Year (FY) 2018-19 and contractor operating expenses of approximately \$4.3 million. After accounting for District expenses and other income the District allocates to SMAC, net income was \$1.1 million. Of this amount, \$808,806 was expended primarily on donations to the College of San Mateo and the Promise Scholars Program resulting in a final net income of \$236,267.

The most significant cost increase associated with a transition of SMAC to a District operation would be incurred for employee salaries and benefits: generally speaking, we found that the District pays higher salaries and assumes a larger benefit burden for its employees than the current facility operator for comparable positions. The increase in personnel costs from transitioning current contract staff to existing District classifications, which we estimate to be between \$2.4 and \$4.5 million per year, is too large to be offset by the elimination of the \$508,110 in contractor management and incentive fees now paid to the contractor. In addition, as is its practice, the District would impose a 30 percent overhead charge on SMAC in-house operations, or between \$1.6 and \$2.3 million, to pay for District-provided overhead: human resources, accounting, payroll, and other functions that are currently covered by the external operator's management fees.

Revenues from membership dues and other sources would not be sufficient to cover these personnel and overhead costs, and we estimate that shifting the operations of the San Mateo Athletic Club and San Mateo Aquatic Center to a District-run enterprise would cause it to run at a loss of between \$2.3 and \$5.1 million annually without a decrease in salary and benefit expenses, an increase in the number of members, membership dues, or revenue from other sources.

We highlight a number of positions in this report for which the closest matching District classifications do not appear to be entirely appropriate for the current contractor positions. In those instances, we recommend that the District consider creating new, more appropriate classifications if it chooses to pursue the transition to an in-house operation.

A final cost not quantified in this report would be the transition activities of converting SMAC from contract to in-house operation. Hiring and training new staff for a new District operation, acquiring new information technology systems, and ensuring that the facility meets all safety and health requirements would result in one-time costs for the District that are not quantified as part of this analysis.

## Comparative Analysis of San Mateo Athletic Club Costs

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### Introduction

The San Mateo Athletic Club and San Mateo Aquatic Center (the SMAC facilities or SMAC) are a fitness and aquatic center located at the College of San Mateo, one of the three college campuses of the San Mateo County Community College District (District). In January of 2010, the District entered into an agreement with Medifit Corporate Services, now EXOS, to operate the SMAC facilities. The District renewed the contract effective July 1, 2015 for five years with the option of an additional five-year renewal at its discretion. Per the terms of the agreement, the District pays EXOS a monthly base management fee for each month of operations, which began at \$25,000 per month (\$300,000 per year) for the first year of operations and increased 5 percent per subsequent year. In addition, the District pays EXOS an annual incentive fee if SMAC's net operating income exceeds the net operating income goal.

SMAC operates as a revenue-generating athletic facility that serves both the college community and the larger community. SMAC's largest operating revenue source is its membership dues, and its largest operating expense is its personnel costs. SMAC also generates non-operating District revenues and expenses, including College of San Mateo shared supplies, cleaning, equipment maintenance, and facilities-related costs, which are not considered part of EXOS's net operating income but contribute to the overall bottom line of the SMAC facilities. As shown in Exhibit 1 below, SMAC also supports the College of San Mateo and the District's Promise Scholars Program<sup>1</sup> using its net income inclusive of District support via donations to the District.

Exhibit 1 below displays the operating and non-operating revenues and expenditures, plus College of San Mateo and Promise Scholars Program support, for FY 2016-17, FY 2017-18, and FY 2018-19.

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<sup>1</sup> The Promise Scholars Program is a District-wide degree and certificate completion program that provides tuition support, counseling, textbook vouchers, food and transportation incentives, and other benefits to students.

**Comparative Analysis of San Mateo Athletic Club Costs****Exhibit 1: SMAC Revenues and Expenditures, FY 2016-17, FY 2017-18, and FY 2018-19**

	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>
<i>Operating Revenues</i>			
Member Dues	\$3,259,606	\$3,319,140	\$3,379,120
Aquatics	895,415	940,123	1,117,183
Personal Training	382,964	455,346	438,873
Group Exercise	219,012	253,750	384,661
Day Pass and Parking	122,138	120,250	129,980
Other Revenues	190,785	180,757	214,348
<b>Total Operating Revenues</b>	<b>5,069,920</b>	<b>5,269,367</b>	<b>5,664,166</b>
<i>Operating Expenses</i>			
Payroll and Bonus	2,162,853	2,283,650	2,469,490
Payroll Taxes and Benefits	519,084	548,009	625,479
Management Fee	315,000	330,750	347,288
Incentive Fee	140,662	127,093	160,822
Maintenance, Janitorial, Supplies, and Uniforms	253,337	290,748	284,819
Bank Fees and Credit Cards	142,618	150,433	165,636
Insurance	60,844	63,579	67,782
Marketing Design/Management	93,149	97,754	86,496
Software License Fees	32,587	31,716	17,911
Misc. and Other	46,749	36,818	57,820
<b>Total Operating Expenses</b>	<b>3,766,882</b>	<b>3,960,550</b>	<b>4,283,543</b>
<b>NET OPERATING</b>	<b>1,303,038</b>	<b>1,308,816</b>	<b>1,380,623</b>
<i>District Income</i>			
Donations	380		105,367
Interest Income and Investments	53,926	103,573	138,233
Operating Expenses Charge Back	84,064	95,358	114,289
<b>Total District Revenues</b>	<b>138,371</b>	<b>198,931</b>	<b>357,889</b>
<i>District Expense</i>			
Admin Salaries and Benefits	357,007	421,694	518,725
Depreciation, Pool Maintenance, Equipment, Misc.	128,165	121,696	135,078
Unrealized Loss - Investment		13,459	39,636
<b>Total District Expenses</b>	<b>485,172</b>	<b>556,849</b>	<b>693,439</b>
<b>NET OPERATING AND DISTRICT</b>	<b>956,237</b>	<b>950,899</b>	<b>1,045,073</b>
<i>College Support</i>			
Operating Expense Charge Back Waived	84,604	95,358	114,289
Donation to College and Promise Scholars Program	300,000	367,910	694,517
<b>NET OPERATING, DISTRICT, AND COLLEGE SUPPORT</b>	<b>\$572,173</b>	<b>\$487,631</b>	<b>\$236,267</b>

Source: SMAC Profit and Loss Statements, FY 2016-17, FY 2017-18, FY 2018-19

## Comparative Analysis of San Mateo Athletic Club Costs

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### Operating SMAC as a District Enterprise

The District could choose to not renew its contract with EXOS or another external operator and instead transition operations and management of the SMAC facilities to a District-operated enterprise. At the request of the District, we have analyzed the fiscal impact of making such a change. This transition would entail, where appropriate, creating and hiring District positions in District classifications that most closely match the current job duties and requirements of the EXOS personnel and independent contractors working at SMAC. Individuals hired in these positions would be District employees and be compensated in accordance with the District's compensation and benefits schedules for those classifications. Our analysis concludes that as a District-run enterprise, SMAC would incur ongoing cost increases, notably in payroll and benefits costs and overhead costs, as well as savings from the management and incentive fees currently paid to EXOS, all of which would result in a net increase in costs. The District would also incur one-time start-up costs. These changes are described below.

#### Anticipated Ongoing Expenditure Increases

##### *Salaries and Benefits*

As part of its operation of SMAC, EXOS employs managerial staff, administrative and hourly staff, and fitness and aquatics instructors who teach individual and group classes. Were SMAC to become a District-run enterprise, the District would be responsible for these employees' salaries and benefits in accordance with negotiated collective bargaining agreements when applicable. Based on our review of EXOS and District job descriptions, salary schedules, and March 2020 EXOS staffing levels, and with input from District staff, we identified the following positions and District classification equivalents that would become District employees should SMAC become a District-run enterprise. When precise District position equivalents did not exist, we identified the classification level we believe to be most comparable with the EXOS job description and position duties. For this analysis we have used the most recent salary schedules available. According to District staff, the salary schedules used do not include pending increases that would be retroactive to July 2019; our analysis does not account for these pending salary increases.

Exhibit 2 below displays the District position equivalents for SMAC managerial positions and the positions' total salary and benefits costs. Employees in these roles have supervisory responsibilities and are exempt positions.

## Comparative Analysis of San Mateo Athletic Club Costs

### Exhibit 2: SMAC Managerial Position Equivalents and Annual Compensation

Position	District Classification	1 FTE Sal+Ben Range <sup>a</sup>		# FTEs Required	Est. Compensation <sup>b</sup>	
		EXOS	District		Low	High
General Manager	Schedule 20, grade AE; Director of Human Resources	\$165,100 to \$190,500	\$208,736 to \$266,312	1.0 FTE	\$208,736	\$266,312
Aquatics Manager	Sched. 35, grade 189E; Bookstore Manager	\$104,775 to \$118,745	\$140,555 to \$178,039	1.0 FTE	\$140,555	\$178,039
Assistant Aquatics Manager	Sched. 35, grade 180E; Operations Manager	\$68,580 to \$72,390	\$116,092 to \$147,049	1.0 FTE	\$116,092	\$147,049
Fitness Manager	Sched. 35, grade 189E; Bookstore Manager	\$97,790 to \$118,745	\$140,555 to \$178,039	1.0 FTE	\$140,555	\$178,039
Assistant Fitness Manager <sup>c</sup>	Sched. 35, grade 180E; Operations Manager	\$68,580 to \$72,390	\$116,092 to \$147,049	0.75 FTE	\$94,267	\$119,404
Group Exercise Manager	Sched. 35, grade 180E; Operations Manager	\$68,580 to \$72,390	\$116,092 to \$147,049	1.0 FTE	\$116,092	\$147,049
Courtesy Desk Manager <sup>c</sup>	Sched. 35, grade 180E; Operations Manager	\$68,580 to \$72,390	\$116,092 to \$147,049	0.75 FTE	\$94,267	\$119,404
Membership Manager <sup>d</sup>	Sched. 35, grade 180E; Operations Manager	\$76,200 to \$88,900	\$116,092 to \$147,049	0.0 FTE	\$0	\$0
Business Manager <sup>d</sup>	Sched. 35, grade 180E; Operations Manager	\$68,580 to \$72,390	\$116,092 to \$147,049	0.0 FTE	\$0	\$0
<b>Total Estimated Compensation – Managerial</b>					<b>\$910,562</b>	<b>\$1,155,297</b>

Sources: SMCCCD Management Salary Sched. (20), effective 7/1/2019; SMCCCD Academic-Classified Exempt Supervisory Sched. (35), effective 7/1/2020; variable benefits rates (SMCCCD Human Resources).

a: EXOS salary and benefit range calculated from provided salary ranges and/or actual expenditures, plus a 27% payroll burden. District salary and benefit range includes base salary and benefits for 1.0 FTE for comparative purposes.

b: Total compensation figures include salary and benefit costs at the top and bottom step. Rates will vary depending on the year in which positions are hired and the results of labor union negotiations.

c: Based on compensation data provided by EXOS, the Assistant Fitness Manager and the Courtesy Desk Manager positions work less than full time; we assume 0.75 FTE for purposes of analysis.

d: According to EXOS, the Membership Manager and Business Manager positions were not filled as of March 2020; Membership and Business Office employees report directly to the General Manager.

### Management Position Discussion

Based on information provided by District staff, we agree with the District staff opinion that all of the managerial positions listed above should be exempt employees, as is District practice, to account for the positions' level of supervisory and budgetary duties and to avoid incurring overtime charges. However, the District's lowest exempt grade, schedule 35 grade 180E, is still a significant increase from what these positions are currently paid by EXOS. For example, excluding benefits, the Group Exercise Manager earns a salary range of \$54,000 to \$57,000 annually from EXOS, but would earn a base salary of \$87,300 to \$110,580 (not including benefits) as a District employee at grade 180E, the lowest exempt classification. To reduce managerial position costs, the District could consider

**Harvey M. Rose Associates, LLC**

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**Comparative Analysis of San Mateo Athletic Club Costs**

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establishing a lower exempt classification to more accurately reflect exercise manager positions at SMAC.

Regular Employees

Exhibit 3 below displays the District position equivalents for SMAC regular positions and the positions' total salary and benefits costs. As non-exempt employees, these positions are eligible for shift differential pay (for time worked outside of a standard daytime shift, as defined in the governing collective bargaining agreements), overtime pay, holiday pay, and longevity pay. We have included shift differential and holiday pay in our estimates. Overtime pay and longevity pay will vary by daily staffing needs and by employee, and are not included in our analysis. EXOS does not provide such differential pay to its employees who work outside core daytime work hours.

Actual shift differential pay costs and holiday pay costs will depend on actual staffing schedules. Based on SMAC operating hours, we assume approximately 50 percent of time worked and/or 50 percent of employees in a particular classification will incur a shift differential cost. In addition, District employees receive 16 to 17 paid holidays annually.<sup>2</sup> SMAC operates on all of these holidays except for Christmas Day, although operating hours vary by holiday. To account for holiday pay, we applied a flat holiday rate of 4.11 percent (15 of 365 days per year) and negotiated holiday rates; however, depending on SMAC scheduling, individual employees may work additional or fewer holiday hours than estimated, and actual holiday pay costs will depend on actual staffing schedules. The total compensation column in Exhibit 3 below includes employees' base salaries, benefits, estimated shift differential, and estimated holiday pay costs.

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<sup>2</sup> Employees covered under the collective bargaining agreement between the District and AFSCME Local 829 receive 17 holidays; employees covered under the collective bargaining agreement between the District and CSEA Chapter 33 receive 16 holidays.



## Comparative Analysis of San Mateo Athletic Club Costs

### Exhibit 3: SMAC Regular, Non-Coach or Instructor Position Equivalents and Annual Compensation

Position	District Classification	1.0 Sal+Ben Range <sup>a</sup>		# FTEs	Compensation <sup>b</sup>	
		EXOS	District	Reqd.	Low	High
Member Service Specialist 1 <sup>c</sup>	Sched. 60, grade 28A; Senior Accounting Technician	\$68,682	\$100,072 to \$127,815	1.0	\$101,409	\$129,524
Member Service Specialist 2 <sup>d</sup>	Sched. 60, grade 24A; Accounting Technician	\$47,549 to \$55,474	\$90,885 to \$116,212	1.0	\$95,056	\$121,546
Member Service Specialist 3 <sup>d</sup>	Sched. 60, grade 24A; Accounting Technician			0.5	\$63,409	\$81,079
Membership Representative 1 <sup>c</sup>	Sched. 60, grade 27; Membership Services Coordinator	\$71,979 to \$78,583	\$96,641 to \$123,314	1.0	\$97,932	\$124,963
Membership Representative 2 <sup>d</sup>	Sched. 60, grade 27; Membership Services Coordinator			0.5	\$67,424	\$86,034
Membership Representative 3 <sup>d</sup>	Sched. 60, grade 27; Membership Services Coordinator			0.5	\$67,424	\$86,034
Membership Representative 4 <sup>d</sup>	Sched. 60, grade 27; Membership Services Coordinator			0.25	\$25,326	\$32,316
Housekeeping <sup>e</sup>	Sched. 70, grade CC; Lead Custodian	\$46,228 to \$50,190	\$89,317 to \$111,034	1.0	\$96,117	\$119,487
	Sched. 70, grade AA; Custodian		\$80,121 to \$99,330	5.5	\$468,103	\$580,328
Courtesy Desk Staff <sup>f</sup>	Sched. 60, grade 18; Office Assistant II		\$77,654 to \$98,995	7.0	\$559,688	\$713,502
Lifeguards <sup>g</sup>	No current equivalent; Lifeguard	\$50,190 to \$55,474	\$40,966 to \$45,278	8.0	\$341,230	\$377,149
Fitness Floor Staff <sup>f</sup>	Sched. 60, grade 22; Instructional Aide II		\$85,327 to \$109,472	5.5	\$498,115	\$639,065
Total Compensation – Regular Non-Instructor					\$2,481,235	\$3,091,025

Sources: SMCCCD Classified Salary Schedule (60), effective 7/1/2018; SMCCCD Buildings and Grounds Salary Schedule (70), effective 7/1/2020; variable benefits rates (SMCCCD Human Resources).

a: EXOS salary and benefit range calculated from provided salary ranges and/or actual expenditures plus a 27% payroll burden. District range includes only base salary and benefits for 1.0 FTE for comparative purposes.

b: Total compensation figures include salary and benefit costs at the top and bottom step; rates will vary depending on the year in which positions are hired and the results of labor union negotiations.

c: We assume a regular shift with no shift differential pay but include holiday pay.

d: We assume shift differential pay (additional 5 percent of salary) and include holiday pay.

e: We assume the lead custodian earns double shift differential for graveyard shift, and 50 percent of custodians earn single shift differential pay. Holiday pay also included in compensation.

f: Courtesy Desk, Lifeguards, and Floor staff FTE calculated based on EXOS's reported annual hours, plus an 18 percent relief factor to account for staff absence hours (sick time, vacation, leave, etc.). We assume 50 percent of these FTEs earn single shift differential pay. Holiday pay estimate is also included in compensation.

g: The District's Lifeguard position was removed from the Miscellaneous salary schedule in FY 2013-14. We assume hourly compensation of \$19.00 to \$21.00 per hour, based on rates reported by EXOS.

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**Comparative Analysis of San Mateo Athletic Club Costs**

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Regular Employees: Discussion

As discussed in the footnotes above, we have assumed that based on SMAC's operating hours, roughly half the regular employees will earn shift differential pay and all employees will earn holiday pay. To calculate the number of Courtesy Desk Staff, Lifeguards, and Fitness Floor staff needed for coverage without overtime, we used the total number of staffed hours reported by EXOS, applied an 18 percent relief rate to account for staff absence due to vacation, sick time, training, and other needs, and estimated the total number of FTEs needed for full coverage without the use of overtime hours accordingly. It should be noted that the ratio of part-time to full-time employees will affect actual compensation due to different benefit rates for employees working 50 percent or more and employees working 49 percent or less; our analysis assumes that the District will hire as many full-time employees as possible.

EXOS reports 2.5 FTE (5,200 hours plus meeting attendance, 2,080 hours per year) who perform housekeeping duties. In addition, Courtesy Desk Staff are also regularly responsible for some housekeeping duties as necessary. According to District staff, it is likely that, as District employees, Courtesy Desk Staff would no longer be able to perform housekeeping duties due to union restrictions, and that all housekeeping duties would need to be performed by Custodians. To account for the additional housekeeping need, District staff estimated a need for 1.0 FTE Lead Custodian and 5.5 FTE Custodians to provide adequate housekeeping coverage at SMAC; as can be seen in Exhibit 3, coverage of 5.5 Custodians would be equivalent to the Fitness Floor Staff coverage. Having 5.5 Custodians at SMAC would provide housekeeping coverage of 1.5 FTEs for every staffed operational hour at SMAC, inclusive of an 18 percent relief factor.

In addition to housekeeping staff, EXOS employs a contractor that provides deep cleaning services after hours while the SMAC facilities are closed, as well as a certified contractor that services fitness floor equipment. EXOS budgets \$96,000 annually (\$8,000 per month) for the overnight janitorial services and \$18,000 annually (\$1,500 per month) for fitness equipment services. The collective bargaining agreement between the District and AFSCME Local 829 states that the District shall not retain the services of outside contractors to do work usually performed by AFSCME Local 829 except as required by law. However, according to District staff, the cleanliness level maintained at the SMAC facilities is higher than the overall standard for other District facilities and therefore the overnight deep cleaning service does not appear to be work regularly performed by AFSCME Local 829. We have thus assumed that the contract janitorial services would remain in place. Were SMAC to become a District-run operation, the District would likely need to negotiate with AFSCME Local 829 to determine whether unit members must be trained to the higher cleanliness standard and perform the overnight deep cleaning services in addition to daily housekeeping services. Depending on the results of these negotiations with AFSCME Local 829, the District could incur additional custodial costs.

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*Harvey M. Rose Associates, LLC*

## Comparative Analysis of San Mateo Athletic Club Costs

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### Coaches and Instructional Employees

EXOS currently employs two full-time swim coaches and a range of assistant swim coaches, swim instructors, personal trainers, group exercise instructors, and Pilates instructors to provide fitness and aquatics coaching and instruction to members. The District does not have equivalent position classifications for any of these employee types. District staff propose that these positions would all need to be hired as full- or part-time faculty positions. Alternatively, the District could explore options to create new job classifications for fitness and aquatics instructors and staff, in coordination with employee labor unions. The ultimate job classifications and compensation for coaches and instructors will depend on the outcome of these negotiations with relevant labor unions. For this analysis, we have assumed that such positions would be designated as faculty given the options currently available using existing District classifications.

Exhibit 4 below presents the costs of filling these coaching and instructor positions with District faculty, assuming that full-time swim coaching positions would be filled with full-time faculty and that all other classes would be taught by adjunct faculty.<sup>3</sup> Because full-time faculty work 35 weeks per year, in order to have year-round coaching staff available, three full-time faculty members would be required to achieve comparable coaching levels to what is currently provided by EXOS with two staff Swim Coach positions. For Assistant Coaches and Swim Instructors, Personal Trainers, and Pilates Instructors, total annual hours of instruction were estimated based on: (a) EXOS's reported salary spending (before benefits), and (b) a mid-point hourly rate of \$30.00 for Assistant Coaches and Swim Instructors and \$42.50 for Pilates Instructors and Personal Trainers.<sup>4</sup> However, these estimates for hours of instruction are for illustrative purposes only, and will vary based on actual scheduling. Group Exercise Instructor hours were estimated per the EXOS report of 102 class offerings per week.

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<sup>3</sup> Adjunct faculty are faculty members hired on a contractual basis, typically part-time.

<sup>4</sup> EXOS also pays for its instructors' preparation time at a lower administrative rate, which is not factored into this estimation.

## Comparative Analysis of San Mateo Athletic Club Costs

### Exhibit 4: SMAC Coach and Instructor Position Equivalents, Annual Compensation

Position	District Classification	Sal+Ben Unit Cost <sup>a</sup>		Hours of Instr. Or FTE Reqd.	Compensation <sup>b</sup>	
		EXOS	District		Low	High
Swim Coaches	Full-Time Faculty; Sched. 80, base rate	\$76,200 to \$88,900	\$92,740 to \$156,885	3.0 FTE	\$278,221	\$470,654
Assistant Coaches and Swim Instructors	Adjunct Non-Instr. Faculty; Sched. AJ	\$20 to \$35/hr	\$65 to \$103/hr	10,648	\$757,167	\$1,193,807
Group Exercise Instructors	Adjunct Non-Instr. Faculty; Sched. AJ	\$35 to \$50/hr	\$65 to \$103/hr	5,304	\$377,165	\$594,667
Personal Trainers	Adjunct Non-Instr. Faculty; Sched. AJ	\$35 to \$50/hr	\$65 to \$103/hr	6,446	\$458,387	\$722,728
Pilates Instructors	Adjunct Non-Instr. Faculty; Sched. AJ	\$35 to \$50/hr	\$65 to \$103/hr	3,200	\$209,088	\$329,664
<b>Total Instructor Compensation</b>					<b>\$2,080,028</b>	<b>\$3,311,519</b>

Sources: SMCCCD Regular Faculty Salary Schedule (80), effective 8/13/2018; SMCCCD Adjunct Non-Instructional Faculty Salary Schedule (70), effective 8/13/2020; variable benefits rates (SMCCCD Human Resources).

a: EXOS salary and benefit range calculated from provided salary ranges and/or actual expenditures plus a 27% payroll burden for full-time employees (swim coaches). Hourly rates for other instructors do not include benefits.

b: Total compensation figures include salary and benefit costs at the top and bottom step; rates will vary depending on the year in which positions are hired and the results of labor union negotiations. Compensation rates do not include holiday pay or shift differential pay.

### Total Estimated Compensation

Exhibit 5 summarizes the compensation ranges from Exhibits 2, 3, and 4.

### Exhibit 5: SMAC Managerial Position Equivalents and Annual Compensation

Employee Type	Compensation	
	Low	High
Managerial Employees	\$910,562	\$1,155,297
Regular Employees	\$2,481,235	\$3,091,025
Coaches and Instructors	\$2,080,028	\$3,311,519
<b>Total</b>	<b>\$5,471,824</b>	<b>\$7,557,841</b>

Source: See listed sources and footnotes in Exhibits 2, 3, and 4.

### *District Overhead Costs*

District management reports that its approved overhead rate to account for shared District costs to support human resources, accounts payable and receivable, payroll, and

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**Comparative Analysis of San Mateo Athletic Club Costs**

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other support functions related to District services is 30 percent of salaries and benefits. Accordingly, were SMAC to become a District-run enterprise, it would incur an annual overhead cost of \$1,641,547 to \$2,267,352, based on the compensation totals presented in Exhibit 5 above.

*Software License Fees*

As shown in Exhibit 1 above, SMAC's operating costs include software license fees that ranged from \$32,587 in FY 2016-17 to \$17,911 in FY 2018-19, or a three-year average cost of \$27,405. Amendment Nos. 1 and 2 to the Agreement between EXOS and the District, dated November 22, 2016 and December 13, 2018, respectively, add the rights for the District to use EXOS software related to the management and operations of SMAC, including a fitness management software to track member registration, attendance, and performance evaluations, and a patron progress tracking system to track patron performance and personal workouts. The fitness management software is included as part of EXOS's management fee to the District, and the software license fees cover the costs of the patron performance tracking software.

Were SMAC to become a District-run enterprise, it would incur a one-time cost to purchase or subscribe to a member management and patron performance tracking software package, as well as annual service fees. The actual price will depend on bids and pricing structures received; however, we assume that annual software fees could range up to 25 percent more than the three-year average EXOS cost, or from \$27,405 to \$34,256. (One-time software purchase price is addressed in the next section.)

**Anticipated Ongoing Expenditure Decreases**

The District pays EXOS a monthly base management fee for each month of operations and an annual incentive fee if SMAC's net operating income exceeds the net operating income goal. In FY 2018-19, the total management fee paid to EXOS was \$347,288 and the incentive fee totaled \$160,822, for a total of \$508,110. Were SMAC to become a District-run enterprise, these management and incentive fees would no longer be paid to EXOS.

**Overhead Costs**

Currently, SMAC revenues cover all of EXOS's operating costs, management and incentive fees, and costs identified by the District as incurred in overseeing the contract. For FY 2018-19, these District costs amounted to \$534,287 and covered a portion of District management time, administrative support staff time, and some maintenance costs. As discussed above, if SMAC operations were brought in-house, we assume the District's standard 30 percent overhead rate would be applied to salary and benefits costs, or \$1,486,946 to \$2,220,287 in new costs for our low and high estimate of District salary and benefits costs, respectively. Some of the overhead charge should cover some or all of the \$518,725 in costs the District has identified as incurred in overseeing current SMAC

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**Comparative Analysis of San Mateo Athletic Club Costs**

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operations as well as incremental District costs such as human resources/payroll costs, legal services, finance costs, and a portion of District management time. The details of the District's overhead charges and rates were not available for review for this analysis.

**Anticipated Ongoing Net Operating Loss**

Assuming the remainder of SMAC revenues and expenditures remain steady, based on our analysis described above, the expenditure savings that could be gained from the elimination of the EXOS management and incentive fees will not be sufficient to offset the significant increase in SMAC expenditures, particularly in payroll and benefits costs. Exhibit 6 below compares SMAC's FY 2018-19 actual revenues and expenditures with the estimated ongoing revenues and expenditures described above if SMAC were to become a District operation. Revenues and expenditures for which we do not assume significant increases or decreases have been adjusted based on a flat 3 percent overall increase. The shaded cells in Exhibit 6 below indicate areas of significant ongoing revenue or expenditure change. As can be seen in Exhibit 6, shifting the operations of SMAC to a District-run enterprise would cause it to run at a loss of between \$2.3 and \$5.1 million annually. In this scenario, we assume that SMAC would cease its donations to the College of San Mateo and the District's Promise Scholars Program.

## Comparative Analysis of San Mateo Athletic Club Costs

### Exhibit 6: SMAC Revenues and Expenditures, FY 2018-19 and Estimated District-Run

	FY 2018-19 Actuals	Estimate: District-Run Incl. 3% COLA	
		Low	High
<i>Operating Revenues</i>			
<b>Total Operating Revenues</b>	<b>5,664,166</b>	<b>5,834,091</b>	<b>5,834,091</b>
<i>Operating Expenses</i>			
Payroll, Bonus, and Benefits	3,094,969	5,471,824	7,557,841
Management Fee	347,288	0	0
Incentive Fee	160,822	0	0
Maintenance, Janitorial, Supplies, and Uniforms	284,819	293,364	293,364
Bank Fees and Credit Cards	165,636	170,605	170,605
Insurance	67,782	69,816	69,816
Marketing Design/Management	86,496	89,091	89,091
Software License Fees	17,911	27,405	34,256
Misc. and Other	57,820	59,554	59,554
<b>Total Operating Expenses</b>	<b>4,283,543</b>	<b>6,181,660</b>	<b>8,274,528</b>
<b>NET OPERATING</b>	<b>1,380,623</b>	<b>( 347,569 )</b>	<b>( 2,440,436 )</b>
<i>District Income</i>			
Donations	105,367	108,528	108,528
Interest Income and Investments	138,233	142,380	142,380
Operating Expenses Charge Back	114,289	117,718	117,718
<b>Total District Revenues</b>	<b>357,889</b>	<b>368,626</b>	<b>368,626</b>
<i>District Expense</i>			
Admin Salaries and Benefits	518,725	534,287	534,287
District Overhead	0	1,641,547	2,267,352
Depreciation, Pool Maintenance, Equipment, Misc.	135,078	139,130	139,130
Unrealized Loss – Investment	39,636	40,825	40,825
<b>Total District Expenses</b>	<b>693,439</b>	<b>2,355,789</b>	<b>2,981,594</b>
<b>NET DISTRICT</b>	<b>(335,550)</b>	<b>( 1,987,163 )</b>	<b>( 2,612,968 )</b>
<b>NET OPERATING AND DISTRICT</b>	<b>1,045,073</b>	<b>( 2,334,732 )</b>	<b>( 5,053,405 )</b>
<i>College Support</i>			
Operating Expense Charge Back Waived	114,289		
Donation to College and Promise Scholars Program	694,517		
<b>NET OPERATING, DISTRICT, AND COLLEGE SUPPORT</b>	<b>\$236,267</b>		

Source: FY 2018-19 Profit and Loss; Exhibits 2, 3, 4, and 5. Other than the Payroll, Bonus, and Benefits; Management Fee; Incentive Fee; Software License Fee; and District Overhead line items, the "Estimate" columns are based upon the FY 2018-19 Profit and Loss actuals, adjusted with a 3 percent increase.

### Anticipated One-Time Costs

In addition to the ongoing operating costs detailed above, transitioning SMAC to a District-run enterprise would incur direct and indirect one-time start-up costs. Direct one-

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## Comparative Analysis of San Mateo Athletic Club Costs

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time costs include the purchase of fitness management and patron performance tracking software, which is currently provided to SMAC by EXOS. Were SMAC to become a District-run enterprise, it would incur a one-time cost to purchase a member management and patron performance tracking software package, as well as annual service fees. The one-time purchase cost will depend on bids and pricing structures received. Staff training costs would also be incurred.

In addition, the District will incur significant one-time Human Resources related workload in the form of job classification and description development, job postings, and candidate interviewing and hiring. We estimate that this workload could take 0.5 FTE of one Human Resources Representative for the equivalent of one year, for an estimated salary and benefits cost of \$85,693 to \$109,345 per year (based on 0.5 FTE and a 53.72 percent benefit rate).

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## Conclusion

Based on the analysis presented above, we do not believe that it would be possible to convert SMAC operations to a District-run enterprise and maintain the net revenue generated from its operations under the current contractor arrangement. The reductions in expenditures from EXOS management and incentive fees are not enough to offset the increases in expenditures that the District would incur from running SMAC with District employees assuming existing District classifications are used. These increases in expenditures are primarily due to the District's established salary schedules and benefits rates for its current classifications. As one example, one EXOS housekeeping staff incurs an annual estimated salary and benefit cost of \$46,000 to \$50,000; the District's equivalent Custodian position incurs an annual salary and benefit cost of \$80,000 to \$99,000 (before additional compensation for holiday pay or shift differential pay), nearly double EXOS's rates. However, the District could reduce some of these costs by creating new job classifications for SMAC positions and negotiate lower rates with the relevant labor union organizations. In addition, the District would incur overhead charges to pay for human resources, accounting, payroll, and other functions, mostly covered at present by EXOS's management fees. SMAC's revenues from current membership dues and other sources would not be sufficient to cover these personnel costs, and were SMAC to become a District-run enterprise, we assume that the operating losses would be a cost to the District's General Fund without an increase in the number of members, membership dues, or increased revenue from other sources. We also assume that SMAC would cease its donations to the College of San Mateo and the District's Promise Scholars Program.

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## Policy Considerations

The EXOS management fee paid for the operation of SMAC includes a wide variety of non-quantifiable benefits that were not in the scope of this analysis. We have not evaluated



**Comparative Analysis of San Mateo Athletic Club Costs**

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the performance of EXOS or quantified the organization's expertise and knowledge related to the operations and management of athletic and aquatic facilities to support SMAC operations.

We anticipate that were the District to transition SMAC to an in-house operation, the transition time, including labor union negotiations, job postings and hiring, policy and procedure development, and other operational transition procedures, would likely take more than one year. If the District does decide to transition SMAC to a District-run operation, we recommend the District create new and more appropriate job classifications and compensation rates for some of these positions, particularly the coaches and instructor positions.

Finally, the current economic and health environments due to the COVID-19 pandemic present particular challenges to taking on a transition of SMAC to a District operation at this time. Our analysis assumes that conditions that existed before the pandemic should return when the pandemic has run its course. In the meantime, the pandemic would add financial and operational challenges to making SMAC a District-run operation, such as limited operations and possible reductions in memberships due to economic conditions.