

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

**July 25, 2018**

**Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.**  
**District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

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**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Legal Counsel Regarding Four Cases of Existing Litigation:
  - a. San Mateo County Community College District v LocusPoint Networks, LLC, et al, Case No. 17CIV01534
  - b. LocusPoint Networks, LLC, et al v San Mateo County Community College District, Case No. 17CIV01550
  - c. LocusPoint Networks, LLC, et al. v San Mateo County Community College District, Case No. 17CIV04899
  - d. San Mateo Community College District vs. Segue Construction Co., Case No. CIV534343
2. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
3. Conference with Real Property Negotiators  
Property: Parcel of Land on Skyline College Campus  
Negotiating Parties: Mitchell Bailey and Barbara Christensen
4. Employee Discipline, Dismissal, Release

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**ADJOURN 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

## STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

## NEW BUSINESS

18-7-2A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

18-7-3A Approval of the Allocation of Total Compensation and New Salary Schedules

### **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.*

18-7-1CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

18-7-2CA Annual Review and Approval of Instructional Material Fees

18-7-3CA Ratification of March and April 2018 District Warrants

18-7-4CA Acceptance of Mental Health Services Grant

18-7-5CA Acceptance of Innovation Award in Higher Education Funds from the Board of Governors, California Community Colleges Chancellor's Office

18-7-6CA Acceptance of Grants through the Public Assistance and California Department of Social Services Grant Programs: FEMA-4305-DR-CA and FEMA-4308-DR-CA / Adoption of Resolution No. 18-15 Designating District Agents for the Grants

18-7-7CA Disposition of District Records

18-7-8CA Declaration of Surplus Property

18-7-9CA Approval of Budgetary Transfers for the Period Ending May 31, 2018 and Adoption of Resolution No. 18-16 Authorizing Budget Revisions and Transfers for 2017-18

18-7-10CA Acceptance of Gifts by the District

## **Other Recommendations**

- 18-7-101B [Naming of Employee Housing Development at Skyline College](#)
- 18-7-102B [Approval of Contract Award for Meal Services for the Child Development Centers at College of San Mateo and Skyline College](#)
- 18-7-103B [Acceptance of Shuttle Grant Funds in Support of the Skyline College Express Project and Approval of Contract with MV Transportation as Operator of the Service](#)
- 18-7-104B [Approval of Memorandum of Understanding with South San Francisco Unified School District Regarding Skyline College Middle College](#)
- 18-7-105B [Approval of Memorandum of Understanding with San Mateo Union High School District Regarding Skyline College Middle College](#)
- 18-7-106B [Approval of College and Career Access Pathways Partnership Agreement between the District and South San Francisco Unified School District](#)
- 18-7-107B [Approval of College and Career Access Pathways Partnership Agreement between the District and Sequoia Union High School District](#)
- 18-7-108B [Approval of College and Career Access Pathways Partnership Agreement between the District and San Mateo Union High School District](#)
- 18-7-109B [Approval of College and Career Access Pathways Partnership Agreement between the District and Jefferson Union High School District](#)
- 18-7-110B [Request for Authorization for Purchase of Materials, Equipment, Supplies and Services through Other Public Agency Contracts](#)
- 18-7-111B [Approval of the Sole Source Purchase of LinkedIn Services](#)
- 18-7-112B [Acceptance of Grant from the Bay Area Air Quality Management District Climate Protection Grant Program](#)
- 18-7-113B [Approval of 2020-2024 Five-Year Capital Construction Plan](#)
- 18-7-114B [Approval of Contract Award for Cañada Vista Envelope Repair Project](#)
- 18-7-115B [Approval of Resolution No. 18-17 and Proposed Letter Agreement and Proposed Closing Statement Relating to the Purchase Agreement and Ancillary Agreements for the Sale of KCSM-TV](#)

## **INFORMATION REPORTS**

- 18-7-4C [District Financial Summary for the Quarter Ending March 31, 2018](#)
- 18-7-5C [Third Quarter Report of Auxiliary Operations, 2017-18](#)
- 18-7-6C [Discussion of Board of Trustees Self-Evaluation](#)

**COMMUNICATIONS**

**STATEMENTS FROM BOARD MEMBERS**

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

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

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

**ADJOURNMENT**



# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**

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*Dr. Regina Stanback Stroud, Skyline College President, delivering the 2018 Skyline College Commencement Address*

## SKYLINE COLLEGE BOARD REPORT

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### 2018 COMMENCEMENT ADDRESS



Good evening, graduates. You and your colleagues are recipients of:

- 1688 academic awards including a record 1181 degrees (20 Bachelor and 1161 Associate) and 509 certificates.
- You range in age from 18 to 74
- 282 of you are graduating with honors, with 13 Kappa Beta Delta members and 74 Phi Theta Kappa members
- 38 of you are Veterans
- 357 of you are the first to graduate from college in your family.
- 11 of you are Foster Youth
- 14 of you are Promise Scholars
- And 53 of you are international students, representing 22 countries

For many, it is a family affair. Congratulations to

- Cousins - Brandi Barrera and Taima Masoli
- Mother and Son - Gregory Alexander Benavides and Teresa Benavides
- Sisters - Gabriel Decena and Kathleen Decena
- Husband and Wife - Tiffany Dilla Estrellado and Alan Daly
- Brother and Sister - Jordan Isaiah Pierce-Fuller and Jazmine Fuller
- Sisters - Julia Ann Gonzales and Jody Gonzales
- Brother and Sister - Amada Fabiola Jibaja Prado and Luis Jibaja
- Husband and Wife - Allan T. Tablante and

Angeline Tablante

- Patricia Ann Mary Cunningham Donnelly and Carolann O'day

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

- Mei Ling Karen Lai – Neice of Belinda Chan in the Planning, Research and Institutional Effectiveness office
- Cindy Suarez – Sister of Adriana Johnston in A&R
- Ana MarÁa Lopez - her daughter is Melissa Elizabeth Lopez
- Giyha Marae Margate – Daughter of Golda Margate in the VPSS office

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

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

Now this is also a special graduation for Skyline College and for the students who are making history being the first to receive a bachelor's degree from a California community college. This represents not only their accomplishment but the excellent work of the faculty, staff and administration in the college and the system to make this opportunity available to the public. Calling out and honoring the leadership of Chancellor Ron Galatolo, Former Vice Presidents of Instruction, Dr. Sarah Perkins and Aaron McVean, SMT Dean Ray Hernandez and Professor Brian Daniels and state chancellor's office staff, Dr. Pam Walker and Jacque Escajada, who along with countless adjunct faculty, staff and professional organizational/industry partners made this happen.

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

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

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

You are graduating at a time where there are those in some of the highest and most influential/powerful offices of the land who are literally debating what is known to be settled science.

Many of them are educated but they allow ideology to override their educated selves. Take care; value the science, the arts, the humanities, the social science that informs your thinking. Recognize that education and knowledge is about much more than the utilitarian notion of getting a job. Now do not get me wrong, we all want to be meaningfully employed but become employed doing what you love and using what you learned to make the world better for all.

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

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

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

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

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

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

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

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

Now close your eyes and imagine all of the little children who are a part of your life. Your family, neighbors, friends. You are the embodiment of their hopes and aspirations -- you are the embodiment of what is possible

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for them. That means your success and their future are inextricably linked. Take them to higher places.

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

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

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

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

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

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

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

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

- There are forces right now erecting barriers to make it harder for some groups of people to exercise their rights – but what can you do about it?
- There are organized efforts to marginalize, oppress, disenfranchise certain groups but what can you do about it?
- There are structural efforts that create and maintain income disparities that are unbelievable, but what can you do about it?
- There is racism, sexism, ageism, discrimination based on ability, but what can you do about it?
- There is anti-youth sentiment and anti-intellectualism, but what can you do about it?
- Our justice system is anything but just, but what can you do about it?
- We are over-consuming and living in a way that threatens the environment and the mere sustainability of the planet – but what can you do about it?
- Our policies seem to benefit the haves consistently over the have-nots, but what can you do about it?
- Our policies are making education an even more difficulty thing to attain, but what can you do about it?
- Yes, young people are graduating with unprecedented student loan debt because of our policies, but you can do something about it.
- This wealthiest nation on the planet, people – human beings are homeless and hungry, but what can you do about it?
- Yes, children in America are hungry, but what can you do about it?



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

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

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

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

I wish you all the success and happiness you deserve. Congratulations Skyline College Class of 2018!

### INTERNATIONAL STUDENT ATTENDING UN WOMEN'S CONFERENCE IN WASHINGTON DC



Skyline College's international student, Nellyana Altuve-Rojo, was selected to attend the annual National Conference for College Women Student Leaders ("NCCWSL"). The conference will be held in Washington, DC from May 30 – June 2, 2018.

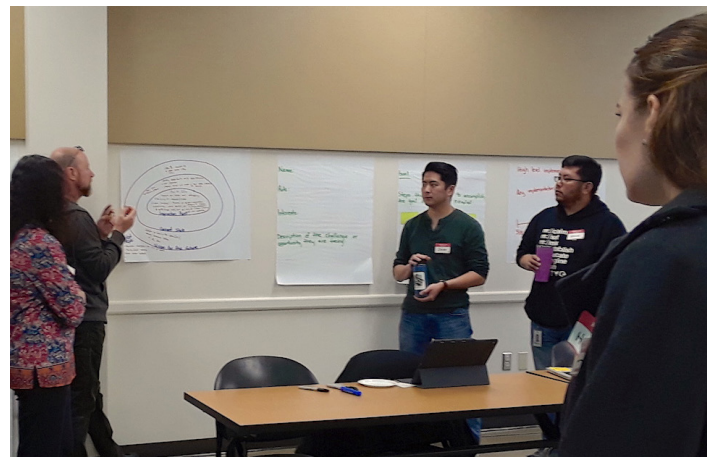
The NCCWSL is an annual United Nations sponsored conference that is held to provide a space dedicated to empowering college women. The conference will be made up of various forums and panels that are aimed

at transforming and educating young women leaders. Nellyana will be one of 800 women from colleges and universities all around the United States at the conference.

One of Nellyana's goals at the conference is to learn more about the impact that women have in politics today. Nellyana's academic goal is to earn a bachelor's degree in Political Science so that she can pursue her dream of working with the United Nations, specifically in the International Relations and Politics Department to combat issues of poor economies in Latin American countries including her homeland, Venezuela. With her participation in this conference, it is obvious that her dreams align with her actions and that she is surely paving her way to a successful career.

Article by Naledi Mthembu | Photo by Zaw Min Khant

### SKYLINE COLLEGE HOSTS FACULTY OPEN EDUCATIONAL RESOURCE (OER) TRAINING SERIES



Zero Textbook Cost (ZTC) and Open Educational Resource (OER) Champions recently participated in the Skyline College ISKME Open Educational Resources training series.

Over the course of three workshops, faculty and early adopters:

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- Engaged in hands-on work exploring the what, why, and how of OER
- Explored courseware improvement tools and developed collaborative workflows to identify, remix, and design resources.
- Road-mapped strategies for the A. S. Respiratory Care pilot project and refined workflows for individual course implementation and college-wide adoption.

Coordinated by the Center for Transformative Teaching and Learning (CTTL) and the OER Team, the OER training series capitalized on the momentum of OpenEd Week and moved the ZTC Grant project forward. Skyline College's first zero textbook cost (ZTC) degree pathway, A.S. in Respiratory Care, is set to launch fall 2018!

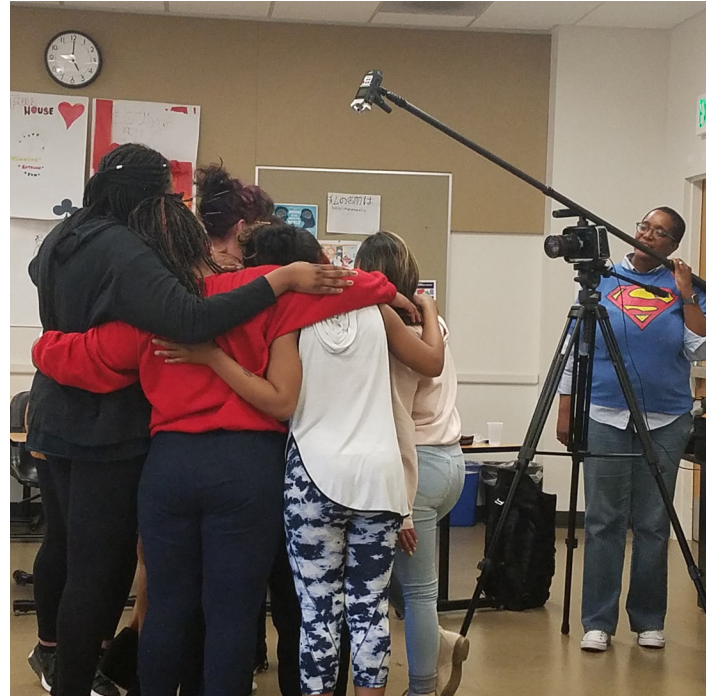
Skyline College recognizes the continued high cost of textbooks as a barrier that impacts student success. Inability to afford textbooks and course materials is an equity issue that can be addressed through OER adoption and ZTC initiatives. The Skyline College community is committed to identifying and supporting textbook affordability options. Through the coordinated efforts of Skyline College Library, Bookstore, and the CTTL, Skyline College will continue to promote OER awareness for students and faculty, provide faculty professional development, and facilitate OER adoption.

Are you ready to get involved with the Skyline College Open Educational Resource and Zero Textbook Cost Movement? Visit our webpage at: <http://skylinecollege.edu/oer/> to learn more about where to get started and upcoming professional development opportunities.

Join the Skyline College Group at OER Commons to take advantage of openly shared knowledge, resources, and tools that can be accessed and contributed to by all educators.

Article by Bianca Rowden-Quince and Ame Maloney |  
 Photo by Ame Maloney

### WMLA HOSTS ITS FIRST SHORT FILM FESTIVAL



The Women's Mentoring and Leadership Academy (WMLA) hosted its first ever short film festival in the Multicultural Hosting Gallery on May 18, 2018.

The film festival was a special project that was part of the COMM 160: Gender and Communication course that several of the women were enrolled in this semester. This project was the culmination of a 10-day film workshop called ActWrite, founded and led by Mrs. Teresa Dowell-Vest, MFA. Terésa Dowell-Vest is the founder of Diva Blue Productions and Publications, and is a Professor of Film and TV Production at Prairie View A and M University. She is a three time Geoffrey Award (Santa Monica Theatre Guild) winning director and a NAACP Theater Award nominee.

During the film festival, audience members were able to see short films starring WMLA participants that were written, directed and edited by students enrolled in the course, along with the assistance of Mrs. Dowell-Vest. All of the films highlighted experiences, issues and

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challenges that many of the women face in everyday life. Some of the films were comedic in nature and others were more serious, highlighting issues impacting women that were discussed during class sessions. The 10-day workshop included four days of writing and editing stories into film scripts, three days of acting and filming, then finally two days of editing and producing films. The final day of the workshop included the presentation of the short-films to the campus community. The film festival line-up included:

- Because I'm Different written by Abiodun Forsythe
- Self-Cleaning Bathroom written by Gwen Jones
- The Rise of the Slip written by Patrice Robinson
- My First Relationship written by Ashley Lopez (featuring Ernest Bediako)
- What Did I Leave Behind written by Anasanique Fountaine
- Home Documentary Series Trailer written by Naledi Mthembu
- Story Project (with song Rincon Yuvateco by Porter) by Jane Arias

Several other women in WMLA wrote scripts as well, but due to time constraints they weren't able to be included in this year's film festival.

WMLA thanks Mrs. Terésa Dowell-Vest for her talent, and her guidance, wisdom and humor throughout the project. We also would like to thank Board of Trustee member, Maurice Goodman, Vice President of Administrative Services, Eloisa Briones, Grace Beltran, Jessica Hurless, Martina Center-Goodman, Lucia Lachmayr, Carlos Romero, and members of Brothers Achieving Milestones for their support during the film festival.

Article by Danielle Powell

### STUDENTS EXPLORING CAREERS AND ENGAGING WITH EMPLOYERS THROUGH THE CAREER SERVICES CENTER



The Career Services Center is happy to share that our efforts in supporting students over the past semester with career exploration and employer connections has been successful via the services and programs we provide.

Through, Get Work Wednesdays, a service that connects students directly to local employers who are actively looking to hire on the spot, we have been able to connect over 25 employers with over 300 students! Many of these employers shared that the students they interacted with showed excellent skills in communication, were well organized, and seemed prepared to engage in conversations around the World of Work. Additionally, at least 60% of employers surveyed indicated that they had conducted on the spot interviews and were able to successfully hire students for the positions they were advertising. Some employers reported that they were able to hire between 1- 3 students as a result of their participation in GWW.

Additionally, we were also able to host an Amazon Hiring Event for students! Amazon representatives hosting the event shared they were able to conduct over 15 on-the-spot interviews, with 9 job offers going out to students. With such a successful event, Amazon is

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looking forward to continuing their relationship with the Career Services Center so that they can host more hiring events and find other ways to engage with Skyline College students.

We are also happy to share that employer connections didn't stop there. In anticipation for summer job opportunities and the need to support students' search to find jobs, Career Services hosted our annual Career Fair on Tuesday, April 17. With close to 40 employers ranging from a wide variety of careers and industries, many students had the opportunity to engage and learn about job opportunities within and outside of the community. The energy was strong and students were excited to have the chance to connect with employers. One student shared that they "learned about careers I never knew I had access to". Other students shared the sentiment that this fair exposed them to job opportunities they never thought about and that it gave them the chance to learn about what employers are looking for in candidates. And for some students the fair connected them to jobs within an industry they always wanted to learn more about. Overall, the event was well attended by both students and employers.

And in conjunction to connecting students with employers and jobs, the Center also hosted a workshop with Price Waterhouse Coopers to recruit students for their Summer Professional Development Internship programs. We are excited to share that for the 3rd consecutive year, 4 Skyline College students have been selected for the highly sought after and prestigious internship programs. Please help us in congratulating Justin Yu, Michelle Huang, Paul Dzul and Katrina Cheng for being accepted into the Price Waterhouse Cooper Explore Internship. This program will allow them to embark on a journey of self-discovery and career exploration with PwC's culture, values, and purpose through a series of interactive experiences with PwC professionals.

And the internship opportunities didn't stop there! In collaboration with Reading Partners (a President's Innovation Fund Project dating back to 2013-2014), on Wednesday, February 28, the Center hosted a tutor orientation for Reading Partners. With close to 20 students in attendance, Reading Partner representatives informed us that they have now hired many new wonderful tutors to help support their program. This is exciting news and a step in the right direction to ensuring the Center is continuing to support our local elementary schools, while also connecting Skyline College students to service learning, volunteering, and community involvement.

With all these volunteer opportunities and employer connections, students also need to be resume and interview ready and so with the help of the Center's staff, over 80 students were provided assistance with resume and interview readiness. Students who participated in a survey about their experiences during these appointments shared that the staff member was "...able to provide me with a solid foundation of skills to better prepare my resume for future job opportunities" and that thanks to these sessions one student reported that they "...felt more confident in their abilities in interviewing and updating their resume." Of the students surveyed, over 60% indicated that they were able to acquire a job or were in the process of acquiring one.

And with that, Career Services is looking very much forward to our up-coming fall 2018 semester as we prepare to host more employer visits, the Meet Your Major Fair and Season Job Fair, along with more resume and interview workshops so that we may continue to support career exploration and job readiness for Skyline College students.

Article by Michele Haggar | Photo by Kevin Perez

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### **BACHELOR OF SCIENCE IN RESPIRATORY CARE GRADUATES ITS FIRST COHORT**



The Bachelor of Science in Respiratory Care (BSRC) Program graduated its first cohort on May 25, 2018. Twenty students walked across the stage and were recognized for their accomplishments. Students of the inaugural cohort are licensed practitioners employed all around the bay area and are excited about the opportunity in furthering their education and expanding professional opportunities in respiratory care. Professional experience for students in the program range from newly graduated to thirty years of experience in the field. This diverse experience has enriched the classroom learning environment for students and faculty. Most graduates indicate professional advancement into new areas of respiratory care to include specialty populations, leadership positions, and educator opportunities. Over 50% of the students indicate that they plan to seek Master level education.

Through an exit survey, most graduates identified the following as strengths of the program; 1. the interaction with diverse and knowledgeable faculty and professional community members coupled with exposure to many diverse areas of practice, and 2. the excellent community support and quality educational content. Graduates felt the Skyline College BSRC Program is of equal or greater quality and value compared to other like programs.

The BSRC program is a two year degree completion program which provides licensed respiratory care practitioners with associate degrees the opportunity to obtain a bachelors degree in their continued field of study. The program has been developed for working adults in mind as most enrolled students are employed full time. Courses are delivered in nine week terms and offered in hybrid format allowing flexibility for students to coordinate work and home obligations while attending school.

Beginning Fall 2018, the program will be offered fully online and integrates synchronous and asynchronous instruction. Synchronous instruction will create real time touch points to support persistence and student success. Tutoring, library services, and counseling will be embedded into the online environment to further enhance student success.

Skyline College is one of 15 pilot programs authorized by the state of California to award bachelor degrees within community colleges and is one of the first to graduate their inaugural cohort.

### **FALL SEMESTER OPENING DAY**



To kick off the 2018-2019 Academic Year, Skyline College will host Opening Day to welcome all faculty and staff on Tuesday, August 15, 2017 in the theater, the day before fall classes begin. This is a chance for the campus community to come together and reenergize for another year of focusing on the continuation of the

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comprehensive college redesign and supporting students to achieve their academic goals.

Dr. Regina Stanback Stroud, President of Skyline College will set the tone for the year with the theme of a redesign mindset. The annual Skyline Shines winners from both the community and the college will be announced and awarded, as is tradition at Opening Day.

This year, we are fortunate to welcome and honor 29 new faculty and staff members to the Skyline College community who are either new to the college or have been promoted or reassigned to new positions.

The Design Team Co-Leads who have engaged in a year of working leading the campus in a Comprehensive College Redesign will present where we've been and where we are going.

We look forward to welcoming all faculty and staff back to campus for Opening Day 2018! Here's to a year filled with student success and completion!

Article by Cherie Colin

### SUCCESS SUMMIT



The Success Summit is a half-day forum designed to bring together business and civic leaders from all sectors to discuss innovative strategies for solving tough issues that affect San Mateo County businesses and residents.

In dynamic breakout sessions, participants will meet face-to-face with key decision makers within the county, including elected officials, business and industry leaders, employers and educators and gain insight on how they can effectively work to shape the future of their community and their business.

Breakout sessions will offer knowledge on topics of importance to the region through an overview of current trends and activities presented by a panel of experts, a moderated question and answer session, and the opportunity for attendees to add their voice to the conversation contributing their perspectives, sharing solutions and providing their choices for shaping forward movement and successful outcomes.

The Success Summit is presented by the President's Council of Skyline College and sponsored by Skyline College, PG&E, Kaiser Permanente, San Mateo County Economic Development Association, Republic Services, the San Mateo County/Silicon Valley Convention and Visitors Bureau, Rotary Club of South San Francisco and Recology.

The conference will be held in the Student and Community Center, Building 6, 2nd Floor on the Skyline College campus on Friday, September 28, 2018 from 8:00 a.m. – 12:30 p.m. The early bird registration fee is \$59 through August 10th. The registration fee will increase to \$75 on August 11th. For more information, visit [www.skylinesuccesssummit.com](http://www.skylinesuccesssummit.com).

To attend this event email Cherie Colin, Director of Community Relations and Marketing at [colinc@smccd.edu](mailto:colinc@smccd.edu).

Article by Cherie Colin | Photo by Mia Coe

## SKYLINE COLLEGE BOARD REPORT

JULY 25, 2018

### SHUTTLE GRANT AWARD RENEWED



Getting to Skyline College’s campus can be a serious challenge for many students. Limited public transportation options and the college’s location can mean long commute times, or the need to take a personal vehicle to campus.

To address this issue, Skyline College was awarded another two-year grant to continue its free non-stop, round trip shuttle service between the Daly City BART station and the campus, thanks to the San Mateo County Transportation Authority and the City and County Association of Governments of San Mateo County. The “Skyline College Express” shuttle service began running in August 2016 and will now continue service for another two years.

The shuttle has been a huge success, with ridership outpacing original estimates – students took 33,923 rides on the shuttle in fall 2017 and on average, 5,287 rides per month. Open to students, faculty, staff, and community members, the incredible positive response underscores the critical need for this service and the impact of removing a common logistical and financial barrier for students. Potential students who otherwise had no means of transportation to attend college now have access to world-class educational opportunities.

Article by Connor Fitzpatrick | Photo by Kevin Perez

### UPCOMING EVENTS

#### OPENING DAY

August 14, 2018

7:00 a.m. - 3:30 p.m.

Skyline College Theater, Building 1

#### SUCCESS SUMMIT

September 28, 2018

8:00 a.m. - 12:30 p.m.

Skyline College Student and Community Center

Building 6, 2nd Floor



# President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ July 20, 2018

## Inside...

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## “ Student Voice

One of the most important things you need to know is that there is always somebody that you can talk to. I have made many new friends and have gotten to know my professors. Reaching out isn't hard to do, I promise.

- Advice to fellow students from Year One Promise participant

## Bay Area Pathways Academy (BAPA) – Summer 2018

Beginning in June 2018, Bay Area Pathways Academy launched yet another successful six-week summer program at the College of San Mateo, serving more than 400 students in grades 6 through 9 from both near and far, including from San Mateo County, a cohort of middle school students from Japan, and a cohort of scholarship-support students from East Palo Alto.



College of San Mateo



BAPA provides students with the opportunity to gain new skills and confidence through its comprehensive academic, enrichment and fitness summer program, which is tuition-supported yet open to all local students through the provision of need-based scholarships. The program offers full and half-day options for students and Monday to Friday programming for up to three 2-week sessions, with exciting classes in virtual reality, creative writing, sketching & manga, sign language, coding, dance, acting improv, chess, growth mindset, career exploration, math, science, social studies, English, water polo, and many more.



Parents of attendees have been enthusiastic about BAPA:

“It is such an amazing program. My son was challenged and learned so many things. Every day he would tell me about something new he learned with excitement.”

“My child liked all of her classes...she enjoyed the variety and really felt like she loved them all. Every day she was excited to tell me about all of her experiences and couldn’t pick a favorite. Thanks for the wonderful program and summer. Wish we had done it sooner!”



The 2018 program can be found online at <http://smccd.edu/bapa>. ■

## CSM Alumnus David Bertini Named Menlo Park Police Chief

David Bertini, a CSM alumnus, has become Menlo Park's new chief of police. The appointment became official on July 8, 2018, the Almanac News reported.

A true CSM success story, David received his bachelor's degree from St. Mary's University, then went on to earn a master's degree in military history from Norwich University in Vermont.

David had been interim chief for the past six months before accepting the permanent position.

And, David is not only a graduate of CSM, but a teacher as well. Chief Bertini plans to keep teaching at CSM. ■



## CSM Welcomes New Director of High School Transition and Dual Enrollment



Tiffany Zammit is CSM's new director of high school transition and dual enrollment. This position has been funded from innovation funds allocated by the District. The position is a critical component of our Year One Promise Program. Tiffany will report to the dean of enrollment services and special programs.

Tiffany previously served as the assistant principal of curriculum and instruction at Half Moon Bay High School, a position she held since 2014. She oversaw all curriculum and instructional

matters at Half Moon Bay. She was also responsible for working collaboratively with faculty and other stakeholders on a variety of school committees, including the Academic Council, the Alternative Education Task Force, and on the professional development program. Tiffany has worked closely with CSM strengthening the relationship between CSM and Half Moon Bay High School.

Tiffany holds an MA in administrative education from San Francisco State, an MA in mathematics education from UC Davis, and a BA in communication and global and international studies with a minor in education and mathematics, also from UC Davis. She also attended Sacramento City College prior to transferring to UC Davis. ■

## Faculty Exchange Classroom Strategies in College One Workshop

Part of CSM's rapidly growing Year One Promise program is College One—a course that helps first-year students make a successful transition to college by providing opportunities to explore a college student mindset, identity, habits and expectations. In the course, Year One Promise students develop critical reading strategies, information literacy awareness and skills, and establish a community of first-year support.



More than 20 CSM faculty participated in an intensive 2-1/2 day workshop in June to prepare them to teach the College One course. Participating in the workshop not only qualifies these faculty to teach the course, which is expected to grow in the coming years, but also to spread the best pedagogy across our teaching in all disciplines.

In the workshop, CSM faculty focused on educational equity practices and frameworks specific to serving first-year community college students. They shared strategies for how to infuse metacognition and growth-mindset strategies into lessons. It was an important opportunity to collaborate and learn from fellow faculty across campus.

Participants came from across CSM's instructional divisions, including math, biology, art, library, English, film, athletics, economics, philosophy, geography, ethnic studies, business, distance education, counseling, the Disability Resource Center, and other areas.

This was the second year CSM has offered the College One Faculty Workshop, and faculty response has been so strong that there is already a wait list for next summer 2019! ■

## ACCEL Program Connects Adult School Students to College Opportunities

San Mateo County's adult schools serve a critical role in educating residents and immigrants and preparing them for successful careers. However, the transition from adult school to college can be challenging. Many students are learning English as a second language, and it can be especially intimidating for them to navigate the complexities of college life.

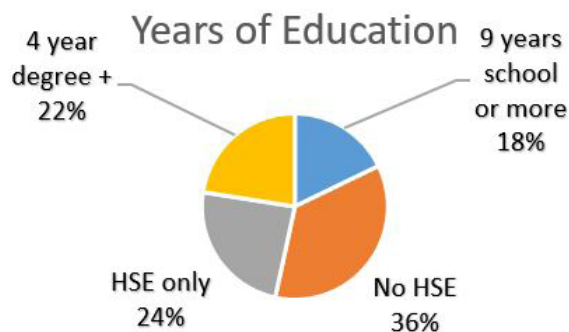
Adult-Education College and Career Educational Leadership (ACCEL) programs are designed to make that transition easier. ACCEL San Mateo County provides support for students going from San Mateo Adult School to degree and certificate programs at College of San Mateo. They strive to provide education about college opportunities to the students as well as create innovative

pathways so that students have the opportunity and feel more confident about attending college. ACCEL offers student counseling, career planning, academic support and other services to help students succeed.

San Mateo Adult School students are diverse in ethnicity, age, and education levels. Most are English as a Second Language (ESL) learners or are in a GED/HSE program. In a recent survey of 20 students, 35% were between 18-27, 25% of the students were between 28-37, 25% were between 38-47, and 15% were between 48-57.



San Mateo Adult School students have a variety of goals, including English language development, career advancement, pursuing one of the SMCCCD college's many CTE certificates or associates degrees, and transferring to a four-year university. While many are ESL students, a significant number have strong academic backgrounds. As shown in the chart, more than 20% of the students possess a four-year degree:



It is crucial to support this population in our community, so that all San Mateo County residents can reach their educational and career goals. To learn more about ACCEL, visit <http://collegeofsanmateo.edu/accel/>. ■

## Ron Andrade Earns an EDD from San Francisco State

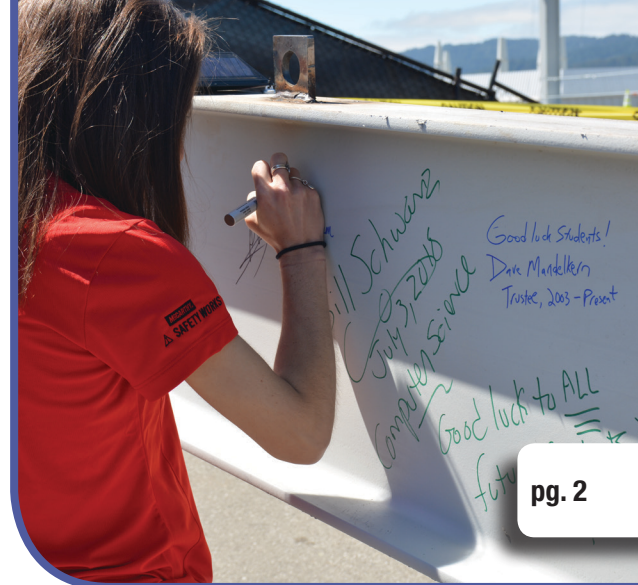
Congratulations to Dr. Ron Andrade ('18), who successfully defended his doctoral dissertation at San Francisco State. Titled *The Influence of Validation on Academic Outcomes for Oceania Community College Students*, the dissertation examines the extent to which Oceania students experience validation by institutional actors on a community college campus, the relationship between participation in an Oceania learning community and feelings of validation, and whether those experiences are related to academic outcomes. Dr. Andrade's study contributes to our knowledge about the under-studied Oceania students in the Oceania diaspora that can inform community college practice. Congratulations, Ron! ■



# Cañada College

## Report to the SMCCCD Board of Trustees

July 25, 2018



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- Cañada Promise Scholars Program Successfully Completes First Cohort **pg. 4**
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pg. 3



pg. 4



## Cañada Celebrates Topping Out of Science & Technology Building



On July 3, Cañada College, District employees and design build partners joined to celebrate the topping out of Cañada's new Science & Technology Building. A Topping Out Ceremony is traditionally held when the last beam (or its equivalent) is placed atop a structure during its construction. Placing of the last structural steel beam (or final roofing piece) in place on a building marks a special project milestone.



To kick off the dedication, a large topping out beam was signed by the campus community, construction and design team. Trustee Mohr, President Moore and Vice Chancellor Nuñez shared remarks about the significance of the construction milestone and the instructional impact the building will make on students. Then, the steel beam was placed at the top of the building, along with an American flag and Evergreen tree, which symbolizes good luck for future occupants, continued growth, a safe job—and celebrates an important achievement in a building's construction. Guests enjoyed lunch following the dedication and had an opportunity to explore the new building through architect renderings and virtual reality!



The new Science & Technology Building will be a three story, 50,000 square foot structure that will feature modern, flexible classrooms, laboratories and faculty offices for Science education. Supporting the philosophy that learning happens everywhere, the design will feature an indoor/ outdoor "learning commons" with an enhanced plaza, creating a functional outdoor gathering space for the campus community. The new building will also be LEED Gold certified and Net Zero Energy-ready to support student academic success and ensure the longevity of the building for many years to come.



## Cañada in Your Community: Redwood City Fourth of July Parade



“A celebration to last throughout the years! So bring your good times, and your laughter too, ‘cause we’re gonna celebrate with you!” Kool and the Gang’s Celebration song filled the air throughout downtown Redwood City as Cañada College joyously celebrated its 50th Golden Anniversary. Out of the 74 groups who participated in the parade, Cañada College received 2nd place in the Group Category and 3rd Place in the Float Category.



Dancers were choreographed in shimmering gold outfits around a golden birthday cake and Cody the Colt was at the helm of it all. Cañada was truly represented in the community at the largest Independence Day Celebration West of the Mississippi. Celebrating this time honored tradition for the sixth year in a row, Cañada College was proud to show off 50 years of celebrating student achievement in San Mateo County.





## Cañada Promise Scholars Program Successfully Completes First Cohort



The Promise Scholars Program at Cañada College had a very successful year and would like to congratulate its very first Promise Scholars Program cohort for completing their first year at Cañada College! The Promise Scholars excelled in their courses, earned hundreds of dollars in scholarships, transferred to four- year universities and many will continue in the fall for their second year at Cañada College.

Promise Scholars Program team was incredibly involved in the College's community relations efforts. The team joined Cañada students and staff in participating in Associated Students of Cañada College (ASCC)'s Alternative Spring Break where they provided service at Habitat for Humanity to help sort and organize the charity store which raises funds to build homes. In addition, the Promise Scholars team attended several community events, hosted high school workshops and connected with hundreds of students and community members.



The team is excited to welcome its upcoming cohort of Promise Scholars! This cycle, 395 students have applied and 350 students qualify. The Promise Scholars team is working hard over the summer to ensure that all students who qualify will complete all of the required steps and register for classes so that they can become official Promise Scholars at Cañada College.

## Cañada Student Senate Attend National Conference on Race & Ethnicity



This summer, the Student Senate of Cañada College represented the SMCCCD with District faculty and staff at the National Conference on Race and Ethnicity. They were among just a handful of community college students in the 800-person conference, bravely challenging what they know and how they know it, ways to see themselves and their communities, and study what activism they can get involved in to support their student body.

The student delegates garnered knowledge from more than 15 conference sessions on intergenerational trauma, how to best support marginalized communities, and how to champion inclusivity to build strong communities. They met keynote speakers such as Joy DeGruy,

Symone Sanders and Denise Juneau and even shared their stories of resilience in "Open Mic Night: Campus Programs That Champion College Student Voice and Engagement". Meeting with authors from numerous research projects across the country, the student delegation look forward to implementing powerful and intentional events on the Cañada campus.

## DREAM Center Celebrates a Year of Growth



The Cañada DREAM Center is a resource center and safe space for undocumented students, community members and allies. Services include free legal consultations, a food pantry, free printing, scholarship and financial aid resources, weekly newsletters, workshops, confidential conversations and a student club.

This past year has been full of changes and growth for the DREAM Center. In January, Brenda Martinez was hired as the first DREAM Center staff member, who launched confidential conversations to meet with students and assist them with accessing scholarships, work options and more. The DREAM Center would not be possible without the advocacy and support from the community and is thankful to the many partners who have supported the DREAM Center's efforts. A special thanks to Adolfo Leiva, Kristen Parks, Julie Carey, DREAMers Club, DREAMers Task Force and attorney, Maria Segarra. From Fall 2016 to April 2018, the Legal Clinic has met with 153 clients and continues to be one of the most popular services at the DREAM Center.

Highlights from this past year include receiving the Welcoming Star Award from Redwood City Together, hosting a successful Policy Briefing by Professor Bill Hing and ending the year with a Districtwide DREAM Center Migration Celebration! Together, the team aims to increase an undocumented friendly campus culture and continues to advocate with and for students.



## Cañada College Offers a New Certificate: Business Information Worker

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of fields or businesses. Course work includes Core Business and Computer Business Office Technology courses and curriculum was developed with local employers. The certificate leads to an industry-recognized credential (specifically it is recognized by California employers and Manpower, a global staffing agency), and gives students a skill set that is in demand from Silicon Valley employers. Essential components of the Business Information Worker curriculum include a solid foundation in Microsoft Windows, Outlook and MS Office software, as well as strong digital and web literacy skills. Most courses in the certificate can be taken in person or online, and several of the courses are only a half semester in length, allowing for an accelerated path for program completion. More information on the certificate can be found [here](#).

## Cañada College Offers a New Certificate: Business Information Worker (cont.)

Business Information Worker - Certificate of Achievement (19.5 units)

### Core Courses:

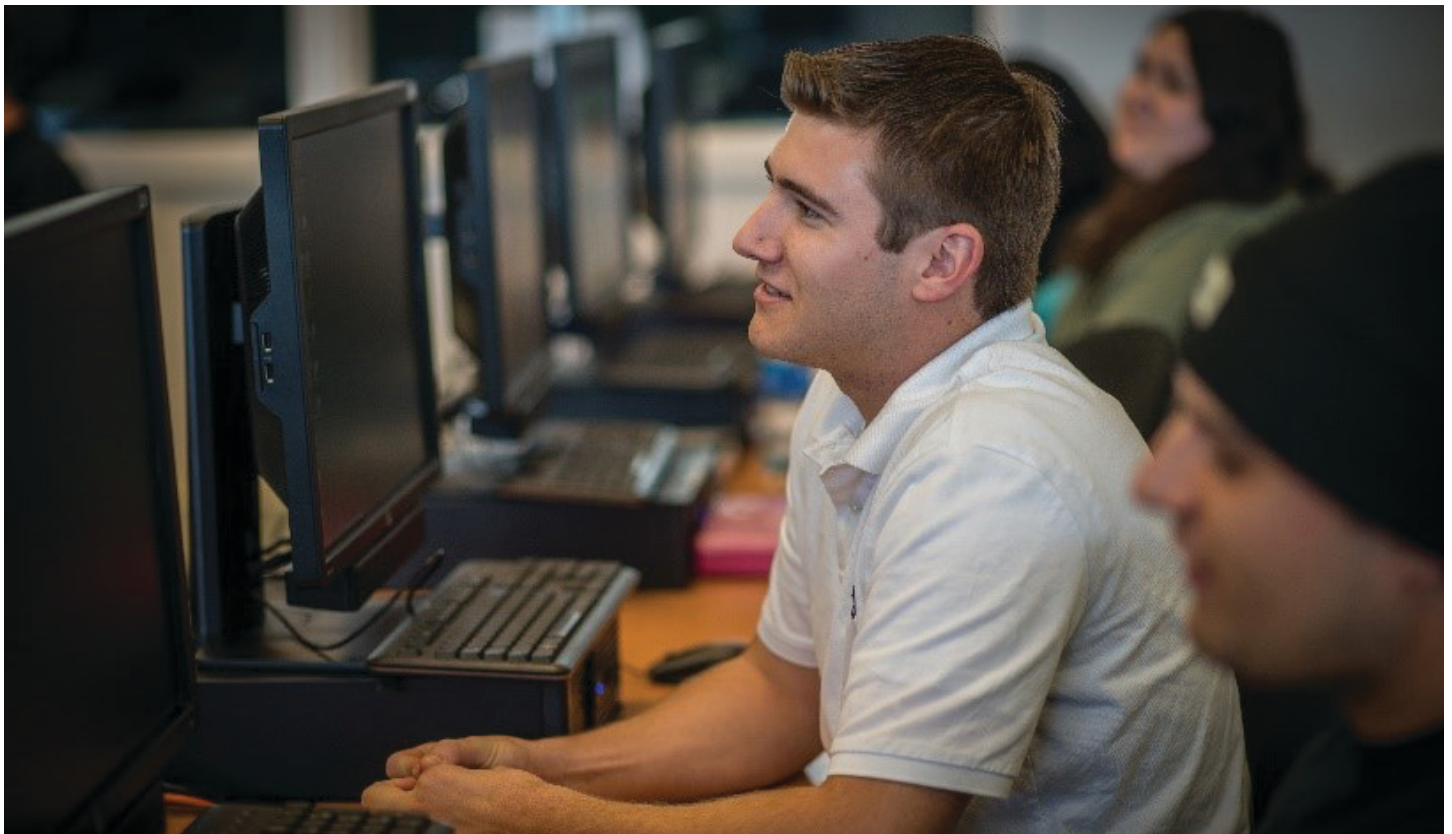
- BUS 101: Human Relations in the Workplace (3 units)
- BUS 103: Introduction to Business Information Systems (3 units)
- BUS 401: Business Communications (3 units)
- CBOT 415: Beginning Computer Keyboarding (1.5 units)
- CBOT 435: Spreadsheets (3 units)
- CBOT 448: Using Microsoft Windows (1.5 units)
- CBOT 475: Using Outlook (1.5 units)

### Selective Courses:

- CBOT 472: Beginning Word Processing (1.5 units)

Or

- CBOT 474: Intermediate Word Processing (1.5 units)



## 5 Stars for 4R Fashion



On June 30, nearly 40 people gathered in the Fashion Department classroom to take part in the 4R Fashion Workshop, an event that drew textile artists, professionals from the fashion industry and sustainability specialists. Several students interested in Sustainable Fashion also participated.

The activities were broken into three parts: a presentation by Cañada College Fashion student Shana McCracken, a hands-on activity and a group discussion. Shana's presentation covered the waste reduction principles known as the 4Rs: Reduce, Reuse, Recycle and Rot (compost), as they relate to textiles. Shana talked about the reasons our society needs to stop throwing away clothing—among them, even natural fibers don't biodegrade in a modern landfill. She shared that it's better to donate or repair a garment rather than toss it in the trash. Participants then worked with salvaged materials to create new designs or repaired garments they brought with them. Thrifted t-shirts were available for making reusable shopping totes—a fun project even for non-sewists!



Featured speaker Angela Chou, Founder of kids' fashion brand Utterly, shared how she uses screen printing to customize discarded fabrics from local clothing manufacturers. Tracey Harper, Integrated Waste Management Specialist for CalRecycle, provided a statewide perspective on the challenges of reducing textile waste. Among other alarming facts, Tracey shared that textiles from residential sources climbed 45% between 2008 and 2014.

It was then time for each participant to complete their own 4R Fashion project during the workshop, which included two reusable bags and a skirt made from a salvaged tablecloth. Participant responses from the workshop were very positive, where many shared that the most valuable part of the workshop was meeting and networking with other like-minded people. The event was so successful that participants also mentioned that they would like another opportunity to continue the conversation.

**BOARD REPORT 18-7-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: David Feune, Director, Human Resources – (650) 358-6775

**APPROVAL OF PERSONNEL ITEMS**

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

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

**Cañada College**

**\*Char Perlas** Interim Vice President of Student Services Vice President of Student Services

New interim administrative employment, effective August 27, 2018, replacing Phillip King who resigned.

**Leonor Cabrera** Dean, Business, Design & Workforce Business, Design & Workforce

At its meeting on July 11, 2018 the Board approved a reassignment from faculty (Faculty Salary Schedule (80)) into this administrative assignment at Grade AD of the Management Salary Schedule (20), effective June 25, 2018, replacing Heidi Diamond who was reassigned. A correction is being made to this item. The effective date of this reassignment is May 25, 2018.

**B. PUBLIC EMPLOYMENT**

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

**Cañada College**

**Ellen Young** Biology Instructor (NP) Science & Technology

New Contract I status academic employment, effective August 13, 2018. This is a new position that was Board approved March 28, 2018.

**Ariela Villalpando\*** Program Services Coordinator Vice President of  
(Funded by the Promise Scholars Program) (NP) Student Services

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

**District Office**

**Cheryl Chianlooi Tan\*** Project Coordinator II Facilities

New full-time, 12-month classified employment, effective July 11, 2018. This is a new position that was Board approved March 14, 2018.

**Jessica Esclamado-David\*** Human Resources Representative Human Resources

New full-time, 12-month classified employment, effective July 9, 2018, replacing Anahi Aguilar who resigned.

**2. Re-Employment**

**Cañada College**

**Melissa Alforja** TRiO/SSS Counselor/Coordinator Student Services

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective for the 2018-19 academic year. The position was originally approved on September 11, 2013.

**James Aganon** Honors – Transfer Counselor Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective for the 2018-19 academic year. The position was originally approved on June 28, 2017.

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

None

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**District Office**

**Beth Dominik** Administrative Assistant – Chancellor’s Office Auxiliary Services

Transferred from a part-time, 12-month Administrative Assistant position at the District Office into this 80%, 12-month position, effective July 16, 2018, replacing Analisa Pineda who was reassigned.

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

1. Recommend creation of a new classification titled, “Director of Guided Pathways and Comprehensive Redesign” (Funded by Guided Pathways Grant/CCCCO) at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective July 26, 2018. In addition, recommend a change in staff allocation to add a full-time, 12-month Director of Guided Pathways and Comprehensive Redesign (Funded by the Guided Pathways Grant/CCCCO) position in the Student Equity and Support Programs Division, effective July 26, 2018. This position is a temporary, grant-funded position, effective July 26, 2018 through the expiration of the grant funding.
2. Recommend a change in staff allocation to add a part-time (48%), 12-month Program Services Coordinator position at Grade 27 of the Classified Salary Schedule (60) in the Social Science & Creative Arts Division, effective July 26, 2018.
3. Recommend a change in staff allocation to add two part-time (48%), 12-month Office Assistant II positions at Grade 18 of the Classified Salary Schedule (60) in the Global Learning Programs and Services Division, effective July 26, 2018.
4. Recommend a change in staff allocation to increase one Program Services Coordinator position (2C0277) from part-time (48%), 12-month to full-time (100%), 12-month in the Study Abroad/Global Learning Programs and Services Division, effective July 26, 2018.
5. Recommend a change in staff allocation to add one full time, 12-month Retention Specialist position at Grade 24 of the Classified Salary Schedule (60) in the International Student Program/Global Learning Programs and Services Division, effective July 26, 2018.
6. Recommend a change in staff allocation to add a full-time, 12-month Financial Aid Technician position at Grade 26A of the Classified Salary Schedule (60) in the Financial Aid/Enrollment Services department, effective July 26, 2018.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

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

Counselor

Counseling

Retired as Professor Emerita, effective May 25, 2018 with 39 years of service. Eligible for District retiree benefits. In addition, recommend approval for a post-retirement contract for 9 FLCs beginning with the 2019 spring semester.

**2. Resignation****Skyline College****Timurhan Vengco**

Program Services Coordinator

Academic Support &  
Learning Technologies

Resigned effective July 19, 2018.

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

None

**J. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

None

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

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Vice President of Student Services/A2B/TRIO	1	7/2/2018	9/30/2018	<b>Office Assistant II:</b> The last incumbent, Candice Johnson, will be reassigned to the BTO Program Services Coordinator permanent position. Thus, the OAI position needs to be replaced temporarily to fulfill the programmatic needs of A2B and TRIO services.
Cañada College	Business/Medical Assisting	1	8/1/2018	12/20/2018	<b>Instructional Aide II:</b> This position will assist the Professor teaching clinical classes- watching and showing students the correct and safe methods when conducting invasive medical procedures, contact externship members in order to place students, will assist setting up the medical simulation lab, and clerical duties to keep the medical assisting program organized and efficient.



College of San Mateo	Community Relations & Marketing	1	7/1/2018	12/31/2018	<p><b>Promotions &amp; Web Content Coordinator:</b> We are requesting a Promotions &amp; Web Content Coordinator to work on this one-time project, which is estimated to be completed no later than December 31, 2018. The Promotions &amp; Web Content Coordinator will work under the direction of the Director of Community Relations &amp; Marketing to reorganize, consolidate, and convert the content on the CSM website. This position will rename, categorize, and organize content in multiple formats (PDFs, images, and Word documents) and optimize all content for accessibility, adding contextual descriptions and alt tags to images and Word documents. S/he will also re-code noncompliant PDFs hosted on the CSM website to use fillable fields while retaining accessibility for all users. Position will be needed for 20-25 hours per week.</p>
College of San Mateo	Financial Aid/A& R	1	7/1/2018	8/24/2018	<p><b>Financial Aid Assistant:</b> <i>Previously Requested position</i> This person will be responsible for attending outreach events and doing financial aid presentations to feeder high schools.</p>
Skyline College	Vice President of Student Services	1	7/1/2018	12/31/2018	<p><b>Staff Assistant:</b> This position is backfilling for Angelica Mendoza who is currently detailing into Bryan Besnyi's Administrative Assistant position in the VPI office.</p>
Skyline College	Language Arts Division	2	8/1/2018	12/31/2018	<p><b>Driver: Learning Communities:</b> <i>Previously requested position</i> Requesting two positions for van drivers for Learning Communities events and trips.</p>
Skyline College	Counseling	1	7/1/2018	08/31/2018	<p><b>Office Assistant II</b> Position is vacant as previous employee (Bianca Pineda) transferred to a different department. The Dean of Counseling is reviewing the position and will need at most until</p>

					the end of August to have a better idea of the current need. Once Skyline actively recruits for the position, the short term temp will be replaced by a substitute.
Skyline College	Bay Area Entrepreneur Center	1	7/1/2018	12/31/2018	<p><b>Office Assistant II</b></p> <p><i>Previously requested position:</i></p> <p>This is an extension of a previously Board approved position. Assist BAEC director and/or designee in the planning and implementation for the BAEC. In addition, staff evening/weekend events at BAEC as needed.</p>

**BOARD REPORT 18-7-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, (650) 358-6869  
David Feune, Director of Human Resources, (650) 358-6775

**APPROVAL OF THE ALLOCATION OF TOTAL COMPENSATION AND  
NEW SALARY SCHEDULES**

The Board previously approved three year contracts for AFSCME, AFT and CSEA that included a formula for total compensation to be used for each of the three years of the contract. The same formula was applied to the non-represented groups. This year, 2018/19, is the final year of the contracts. According to the formula provided for in the contracts, each bargaining unit has a specified dollar amount that it can allocate between salaries and benefits. The following explains the allocations for each employee group.

Please note that AFT is not included in this recommendation because their allocation of total compensation is on a different agreed upon schedule. AFT will be reaching out to its members to decide on the allocation of the total compensation available. The final decision on the allocation will be forthcoming at a future Board meeting, likely in August.

**AFSCME**

AFSCME chose to allocate their 2016/17 funds to increase the longevity service increment (LSI), add a step to the salary schedule and increase the medical benefit cap. The remainder of the funds were applied to the salary schedule, resulting in a 3.44% increase. The District agreed to spread the increase for the additional step over the 3 year contract. After deducting the cost of the step applied to 2017/18, AFSCME chose to allocate their 2017/18 funds entirely to the salary schedule. This resulted in a 2.40% increase. After deducting the cost of the additional step applied to 2018/19, AFSCME has chosen to allocate their 2018/19 funds entirely to the salary schedule, resulting in a 3.03% increase.

**CSEA**

CSEA chose to allocate their 2016/17 funds to increase the LSI, add a step to the salary schedule and increase the medical benefit cap. The remainder of the funds were applied to the salary schedule, resulting in a 2.07% increase. The District agreed to spread the increase for the additional step over the 3 year contract. In addition, CSEA chose to evenly spread the anticipated PERS increases over the 3 year contract, which increased the cost in 2016/17, but we anticipate that would significantly reduce the impact of the increase in the PERS rate in 2017/18 and 2018/19. After deducting the cost of the step and PERS applied to 2017/18, CSEA chose to allocate their 2017/18 funds entirely to the salary schedule. This resulted in a 1.78% salary increase. After deducting the cost of the step and PERS applied to 2018/19, CSEA has chosen to allocate their 2018/19 funds to increase the medical cap. The remainder of the funds were applied to the salary schedule, resulting in a 4.17% increase.

**Non-represented Non-exempt**

Employees who are not represented by a union are split into two groups: exempt and non-exempt from overtime. The non-exempt group chose to allocate their 2016/17 funds to increase the LSI, add a step to

the salary schedule and increase the medical benefit cap. The remainder of the funds were applied to the salary schedule, resulting in a 2.03% increase. The District agreed to spread the increase for the additional step over the 3 year contract. After deducting the cost of the step applied to 2017/18, the non-exempt group chose to allocate their 2017/18 funds entirely to the salary schedule. This resulted in a 1.95% salary increase. After deducting the cost of the step applied to 2018/19, the non-exempt group has chosen to allocate their 2018/19 funds entirely to the salary schedule, resulting in a 4.33% increase.

**Non-represented Exempt**

The exempt group chose to allocate their 2016/17 funds entirely to the salary schedule. This resulted in a 3.83% increase. The exempt group chose to allocate their 2017/18 funds entirely to the salary schedule as well. This resulted in a 2.82% salary increase. In 2018/19, this exempt group has chosen to allocate their 2018/19 funds entirely to the salary schedule, resulting in a 4.58% increase.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the allocation of available compensation for each employee group as outlined above and the attached salary schedules for 2018/19 that reflect the agreed-upon salary increases.

**San Mateo County Community College District  
Executive Salary Schedule (10)  
Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
CN	Ann	453192.00	453192.00	453192.00	453192.00	453192.00	453192.00
	Mon	37766.00	37766.00	37766.00	37766.00	37766.00	37766.00
	A1001	Chancellor					
<hr/>							
EA	Ann	245076.00	255384.00	266964.00	278556.00	291444.00	304320.00
	Mon	20423.00	21282.00	22247.00	23213.00	24287.00	25360.00
	A1006	Deputy Chancellor					
<hr/>							
EB	Ann	241680.00	251988.00	263568.00	275160.00	288024.00	300912.00
	Mon	20140.00	20999.00	21964.00	22930.00	24002.00	25076.00
	A3019	Executive Vice Chancellor					
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EC	Ann	231384.00	241680.00	251988.00	263568.00	275160.00	288024.00
	Mon	19282.00	20140.00	20999.00	21964.00	22930.00	24002.00
	A1002	President					
	A1007	Vice-Chancellor, Human Resources and General Counsel					
	A3021	Vice-Chancellor, Education Services & Planning					
	A3025	Vice-Chancellor, Facilities					
	A3027	Vice-Chancellor, Auxiliary Services & Enterprise Operations					

**San Mateo County Community College District  
Management Salary Schedule (20)  
Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
AA	Ann	201756.00	210780.00	219780.00	230100.00	240384.00	250692.00
	Mon	16813.00	17565.00	18315.00	19175.00	20032.00	20891.00
	A1008	Provost, International Education					
	A2032	Chief of Staff					
	A3022	Chief Financial Officer					
AB	Ann	167400.00	176388.00	185412.00	194436.00	204720.00	215040.00
	Mon	13950.00	14699.00	15451.00	16203.00	17060.00	17920.00
	A2005	Vice President, Instruction					
	A2006	Vice President, Student Services					
	A3001	Vice President, Admin Services					
	A3002	Vice President, Planning, Research and Institutional Effectiveness					
	A3031	Vice President, Special Projects					
AC	Ann	164796.00	172524.00	181560.00	190560.00	199596.00	209892.00
	Mon	13733.00	14377.00	15130.00	15880.00	16633.00	17491.00
	A2004	General Manager, KCSM-TV/FM					
	A2020	Executive Director, Foundation					
	A3028	Executive Director, Facilities Planning & Oper					
AD	Ann	157080.00	164796.00	172524.00	181560.00	190560.00	199596.00
	Mon	13090.00	13733.00	14377.00	15130.00	15880.00	16633.00
	A2010	Dean, Couns/Avis/Matric					
	A2011	Dean, Academic Support and Learning Technology					
	A2044	Dean of Ath/Kin/Dance/Lib/LR					
	A2045	Dean of Academic Support & LT					
	A2046	Dean, Global Learning Programs					
	A2047	Dean, Student Equity & Support Programs					
	A2043	Dean, Planning/Research/Institutional Effectiveness					
	A2048	Dean, Enrollment Services and Support Programs					

**San Mateo County Community College District**  
**Management Salary Schedule (20)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
AE	Ann	149364.00	157080.00	164796.00	172524.00	181560.00	190560.00
	Mon	12447.00	13090.00	13733.00	14377.00	15130.00	15880.00
	A2016	Director of Human Resources					
	A2023	Director of General Services					
	A2024	Director of Operations					
	A3015	Director of Maintenance & Operation					
A3029	Director of Capital Projects (Measure H)						
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AF	Ann	141636.00	149364.00	157080.00	164796.00	172524.00	181560.00
	Mon	11803.00	12447.00	13090.00	13733.00	14377.00	15130.00
	A2008	Dean, Admissions/Records					
	A2042	Dean, Enrollment Services					
	A3018	Dean, Univ Ctr/Acad Supp Svc					
<hr/>							
AG	Ann	135180.00	141636.00	149364.00	157080.00	164796.00	172524.00
	Mon	11265.00	11803.00	12447.00	13090.00	13733.00	14377.00
<hr/>							
AH	Ann	128748.00	135180.00	141636.00	149364.00	157080.00	164796.00
	Mon	10729.00	11265.00	11803.00	12447.00	13090.00	13733.00
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AI	Ann	122328.00	128748.00	135180.00	141636.00	149364.00	157080.00
	Mon	10194.00	10729.00	11265.00	11803.00	12447.00	13090.00
	A2041	Director of Development					
A0036	Director of Planning & Research						
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AJ	Ann	115896.00	122328.00	128748.00	135180.00	141636.00	149364.00
	Mon	9658.00	10194.00	10729.00	11265.00	11803.00	12447.00
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**San Mateo County Community College District**  
**Academic-Classified Exempt Supervisory Salary Schedule (35)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
180E	Ann	80820.00	83244.00	85740.00	88308.00	90972.00	93696.00	96504.00	99384.00	102384.00
	Mon	6735.00	6937.00	7145.00	7359.00	7581.00	7808.00	8042.00	8282.00	8532.00
	C4021	Foundation Business Manager								
	C4021	Student Life & Leadership Mgr.								
185E	Ann	92940.00	95724.00	98604.00	101568.00	104616.00	107748.00	110976.00	114300.00	117744.00
	Mon	7745.00	7977.00	8217.00	8464.00	8718.00	8979.00	9248.00	9525.00	9812.00
	C6215	Emergency Preparedness Manager								
189E	Ann	97860.00	100800.00	103836.00	106932.00	110148.00	113436.00	116844.00	120348.00	123948.00
	Mon	8155.00	8400.00	8653.00	8911.00	9179.00	9453.00	9737.00	10029.00	10329.00
	C4013	Bookstore Manager								
	C4014	Registrar								
	C4039	Supv. of Custodial Operations								
	C4106	College International Student Program Manager								
	C4107	Learning Center Manager								
	C4113	Construction Procurment, Risk and Contract Manager (Measure H)								
	C4075	Project Manager I (Measure H)								
	C4118	IT Construction Project Manager (Measure H)								
	C4124	Foundation Development Manager								
	C4139	Student Crisis Support Manager								



**San Mateo County Community College District  
Academic-Classified Exempt Supervisory Salary Schedule (35)  
Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
190E	Ann	103008.00	106092.00	109272.00	112560.00	115932.00	119424.00	123012.00	126684.00	130476.00
	Mon	8584.00	8841.00	9106.00	9380.00	9661.00	9952.00	10251.00	10557.00	10873.00
	C4007	Accountant								
	C4083	Public Safety Captain								
	C4115	Capital Projects Operations Manager								
	C4122	Energy and Sustainability Mgr								
	F3021	Director of Retail, Hospitality, and Tourism Center								
	F3022	Director of The Center for International Trade Development								
	F3032	Director of Districtwide Research and Institutional Effectiveness								
191E	Ann	108156.00	111396.00	114756.00	118188.00	121740.00	125388.00	129132.00	133020.00	137016.00
	Mon	9013.00	9283.00	9563.00	9849.00	10145.00	10449.00	10761.00	11085.00	11418.00
	C4038	Director of Technology (KCSM)								
	C4046	Dir Market. Comm & Public Rel								
	C4098	Radio Station Manager								
	C4121	Project Manager II (Measure H)								
	F3008	Director of Middle College								

**San Mateo County Community College District**  
**Academic-Classified Exempt Supervisory Salary Schedule (35)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
192E	Ann	113592.00	116976.00	120480.00	124104.00	127800.00	131652.00	135612.00	139680.00	143856.00
	Mon	9466.00	9748.00	10040.00	10342.00	10650.00	10971.00	11301.00	11640.00	11988.00
	C4052	Director of Financial Aid Services								
	C4057	College Business Officer								
	C4059	Director, Community Relations & Marketing								
	C4068	Payroll Manager								
	C4094	Facilities/Pub Safety Bus Mgr								
	C4097	Compliance Officer								
	C4112	Director of SparkPoint								
	F3004	Director, EOPS								
	F3006	Director, Library Svcs								
	F3009	Director of Student Development								
	F3011	Director, Learning Center								
	F3012	Director, Matric/Transf/Articulation								
	F3013	Director, Matriculation & Counseling								
	F3014	Director, Disable Stud Prog Svcs								
	F3015	Director of Student Support								
	F3016	Director of SparkPoint and Career Services								
	F3019	Director, Special International Programs								
	F3025	Director of Prof Devl & Innov								
	F3028	Director of Post Secondary & Comp-ESO								
	F3029	Director of Promise Scholars Program								
	F3034	Director of Guided and Trans Pathways								
	F3033	Director of Career Education								

**San Mateo County Community College District  
Academic-Classified Exempt Supervisory Salary Schedule (35)  
Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
193E	Ann	125208.00	128976.00	132828.00	136824.00	140928.00	145152.00	149508.00	153984.00	158616.00
	Mon	10434.00	10748.00	11069.00	11402.00	11744.00	12096.00	12459.00	12832.00	13218.00
	C4070	Facilities Manager								
	C4082	Public Safety Director/Chief								
	C4096	Director, International Educ.								
	C4127	Director, Foundation Development								
	F3007	Director, Health Services								
	F3010	Director of Nursing								
	F3017	Director, Ctr Interna & Univ Studies								
	F3020	Director, Respiratory Therapy								
	F3023	Director, Learning Commons								
	FT008	Director of Student Equity								
	F3030	Director, High School Transition and Dual Enrollment								
	F3031	Director, Wellness Center								
	C4137	Director, Districtwide Research and Inst Effectiveness								
	C5016	Director, Policy, Training & Compliance								
194E	Ann	131472.00	135408.00	139488.00	143664.00	147972.00	152412.00	156972.00	161688.00	166536.00
	Mon	10956.00	11284.00	11624.00	11972.00	12331.00	12701.00	13081.00	13474.00	13878.00
	C4053	Human Resources Manager								

**San Mateo County Community College District**  
**Academic-Classified Exempt Supervisory Salary Schedule (35)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
195E	Ann	138060.00	142164.00	146448.00	150852.00	155376.00	160032.00	164808.00	169764.00	174852.00
	Mon	11505.00	11847.00	12204.00	12571.00	12948.00	13336.00	13734.00	14147.00	14571.00
	C4140	Director of IT Support Services								
196E	Ann	144924.00	149292.00	153780.00	158364.00	163152.00	168012.00	173076.00	178272.00	183600.00
	Mon	12077.00	12441.00	12815.00	13197.00	13596.00	14001.00	14423.00	14856.00	15300.00
	C4066	District Budget Officer								
	C4067	Controller								
	C4138	Finance and Operations Manager								
197E	Ann	152184.00	156756.00	161460.00	166296.00	171276.00	176436.00	181728.00	187164.00	192792.00
	Mon	12682.00	13063.00	13455.00	13858.00	14273.00	14703.00	15144.00	15597.00	16066.00
	C4129	Executive Director Com/ Continuing/Corp Ed								

**San Mateo County Community College District**  
**Classified Prof/Supv Salary Schedule (40)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
150S	Ann	49380.00	51780.00	54324.00	57216.00	60120.00	63108.00
	Mon	4115.00	4315.00	4527.00	4768.00	5010.00	5259.00
	Hrly	25.32	26.55	27.86	29.34	30.83	32.36
152S	Ann	50616.00	52992.00	55692.00	58452.00	61464.00	64536.00
	Mon	4218.00	4416.00	4641.00	4871.00	5122.00	5378.00
	Hrly	25.96	27.18	28.56	29.98	31.52	33.10
155S	Ann	53400.00	56004.00	58752.00	61632.00	64704.00	67932.00
	Mon	4450.00	4667.00	4896.00	5136.00	5392.00	5661.00
	Hrly	27.38	28.72	30.13	31.61	33.18	34.84
160S	Ann	58452.00	61464.00	64500.00	67836.00	71316.00	74880.00
	Mon	4871.00	5122.00	5375.00	5653.00	5943.00	6240.00
	Hrly	29.98	31.52	33.08	34.79	36.57	38.40
165S	Ann	61404.00	64536.00	67704.00	71232.00	74880.00	78624.00
	Mon	5117.00	5378.00	5642.00	5936.00	6240.00	6552.00
	Hrly	31.49	33.10	34.72	36.53	38.40	40.32
168S	Ann	63312.00	66504.00	69864.00	73344.00	77100.00	80952.00
	Mon	5276.00	5542.00	5822.00	6112.00	6425.00	6746.00
	Hrly	32.47	34.10	35.83	37.61	39.54	41.51
170S	Ann	64500.00	67836.00	71280.00	74772.00	78552.00	82476.00
	Mon	5375.00	5653.00	5940.00	6231.00	6546.00	6873.00
	Hrly	33.08	34.79	36.55	38.34	40.28	42.30
	C4136	Program Specialist					
	C6214	Public Safety Office Manager/Dispatcher					

**San Mateo County Community College District**  
**Classified Prof/Supv Salary Schedule (40)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
175S	Ann	67836.00	71280.00	74772.00	78552.00	82536.00	86664.00
	Mon	5653.00	5940.00	6231.00	6546.00	6878.00	7222.00
	Hrly	34.79	36.55	38.34	40.28	42.33	44.44
C4024	Project Director						
C4072	College Recruiter						
C4132	Project Director (HSI-STEM)						
178S	Ann	71844.00	75396.00	79140.00	83088.00	87252.00	91620.00
	Mon	5987.00	6283.00	6595.00	6924.00	7271.00	7635.00
	Hrly	36.84	38.66	40.58	42.61	44.74	46.98
C6031	Public Safety Sergeant						
180S	Ann	73080.00	76692.00	80580.00	84732.00	88944.00	93384.00
	Mon	6090.00	6391.00	6715.00	7061.00	7412.00	7782.00
	Hrly	37.48	39.33	41.32	43.45	45.61	47.89
C4048	Program Superv						
184S	Ann	74772.00	78552.00	82536.00	86676.00	91008.00	95544.00
	Mon	6231.00	6546.00	6878.00	7223.00	7584.00	7962.00
	Hrly	38.34	40.28	42.33	44.45	46.67	49.00
C4095	Campus Public Safety Lieut.						
190S	Ann	78552.00	82536.00	86676.00	91080.00	95784.00	100596.00
	Mon	6546.00	6878.00	7223.00	7590.00	7982.00	8383.00
	Hrly	40.28	42.33	44.45	46.71	49.12	51.59
C4022	Theatre Design/Tech Director						
C4093	Instructional Technologist						
C4123	Instructional Designer						

**San Mateo County Community College District**  
**Classified Prof/Supv Salary Schedule (40)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
191S	Ann	80484.00	84480.00	88728.00	93144.00	97836.00	102732.00
	Mon	6707.00	7040.00	7394.00	7762.00	8153.00	8561.00
	Hrly	41.27	43.32	45.50	47.77	50.17	52.68
	C4092	Energy Management Coordinator					
C4103	Alumni Relations Manager						
C4142	Donor Relations Manager						
C4141	IT Tech Constr Proj Specialist						
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192S	Ann	84456.00	88704.00	93108.00	97776.00	102672.00	107808.00
	Mon	7038.00	7392.00	7759.00	8148.00	8556.00	8984.00
	Hrly	43.31	45.49	47.75	50.14	52.65	55.29
	C4077	Communications Manager					
C4130	Purchasing Services Supervisor						
C4131	Foundation Marketing & Communications Manager						
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195S	Ann	86652.00	90984.00	95592.00	100368.00	105384.00	110664.00
	Mon	7221.00	7582.00	7966.00	8364.00	8782.00	9222.00
	Hrly	44.44	46.66	49.02	51.47	54.04	56.75
	C4009	Director of External Affairs					
C4017	TV Program Director						
C4037	Administrative Analyst						
C4056	Financial Analyst						
C4069	Payroll Analyst						
C4073	Grants Analyst						
C4084	Planning & Research Analyst						
C4116	Fac/Public Safety Exec Assist						
C4126	Business Operations Analyst						
C4128	Capital Projects Analyst						
C4133	Planning & Research Analyst HIS/STEM						
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197S	Ann	88680.00	93108.00	97740.00	102696.00	107844.00	113244.00
	Mon	7390.00	7759.00	8145.00	8558.00	8987.00	9437.00
	Hrly	45.48	47.75	50.12	52.66	55.30	58.07

**San Mateo County Community College District**  
**Classified Prof/Supv Salary Schedule (40)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
200S	Ann	90732.00	95220.00	99936.00	105012.00	110268.00	115788.00
	Mon	7561.00	7935.00	8328.00	8751.00	9189.00	9649.00
	Hrly	46.53	48.83	51.25	53.85	56.55	59.38
	C4050	Web Support Analyst					
	C4051	Executive Producer					
	C4086	KCSM Business & Fundraising Manager					
210S	Ann	97056.00	101928.00	107028.00	112368.00	117996.00	123888.00
	Mon	8088.00	8494.00	8919.00	9364.00	9833.00	10324.00
	Hrly	49.77	52.27	54.89	57.62	60.51	63.53
	C4004	Senior Programmer I					
	C4006	Systems Administrator					
	C4055	Senior Financial Analyst					
	C4104	Mgr. of Productions Services					
	C4109	Mgr. of Distance Ed/Instructional Design					
	C4114	Facilities System Manager					
	C4117	Network Analyst					
220S	Ann	105672.00	111540.00	117396.00	123300.00	129144.00	135600.00
	Mon	8806.00	9295.00	9783.00	10275.00	10762.00	11300.00
	Hrly	54.19	57.20	60.20	63.23	66.23	69.54
	C4001	Senior Programmer II					
	C4091	Sr. Database Administrator					
	C4099	Curr & Instr Systems Specialist					
	C4102	Network Engineer					



**San Mateo County Community College District  
Classified Prof/Supv Salary Schedule (40)  
Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
225S	Ann	110448.00	116544.00	122688.00	128856.00	134964.00	141720.00
	Mon	9204.00	9712.00	10224.00	10738.00	11247.00	11810.00
	Hrly	56.64	59.77	62.92	66.08	69.21	72.68
	C4080	Director of Web Services					
230S	Ann	115200.00	121536.00	127980.00	134412.00	140760.00	147804.00
	Mon	9600.00	10128.00	10665.00	11201.00	11730.00	12317.00
	Hrly	59.08	62.33	65.63	68.93	72.18	75.80

**San Mateo County Community College District**  
**Confidential Salary Schedule (50)**  
**Effective: 01-JUL-2017**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
160C	Ann	47592.00	50136.00	52644.00	55176.00	58008.00	60912.00
	Mon	3966.00	4178.00	4387.00	4598.00	4834.00	5076.00
	Hrly	24.41	25.71	27.00	28.30	29.75	31.24
165C	Ann	48816.00	51144.00	53736.00	56436.00	59292.00	62256.00
	Mon	4068.00	4262.00	4478.00	4703.00	4941.00	5188.00
	Hrly	25.03	26.23	27.56	28.94	30.41	31.93
170C	Ann	50136.00	52644.00	55176.00	58008.00	60852.00	63900.00
	Mon	4178.00	4387.00	4598.00	4834.00	5071.00	5325.00
	Hrly	25.71	27.00	28.30	29.75	31.21	32.77
175C	Ann	50412.00	52944.00	55620.00	58368.00	61224.00	64272.00
	Mon	4201.00	4412.00	4635.00	4864.00	5102.00	5356.00
	Hrly	25.85	27.15	28.52	29.93	31.40	32.96
180C	Ann	55452.00	58224.00	61104.00	64188.00	67392.00	70764.00
	Mon	4621.00	4852.00	5092.00	5349.00	5616.00	5897.00
	Hrly	28.44	29.86	31.34	32.92	34.56	36.29
188C	Ann	59748.00	62712.00	65844.00	69264.00	72780.00	76428.00
	Mon	4979.00	5226.00	5487.00	5772.00	6065.00	6369.00
	Hrly	30.64	32.16	33.77	35.52	37.32	39.19
190C	Ann	60852.00	63948.00	67140.00	70596.00	74232.00	77940.00
	Mon	5071.00	5329.00	5595.00	5883.00	6186.00	6495.00
	Hrly	31.21	32.79	34.43	36.20	38.07	39.97
193C	Ann	63036.00	66156.00	69528.00	73104.00	76608.00	80448.00
	Mon	5253.00	5513.00	5794.00	6092.00	6384.00	6704.00
	Hrly	32.33	33.93	35.66	37.49	39.29	41.26
C5012	Administrative Asst. - Chancellor's Office						
CC018	Administrative Asst. - District Office (Measure H)						

**San Mateo County Community College District  
Confidential Salary Schedule (50)  
Effective: 01-JUL-2017**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
194C	Ann	63960.00	67152.00	70524.00	74028.00	77748.00	81636.00
	Mon	5330.00	5596.00	5877.00	6169.00	6479.00	6803.00
	Hrly	32.80	34.44	36.17	37.96	39.87	41.86
195C	Ann	65712.00	69096.00	72468.00	76092.00	80028.00	84024.00
	Mon	5476.00	5758.00	6039.00	6341.00	6669.00	7002.00
	Hrly	33.70	35.43	37.16	39.02	41.04	43.09
200C	Ann	72852.00	76512.00	80340.00	84336.00	88536.00	92976.00
	Mon	6071.00	6376.00	6695.00	7028.00	7378.00	7748.00
	Hrly	37.36	39.24	41.20	43.25	45.40	47.68
201C	Ann	73080.00	76692.00	80580.00	84732.00	88944.00	93384.00
	Mon	6090.00	6391.00	6715.00	7061.00	7412.00	7782.00
	Hrly	37.48	39.33	41.32	43.45	45.61	47.89
C4018	Executive Assistant						
205C	Ann	73968.00	77640.00	81672.00	85608.00	89940.00	94452.00
	Mon	6164.00	6470.00	6806.00	7134.00	7495.00	7871.00
	Hrly	37.93	39.82	41.88	43.90	46.12	48.44
208C	Ann	76488.00	80340.00	84324.00	88524.00	92976.00	97620.00
	Mon	6374.00	6695.00	7027.00	7377.00	7748.00	8135.00
	Hrly	39.22	41.20	43.24	45.40	47.68	50.06
C5004	Human Resources Representative						
210C	Ann	79860.00	83940.00	88092.00	92520.00	97140.00	102012.00
	Mon	6655.00	6995.00	7341.00	7710.00	8095.00	8501.00
	Hrly	40.95	43.05	45.18	47.45	49.82	52.31

**San Mateo County Community College District  
Confidential Salary Schedule (50)  
Effective: 01-JUL-2017**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
215C	Ann	86652.00	90984.00	95592.00	100368.00	105384.00	110664.00
	Mon	7221.00	7582.00	7966.00	8364.00	8782.00	9222.00
	Hrly	44.44	46.66	49.02	51.47	54.04	56.75
	C4110	Executive Assistant to the President					
	C4416	Facilities/Public Safety Executive Assistant					
	C5011	Senior Human Resources Rep					
216C	Ann	88680.00	93108.00	97740.00	102696.00	107844.00	113244.00
	Mon	7390.00	7759.00	8145.00	8558.00	8987.00	9437.00
	Hrly	45.48	47.75	50.12	52.66	55.30	58.07
	C4100	Senior Executive Assistant					

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
10	Ann	38088.00	39972.00	41976.00	43584.00	45756.00	48036.00
	Mon	3174.00	3331.00	3498.00	3632.00	3813.00	4003.00
	Hrly	19.53	20.50	21.53	22.35	23.46	24.63
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11	Ann	39972.00	41976.00	43584.00	45756.00	48024.00	50424.00
	Mon	3331.00	3498.00	3632.00	3813.00	4002.00	4202.00
	Hrly	20.50	21.53	22.35	23.46	24.63	25.86
C6153	Child Dev Ctr Aide I (Associate)						
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12	Ann	42156.00	44172.00	46140.00	48456.00	50772.00	53316.00
	Mon	3513.00	3681.00	3845.00	4038.00	4231.00	4443.00
	Hrly	21.62	22.65	23.66	24.85	26.04	27.34
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13	Ann	43476.00	45444.00	47796.00	50136.00	52656.00	55272.00
	Mon	3623.00	3787.00	3983.00	4178.00	4388.00	4606.00
	Hrly	22.30	23.30	24.51	25.71	27.00	28.34
C6002	Mail Clerk						
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14	Ann	45708.00	48024.00	50520.00	52944.00	55512.00	58296.00
	Mon	3809.00	4002.00	4210.00	4412.00	4626.00	4858.00
	Hrly	23.44	24.63	25.91	27.15	28.47	29.90
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15	Ann	46788.00	49236.00	51720.00	54192.00	56976.00	59832.00
	Mon	3899.00	4103.00	4310.00	4516.00	4748.00	4986.00
	Hrly	23.99	25.25	26.52	27.79	29.22	30.68
C6014	Shipping/Receiving Clerk						
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**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
16	Ann	48024.00	50520.00	52944.00	55512.00	58536.00	61464.00
	Mon	4002.00	4210.00	4412.00	4626.00	4878.00	5122.00
	Hrly	24.63	25.91	27.15	28.47	30.02	31.52
C6152	Child Dev Ctr Aide II (Teacher)						
17	Ann	49236.00	51720.00	54192.00	56976.00	59772.00	62760.00
	Mon	4103.00	4310.00	4516.00	4748.00	4981.00	5230.00
	Hrly	25.25	26.52	27.79	29.22	30.65	32.18
C6004	Library/Media Technician						
18	Ann	50520.00	52944.00	55512.00	58536.00	61344.00	64404.00
	Mon	4210.00	4412.00	4626.00	4878.00	5112.00	5367.00
	Hrly	25.91	27.15	28.47	30.02	31.46	33.03
C6030	Office Assistant II						
C6167	Cosmetology Office Assistant						
19	Ann	51720.00	54192.00	56976.00	59772.00	62868.00	66000.00
	Mon	4310.00	4516.00	4748.00	4981.00	5239.00	5500.00
	Hrly	26.52	27.79	29.22	30.65	32.24	33.85
C6036	Career Resources/Couns Aide						
C6038	Storekeeper						
20	Ann	52944.00	55512.00	58536.00	61344.00	64452.00	67680.00
	Mon	4412.00	4626.00	4878.00	5112.00	5371.00	5640.00
	Hrly	27.15	28.47	30.02	31.46	33.05	34.71
C6024	Public Safety Assistant						
C6027	Admissions & Records Asst II						

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
21	Ann	54192.00	56976.00	59772.00	62868.00	65964.00	69264.00
	Mon	4516.00	4748.00	4981.00	5239.00	5497.00	5772.00
	Hrly	27.79	29.22	30.65	32.24	33.83	35.52
C6042	Staff Assistant						
C6043	Athletic Equipment Manager						
C6184	Staff Assistant (United Way of the Bay Area)						
22	Ann	55512.00	58536.00	61344.00	64452.00	67812.00	71220.00
	Mon	4626.00	4878.00	5112.00	5371.00	5651.00	5935.00
	Hrly	28.47	30.02	31.46	33.05	34.78	36.52
C6048	Instructional Aide II						
C6069	Document Management Aide II						
C6143	Bookstore Operations Assistant						
C6151	Child Dev Ctr Aide III (Master)						
C6177	Document Management Specialist (Measure H)						
C6194	Math Instructional Aide II (STEM)						
22A	Ann	56064.00	59124.00	61968.00	65100.00	68508.00	71928.00
	Mon	4672.00	4927.00	5164.00	5425.00	5709.00	5994.00
	Hrly	28.75	30.32	31.78	33.38	35.13	36.89
C6022	Financial Aid Assistant						
23	Ann	56976.00	59772.00	62868.00	65964.00	69348.00	72816.00
	Mon	4748.00	4981.00	5239.00	5497.00	5779.00	6068.00
	Hrly	29.22	30.65	32.24	33.83	35.56	37.34

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
24	Ann	58536.00	61344.00	64452.00	67812.00	71280.00	74844.00
	Mon	4878.00	5112.00	5371.00	5651.00	5940.00	6237.00
	Hrly	30.02	31.46	33.05	34.78	36.55	38.38
	C6005	Library Support Specialist					
	C6050	Admissions & Records Asst III					
	C6142	Division Assistant					
	C6161	Student Life & Leadership Asst					
	C6163	Retention Specialist					
	C6173	Retention Specialist (United Way of the Bay Area)					
	C6190	Retention Specialist-Student Equity					
	C6197	Retention Specialist (BSI)					
	CC031	Retention Specialist-STEM					
24A	Ann	59124.00	51968.00	65100.00	68508.00	72000.00	75600.00
	Mon	4927.00	4330.67	5425.00	5709.00	6000.00	6300.00
	Hrly	30.32	26.65	33.38	35.13	36.92	38.77
	C6039	Accounting Technician					
	C6139	Multimedia Technician					
	C6176	Accounting Technician (Measure H)					
25	Ann	59772.00	62868.00	65964.00	69348.00	72888.00	76536.00
	Mon	4981.00	5239.00	5497.00	5779.00	6074.00	6378.00
	Hrly	30.65	32.24	33.83	35.56	37.38	39.25
	C6019	Staff Announcer/Producer					



**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
26	Ann	61344.00	64452.00	67812.00	71280.00	74652.00	78396.00
	Mon	5112.00	5371.00	5651.00	5940.00	6221.00	6533.00
	Hrly	31.46	33.05	34.78	36.55	38.28	40.20
C6001	Automotive Technician						
C6044	Laboratory Technician						
C6070	Athletic Trainer						
C6071	Cosmetology Aide						
C6073	Tutor Coordinator/Basic Skills Specialist						
C6127	Assistant Project Director						
C6154	Reprographics Technician						
C6169	Payroll Technician						
C6175	Asst Project Director (CalSTEP)						
CC029	Assistant Project Director-ESO Adelante						
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26A	Ann	61968.00	65100.00	68508.00	72000.00	75420.00	79188.00
	Mon	5164.00	5425.00	5709.00	6000.00	6285.00	6599.00
	Hrly	31.78	33.38	35.13	36.92	38.68	40.61
C6056	Financial Aid Technician						
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**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
27	Ann	62868.00	65964.00	69348.00	72888.00	76404.00	80220.00
	Mon	5239.00	5497.00	5779.00	6074.00	6367.00	6685.00
	Hrly	32.24	33.83	35.56	37.38	39.18	41.14
	C6051	Membership Services Coordinator					
	C6055	Administrative Assistant					
	C6079	Program Services Coordinator					
	C6079	Program Services Coordinator - Degree Audit					
	C6122	Learning Ctr Coordinator					
	C6168	Prerequisite/Assessment Spec.					
	C6171	Multimedia Services Coordinator					
	C6174	Program Services Coordinator (CalSTEP)					
	C6178	Administrative Assistant (Measure H)					
	C6183	Cosmetology Program Assistant					
	C6195	Instructional Support Assistant					
	C6199	Intensive English Program Coordinator					
	C6200	Sparkpoint Coordinator					
	C6201	Transition Coordinator (Grant Funded)					
	CC006	Program Services Coordinator (HSI STEM)					
	CC008	Administrative Assistant (HSI-STEM)					
	C0395	Business Operations Facilities Coordinator					
	CC030	Program Services Coordinator-STEM					
	C0394	Business Operations Program Coordinator					
	C0466	Housing Program Coordinator					
	CC028	Sparkpoint Coordinator (Student Equity)					
	CC028	Program Services Coordinator-Post Secondary Success & Completion					
	C0465	Intensive English Program Coordinator					
	C0466	Program Services Coordinator					
	CC028	Sparkpoint Coordinator					
27A	Ann	63504.00	66612.00	70044.00	73632.00	77160.00	81012.00
	Mon	5292.00	5551.00	5837.00	6136.00	6430.00	6751.00
	Hrly	32.57	34.16	35.92	37.76	39.57	41.54
	C6145	IT Support Technician I					

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
28	Ann	64452.00	67812.00	71280.00	74652.00	78420.00	82332.00
	Mon	5371.00	5651.00	5940.00	6221.00	6535.00	6861.00
	Hrly	33.05	34.78	36.55	38.28	40.22	42.22
C6170	Senior Payroll Technician						
28A	Ann	65100.00	68508.00	72000.00	75420.00	79200.00	83148.00
	Mon	5425.00	5709.00	6000.00	6285.00	6600.00	6929.00
	Hrly	33.38	35.13	36.92	38.68	40.62	42.64
C6131	Senior Accounting Technician						
29	Ann	65964.00	69348.00	72888.00	76404.00	80316.00	84336.00
	Mon	5497.00	5779.00	6074.00	6367.00	6693.00	7028.00
	Hrly	33.83	35.56	37.38	39.18	41.19	43.25
C6078	FM Program Director						
C6109	Dir of Radio Program Operations						
30	Ann	67812.00	71280.00	74652.00	78420.00	82416.00	86544.00
	Mon	5651.00	5940.00	6221.00	6535.00	6868.00	7212.00
	Hrly	34.78	36.55	38.28	40.22	42.26	44.38
C4081	Visual Communications Coord.						
C6089	Electronics Technician						
C6144	Buyer						
C6148	Project Coordinator I						
C6179	Project Coordinator I (Measure H)						
C6188	Utility & Sustainability Specialist						
30A	Ann	68508.00	72000.00	75420.00	79200.00	83232.00	87396.00
	Mon	5709.00	6000.00	6285.00	6600.00	6936.00	7283.00
	Hrly	35.13	36.92	38.68	40.62	42.68	44.82
C6165	Fin Aid Reconciliation Specialist						

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
31	Ann	69348.00	72888.00	76404.00	80316.00	84396.00	88608.00
	Mon	5779.00	6074.00	6367.00	6693.00	7033.00	7384.00
	Hrly	35.56	37.38	39.18	41.19	43.28	45.44
C6135	Promotions & Web Content Coord						
31A	Ann	70044.00	73632.00	77160.00	81120.00	85224.00	89496.00
	Mon	5837.00	6136.00	6430.00	6760.00	7102.00	7458.00
	Hrly	35.92	37.76	39.57	41.60	43.70	45.90
C6130	Senior Accounting Coordinator						
C6146	IT Support Technician II						
C0229	Campus Facilities Operations Technician						
32	Ann	71088.00	74640.00	78396.00	82332.00	86436.00	90768.00
	Mon	5924.00	6220.00	6533.00	6861.00	7203.00	7564.00
	Hrly	36.46	38.28	40.20	42.22	44.33	46.55
C6158	KCSM TV Broadcast Operations Engineer						
33	Ann	72876.00	76512.00	80340.00	84420.00	88608.00	93024.00
	Mon	6073.00	6376.00	6695.00	7035.00	7384.00	7752.00
	Hrly	37.37	39.24	41.20	43.29	45.44	47.70
C6141	Payroll Specialist						
34	Ann	74652.00	78420.00	82416.00	86628.00	90912.00	95460.00
	Mon	6221.00	6535.00	6868.00	7219.00	7576.00	7955.00
	Hrly	38.28	40.22	42.26	44.42	46.62	48.95
C6124	KCSM Membership Director						
C6134	Senior Buyer						
C6150	Theatre Events Manager						

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
34A	Ann	75420.00	79200.00	83232.00	87480.00	91812.00	96420.00
	Mon	6285.00	6600.00	6936.00	7290.00	7651.00	8035.00
	Hrly	38.68	40.62	42.68	44.86	47.08	49.45
C6147	IT Support Technician III						
C6166	FA Technical Support Specialist						
C6187	IT Support Specialist						
35	Ann	76536.00	80352.00	84360.00	88620.00	93048.00	97716.00
	Mon	6378.00	6696.00	7030.00	7385.00	7754.00	8143.00
	Hrly	39.25	41.21	43.26	45.45	47.72	50.11
C6128	KCSM Underwriting Represent.						
35A	Ann	77304.00	81168.00	85212.00	89508.00	94008.00	98688.00
	Mon	6442.00	6764.00	7101.00	7459.00	7834.00	8224.00
	Hrly	39.64	41.62	43.70	45.90	48.21	50.61
C4119	Network Infrastructure Tech. (Measure H)						
C6121	Network Infrastructure Tech.						
36	Ann	78660.00	82380.00	86520.00	90852.00	95364.00	100140.00
	Mon	6555.00	6865.00	7210.00	7571.00	7947.00	8345.00
	Hrly	40.34	42.25	44.37	46.59	48.90	51.35
C6021	KCSM TV Producer/Director II						
C6077	KCSM Production Coordinator						
C6116	Broadcast Engineer II						
C6136	Client Service manager KCSM						
C6162	KCSM Radio Engineer						

**San Mateo County Community College District**  
**Classified Salary Schedule (60)**  
**Effective: 01-JUL-2018**

<b>Grade</b>	<b>Step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
37	Ann	80316.00	84396.00	88680.00	93072.00	97920.00	102816.00
	Mon	6693.00	7033.00	7390.00	7756.00	8160.00	8568.00
	Hrly	41.19	43.28	45.48	47.73	50.22	52.73
C6101	Programmer Analyst						
C6156	Web Programmer Analyst						
C6164	Accounting Analyst						
C6187	IT Support Specialist						
C6202	Web Accessibility Programmer						
38	Ann	82332.00	86520.00	90912.00	95376.00	100380.00	105408.00
	Mon	6861.00	7210.00	7576.00	7948.00	8365.00	8784.00
	Hrly	42.22	44.37	46.62	48.91	51.48	54.06
C6149	Project Coordinator II						
C6180	Project Coordinator II (Measure H)						
39	Ann	84360.00	88680.00	93180.00	97764.00	102852.00	107988.00
	Mon	7030.00	7390.00	7765.00	8147.00	8571.00	8999.00
	Hrly	43.26	45.48	47.78	50.14	52.74	55.38
40	Ann	86508.00	90912.00	95520.00	100236.00	105456.00	110712.00
	Mon	7209.00	7576.00	7960.00	8353.00	8788.00	9226.00
	Hrly	44.36	46.62	48.98	51.40	54.08	56.78
41	Ann	88644.00	93180.00	97896.00	102744.00	108096.00	113508.00
	Mon	7387.00	7765.00	8158.00	8562.00	9008.00	9459.00
	Hrly	45.46	47.78	50.20	52.69	55.43	58.21
C6111	Senior Broadcast Engineer						

**San Mateo County Community College District**  
**Buildings and Grounds Salary Schedule (70)**  
**Effective: 01-JUL 2018**

Grade	Step	1	2	3	4	5	6	
AA	Ann	47628.00	49476.00	51672.00	54012.00	56232.00	59040.00	
	Mon	3969.00	4123.00	4306.00	4501.00	4686.00	4920.00	
	Daily	183.18	190.29	198.74	207.74	216.28	227.08	
	Hrly	24.42	25.37	26.50	27.70	28.84	30.28	
	Sw M	4167.45	4329.15	4521.30	4726.05	4920.30	5166.00	
	Sw D	192.34	199.81	208.68	218.13	227.09	238.43	
	Sw H	25.65	26.64	27.82	29.08	30.28	31.79	
	Gr M	4365.90	4535.30	4736.60	4951.10	5154.60	5412.00	
	Gr D	201.50	209.32	218.61	228.51	237.90	249.78	
	Gr H	26.87	27.91	29.15	30.47	31.72	33.30	
	C7001	Custodian						
	BA	Ann	50640.00	52752.00	55044.00	57444.00	60024.00	63012.00
Mon		4220.00	4396.00	4587.00	4787.00	5002.00	5251.00	
Daily		194.77	202.89	211.71	220.94	230.86	242.35	
Hrly		25.97	27.05	28.23	29.46	30.78	32.31	
C7004		Groundskeeper						
BB	Ann	51156.00	53220.00	55536.00	57960.00	60564.00	63600.00	
	Mon	4263.00	4435.00	4628.00	4830.00	5047.00	5300.00	
	Daily	196.75	204.69	213.60	222.92	232.94	244.62	
	Hrly	26.23	27.29	28.48	29.72	31.06	32.62	
	Sw M	4476.15	4656.75	4859.40	5071.50	5299.35	5565.00	
	Sw D	206.59	214.93	224.28	234.07	244.59	256.85	
	Sw H	27.55	28.66	29.90	31.21	32.61	34.25	
	Gr M	4689.30	4878.50	5090.80	5313.00	5551.70	5830.00	
	Gr D	216.43	225.16	234.96	245.22	256.23	269.08	
	Gr H	28.86	30.02	31.33	32.70	34.16	35.88	
	BC	Ann	51288.00	53376.00	55740.00	58224.00	60624.00	63660.00
		Mon	4274.00	4448.00	4645.00	4852.00	5052.00	5305.00
Daily		197.26	205.29	214.38	223.94	233.17	244.85	
Hrly		26.30	27.37	28.58	29.86	31.09	32.65	

**San Mateo County Community College District**  
**Buildings and Grounds Salary Schedule (70)**  
**Effective: 01-JUL 2018**

Grade	Step	1	2	3	4	5	6	
CC	Ann	53088.00	55272.00	57612.00	60156.00	62844.00	65988.00	
	Mon	4424.00	4606.00	4801.00	5013.00	5237.00	5499.00	
	Daily	204.18	212.58	221.58	231.37	241.71	253.80	
	Hrly	27.22	28.34	29.54	30.85	32.23	33.84	
	Sw M	4645.20	4836.30	5041.05	5263.65	5498.85	5773.95	
	Sw D	214.39	223.21	232.66	242.94	253.79	266.49	
	Sw H	28.59	29.76	31.02	32.39	33.84	35.53	
	Gr M	4866.40	5066.60	5281.10	5514.30	5760.70	6048.90	
	Gr D	224.60	233.84	243.74	254.51	265.88	279.18	
	Gr H	29.95	31.18	32.50	33.93	35.45	37.22	
	C7025	Lead Custodian						
	CD	Ann	54576.00	56808.00	59292.00	61908.00	64656.00	67884.00
		Mon	4548.00	4734.00	4941.00	5159.00	5388.00	5657.00
Daily		209.91	218.49	228.05	238.11	248.68	261.09	
Hrly		27.99	29.13	30.41	31.75	33.16	34.81	
DD	Ann	58260.00	60636.00	63264.00	66012.00	68964.00	72408.00	
	Mon	4855.00	5053.00	5272.00	5501.00	5747.00	6034.00	
	Daily	224.08	233.22	243.32	253.89	265.25	278.49	
	Hrly	29.88	31.10	32.44	33.85	35.37	37.13	
C7023	Utility Engineer							
EE	Ann	65304.00	68616.00	72012.00	75648.00	79476.00	83436.00	
	Mon	5442.00	5718.00	6001.00	6304.00	6623.00	6953.00	
	Daily	251.17	263.91	276.97	290.95	305.68	320.91	
	Hrly	33.49	35.19	36.93	38.79	40.76	42.79	
FF	Ann	69048.00	71820.00	74568.00	77628.00	80748.00	84792.00	
	Mon	5754.00	5985.00	6214.00	6469.00	6729.00	7066.00	
	Daily	265.57	276.23	286.80	298.57	310.57	326.12	
	Hrly	35.41	36.83	38.24	39.81	41.41	43.48	
C7013	Maintenance Engineer							
C7008	Lead Groundskeeper							



**San Mateo County Community College District**  
**Buildings and Grounds Salary Schedule (70)**  
**Effective: 01-JUL 2018**

Grade	Step	1	2	3	4	5	6
GG	Ann	70848.00	74016.00	77268.00	80844.00	84492.00	88716.00
	Mon	5904.00	6168.00	6439.00	6737.00	7041.00	7393.00
	Daily	272.49	284.68	297.18	310.94	324.97	341.22
	Hrly	36.33	37.96	39.62	41.46	43.33	45.50
C7026		Project Engineer					
HH	Ann	72612.00	76236.00	80040.00	84048.00	88296.00	92724.00
	Mon	6051.00	6353.00	6670.00	7004.00	7358.00	7727.00
	Daily	279.28	293.22	307.85	323.26	339.60	356.63
	Hrly	37.24	39.10	41.05	43.10	45.28	47.55
C7014		Senior Maintenance Engineer					
C7027		Systems Engineer					
II	Ann	79896.00	83808.00	88008.00	92436.00	97128.00	101988.00
	Mon	6658.00	6984.00	7334.00	7703.00	8094.00	8499.00
	Daily	307.29	322.34	338.49	355.52	373.57	392.26
	Hrly	40.97	42.98	45.13	47.40	49.81	52.30
C7024		Chief Engineer					

**BOARD REPORT NO. 18-7-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Aaron McVean, Vice Chancellor, Educational Services and Planning,  
358-6887

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

The addition of eight courses to, and the deletion of fifteen courses from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, six courses are proposed to be offered in the distance education mode. The addition of four certificates is also proposed.

In addition to the courses deleted, sixty-one courses and fifteen programs were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses and programs will be deleted in the coming years.

Furthermore, fifty-eight courses and twenty-six programs were modified. One course was reactivated.

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

**RECOMMENDATION**

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

San Mateo County Community College District

July 25, 2018

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

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

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

Katherine Schertle, Curriculum Committee Co-Chair  
Cañada College

Hyla Lacefield, Academic Senate President  
Cañada College

Jamillah Moore, President  
Cañada College

## **PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE**

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

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

##### **332.1 FLEXIBILITY AND STRETCHING I (1.0) (day or evening)**

**Justification:** This course is replacing FITN 332, which was previously banked. It is part of the AA and AA-T degrees in Kinesiology as a core requirement.

**Prerequisite:** None.

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

**Description:** The focus of this course is to help condition and tone the body through low impact fitness techniques and total body stretching, proper breathing techniques, and exercises for flexibility. Emphasis is placed on a dynamic warm-up and static stretching exercises.

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

##### **332.2 FLEXIBILITY AND STRETCHING II (1.0) (day or evening)**

**Justification:** This course is replacing FITN 332 as the second level of the flexibility and stretching family of courses. This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. FITN 332.2 is part of both the AA and AA-T in Kinesiology as a core requirement.

Prerequisite: FITN 332.1.

Recommended Preparation: None.

Description: Continuation of FITN 332.1. The focus of this course is to help condition and tone the body through low impact fitness techniques and total body stretching, proper breathing techniques, and exercises for flexibility at an intermediate level. Emphasis is placed on a dynamic warm-up and static stretching exercises.

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

## **PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE**

### **BUSINESS**

#### **680CB STARTUP FOR ARTISTS, DESIGNERS AND CREATORS**

Justification: This course was offered successfully, and has been replaced with a permanent course.

### **CHEMISTRY**

#### **680CI PREPARATION FOR CHEMISTRY**

Justification: This course is being deactivated per section 3.6 of the Curriculum Handbook. The course was not offered successfully.

#### **680CI PREPARATION FOR CHEMISTRY**

Justification: This course is being deactivated per section 3.6 of the Curriculum Handbook. The course was not offered successfully.

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

#### **129 BEGINNING STRENGTH TRAINING ON THE BALL**

Justification: This course has never been offered, and it is no longer needed.

## **PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE**

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

- 262 Introduction to Family Support: Building Respectful Partnerships
- 264 The Life Cycle of the Family

### **HISTORY**

- 243 African History
- 451 Far Eastern Civilization and Heritage I
- 452 Far Eastern Civilization and Heritage II
- 455 Middle Eastern History

## **HUMAN SERVICES**

- 110 Introduction to Counseling and Interviewing
- 115 Introduction to Case Management
- 120 Public Assistance and Benefits Program
- 160 Serving Diverse Populations
- 161 Information and Referral: Understanding Community Resources
- 262 Introduction to Family Support: Building Respectful Partnerships
- 264 The Life Cycle of the Family
- 265 Family Development Portfolio, Part I
- 266 Family Development Portfolio, Part II

## **SPANISH**

- 161 Latino Literature I

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

### **ENGINEERING**

- 215 Computational Methods for Engineers and Scientists

### **HISTORY**

- 100 History of Western Civilization I
- 101 History of Western Civilization II
- 104 World History I
- 106 World History II
- 201 U.S. History through 1877
- 202 U.S. History from 1877 to the Present
- 242 African-American History
- 245 Race, Ethnicity and Immigration in the U.S.
- 246 History of Latinos in the U.S.
- 247 Women in U.S. History
- 422 Modern Latin America

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

- 128 Core Strength and Functional Training
- 304.3 Walking Fitness III
- 304.4 Walking Fitness IV

### **PSYCHOLOGY**

- 100 General Psychology

### **PARALEGAL STUDIES**

- 260 Advanced Legal Research and Writing

**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

**PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE**

**THEATRE ARTS**

- 101 History of Theatre

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

**HISTORY**

- 101 History of Western Civilization II

**MATHEMATICS**

- 820 Just-In-Time Support for Intermediate Algebra

**THEATRE ARTS**

- 101 History of Theatre

**PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE**

**HUMAN SERVICES**

- Community Health Worker** – Certificate of Achievement
- Human Services** – Associate of Science Degree
- Human Services** – Certificate of Achievement
- Patient/Health Navigator** – Certificate of Achievement
- Promotor Education and Employment Project** – Certificate of Achievement

**SPANISH**

- Bilingualism and Biliteracy in English/Spanish** – Certificate of Achievement

## **PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

### **ENGLISH**

**English** – Associate in Arts Degree

**English** – Associate in Arts Degree for Transfer

### **HISTORY**

**History** – Associate in Arts Degree

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

### **INTERDISCIPLINARY STUDIES**

**Option 1, Cañada College Pattern: Arts and Humanities** – Associate in Arts Degree

**Option 2, Transfer Pattern: Arts and Humanities** – Associate in Arts Degree

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

**Kinesiology** – Associate in Arts Degree

**Kinesiology** – Associate in Arts Degree for Transfer

### **LATIN AMERICAN AND LATINO/A STUDIES**

**Latin American and Latino/a Studies** – Associate in Arts Degree

**Latin American and Latino/a Studies** – Certificate of Achievement

### **PARALEGAL STUDIES**

**Paralegal Studies** – Associate in Arts Degree

**Paralegal Studies** – Certificate of Achievement

### **SOCIAL SCIENCES**

**International Studies** – Associate in Arts Degree

### **SPANISH**

**Spanish** – Associate in Arts Degree

**Spanish** – Associate in Arts Degree for Transfer

### **THEATRE ARTS**

**Theatre Arts** – Associate in Arts Degree

San Mateo County Community College District

July 25, 2018

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

PREPARED BY: Sandra Stefani Comerford, Vice President, Instruction  
College of San Mateo

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

Jeremy Wallace, President, Academic Senate  
College of San Mateo

Michael Claire, President  
College of San Mateo

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

COURSE DESCRIPTIONS AND JUSTIFICATIONS

**VARSIITY SPORTS**

680MA BEACH VOLLEYBALL: WOMEN (3) (day or evening)

Justification: College of San Mateo decided to host an intercollegiate beach volleyball intercollegiate program which began this spring. We currently do not have a course for this in our curricular inventory.

Prerequisite: None.

Recommended Preparation: Eligibility for VARS 340. Students should have experience competing in interscholastic volleyball in order to succeed.

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

Classification: AA/AS Degree; CSU transferable.

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

**ACCOUNTING**

- 665MD Lacerte Tax Software Basics
- 665MF Depreciation Basics
- 665MI Taxation of Rental Real Estate
- 665MN Sole Proprietorships



## **ARCHITECTURE**

680MB Making Architecture: Building Methods, Materials & Design Build 1  
680MC Introduction to Advanced 3D Digital Modeling

## **BUSINESS**

680MA The Entrepreneurial Mindset  
680MB Sources of Financing

## **COMPUTER AND INFORMATION SCIENCE**

680MI Internet of Things

## **CAREER AND LIFE PLANNING**

880MA Learning Skills Assessment for DSPS

## **DENTAL ASSISTING**

743 Coronal Polish  
744 Dental Sealants

## **DEVELOPMENTAL SKILLS**

817 Assistive Computer Access  
880MA Assistive Technology – Smartpen  
880MB Assistive Technology – Kurzweil 3000

## **DIGITAL MEDIA**

680MB Digital Advertising

## **FILM**

277 Film and Literature  
815 Film and New Digital Media

## **FIRE**

680MB Firefighter I Academy  
680MC Confined Space Rescue Awareness

## **LITERATURE**

277 Film and Literature

## **MUSIC**

680MF Orchestra  
680MG Advanced Choir  
680MH Advanced Band

**READING**

825 Introduction to College Reading

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

**BUSINESS**

295 Computer Systems in Business

**DRAFTING**

110 SolidWorks I

**ELECTRICAL APPRENTICESHIP**

741 Electrical Apprenticeship I  
742 Electrical Apprenticeship II  
743 Electrical Apprenticeship III  
744 Electrical Apprenticeship IV  
745 Electrical Apprenticeship V  
746 Electrical Apprenticeship VI  
747 Electrical Apprenticeship VII  
748 Electrical Apprenticeship VIII  
749 Electrical Apprenticeship IX  
750 Electrical Apprenticeship X

**ENGLISH**

828 Basic Composition and Reading

**ENGLISH SECOND LANGUAGE**

400 Composition for Non-Native Speakers  
827 Writing for Non-Native Speakers III  
828 Writing for Non-Native Speakers IV  
848 Listening and Speaking IV  
858 Reading for Non-Native Speakers  
898 Comprehensive Grammar Review for Non-Native Speakers

**MATHEMATICS**

115 Geometry

**NURSING**

241 Advanced Medical/Surgical Nursing

**PSYCHOLOGY**

121 Basic Statistical Concepts

**READING**

830 College and Career Reading

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

**BUSINESS**

295 Computer Systems in Business

**ENGLISH SECOND LANGUAGE**

898 Comprehensive Grammar Review for Non-Native Speakers

**PSYCHOLOGY**

121 Basic Statistical Concepts

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

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

**ACCOUNTING**

**Preparation for a Master’s Degree in Accounting – Certificate of Specialization** (14 units)

**Preparation for a Master’s Degree in Taxation – Certificate of Specialization** (14 units)

**KINESIOLOGY**

**Athletic Coaching Certificate – Certificate of Specialization** (9.5-11 units)

**HISTORY**

**Global Perspectives – Certificate of Achievement** (18-20 units)

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

**BIOLOGY**

**Biology: Biotechnology** – Associate in Science Degree

**Biology: General** – Associate in Science Degree

**Biology: Medical** – Associate in Science Degree

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

**ART**

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

## **BIOLOGY**

**Biology** – Associate in Science Degree

**Biology: Pre-Nursing** – Associate in Science Degree

## **ENGLISH**

**English** – Associate in Arts Degree for Transfer

## **FILM**

**Film** – Associate in Arts Degree

## **KINESIOLOGY**

**Kinesiology** – Associate in Arts Degree

**Specialized Pilates Instructor** – Certificate of Achievement

## **MUSIC**

**Music** – Associate in Arts Degree

## **PHILOSOPHY**

**Philosophy** – Associate in Arts Degree for Transfer

## **PSYCHOLOGY**

**Psychology** – Associate in Arts Degree for Transfer

San Mateo County Community College District

July 25, 2018

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

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

APPROVED BY: Jessica Hurless, Curriculum Committee Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

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

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **BIOTECHNOLOGY**

##### 480 BIOTECHNOLOGY PROJECT I (1.5) (day or evening)

Justification: Course developed to provide high school concurrent enrollment college credit for work-based experience in producing biotechnology products in a lab setting.

Prerequisite: None.

Recommended Preparation: Two years of Biotechnology coursework.

Description: Biotechnology work experience in an open lab. Students work under local supervision in an open biotechnology lab under cGMP/cGLP conditions where they develop the process and procedures to create biotechnology product.

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

##### 482 BIOTECHNOLOGY PROJECT II (1.5) (day or evening)

Justification: Course developed to provide high school concurrent enrollment college credit for laboratory-based experience in producing biotechnology products in a cGMP setting.

Prerequisite: BTEC 480 or equivalent.

Recommended Preparation: None.

Description: Biotechnology field experience in an open lab where students prepare and test the manufacturing process of a biotechnology project in order to produce their product.

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

484 BIOTECHNOLOGY RESEARCH PROJECT I (1.5) (day or evening)

Justification: Skyline College is working with local high schools to produce a course that will meet the needs of students who have taken up to two years of Biotechnology coursework. This course will meet the needs of high school students who want to do more work in biotechnology. It will also form a bridge between the high school and the community college.

Prerequisite: None.

Recommended Preparation: Prior coursework in Biotechnology.

Description: Laboratory experience designed to promote discovery research. Working in teams, students conduct research projects that incorporate techniques in microbiology, virology, and molecular biology and involve use of bioinformatics tools and other computational analysis software. Emphasis is on reading and understanding scientific literature as well as improving critical thinking skills such as the ability to evaluate hypotheses or experimentally address scientific questions. Also addressed will be critical aspects of the research process including record keeping, ethics, laboratory safety and citizenry, mechanics of scientific writing, and project responsibilities and ownership.

Classification: AA/AS Degree; CSU transferable.

## **ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

482 CONSTRUCTION BASICS I (2.5) (day or evening)

Justification: This is a permanent course offering designed to provide high school students with a dual enrollment opportunity and a pathway into the Energy Systems Technology Management program.

Prerequisite: None.

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

Description: Fundamental residential construction concepts, terminology, and practices, including mathematics, ratios and scales, safety, tools, framing, materials, and hands-on construction basics. Emphasis on green and sustainable building practices and renovations.

Classification: Not degree applicable; not transferable.

484 CONSTRUCTION BASICS II (2.5) (day or evening)

Justification: This is a permanent course offering that provides high school students with dual enrollment opportunity and a path to the Energy Systems Technology Management Program.

Prerequisite: ESTM 482 or equivalent.

Recommended Preparation: None.

Description: A continuation of Construction Basics I with focus on "hands-on" carpentry knowledge, skills, and abilities. The course will culminate with a student-build project encompassing the content of both courses.

Classification: Not degree applicable; not transferable.

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

### **ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

880SA CONSTRUCTION BASICS I  
880SB CONSTRUCTION BASICS II

Justification: These experimental courses have been replaced in the curriculum by permanent courses.

### **GEOLOGY**

180 GEOLOGY OF CALIFORNIA

Justification: This course has not been offered in over a decade, and faculty do not intend to offer the course in the future.

### **HEALTH SCIENCE**

665 LIFE STYLES – HEALTH ISSUES  
665SA GATEWAY TO HEALTHCARE  
665SE ANXIETY MANAGEMENT  
665SF COPING WITH DEPRESSION  
665SG ANGER MANAGEMENT  
880SB FOUNDATIONS IN HEALTH CARE

Justification: These courses have not been offered in many years, and faculty do not intend to offer these courses in the future.

HSCI 680SA GATEWAY TO HEALTH CAREERS

Justification: This experimental course has been replaced in the curriculum by a permanent course.

### **MATHEMATICS**

153 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II

Justification: This course has never been offered, and faculty do not intend to offer the course in the future.

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

### **EMERGENCY MEDICAL CARE**

180 Gateway to Health Careers  
665 Selected Topics in Emergency Medical Care

**HEALTH SCIENCE**

- 161 Information and Referral: Understanding Community Resources
- 420 EKG Technology

**MEDICAL ASSISTING**

- 400 Patient and Health Care Concerns
- 405 Intro to Electronic Health Records and Information Systems
- 410 Introduction to Pharmacology
- 420 Medical Anatomy and Physiology
- 430 Introduction to Medical Insurance Billing
- 438 Medical Editing Clerkship
- 440 Introduction to Medical Editing
- 448 Medical Editing Clerkship
- 450 Introduction to CPT Coding
- 452 Current Procedural Terminology (CPT) Coding II
- 455 Introduction to ICD Coding
- 457 International Statistical Classification of Diseases (ICD) Coding II
- 458 Medical Coding Clerkship
- 460 Introduction of Administrative Medical Assisting
- 462 Administrative Medical Assisting II
- 468 Administrative Medical Assisting Clerkship

**PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE****EMERGENCY MEDICAL CARE**

- 400 Emergency Medical Responder
- 410 Emergency Medical Technician
- 415 EMT Refresher
- 425 CPR: Health Care Provider

**MATHEMATICS**

- 201 Math in Society

**PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE****MEDICAL ASSISTING**

**Administrative Medical Assisting** – Associate in Science Degree

**Administrative Medical Assisting** – Certificate of Achievement

**Medical Coding** – Certificate of Achievement

**Medical Editing** – Certificate of Achievement

**Medical Insurance Billing** – Certificate of Achievement

**Medical Office Receptionist** – Certificate of Achievement



**BOARD REPORT NO. 18-7-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES**

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

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2018-2019 to ensure compliance with the regulations and Board Policy 8.70. The fees are attached as Exhibits A, B and C respectively for the Board of Trustees to review and approve.

**RECOMMENDATION**

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

**CAÑADA COLLEGE**  
**Instructional Material Fees**  
**2018-19**

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

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Fashion Design:</b>			
FASH	180	Computerized Pattern Design	\$6.00
<b>Interior Design:</b>			
INTD	367	3D Modeling SketchUp for Interior Designers	\$2.00
<b>Kinesiology - Varsity Sports:</b>			
VARS	154	Varsity Soccer	\$75.00
<b>Library Science:</b>			
LIBR	100	Introduction To Information Research	\$2.00
<b>Multimedia Art and Technology:</b>			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	371	User Interface/User Experience Design	\$6.00
MART	372	Digital Illustration	\$6.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00
MART	385	Coding for Designers and Artists	\$6.00
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation & Interactive Media	\$4.00
MART	417	Principles of Animation	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00
MART	422	Introduction to Rigging	\$6.00
MART	430	3d Character Creation And Animation	\$6.00
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Multimedia Art and Technology (continued):</b>			
MART	433	Advanced Special Effects and Compositing	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00
<b>Reading:</b>			
READ	826	Reading Improvement	\$1.00
READ	836	Academic Reading Strategies	\$1.00

**COLLEGE OF SAN MATEO**  
**Instructional Material Fees**  
**2018-19**

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

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Biology:</b>			
BIOL	110	General Principles of Biology	\$2.00
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$2.00
BIOL	260	Human Physiology	\$4.00
<b>Business:</b>			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Keyboarding Skill building	\$2.00
<b>Business Microcomputer Applications - Windows Platform:</b>			
BUSW	105	Introduction to Microcomputers	\$2.00
BUSW	114	Windows Fundamentals I	\$2.00
BUSW	115	Windows Fundamentals II	\$2.00
BUSW	214	Word Processing I Using Word for Windows	\$2.00
BUSW	215	Word Processing II Using Word for Windows	\$2.00
BUSW	383	Business Presentations I Using PowerPoint for Windows	\$2.00
BUSW	384	Business Presentations II Using PowerPoint for Windows	\$2.00
BUSW	415	Spreadsheet I Using Excel for Windows	\$2.00
BUSW	416	Spreadsheet II Using Excel for Windows	\$2.00
BUSW	450	Microsoft Project Fundamentals I	\$2.00
BUSW	451	Microsoft Project Fundamentals II	\$2.00
BUSW	464	Database Management Fundamentals Using Access for Windows	\$2.00
BUSW	530	Introduction to Internet Competency	\$2.00
<b>Chemistry:</b>			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00
<b>Computer and Information Science:</b>			
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	(CS1) Programming Methods: Java	\$2.00
CIS	256	(CS2) Data Structures: Java	\$2.00
CIS	264	Computer Architecture and Assembly Language	\$2.00

<b><u>SUBJECT</u></b>	<b><u>C.N.</u></b>	<b><u>TITLE</u></b>	<b><u>AMOUNT</u></b>
CIS	278	(CS1) Programming Methods: C++	\$2.00
CIS	279	(CS2) Data Structures: C++	\$2.00
<b>Cosmetology:</b>			
COSM	712	Fundamental Cosmetology I	\$6.00
COSM	732	Intermediate Cosmetology III	\$5.00
COSM	758	Advanced Techniques/Photo Shoot	\$35.00
COSM	759	Advanced Techniques/Hair Specialties	\$35.00
<b>Counseling:</b>			
COUN	111	College Planning	\$5.00
COUN	120	College and Career Success	\$6.00
COUN	122	Study Skills	\$5.00
COUN	128	Puente: Foundation for College Success	\$6.00
COUN	129	Puente: Transfer Readiness	\$4.00
<b>Career and Life Planning:</b>			
CRER	126	Career Choices I: Career Assessment	\$6.00
CRER	127	Career Choices II: Job Search	\$6.00
CRER	155	Leadership Study	\$25.00
<b>Digital Media:</b>			
DGME	103	Fundamentals of Two-Dimensional Design	\$20.00
DGME	211	Introduction to Graphic Design	\$20.00
DGME	216	Intermediate Graphic Design	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Production Design for Print and Screen	\$20.00
DGME	250	Internship	\$20.00
<b>Drafting Technology:</b>			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	113	REVIT	\$5.00
DRAF	121	Computer-Aided Drafting I	\$5.00
DRAF	122	Computer-Aided Drafting II	\$5.00
DRAF	130	Mechanical Design with CAD	\$5.00
<b>Electronics Technology:</b>			
ELEC	111	Introduction to Electronics Fundamentals	\$33.00
ELEC	112	Advanced Electronics Fundamentals	\$33.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
ELEC	441	Sensors and Data Transmission Systems	\$20.00
<b>Fire:</b>			
FIRE	796	Emergency Medical Technician: Basic	\$175.00
FIRE	797	Emergency Medical Technician: Basic	\$175.00



**SKYLINE COLLEGE**  
**Instructional Material Fees**  
**2018-19**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Art:</b>			
ART	175	Visual Theory and Practice: Ceramic Art	\$10.00
ART	234	Printmaking I	\$15.00
ART	239	Printmaking II: Monotype, Monoprint and Mixed Media	\$15.00
ART	351	Black and White Photography I	\$18.00
ART	352	Black and White Photography II	\$18.00
ART	353	Black and White Photography III	\$18.00
ART	354	Digital Photography I	\$18.00
ART	355	Digital Photography II	\$18.00
ART	401	Three-Dimensional Design	\$12.00
ART	405	Sculpture I	\$10.00
ART	406	Sculpture II	\$15.00
ART	407	Sculpture III: Direct Metal	\$15.00
ART	411	Ceramics I	\$12.50
ART	412	Ceramics II	\$12.50
ART	417	Ceramic Glazing Techniques	\$12.50
ART	418	Ceramics III	\$12.50
ART	425.1	Studio Practices in Photography I	\$15.00
ART	425.2	Studio Practices in Photography II	\$15.00
ART	430	Introduction to Digital Art	\$15.00
ART	431	Digital Imaging I: Photoshop	\$15.00
ART	432	Digital Imaging II: Advanced Photoshop	\$15.00
ART	435	Digital Illustration	\$15.00
ART	665SA	Fundamentals of Digital Photography	\$18.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$15.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$15.00
ART	665SP	Explorations in Clay	\$12.50
<b>Automotive Technology:</b>			
AUTO	665SD	Evaporative Emissions Systems	\$95.00
AUTO	665SI	Multiplexing and CAN Systems	\$100.00
AUTO	665S7	2017 Smog Check Update	\$75.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Automotive Technology (continued):</b>			
AUTO	739/839	OBD II Evaporative Emission Systems	\$90.00
AUTO	751	Automotive Engine Performance	\$125.00
AUTO	752	Advanced Engine Performance	\$330.00
AUTO	758/858	Computer Controls	\$125.00
AUTO	768/868	On-Board Diagnostics (OBD) II	\$95.00
AUTO	793/893	Engine Performance	\$50.00
<b>Business:</b>			
BUS.	103	Introduction to Business Information Systems	\$3.00
<b>Business Computer Systems and Management:</b>			
BCM.	100	Beginning Computer Keyboarding	\$3.00
BCM.	101	Computer Keyboarding Skill Building	\$3.00
BCM.	200	Introduction to MS Office Suite	\$3.00
BCM.	214	Word Processing I: WORD	\$3.00
BCM.	215	Word Processing II: WORD	\$3.00
BCM.	225	Spreadsheets I: EXCEL	\$3.00
BCM.	226	Spreadsheets II: EXCEL	\$3.00
<b>Digital Media and Design:</b>			
DMAD	431	Digital Imaging I: Photoshop	\$15.00
DMAD	432	Digital Imaging II: Advanced Photoshop	\$15.00
<b>Emergency Medical Care:</b>			
EMC.	400	Emergency Medical Responder	\$10.00
EMC.	425	CPRL Health Care Provider	\$10.00
<b>Wellness:</b>			
WELL	704	Massage Techniques and Clinical/Spa Experience	\$15.00
WELL	706	Introduction to Reflexology	\$15.00
WELL	707	Foundations of Aromatherapy and Essential Oils	\$15.00
WELL	723	Ayurvedic Aromatherapy	\$15.00

**BOARD REPORT NO. 18-7-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

**RATIFICATION OF MARCH AND APRIL 2018 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2018 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2018 through April 30, 2018 and ratify the contracts entered into leading to such payments.

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0075399	03/01/18	U.S. Bank National Association ND, .	411,996.02	Districtwide Procurement Card Payment
0075408	03/01/18	Constellation NewEnergy, Inc.	23,075.56	Utilities
0075413	03/01/18	McCarthy Building Companies	333,718.00	Cañada Construction Project
0075416	03/01/18	School Project for Utility Rate Reduction (SPURR)	60,210.01	Utilities
0075422	03/01/18	VALIC Retirement Services Company	247,598.94	Monthly Tax Sheltered Annuities
0075425	03/01/18	Western Allied Mechanical Inc.	23,150.00	CSM & District HVAC Projects
0075443	03/06/18	Allana Buick & Bers, Inc.	11,209.32	Cañada and CSM Construction Projects
0075453	03/06/18	Meta Bank/BB San Mateo CCD CFA	183,893.50	Financial Aid Disbursement
0075461	03/06/18	SMCCCD Bookstore	34,811.99	Bookstore Monthly Student Fees Reimbursement
0075462	03/06/18	Sutro Tower Inc.	21,417.00	KCSM TV Broadcast Site Lease at Sutro Tower
0075483	03/08/18	Associated Std-CSM	90,000.00	Interbank Transfer
0075485	03/08/18	Intermountain Electric Company	265,977.86	Districtwide Fire Alarm Panels Upgrade Project
0075489	03/08/18	Pacific Dining - Food Service Management	18,747.04	Districtwide Catering Services
0075506	03/13/18	CDW LLC	101,235.33	Districtwide IT Equipment Purchases
0075517	03/13/18	Meta Bank/BB San Mateo CCD CFA	126,084.08	Financial Aid Disbursement
0075519	03/13/18	Sedgwick Claims Management Services. Inc.	19,256.08	Replenish Workers' Compensation Insurance Fund
0075522	03/13/18	SMCCCD Bookstore	55,472.30	Cañada Special Programs Books Purchases
0075537	03/15/18	Allana Buick & Bers, Inc.	51,823.40	Cañada and Skyline Construction Projects
0075540	03/15/18	Constellation NewEnergy, Inc.	25,440.10	Utilities
0075543	03/15/18	Educational Computer Systems, Inc.	15,691.20	Districtwide 1098T Preparation and Distribution Services
0075546	03/15/18	Jaime L Arce	12,150.00	Districtwide Signage Projects
0075547	03/15/18	Krueger International, Inc.	98,293.58	Cañada Furniture Purchases
0075550	03/15/18	SM County Community College District	15,490.87	Replenish Flex Spending Account
0075551	03/15/18	Swinerton Builders	248,286.50	Program Management Services
0075570	03/20/18	Meta Bank/BB San Mateo CCD CFA	222,210.83	Financial Aid Disbursement
0075588	03/22/18	Blach Construction Company	704,375.35	Cañada Design and Construction Services
0075589	03/22/18	Casey Printing, Inc.	13,232.22	CSM Class Schedules Printing Services
0075595	03/22/18	San Mateo County Schools Insurance Group	202,058.09	Monthly Dental and Vision Insurance Premiums
0075596	03/22/18	School Project for Utility Rate Reduction (SPURR)	13,349.71	Utilities
0075597	03/22/18	SM County Community College District	20,000.00	Replenish Flex Spending Account
0075598	03/22/18	SMCCCD Bookstore	28,444.95	Skyline Special Programs Books Purchases
0075607	03/27/18	Allana Buick & Bers, Inc.	31,039.48	Cañada and CSM Construction Projects
0075610	03/27/18	Automatic Door Systems, Inc.	21,051.00	CSM Exterior Doors and Glass Wall Installation Services
0075613	03/27/18	Constellation NewEnergy, Inc.	57,464.70	Utilities
0075621	03/27/18	Meta Bank/BB San Mateo CCD CFA	186,735.00	Financial Aid Disbursement
0075626	03/27/18	Purple Communications Inc.	17,850.00	Cañada Students Sign Language Interpreting Services
0075627	03/27/18	Schneider Electric Buildings Americas, Inc.	16,200.75	Districtwide Maintenance and Service of Facilities Management Systems
0075632	03/27/18	Swinerton Builders	231,809.25	Program Management Services
0075637	03/27/18	XL Construction Corporation	783,941.00	Skyline Design and Construction Services
0075657	03/29/18	Computerland	11,218.57	Skyline and CSM IT Equipment Purchases
501382	03/01/18	AT&T/MCI	13,055.45	Districtwide Telephone Services
501389	03/01/18	Education Management Solutions, LLC	25,495.00	Skyline Clinical Training Equipment Purchase
501419	03/01/18	McCarthy Building Companies	10,907.00	Cañada Construction Project
501426	03/01/18	C S E A	19,152.65	Monthly Union Dues
501446	03/01/18	One Workplace L. Ferrari, LLC	34,170.51	District Office and Skyline Wall Systems Construction Projects
501448	03/01/18	Public Empl Ret Sys	1,658,910.38	Monthly Health Insurance Premium
501463	03/01/18	U.S. Postal Services	10,000.00	Cañada Postal Service

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

Check Number	Check Date	Vendor Name	Check Amount	Description
501467	03/01/18	VALIC	10,750.00	Monthly Tax Sheltered Annuities Employee Contribution
501489	03/06/18	Leland Saylor & Associates, Inc.	40,542.50	Skyline and Cañada Construction Costs Estimating Services
501496	03/06/18	Pacific Gas & Electric Co	10,498.30	Utilities
501506	03/06/18	American Federation of Teachers	66,700.67	Monthly Union Dues
501523	03/06/18	The Guardian Life Insurance Company	39,264.71	Monthly Life Insurance Premium
501527	03/08/18	AA ACME Locksmiths Inc.	12,334.73	CSM Alarm Systems Projects
501537	03/08/18	Floyd, Kay A.	16,200.00	CSM Grant related Consulting Services
501539	03/08/18	Griffin Painting, Inc.	32,410.00	CSM Painting Services
501552	03/08/18	Reliable Concepts Corporation	44,945.50	Skyline Veterans Resource Center improvement Project
501570	03/08/18	Intermountain Electric Company	13,998.83	Districtwide Fire Alarm Panels Upgrade Project
501586	03/13/18	City of Redwood City	12,369.66	Utilities
501587	03/13/18	City of San Bruno	17,147.35	Utilities
501588	03/13/18	Clearworks LLC	10,000.00	Skyline Automotive Marketing Research Services
501605	03/13/18	Lime Design Associates, Inc.	20,000.00	Skyline Grant Related Workshop
501627	03/13/18	Strata Information Group	61,440.00	Monthly Districtwide Professional & Management Services
501629	03/13/18	Van Dorn Abed Landscape Architects Inc.	16,218.00	Skyline Housing Landscape Architectural Services
501635	03/13/18	County of San Mateo	10,793.60	Districtwide Monthly Parking Income Allocation
501643	03/13/18	U.S. Postal Services	10,000.00	Skyline Postage Purchase
501675	03/15/18	Pacific Gas & Electric Co	39,727.51	Utilities
501686	03/15/18	Sedgwick Claims Management Services, Inc.	25,763.25	Districtwide Quarterly Worker's Comp TPA Service Fees
501689	03/15/18	Tarrar Enterprises, Inc.	12,415.00	Skyline Housing Consulting Services
501744	03/20/18	MV Transportation, Inc.	22,523.56	Skyline Students Shuttle Services
501747	03/20/18	OneLogin, Inc.	12,460.00	Districtwide Single Sign-On Software License Purchases
501751	03/20/18	Relation Insurance Services - Education, Inc.	533,520.00	CSM International Students Health Insurance Premium
501752	03/20/18	Relation Insurance Services - Education, Inc.	82,080.00	Cañada International Students Health Insurance Premium
501753	03/20/18	Relation Insurance Services - Education, Inc.	189,468.00	Skyline International Students Health Insurance Premium
501773	03/22/18	Calif Water Service Co	41,998.92	Utilities
501775	03/22/18	Economic Modeling, LLC	17,500.00	Districtwide Analyst Research Annual Subscription
501779	03/22/18	ICF Jones & Stokes, Inc.	12,917.50	CSM Parking Lot Environmental Consulting Services
501784	03/22/18	Miller, Morton, Caillat & Nevis, LLP	15,948.02	Cañada Vista and Cañada Bldg. 9 Litigation Legal Services
501786	03/22/18	Pacific Gas & Electric Co	26,321.91	Utilities
501787	03/22/18	Pacific Gas & Electric Co	10,467.01	Utilities
501811	03/22/18	Blach Construction Company	24,517.65	Cañada Design and Construction Services
501824	03/27/18	Atlas Pellizzari Electric, Inc.	21,326.00	Skyline EV Station Installation Projects
501833	03/27/18	Core Power Services, Inc.	23,903.64	CSM Emergency Lightning Systems Repairs
501892	03/27/18	XL Construction Corporation	13,229.00	Skyline Design and Construction Services
501893	03/27/18	XL Construction Corporation	28,033.00	Skyline Design and Construction Services
501911	03/29/18	APPA, Leadership in Educational Facilities	17,910.00	Facilities Leadership Academy Training Services
501913	03/29/18	AT&T/MCI	12,562.39	Districtwide Telephone Services
501928	03/29/18	Floyd, Kay A.	20,100.00	CSM and Skyline Grant related Consulting Services
501940	03/29/18	McGraw-Hill Education, Inc.	15,000.00	CSM Math Placement Assessment Testing Materials
501943	03/29/18	National Public Radio, Inc.	10,500.00	KCSM FM Annual Distribution Interconnect Fee
501948	03/29/18	San Mateo Electrical Training Trust	25,000.00	CSM Apprenticeship Certification Training Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1804442	03/01/18	Mass Mutual 457	53,662.27	Tax Annuity
J1804383	03/01/18	US Treasury - Federal Payroll Tax	2,004,588.60	Federal Payroll Tax
J1804383	03/01/18	EDD - State Payroll Tax	427,665.58	State Payroll Tax
J1804383	03/01/18	EDD - State Payroll Tax	18,828.92	State Tax-Disability Insurance
J1804429	03/02/18	PERS Retirement	979,591.53	PERS Retirement Advance
J1804431	03/02/18	State Teacher Retirement - Defined Benefit	1,118,843.23	STRS Retirement-Defined Benefit 95%
J1804478	03/05/18	State Teacher Retirement - Cash Balance	67,024.90	STRS Retirement-Cash Balance
J1804867	03/12/18	State Teacher Retirement - Defined Benefit	67,359.20	STRS Retirement-Defined Benefit Bal
J1804871	03/19/18	PERS Retirement	11,719.07	PERS Retirement Balance
J1804761	03/21/18	US Treasury - Federal Payroll Tax	78,201.13	Federal Payroll Tax
<u>SMCCCD Bookstores</u>				
118031	03/08/18	McGraw-Hill Companies	47,521.84	Purchase of Inventory
118040	03/08/18	Pearson Education, Inc	111,990.82	Purchase of Inventory
118049	03/08/18	SMCCD	135,021.71	Purchase of Inventory
118048	03/08/18	SM CC College District	238,037.06	Salaries and Benefits of January 2018
118098	03/19/18	Sysco Food Company of SF	15,665.10	Purchase of Inventory
118083	03/19/18	MTC Distributing	16,864.01	Purchase of Inventory
EFT 43697	03/23/18	CDTFA	15,507.01	Sales tax prepaid for February 2018
		Subtotal	13,936,598.76	92%
		Warrants Issued ≤ \$10,000	1,214,242.92	8%
		Total Non-Salary Warrants Issued	<u>15,150,841.68</u>	100%
District Accounts Payable		Ck#501381-501979 DD75394-75675	9,986,226.72	
District Payroll		Ck#131975-132680, DD50150425-50152325	12,257,987.89	
SMCCCD Bookstores		CK#118005 - 118104, EFT 43697	721,192.04	
		Total Warrants Including Salaries -March 2018	<u>22,965,406.65</u>	

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0075689	04/03/18	U.S. Bank National Association ND, .	431,411.29	Districtwide Procurement Card Payment
0075693	04/03/18	CDW LLC	24,850.32	Cañada IT Equipment Purchases
0075698	04/03/18	Meta Bank/BB San Mateo CCD CFA	65,599.29	Financial Aid Disbursement
0075708	04/03/18	SMCCCD Bookstore	40,187.22	Bookstore Monthly Student Fees Reimbursement
0075712	04/03/18	VALIC Retirement Services Company	245,236.94	Monthly Tax Sheltered Annuities
0075714	04/03/18	Western Allied Mechanical Inc.	12,920.00	CSM HVAC Project
0075727	04/05/18	Allana Buick & Bers, Inc.	17,744.85	Cañada Water Intrusion Repair and CSM Reroofing Project
0075731	04/05/18	Coulter Construction Inc.	81,720.00	District Office and Skyline Construction Projects
0075732	04/05/18	Dell Marketing LP	26,940.41	Cañada and CSM Computer Purchases
0075743	04/05/18	Sutro Tower Inc.	21,417.00	KCSM TV Broadcast Site Lease at Sutro Tower
0075765	04/10/18	Dell Marketing LP	76,909.71	Districtwide Computer Purchases
0075769	04/10/18	Meta Bank/BB San Mateo CCD CFA	124,247.50	Financial Aid Disbursement
0075775	04/10/18	SM County Community College District	41,607.72	Replenish Flex Spending Account
0075784	04/12/18	A. Lange Consulting, LLC	17,637.50	Districtwide Educational Planning Consulting Services
0075788	04/12/18	CIS, Inc	18,232.00	Skyline and Cañada On-site Construction Inspection Services
0075791	04/12/18	Dell Marketing LP	45,778.80	Districtwide Computer Purchases
0075797	04/12/18	Netronix Integration, Inc.	20,292.78	Cañada ACAMS Equipment Purchase and Installation Services
0075801	04/12/18	Schneider Electric Buildings Americas, Inc.	16,428.45	Implementation, Maintenance and Service of Districtwide Facilities Management Systems
0075802	04/12/18	School Project for Utility Rate Reduction (SPURR)	50,434.90	Utilities
0075803	04/12/18	Sedgwick Claims Management Services. Inc.	24,548.75	Replenish Workers' Compensation Insurance Fund
0075804	04/12/18	Siemens Industry, Inc.	34,460.50	Districtwide Fire Alarm Panels Upgrade and Monitoring Services
0075833	04/17/18	Constellation NewEnergy, Inc.	57,329.39	Utilities
0075839	04/17/18	GatesAir Inc	255,926.79	KCSM-TV New Transmitter
0075843	04/17/18	Meta Bank/BB San Mateo CCD CFA	108,876.67	Financial Aid Disbursement
0075846	04/17/18	Schneider Electric Buildings Americas, Inc.	12,350.75	Districtwide Maintenance and Service of Facilities Management Systems
0075848	04/17/18	Sedgwick Claims Management Services. Inc.	14,913.25	Replenish Workers' Compensation Insurance Fund
0075866	04/19/18	Gordon Kenny Realty, Inc.	45,000.00	College Staff Housing Operating Expenses Advancement and Reimbursement
0075868	04/19/18	Interline Brands, Inc.	17,597.41	CSM Facilities Equipment Purchases
0075869	04/19/18	Krueger International, Inc.	11,352.76	Skyline Furniture Purchases
0075873	04/19/18	Schneider Electric Buildings Americas, Inc.	94,891.75	Implementation, Maintenance and Service of Districtwide Facilities Management Systems
0075891	04/24/18	Air Systems, Inc.	15,926.82	Skyline HVAC Related Services
0075892	04/24/18	Blach Construction Company	809,902.33	Cañada Design and Construction Services
0075894	04/24/18	Casey Printing, Inc.	15,391.39	Cañada and Skyline Class Schedules Printing Services
0075895	04/24/18	CDW LLC	11,067.64	Districtwide IT Equipment Purchases
0075896	04/24/18	Coulter Construction Inc.	51,699.00	Skyline Construction Projects
0075897	04/24/18	Dell Marketing LP	30,071.22	Districtwide Computer Purchases
0075901	04/24/18	Hanson Bridgett LLP	19,799.00	Districtwide Construction Related and Skyline Housing Project Legal Counseling Services
0075902	04/24/18	Meta Bank/BB San Mateo CCD CFA	42,437.69	Financial Aid Disbursement
0075906	04/24/18	Purple Communications Inc.	11,347.50	Skyline Students Sign Language Interpreting Services
0075907	04/24/18	San Mateo County Schools Insurance Group	199,059.36	Monthly Dental and Vision Insurance Premiums
0075935	04/26/18	Advance Soil Technology Inc.	66,238.77	Skyline Geotechnical Consulting Services
0075942	04/26/18	Coulter Construction Inc.	52,085.00	CSM Construction Projects
0075943	04/26/18	Dell Marketing LP	11,919.12	Districtwide Computer Purchases
0075947	04/26/18	Intermountain Electric Company	50,548.55	Districtwide Fire Alarm Panels Upgrade Project
0075952	04/26/18	Oracle America, Inc.	14,031.71	Districtwide Software Renewal and Support Services
0075955	04/26/18	School Project for Utility Rate Reduction (SPURR)	25,027.96	Utilities
501983	04/03/18	Bay Area Biotechnology Education Consortium	12,500.00	Project Management Services for Skyline Supply Chain Operations Project

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

Check Number	Check Date	Vendor Name	Check Amount	Description
501994	04/03/18	Holtzbrinck Publishers LLC	14,219.49	CSM Student Instructional Materials Purchase
501996	04/03/18	Pacific Gas & Electric Co	10,168.30	Utilities
502011	04/03/18	American Federation of Teachers	62,784.82	Monthly Union Dues
502016	04/03/18	C S E A	19,081.73	Monthly Union Dues
502053	04/03/18	Public Empl Ret Sys	1,660,431.64	Monthly Health Insurance Premium
502075	04/03/18	VALIC	11,350.00	Monthly Tax Sheltered Annuities Employee Contribution
502083	04/05/18	Associated Std -Canada	32,515.38	Quarterly Student Fees Reimbursement
502084	04/05/18	Associated Std-CSM	52,545.75	Quarterly Student Fees Reimbursement
502085	04/05/18	Associated Std-Skyline	60,092.71	Quarterly Student Fees Reimbursement
502097	04/05/18	Foster Bros. Security Systems Inc.	31,045.00	Districtwide Classroom Security Alarms Project
502101	04/05/18	IBEAM Systems, Inc.	10,667.36	Cañada Cellular Camera Purchase
502107	04/05/18	One Workplace L. Ferrari, LLC	20,094.79	District Office Wall Systems Construction Project
502113	04/05/18	Terracon Consultants, Inc.	31,680.00	Cañada Hazardous Materials Abatement Consulting Services
502147	04/10/18	Kennedy & Company	37,500.00	Districtwide Student Related Technology Systems Research Services
502157	04/10/18	MV Transportation, Inc.	19,918.39	Skyline Students Shuttle Services
502191	04/10/18	The Guardian Life Insurance Company	39,187.16	Monthly Life Insurance Premium
502205	04/12/18	City of San Bruno	15,980.96	Utilities
502212	04/12/18	ESCALA Educational Services Inc.	13,500.00	CSM Faculty Professional Development Workshop
502236	04/12/18	Simon Wiesenthal Center, Inc.	15,000.00	Museum of Tolerance Staff Training Services
502238	04/12/18	ThyssenKrupp Elevator Corporation	18,108.66	Districtwide Elevators Maintenance and Repair Services
502244	04/12/18	City of San Bruno	59,000.00	Utilities
502251	04/17/18	4imprint	15,954.41	Cañada Recruiting and Marketing Promotional Materials
502261	04/17/18	ChargePoint, Inc.	15,934.25	Districtwide EV Charging Station Software Support
502262	04/17/18	City of Redwood City	11,333.02	Utilities
502269	04/17/18	Harry L. Murphy, Inc	41,165.00	CSM Carpet Tile Installation Project
502287	04/17/18	Pacific Gas & Electric Co	24,317.66	Utilities
502289	04/17/18	Pacific Gas & Electric Co	36,079.16	Utilities
502297	04/17/18	Salesforce.org	13,680.00	International Student Services Software Purchase
502308	04/17/18	County of San Mateo	12,930.80	Districtwide Monthly Parking Income Allocation
502322	04/19/18	Fastenal Company	11,667.14	Skyline Facilities Electrical Equipment Purchase
502365	04/24/18	Clearworks LLC	25,000.00	Skyline Automotive Marketing Research Services
502366	04/24/18	Comm College League/Calif	74,752.85	CSM Library Subscription Services
502367	04/24/18	Construction Testing Services, Inc.	13,553.14	Skyline and Cañada Testing and Inspection Services
502373	04/24/18	Floyd, Kay A.	11,000.00	CSM Grant related Consulting Services
502375	04/24/18	Group 4 Architecture, Research + Planning, Inc.	41,505.00	Skyline Architectural Design Services
502377	04/24/18	Henry Schein Inc.	24,805.51	CSM Athletics Equipment Purchases
502378	04/24/18	ICF Jones & Stokes, Inc.	22,010.00	Districtwide CEQA Compliance Consulting Services
502381	04/24/18	Leland Saylor & Associates, Inc.	23,440.00	Skyline and Cañada Construction Costs Estimating Services
502392	04/24/18	Pacific Gas & Electric Co	10,228.85	Utilities
502401	04/24/18	School Datebooks, Inc.	12,161.08	Cañada Counseling Student Planners Purchase
502407	04/24/18	Steris Corporation	38,051.63	Skyline Equipment Purchases
502415	04/24/18	Calif Water Service Co	35,694.68	Utilities
502434	04/24/18	Blach Construction Company	29,592.54	Cañada Design and Construction Services
502437	04/24/18	U.S. Postal Services	10,000.00	CSM Postage Purchase
502447	04/26/18	Foundation for California Community College	93,000.00	Skyline Grant Related Technical Assistance Services
502459	04/26/18	One Workplace L. Ferrari, LLC	15,578.13	Skyline Wall Systems Construction Project



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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1805231	04/04/18	Mass Mutual 457	50,212.27	Tax Annuity
J1805063	04/02/18	US Treasury - Federal Payroll Tax	1,965,892.57	Federal Payroll Tax
J1805134	04/02/18	US Treasury - Federal Payroll Tax	12,734.76	Federal Payroll Tax
J1805063	04/02/18	EDD - State Payroll Tax	417,107.04	State Payroll Tax
J1805063	04/02/18	EDD - State Payroll Tax	15,648.35	State Tax-Disability Insurance
J1805493	04/16/18	US Treasury - Federal Payroll Tax	89,938.58	Federal Payroll Tax
J1805601	04/20/18	EDD - State Payroll Tax	15,548.99	State Unemployment Tax
J1805271	04/05/18	PERS Retirement	950,308.02	PERS Retirement Advance
J1805659	04/17/18	PERS Retirement	12,045.78	PERS Retirement Balance
J1805284	04/06/18	State Teacher Retirement - Cash Balance	56,799.84	STRS Retirement-Cash Balance
J1805272	04/05/18	State Teacher Retirement - Defined Benefit	1,086,083.89	STRS Retirement-Defined Benefit 95%
J1805288	04/05/18	State Teacher Retirement - Defined Benefit	54,531.03	STRS Retirement-Defined Benefit Bal
 <u>SMCCCD Bookstores</u>				
118135	04/12/18	Pepsi-Cola	10,863.37	Purchase of Inventory
118151	04/12/18	Sysco Food Company of SF	11,084.88	Purchase of Inventory
118113	04/12/18	Cengage Learning	38,646.96	Purchase of Inventory
118144	04/12/18	SM CC College District	223,315.04	Salaries and Benefits of February 2018
EFT 53048	04/27/18	CDTFA	20,858.00	Sales tax balance Qtr ended 03/31/18
		Subtotal	11,425,824.12	91%
		Warrants Issued ≤ \$10,000	1,062,142.10	9%
		Total Non-Salary Warrants Issued	<u>12,487,966.22</u>	100%
District Accounts Payable		Ck#501980-502486 DD75677-75966	7,660,151.43	
District Payroll		Ck#132681-133351, DD50152326-50154249	12,493,953.62	
SMCCCD Bookstores		Ck#118105-118152, EFT 53048	<u>405,004.68</u>	
		Total Warrants Including Salaries -April 2018	<u>20,559,109.73</u>	

**BOARD REPORT NO. 18-7-4CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Jamillah Moore, President, Cañada College, 306-3456

**ACCEPTANCE OF MENTAL HEALTH SERVICES GRANT**

The District is a recipient of a \$350,000 grant from the California Community Colleges Chancellor's Office. The grant period of performance is from July 1, 2018 to June 30, 2019.

The District will utilize these funds, to support and expand the activities and events of the Personal Counseling Center. Support for the Personal Counseling Center will include funding for increasing direct service hours to each college to cover traditional and non-traditional college hours, evenings and online, expand the ability of each college to assess students for risk and implement trainings for mental health and suicide prevention. Funding will also include part-time Mental Health Counselor support, student interns, and MindKare Kiosks or other relevant assessment software.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds of \$350,000 from the California Community Colleges Chancellor's Office.

**BOARD REPORT NO. 18-7-5CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ACCEPTANCE OF INNOVATION AWARD IN HIGHER EDUCATION FUNDS  
FROM THE BOARD OF GOVERNORS, CALIFORNIA COMMUNITY COLLEGE  
CHANCELLOR'S OFFICE**

The San Mateo County Community College District (SMCCCD) has been awarded \$3,000,000 from the Innovation Award for Higher Education from the state Chancellor's Office. The funding period extends from July 1, 2018 to June 30, 2021.

The purpose of the Award for Innovation grant is to replicate the Promise Scholars Program (PSP) model from Skyline College to all three colleges of the SMCCCD. The Promise Scholars Program is based on the CUNY ASAP model, and is part of the comprehensive college redesign efforts that include student and academic support services, curriculum, teaching, learning, and pedagogy, as well as high school engagement, outreach and partnerships, and the District Promise scholarship. The replication of the PSP model across the District is part of the implementation of the District Strategic Plan and will result in improved student success and equity. Additionally, the Innovation Award will be used to scale the PSP throughout the state by identifying three colleges that will become replication sites, in order to help achieve the Chancellor's Vision for Success.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$3,000,000 from Board of Governors, California community College Chancellor's Office for the SMCCCD Promise Scholars Program.

**BOARD REPORT NO. 18-7-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations,  
358-6836  
Michele Rudovsky, Facilities Manager, 574-6577

**ACCEPTANCE OF GRANTS THROUGH THE PUBLIC ASSISTANCE AND CALIFORNIA  
DEPARTMENT OF SOCIAL SERVICES GRANT PROGRAMS: FEMA-4305-DR-CA AND  
FEMA-4308-DR-CA / ADOPTION OF RESOLUTION NO. 18-15 DESIGNATING DISTRICT  
AGENTS FOR THE GRANTS**

In January and February of 2017, the Bay Area experienced severe storms. Those storms resulted in damage to the College of San Mateo Hillsdale parking lot and Cañada College water main.

The District has submitted requests for assistance to the Federal Emergency Management Agency (FEMA) and California Disaster Assistance Act (CDAA).

- College of San Mateo Hillsdale parking lot: FEMA-4305-DR-CA valued at \$67,738.
- Cañada College water main: FEMA-4308-DR-CA valued at \$56,444.

The grants have been approved. In order for Cal OES to release the grant funds, the Board of Trustees must resolve to designate agents to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required, as described in OES 130.

**RECOMMENDATION**

It is recommended that the Board accept the grants as described above, in the amounts of \$67,783 and \$56,444. It is further recommended that the Board adopt Resolution No. 18-15, designating José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations or Michele Rudovsky/Karen Pinkham, Facilities Managers, to act as the agents for the grants.

**RESOLUTION NO. 18-15**

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

STATE OF CALIFORNIA  
GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
Cal OES 130

Cal OES ID No: 081-91063

**RESOLUTION OF APPLICANT’S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

THAT José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, OR

Michelle Rudovsky, Facilities Manager, OR

Karen Pinkahm, Facilities Manager

is hereby authorized to execute for and on behalf of the San Mateo County Community College District, a public entity established under the laws of the State of California, this application and to file it with the California Governor’s Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the San Mateo County Community College District, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor’s Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 25<sup>th</sup> day of July, 2018.

Richard Holober, Board of Trustees President

Maurice Goodman, Board of Trustees Vice President-Clerk

Dave Mandelkern, Trustee

Thomas Mohr, Trustee

Karen Schwarz, Trustee

**CERTIFICATION**

I, Virginia Brooks, duly appointed Senior Executive Assistant to the Board of Trustees of the San Mateo County Community College District, do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the Board of Trustees of the San Mateo County Community College District on the 25<sup>th</sup> day of July, 2018.

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Virginia Brooks  
Senior Executive Assistant

**BOARD REPORT NO. 18-7-7CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 358-6879  
Bob Domenici, Purchasing Supervisor, 358-6728

**DISPOSITION OF DISTRICT RECORDS**

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized as follows:

- Class 1: Permanent Records
- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

**RECOMMENDATION**

It is recommended that the Board approve destruction of the obsolete records as listed in Exhibit A.

**Exhibit A**

<b>Site</b>	<b>Description</b>
<b>District</b>	<b>Human Resources Reports</b>
<b>District</b>	<b>Payroll Reports</b>
<b>District</b>	<b>General Accounting Reports</b>
<b>District</b>	<b>Executive Vice Chancellor Reports</b>
<b>District</b>	<b>Financial Aid Reports</b>
<b>District</b>	<b>Community Relations Employee Service Awards Information</b>
<b>Skyline</b>	<b>Disability Resource Center Applications &amp; Test Forms</b>
<b>Skyline</b>	<b>Creative Arts Term Papers and Budget Documents</b>
<b>Skyline</b>	<b>Administrative Services Finance and Cashiers Records</b>
<b>Skyline</b>	<b>Enrollment Services Disbursement Reports, Student Printouts and Transcripts</b>
<b>Skyline</b>	<b>Counseling Course Assessment Reports and Student Education Plans</b>
<b>Skyline</b>	<b>Student Exams and Applications</b>
<b>Skyline</b>	<b>Bookstore Sales Reports and Invoices</b>
<b>Skyline</b>	<b>Health Center Records</b>
<b>Skyline</b>	<b>Center for Trade International and Development Invoices and Client Information</b>
<b>Skyline</b>	<b>ASLT Tutoring Evaluation Records</b>
<b>Skyline</b>	<b>International Student outdated records</b>



**BOARD REPORT NO. 18-7-8CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Susan Harrison, Director of General Services, 650-358-6879  
Bob Domenici, Purchasing Services Supervisor, 650-358-6728

**DECLARATION OF SURPLUS PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board Policy 8.02 delegates the disposal to the Chancellor, Executive Vice Chancellor, or designee, in compliance with state or local laws and regulations.

The equipment and vehicles listed below consisted mainly of outdated IT equipment from College of San Mateo, Facilities and Public Safety vehicles from College of San Mateo, Skyline and Canada College and outdated lab equipment from the College of San Mateo.

<b>Commodity</b>	<b>Surplus Sales</b>
IT Equipment	\$ 350
Vehicles	8,378
Lab Equipment	2,377
	<b>\$11,105</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees declare the items listed above as surplus to the needs of the District's and the Colleges' services and programs.

**BOARD REPORT NO. 18-7-9CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING  
MAY 31, 2018 AND ADOPTION OF RESOLUTION NO. 18-16 AUTHORIZING  
BUDGET REVISIONS AND TRANSFERS FOR 2017-18**

Section 58307 of Title 5 Regulations requires that the Board approve all transfers between expenditure classifications made after final adoption of the annual budget. Additionally, District Rules and Regulations Section 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain accounting classifications are in excess of amounts budgeted and when there are amounts in other classifications that will not be required for expenditures in those classifications. The changes to the final adopted budget are submitted to the Board semi-annually.

The 2017-18 final budget (adopted by the Board in September 2017), mid-year changes approved by the Board in March 2018, and the revisions and transfers shown below are summarized as follows:

	<b>2017-18 Final Budget</b>	<b>Transfers 12/31/17</b>	<b>Transfers 5/31/18</b>
General Fund (Unrestricted)	\$ 177,330,818	\$238,867	\$383,121
Self-Insurance Fund	1,566,330	0	0
Debt Service Fund	54,369,200	0	0
General Fund (Restricted)	48,185,039	1,223,909	5,070,144
Capital Projects Fund	98,296,552	12,491,261	567,226
Bookstore Fund	7,693,000	0	0
Cafeteria Fund	289,000	0	0
San Mateo Athletic Club	3,940,000	0	0
Community, Continuing and Corporate Education	1,391,000	0	0
Child Development Fund	1,269,697	0	0
Trust Fund (Financial Aid)	17,942,178	657,153	651,716
Post-Retirement Benefits	<u>4,200,000</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$ 416,472,814</u></b>	<b><u>\$ 14,611,190</u></b>	<b><u>\$6,672,207</u></b>

Detailed budget records are maintained in the District's Administrative Services Office and serve as support documentation for the summary report information below. This report highlights increases and decreases in major classifications of object accounts for each fund and provides a brief explanation for changes in the fund totals that have occurred since the mid-year transfer report.

**Unrestricted General Fund – Fund 1**

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

1000	Academic Salaries	(\$3,489,717)
2000	Classified Salaries	297,624
3000	Employee Benefits	3,838,931
4000	Materials and Supplies	(542,027)
5000	Operating Expenses	107,889
6000	Capital Outlay	119,803
7000	Other Outgo	50,618
	Total	<u>\$383,121</u>

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

8600	State Revenues	\$0
8800	Local Revenues	104,530
8900	Other Sources	278,591
	Total	<u>\$383,121</u>

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

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

**Restricted General Fund – Fund 3**

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

1000	Academic Salaries	(\$115,981)
2000	Classified Salaries	49,144
3000	Employee Benefits	(17,679)
4000	Materials and Supplies	1,090,545
5000	Operating Expenses	3,660,534
6000	Capital Outlay	255,556
7000	Other Outgo	148,025
	Total	<u>\$5,070,145</u>

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

8100	Federal Revenues	\$103,226
8600	State Revenues	4,599,014
8800	Local Revenues	322,905
8900	Other Sources	45,000
	Total	<u>\$5,070,145</u>

Increases in the Restricted General Fund budget occurred as a result of new or additional funding for external programs and grants primarily from State restricted lottery funds for instructional materials, Institutional Effectiveness Partnership Initiative grants, Round 2 Strong Workforce Regional and Local Funds, and a new State grant for the Prop 39 Clean Energy Workforce Program at Skyline College.

**Capital Outlay Projects Fund – Fund 4**

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

2000	Classified Salaries	1,293,935
3000	Employee Benefits	496,102
4000	Materials and Supplies	(3,585)
5000	Operating Expenses	1,561,209
6000	Capital Outlay	(2,824,748)
7000	Other Outgo	44,312
	Total	<u>\$567,226</u>

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

8600	State Revenues	\$567,226
8800	Local Revenues	<u>0</u>
	Total	\$567,226

Changes in the expenditure budget due to realignment within account classifications for various projects.

Revenue increased as a result of the State allocation for Prop 39 (for CSM Interior LED lighting retro project).

**Trust Fund (Financial Aid) – Fund 7**

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

7500	Student Financial Aid	\$545,527
7600	Other Payments to/for Students	<u>106,190</u>
	Total	\$651,717

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

8900	Other Sources	<u>651,717</u>
	Total	\$651,717

Budget augmentations occurred to recognize incoming transfers from EOPS, CARE, TRIO, Full-Time Student Success, and Community College Completion grants, and NSF and Grove scholarships from the Restricted General Fund (Fund 3). Direct payments to students from federal, state, and local grants are shown within the Financial Aid Trust Fund.

To close the fiscal year, a blanket budgetary revision or transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2017-18.

**RECOMMENDATION**

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2018 through May 31, 2018 and that the Board adopt Resolution No. 18-16, authorizing budgetary transfers for 2017-18, as listed and as needed for year-end closing activities.

**RESOLUTION NO. 18-16**

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

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**RESOLUTION AUTHORIZING  
BUDGETARY TRANSFERS FOR 2017-18**

**WHEREAS**, Section 58307 of Title 5 Regulations provides that the governing board of a community college district may authorize transfers between expenditure classifications at any time by written resolution of the board of trustees of a district; and

**WHEREAS**, the governing board of the San Mateo County Community College District deems it necessary to make such budgetary transfers between expenditure classifications in the current year's budget as required to permit the payment of obligations of the District incurred during said fiscal year;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2017-18 budget as required to permit the payment of obligations of the District during the 2017-18 fiscal year.

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of July, 2018.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Maurice Goodman, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 18-7-10CA**

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

**ACCEPTANCE OF GIFTS BY THE DISTRICT**

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

**GIFT**

Four vehicles: 2015 Juke SL AWD, 2016 Sentra SL (2),  
2017 Sentra NISMO  
Vehicles will be used for instructional purposes to train new technicians and update working technicians in the Skyline College Automotive Technology Program

**DONOR**

Nissan North America, Inc.  
One Nissan Way  
Franklin, TN 37067

**RECOMMENDATION**

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

**BOARD REPORT NO. 18-7-101B**

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

**NAMING OF EMPLOYEE HOUSING DEVELOPMENT AT SKYLINE COLLEGE**

As the District begins preparations for construction of the Skyline College residential project, it is an appropriate time to officially name the project. The other two residential projects operated by the District are named College Vista (at College of San Mateo) and Cañada Vista (at Cañada College). Unfortunately, the Skyline Vista name cannot be used because there is another apartment project on Skyline Boulevard in San Bruno with that name.

SummerHill Homes has named their 40 unit residential project “Skyline Ridge.” It is proposed that the name for the District’s apartments be “College Ridge.”

**RECOMMENDATION**

It is recommended that the Board adopt “College Ridge” as the name for the Skyline College residential project.

**BOARD REPORT NO. 18-7-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 358-6879  
Bob Domenici, Purchasing Supervisor, 358-6728

**APPROVAL OF CONTRACT AWARD FOR MEAL SERVICES FOR THE CHILD DEVELOPMENT CENTERS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

In May 2018, the District solicited bids (Bid #86785) from qualified vendors to provide breakfast, lunch and afternoon snack meal services for the District's Child Development Centers at College of San Mateo and Skyline College. The meals are partially subsidized by state and federal funding and, as such, qualified vendors must agree to provide meals, facilities and menus that meet or exceed stringent U.S. Department of Agriculture requirements. The bid was advertised in the newspaper, on the District's bid portal, and also sent directly to other potential providers.

The District received one response to the bid from Big Break, LLC dba Chefables.

Chefables has been providing meal services to the District's Child Development Centers since 2010. The District and the Center Directors have been pleased with Chefables' level of service and meal quality. The firm supplies meals in compliance with the USDA Child and Adult Food Care Program standards and Chefables' facilities have received highest ratings from both USDA and CDE inspections.

The proposed maximum price per child for the 2018-19 year is \$4.79 per day which includes breakfast, lunch and an afternoon snack. This pricing is level with last year. The price per child varies slightly between the Centers depending upon the type of breakfast provided and whether or not the meal pattern at the Center includes an afternoon snack.

It is estimated that the annual cost for meals for 2018-2019 will not exceed \$40,000 for the Mary Meta Lazarus Child Development Center at College of San Mateo and \$45,000 for the Skyline College Children's Center. The Child Development Centers serve meals to a maximum of forty-two (42) children per day at College of San Mateo and forty-five (45) children at Skyline College. More than one-half the cost for meals is reimbursed by the State of California. Additional funding comes from the State Child Development Division and parent fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract to Big Break, LLC dba Chefables, effective August 1, 2018 through July 31, 2019, with the option to be renewed for one-year periods up to four times upon agreement of the District and Chefables. Any increase or decrease of the unit price(s) will be negotiated during the renewal process. The annual cost for the first year based on anticipated enrollments for 2018-2019 will not exceed \$85,000.



**BOARD REPORT NO. 18-07-103B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Eloisa Briones, Vice President, Administrative Services, Skyline College  
(650) 738-4227

**ACCEPTANCE OF SHUTTLE GRANT FUNDS IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS PROJECT AND APPROVAL OF CONTRACT WITH MV TRANSPORTATION AS OPERATOR OF THE SERVICE**

The San Mateo County Transportation Authority (TA) & the City and County Association of Governments of San Mateo County (C/CAG) awarded the San Mateo County Community College District continued grant funding in the amount of \$298,611 in support of the Skyline College Express Shuttle (“Shuttle”) program at their May Board meetings in response to SMCCCD’s renewal application submitted in Spring of 2018.

The Shuttle provides regular and direct access between the Daly City BART Station and Skyline College, and will create convenient first and last mile connections for all students and employees residing in Daly City, San Francisco, and East Bay vicinities.

The total cost to implement the Shuttle program over a two-year period is \$597,222. Per the District’s proposal SMCCCD will contribute \$298,611 of the overall projected expenditures to partially fund this effort.

Approved by the SMCCCD Board of Trustees on February 28, 2018, Resolution 18-1 and 18-2-102B not only articulated support for the Shuttle program and approved the submission of the grant proposal to seek funding, it also authorized its Chief Executive Officer, Chancellor Ron Galatolo, to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments to encumber Local Transportation Services Program funds.

Additionally, the District indicated in the proposal that MV Transportation will continue to serve as the Shuttle operator. The Firm was selected in 2014 through an RFP process conducted by the San Mateo County Transit District, the Peninsula Corridor Joint Powers Board and the Peninsula Traffic Congestion Relief Alliance (now known as Commute.org), and is currently in year four of a five year agreement, coterminous with two-year grant extension. It is in the best interest of the District to contract with the same firm, using the same terms negotiated through Commute.Org for the operation of up to two 28-seat, ADA accessible shuttles that meet CARB emission standards for a transit agency operated vehicle on this route. The terms of the contract with MV Transportation will be extended to the District and conforms to the TA’s funding agreement mentioned above.

**RECOMMENDATION**

It is recommended that the Board accept the grant awarded in the amount of \$298,611.

Additionally it is recommended that the Board approve the execution of a contract with MV Transportation in the amount of \$597,222 for a two year term from July 1, 2018 to September 30, 2020 for operation of the Skyline College Express Shuttle program.

**BOARD REPORT No. 18-7-104B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Regina Stanback Stroud, President of Skyline College, 738-4111

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

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Memorandum of Understanding with South San Francisco Unified School District regarding the Middle College at Skyline College effective July 1, 2018 through June 30, 2019.

**BOARD REPORT No. 18-7-105B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Regina Stanback Stroud, President of Skyline College, 738-4111

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

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

The Capuchino High School student enrollment is capped at 15 students. Effective FY 2018-2019, SMUHSD agreed to pay SMCCCD \$6,800 per student who attends the Middle College at Skyline College. The SMUHSD board already approved the Agreement during their meeting on May 24, 2018.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Agreement between the San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College, effective July 1, 2018 through June 30, 2019.

**BOARD REPORT NO. 18-7-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College,  
738-4436

**APPROVAL OF COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP  
AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AND SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

California State Assembly Bill 288, College and Career Access Pathways (CCAP), allows for partnership agreements for the purpose of offering or expanding dual enrollment opportunities. Agreements emphasize serving students who may not already be college bound or who are historically underrepresented in higher education. The goal is to develop seamless pathways in support of career technical education, transfer readiness, improved high school graduation rates, and high school career and college readiness.

The CCAP agreement between the District and South San Francisco Unified School District is established pursuant to California Education Code 76004(b). The Education Code requires that the dual enrollment partnership agreement be presented as an information item at an open public meeting of the governing board, and be presented as an action item at a subsequent meeting. The agreement was presented as an information item at the meeting of June 21, 2018.

The South San Francisco Unified School District Board of Trustees will also consider the agreement and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCAP agreement between the District and South San Francisco Unified School District for the period commencing August 1, 2018.

**BOARD REPORT NO. 18-7-107B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College,  
738-4436

**APPROVAL OF COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP  
AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AND SEQUOIA UNION HIGH SCHOOL DISTRICT**

California State Assembly Bill 288, College and Career Access Pathways (CCAP), allows for partnership agreements for the purpose of offering or expanding dual enrollment opportunities. Agreements emphasize serving students who may not already be college bound or who are historically underrepresented in higher education. The goal is to develop seamless pathways in support of career technical education, transfer readiness, improved high school graduation rates, and high school career and college readiness.

The CCAP agreement between the District and Sequoia Union High School District is established pursuant to California Education Code 76004(b). The Education Code requires that the dual enrollment partnership agreement be presented as an information item at an open public meeting of the governing board, and be presented as an action item at a subsequent meeting. The agreement was presented as an information item at the meeting of June 21, 2018.

The Sequoia Union High School District Board of Trustees will also consider the agreement and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCAP agreement between the District and Sequoia Union High School District for the period commencing August 1, 2018.

**BOARD REPORT NO. 18-7-108B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College,  
738-4436

**APPROVAL OF COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP  
AGREEMENT BETWEEN THE SAN MATEO COUNTY COMMUNITY COLLEGE  
DISTRICT AND SAN MATEO UNION HIGH SCHOOL DISTRICT**

California State Assembly Bill 288, College and Career Access Pathways (CCAP), allows for partnership agreements for the purpose of offering or expanding dual enrollment opportunities. Agreements emphasize serving students who may not already be college bound or who are historically underrepresented in higher education. The goal is to develop seamless pathways in support of career technical education, transfer readiness, improved high school graduation rates, and high school career and college readiness.

The CCAP agreement between the District and San Mateo Union High School District is established pursuant to California Education Code 76004(b). The Education Code requires that the dual enrollment partnership agreement be presented as an information item at an open public meeting of the governing board, and be presented as an action item at a subsequent meeting. The agreement was presented as an information item at the meeting of May 16, 2018.

The San Mateo Union High School District Board of Trustees will also consider the agreement and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCAP agreement between the District and San Mateo Union High School District for the period commencing August 1, 2018.

**BOARD REPORT NO. 18-7-109B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College,  
738-4436

**APPROVAL OF COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP  
AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AND JEFFERSON UNION HIGH SCHOOL DISTRICT**

California State Assembly Bill 288, College and Career Access Pathways (CCAP), allows for partnership agreements for the purpose of offering or expanding dual enrollment opportunities. Agreements emphasize serving students who may not already be college bound or who are historically underrepresented in higher education. The goal is to develop seamless pathways in support of career technical education, transfer readiness, improved high school graduation rates, and high school career and college readiness.

The CCAP agreement between the District and the Jefferson Union High School District is established pursuant to California Education Code 76004(b). The Education Code requires that the dual enrollment partnership agreement be presented as an information item at an open public meeting of the governing board, and be presented as an action item at a subsequent meeting. The agreement was presented as an information item at the meeting of May 16, 2018.

The Jefferson Union High School District Board will also consider the agreement and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCAP agreement between the District and Jefferson Union High School District for the period commencing August 1, 2018.



**BOARD REPORT NO. 18-7-110B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Sue Harrison, Director of General Services, 358-6879

**REQUEST FOR AUTHORIZATION FOR PURCHASE OF MATERIALS, EQUIPMENT,  
SUPPLIES AND SERVICES THROUGH OTHER PUBLIC AGENCY CONTRACTS**

California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles and other personal property through contracts let by other public agencies (commonly referred to as “piggybacking” contracts) when it finds it is in the best interest of the District. Additionally, PCC sections 20653 and 20653.5 authorize the Board to purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in contracts lawfully awarded by the Department of General Services pursuant to Section 14814 of the Government Code and the University of California or the California State University.

The attached list shows a number of public agency contracts the District utilizes or may utilize for a wide range of products including office supplies, public safety vehicles, software, network, and audio visual technology, hardware and tools for facilities maintenance, classroom furniture and other items. The list is not exhaustive. For instance, the Foundation for California Community Colleges routinely issues new competitively bid contracts for use by districts throughout the state. As the need for a particular item arises, General Services researches a variety of sources to determine if an existing “piggybackable” contract is available and whether pricing is competitive. A list of examples of piggybackable contracts is attached.

This action seeks authorization for the District to make procurements using existing public agency contracts as the need arises, which is in the best interest of District pursuant to California Public Contract Code Sections 20652, 20653 and 20653.5.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve that the District may make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20652, 20653 and 20653.5 and authorizes the District to make such procurements under these sections, as needed, which is in the District’s best interest for the fiscal year ending on June 30, 2019. These purchases will be reported as part of the regular warrants report.

<b>EXAMPLES OF PIGGYBACKABLE CONTRACTS</b>		
<b>VENDOR</b>	<b>AGENCY</b>	<b>COMMODITY</b>
CDWG	Foundation	IT hardware, audio visual equipment
Dell	NASPO	Computers, hardware
Xerox	Foundation for CCC	Copiers
Office Depot	Foundation for CCC	Office supplies
Grainger	NASPO Value Point	Facilities equipment, tools, parts
Steelcase	UC/CSU	Furniture & services
KI	Foundation	Furniture
Apple	Glendale Unified School District	Computers, licenses
B&H Photo	National IPA	Audio & visual
Diversified (formerly Compview)	CMAS	Audio & visual
CALCARD	DGS	Credit card
Turf and Industrial	US Communities	Facilities utility vehicle
Turf Star	National IPA	Facilities utility vehicle
Class Leasing	Chawanakee Unified School District	Modular buildings
Enviroplex	Willows Unified School District	Modular buildings
Supplyworks	US Communities	Janitorial supplies
Downtown Ford	CMAS	Purchased vehicles
Sierra School Equipment	Arvin Union School District	Irwin furniture
KYA Services LLC	Foundation for CCC	Athletic equipment

**BOARD REPORT NO. 18-7-111B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College, 738-4321  
Susan Harrison, Director, General Services 650-358-6879

**APPROVAL OF THE SOLE SOURCE PURCHASE OF LINKEDIN SERVICES**

In addition to LinkedIn's well-known professional networking functionality, the service also provides online training and professional development modules (Linked Learning Services). As part of Strong Workforce Program Planning, Workforce Directors across the three Colleges desire to work collaboratively to integrate the use of the LinkedIn Learning Platform with students across the various campuses. A district agreement with LinkedIn Learning will provide 29,000 students with access to LinkedIn Learning services which are comprised of an Online Learning Library with over 10,000 courses and over 150 learning paths to assist students as they prepare for life after college and address skills gaps they may have as they prepare for in-demand high wage careers.

While other vocational training platforms are available, no other vendor offers the unique combination of being able to validate and showcase completed training modules directly onto the LinkedIn professional network which is then directly accessible and searchable to potential employers. Job market search currency and competency via an established LinkedIn presence for each student is a core benefit that students will gain from this contract. For these reasons, a typical competitive RFP process would not produce an advantage.

This agreement will cover a three year period at a cost of \$232,500. LinkedIn's emphasis on education and learning goes hand-in-hand with the company's primary role as a place where many people go to create and maintain their professional profiles publicly, and to look for jobs. Building on that as a place to also enhance our students' professional skills creates tremendous value for the students we serve and enhances their skill in pursuing life long learning and continued career advancement.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the sole source purchase of LinkedIn services for three years in an amount not to exceed \$232,500, pending successful contract negotiations.

**BOARD REPORT NO. 18-7-112B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, 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 THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT CLIMATE PROTECTION PROGRAM AND APPROVAL OF MATCHING FUNDS**

San Mateo County Community College District (SMCCCD) proposes to lead a collaborative, Bay Area-wide project to reduce greenhouse gases (GHG) from existing buildings through 22 facilities-focused Fellowships. SMCCCD will partner the non-profit Strategic Energy Innovations (SEI) to train emerging professionals in facilities and energy management. Fellows will be placed within SMCCCD and other facilities in the Bay Area. The emphasis for placement of these Fellows will be in Bay Area CARE (Community Air Risk Evaluation) communities.

Participating Fellows will concurrently enroll in the recently established College of San Mateo (CSM) Facilities Management as well as the Skyline College Climate Protection Credential academic programs. Using the Campus as a Living Laboratory, students will coordinate with facilities management professionals to seize real-world greenhouse gas emissions reduction opportunities. Students are supported by a suite of wrap-around services from a team of technical partners, as well as the district and college facilities management staff.

On May 11, 2018, District staff applied for funding from the Bay Area Air Quality Management District (BAAQMD) to bolster ongoing climate protection programs and efforts.

On June 20, 2018, the BAAQMD issued a notice of proposed award to SMCCCD of \$300,000 to perform the following objectives:

1. Support implementation of measure(s) outlined in the Air District's 2017 Clean Air Plan
2. Accelerate local implementation of GHG reduction policies and programs
3. Engage and benefit impacted/CARE communities
4. Create replicable solutions for the Bay Area and elsewhere

Monies associated with this grant are issued on a reimbursement basis up to 90 percent with 10 percent retained by BAAQMD until project completion and verification. SMCCCD is committed to 10 percent match.

Matching funds will come from local funds.

**RECOMMENDATION**

It is recommended that the Board accept the grant in the amount of \$300,000 from the Bay Area Air Quality Management District Climate Protection Grant Program to carry out a collaborative project to train future energy and facility managers. It is further recommended that the Board approve the required 10 percent matching funds.

**BOARD REPORT NO. 18-7-113B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations 358-6836

**APPROVAL OF 2020-2024 FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

On June 28, 2017 (Board Report No. 17-6-103B), the Board authorized submittal of the District’s 2019-2023 Five-Year Capital Construction Plan (5YCP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor’s Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. Competition is increasingly fierce in light of the Legislature and Governor’s decisions not to put statewide bonds on the 2008, 2010, 2012, 2014 ballots, and to not issue bonds funding the Prop 51 ballot measure approved by voters in 2016. The CCCCCO has indicated they will transfer previously submitted priority FPPs for Cañada College Multiple Program Instructional Center (Bldg. 13), College of San Mateo Water Supply Tank Replacement and Skyline College Workforce Economic Development Prosperity Center (Bldg. 2) to fiscal year (FY) 2019-2020. The CCCCCO will also transfer previously submitted IPPs for Cañada College Performing Arts Center Technology and Environmental Modernization (Bldg. 3), College of San Mateo Learning Resource Center Modernization (Bldg. 9), College of San Mateo Demo and New Kinesiology Building (Bldg. 8) and Skyline College Learning Resource Center Technology and Environmental Upgrade (Bldg. 5) to FY 2021-2022, where these projects will have to re-compete against other submitted project proposals.

In preparing and submitting the 2020-2024 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into three (3) categories:

- I. FY 2019-2020 FPPs (Approved for inclusion in spending plan 2019 CCCCCO Board)
- II. FY 2021-2022 IPPs (Subject to approval and future funding)
- III. Locally Funded Current and Future Projects

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2020-2024 timeframe. The District currently does not have local District funding for these projects.

**I. FY 2019-2020 FPPs****CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER**

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

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$24.1 million, with \$8.3 million requested from State Capital Outlay funding, supplemented by \$15.8 million in local funds.

**Status:** Based on the assumption that the project is approved, design would commence in 2019 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2022-2023. The District currently does not have local District funding for this project.

**COLLEGE OF SAN MATEO – WATER SUPPLY TANK REPLACEMENT**

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

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

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

This project replaces the existing tank considering the new design standards of the American Waterworks Association (AWWA) used in the design of steel and concrete water storage tanks, American Society of Civil Engineers (ASCE) used in the design of non-building and utility infrastructure, California Fire Code, as well as those standards used in the structural design review by the DSA.

**Total Project Cost:** The replacement of the water supply tank has an estimated cost of \$6.3 million, with \$5.7 million requested from State Capital Outlay funding, supplemented by \$629 thousand in local funds.

**Status:** Based on the assumption that the project is approved, design would commence in 2019 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2020-2021.

## **SKYLINE COLLEGE – BUILDING 2 WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER**

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

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

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$28.8 million, with \$14.6 million requested State Capital Outlay funding, supplemented by \$14.1 million in local funds.

**Status:** Based on the assumption that the project is approved, design would commence in 2019 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2022-2023. The District currently does not have local District funding for this project.

## **II. FY 2021-2022 IPPs**

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

**Project Description:** This IPP addresses challenges resulting from changes in pedagogy over the past 40 years. Significant changes have occurred in the technologies that support the teaching of the fine arts, especially photography, as well as the theater and the theater support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new technologies.

The visual arts and music program spaces need to be reconfigured to provide for the technological changes as well as providing a safer and cleaner working environment. Existing utility infrastructure systems (e.g. electrical, mechanical, data, elevator, security, etc.) all require upgrades to comply with current codes and improve the learning environment.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$43.5 million, with \$12.9 million requested State Capital Outlay funding, supplemented by \$30.6 million in local funds.

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2021-2025 planning process. The District currently does not have local District funding for this project.

### **COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION**

**Project Description:** The library at College of San Mateo was constructed in 1963 and has housed the library and television radio studios. The building has seen minor remodeling and a seismic upgrade over the past 40 years and is in need of a major modernization to catch up with the media and library technologies relevant to today, and to conform to current codes, particularly ADA. The aged infrastructure is inadequate and past its useful life and needs to be replaced to meet State energy and District maintenance and operational standards.

The project reconstructs Building 9 Library to provide facilities that integrate media and library technologies relevant to today; replaces building-wide aged infrastructure to support these programs and increase energy efficiency; removes hazardous materials; and increases accessibility as required by code. The former Television/Radio spaces will also be modernized to consolidate the Information Technology Services (management information services) for operational efficiencies within the heart of the campus.

The project will result in a total of 37,176 asf, which includes 21,550 asf of library space and 4,812 asf of office space and 10,814 asf of other spaces.

**Total Project Cost:** The cost is expected to be approximately \$21 million, with fifty percent of requested State Capital Outlay funding, supplemented by an approximately equal match in local funds.

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2021-2025 planning process. The District currently does not have local District funding for this project.

### **COLLEGE OF SAN MATEO – BUILDING 8 DEMOLITION AND NEW KINESIOLOGY**

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

**Total Project Cost:** The cost is expected to be approximately \$74.5 million, with \$20.7 million requested State Capital Outlay funding, supplemented by \$53.8 million in local funds.



**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2021-2025 planning process. The District currently does not have local District funding for this project. The District currently does not have local District funding for this project.

### **SKYLINE COLLEGE – BUILDING 5 LIBRARY/LEARNING RESOURCE CENTER**

**Project Description:** This project modernizes the Library/Learning Resource Center (LRC) facility so that it may continue to service the widening variety of needs required of such facilities, as well as provide energy efficiency and accessibility improvements required by current building codes. Originally constructed in 1995, Building 5 was designed to be the heart of the academic support system of the campus.

The conditions driving this project relate more substantially to the capability of the spaces in the building to keep pace with dynamic changes in the technologies that have taken place in the library and resources support industry during the past decade alone. A 20-year old building in this technology driven environment is apt to fall behind more rapidly than other typical buildings on the campus. The functions and role of the library and learning resources center have also changed in the manner in which they serve the tech-savvy student and faculty, which means that not only is the building outdated in its technology provisions, but the configuration of spaces themselves are inadequate and inefficient for delivering library and learning services. This project addresses these changes by reconfiguring the spaces to provide the right types of spaces, appropriately configured, while incorporating techno-media-internet elements throughout.

The project will require the replacement of the outdated telecommunications systems with respect to bandwidth/data speeds available today, and it also does not have enough capacity for the number of data ports now required by library users and the additional technology equipment that will be integrated in the library. The additional technology will also require upgrades to the security systems (to protect it from being stolen). Portions of the mechanical and electrical systems will also need to be upgraded/modified to provide enough power and cooling capacity for the additional technology use in the library.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$32.1 million, with \$11.7 million requested State Capital Outlay funding, supplemented by approximately \$20.4 million in local funds.

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2021-2025 planning process. The District currently does not have local District funding for this project.

### **III. Locally funded current and future projects**

#### **CAÑADA COLLEGE – BUILDING 1 KINESIOLOGY AND WELLNESS CENTER**

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

Title IX<sup>[1]</sup> requirements. In addition, this project will add a classroom dedicated to the advancement of the Kinesiology and Fitness Professional programs.

**Total Project Cost:** Total project cost is expected to be approximately \$115 million, to be funded by Measure A and H general obligation bond funds as well as local funds.

**Status:** Construction started January 2018. Occupancy is scheduled for mid-2020.

### **CAÑADA COLLEGE – BUILDING 23 MATH AND SCIENCE BUILDING**

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

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

**Status:** Construction started March 2018. Occupancy is scheduled for mid-2019

### **COLLEGE OF SAN MATEO – BUILDING 17 LEARNING COMMUNITIES**

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

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

**Status:** Currently being re-bid as Lease-Lease-Back. Construction is scheduled to start November 2018 with occupancy scheduled mid-2019.

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

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

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

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

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

**Status:** The project is currently on hold pending the CEQA process.

#### **COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES CENTER**

**Project Description:** The 45-year-old Building 19 contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete, which does not lend itself to reconfiguration. This project will meet code requirements, minor interior refresh and some technology upgrades.

**Total Project Cost:** The total project cost is estimated to be approximately \$3 million, to be funded by Measure H general obligation bond funds.

**Status:** Programming requirements to be reviewed.

#### **SKYLINE COLLEGE – BUILDING 19/OCEANA HIGH SCHOOL SWING SPACE**

**Project Description:** Building 19 & Oceana H.S. will provide swing space during the construction of Buildings 1, 2 and 5 through 2023.

**Total Project Cost:** The total project cost is expected to be approximately \$4.1 million, to be funded by Measure H general obligation bond funds and local funds.

**Status:** Construction started May 2019 with occupancy scheduled early 2019

#### **SKYLINE COLLEGE – BUILDING 12 ENVIRONMENTAL SCIENCE**

**Project Description:** With the increased sensitivity to and the growth in green technologies, the College has experienced a huge growth in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new approximately 21,000 square foot building will serve as a model for sustainability and a home to the programs that support these new technologies.

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

**Status:** Construction started Oct 2017 with occupancy scheduled mid-2019.

#### **SKYLINE COLLEGE – BUILDING 1 SOCIAL SCIENCE AND CREATIVE ARTS**

**Project Description:** This project replaces the 77,587 gsf Fine Arts Building (Building 1). Constructed in 1969, it contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete, which does not lend itself to reconfiguration. The building is in need of extensive modernization to the extent that replacement

became the more practical solution. The new building will be approximately 120,000 square feet providing teaching and learning spaces for the arts and social sciences including theatre, photography, painting, ceramics, music, digital arts, dance, paralegal, and administration of justice, philosophy, psychology, history, and sociology.

**Total Project Cost:** The total project cost is expected to be approximately \$150 million, to be funded by Measure H general obligation bond funds.

**Status:** Design is underway. Project target completion is scheduled 2022.

#### **SKYLINE COLLEGE – REMOVAL OF PORTABLE BUILDINGS 3A, 3B, 3C, 3D AND 3E**

**Project Description:** This project will remove modular buildings 3A through 3E in accordance with the District's ongoing commitment to reduce or eliminate use of temporary facilities in accordance with CCCO guidelines.

**Total Project Cost:** A conceptual cost estimate for this project is \$1 million. This project is to be funded by Measure H general obligation bond funds.

**Status:** These structures are anticipated to be removed at the end of 2022.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize submission of the District's 2020-2024 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

**BOARD REPORT NO. 18-7-114B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, 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  
CAÑADA VISTA ENVELOPE REPAIRS PROJECT**

Cañada Vista is a multi-family housing and community building complex consisting of two buildings with 60 apartments and a community building at Cañada College. The buildings were constructed in 2010 by Segue Construction. Since their construction, the buildings have experienced water intrusion through the windows, walls and decks. To mitigate further damage to the buildings, the District seeks to repair the envelope and collateral damaged areas. This project was first bid on April 24, 2018. The bid was submitted incomplete and deemed nonresponsive. The bid was rejected by the Board on May 16, 2018 and the Board of Trustees authorized the Facilities Planning Department to re-bid this project (Board Report 18-5-103B). During the bidding process, both the bid date and the construction start date were extended due to the lack of construction resources, and limited vendor capacity for 2018 summer construction.

The Facilities Planning Department, with support from Allana Buick and Bers Inc., established a project-specific prequalification and competitive bidding process for the Project Bid. An advertisement for this construction opportunity (Bid #86787) was released through the PlanetBids online bidding system to all registered B licensed contractors. In addition, a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on May 17 and May 24, 2018. Eight general contractors attended the mandatory pre-bid conference on May 23 and May 31, 2018.

Five applicants submitted the prequalification packet and four were prequalified to bid on this project.

On July 3, 2018, the District held a public bid opening and received one bid for the project as follows:

Contractor	Total Bid
W. E. Lyons Construction Co.	\$13,198,277

After bid opening, the Facilities Planning Department conducted a due diligence investigation of the bid received to ascertain the bid is in conformance with the bidding requirements. The District deemed the W.E. Lyons Construction Co’s bid responsive and responsible. The bid exceeds the engineers’ estimated for construction costs by 59%. However, the base bid amount is less than the base bid received in April 2018.

This project will be funded by local funds, insurance and pending litigation claim.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with W.E. Lyons Construction Co. for the Cañada Vista Exterior Envelope Repair Project, Bid #86787, in an amount not to exceed \$13,198,277.

**BOARD REPORT NO. 18-7-115B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**APPROVAL OF RESOLUTION NO. 18-17 AND PROPOSED LETTER AGREEMENT AND  
PROPOSED CLOSING STATEMENT RELATING TO THE PURCHASE AGREEMENT AND  
ANCILLARY AGREEMENTS FOR THE SALE OF KCSM-TV**

At a Study Session held on October 11, 2017, the San Mateo County Community College District Board of Trustees voted to ratify the Asset Purchase Agreement and related Escrow Agreement to sell KCSM-TV to Rural California Broadcasting Corporation (collectively, the "Purchase Agreement"). Copies of the fully executed Purchase Agreement are attached to Board Report No. 17-9-104B (Updated). The purchase price agreed to was \$12 million cash at closing, with \$960,000 (of the \$12 million) deposited with an agreed escrow agent after execution of the Purchase Agreement. Under the Purchase Agreement, closing was scheduled to take place within 10 days after FCC consent becomes final.

On October 24, 2017, LocusPoint Networks, LLC and LocusPoint II KCSM, LLC (collectively, "LocusPoint") filed an action against the District and Rural California Broadcasting Corporation ("RCBC") in San Mateo County Superior Court, Civil Action No. 17CIV04899 (the "Sale Action"). In the Sale Action, LocusPoint alleged, among other things, that RCBC intentionally interfered with LocusPoint's Funding Agreement and Put/Call Option Agreement with the District by agreeing to purchase KCSM-TV, and that the District breached those agreements by agreeing to sell KCSM-TV. Since LocusPoint filed the Sale Action, RCBC has incurred and continues to incur fees and expenses, including attorneys' fees, in defending against the claims asserted by LocusPoint in the Sale Action.

FCC consent to the sale of KCSM-TV to RCBC became final on or about July 2, 2018.

As further described in the Purchase Agreement and as an offset to the purchase price, the District agreed to indemnify RCBC against attorneys' fees it incurred until closing in defending against certain claims arising from the Purchase Agreement. As a condition of closing, RCBC now seeks indemnity for certain post-closing attorneys' fees and certain other protections. Subject to this Board's approval, the District proposes to indemnify RCBC against 50% of its post-closing attorneys' fees (up to a maximum of \$50,000) incurred in connection with either the "Main Action" (*i.e.*, the consolidated action in the Superior Court of the State of California, County of San Mateo consisting of *San Mateo County Community College District v. LocusPoint Networks, LLC, et al.*, Case No. 17CIV01534 and *LocusPoint Networks, LLC, et al vs. San Mateo County Community College District*, Case No. 17-CIV-01550), or the Sale Action. This closing condition is subject to additional terms set forth in the proposed letter agreement with RCBC dated July 31, 2018 (the "Side Letter"). Additional closing terms and conditions are set forth in the Side Letter and the proposed Closing Statement and Joint Wire Instructions dated July 31, 2018 ("Closing Statement"), and include:

- If the District enters into a settlement agreement with LocusPoint with respect to the Main Action or the Sale Action, RCBC shall be included in such settlement agreement with substantially the same rights as to releases of liability as are provided to the District;

- If RCBC enters into a settlement agreement with LocusPoint with respect to the Main Action or the Sale Action, RCBC will make a good-faith effort to include the District in such settlement agreement with substantially the same rights as to releases of liability as are provided to RCBC;
- The \$960,000 escrow deposit shall be wired to the District by the escrow agent;
- The District's pre-closing indemnity obligation to RCBC as of July 16, 2018, which totals \$525,966.81, shall be subtracted from the \$12 million purchase price;
- Any additional pre-closing indemnity obligation to RCBC incurred on or after July 16, 2018 shall be invoiced within 10 days following the closing date and paid by the District to RCBC within 30 days following the closing date;
- RCBC shall wire to the District the sum of \$10,514,033.19; and
- Schedules 1.1(b) and 1.1(c) shall be amended as described in the Closing Statement.

Subject to this Board's approval, the closing is scheduled to occur on July 31, 2018 and, as further described in the resolution, the resolution by the Board will authorize the Chancellor to close this sale.

#### **RECOMMENDATION**

It is recommended that the Board adopt the attached resolution and approve the closing of the sale of KCSM-TV to RCBC including approving the Closing Statement, Side Letter, and other related agreements. Copies of the Closing Statement, Side Letter, and other related agreements are attached to this report.



## **Table of Attachments to Board Report No. 18-7-115B**

1. Resolution No. 18-17: Resolution Concerning Closing Sale of KCSM-TV to Rural California Broadcasting Corporation
2. Side Letter
3. Closing Statement and Joint Wire Instructions
  - a. Exhibit A – Schedule 1.1(b)
4. Assignment of FCC Licenses
  - a. Attachment A – Schedule 1.1(a)
5. Bill of Sale
6. Assignment and Assumption Agreement
7. Assumption and Amendment of Lease
  - a. Addendum No. 1 to Lease – Standard Expectations for Contractors Working at Sutro Tower
  - b. Rider to TV Lease – Sutro Tower, Inc. (“STI”) Unlicensed Services & Equipment Rider
8. Buyer’s Closing Certificate (Reps & Warranties)
  - a. Exhibit A – Buyer Litigation
9. Buyer’s Closing Certificate as to Board Action
  - a. Exhibit A – Resolution Concerning the Purchase of the Federal Communications Commission License and Related Assets of Noncommercial Educational Station KCSM-TV
10. Seller’s Closing Certificate (Reps & Warranties)
  - a. Exhibit A – Updated Schedule 2.10 – Seller Litigation
11. Seller’s Closing Certificate as to Board Action
  - a. Exhibit A – Resolution No. 18-17: Resolution Concerning Closing Sale of KCSM-TV to Rural California Broadcasting Corporation
12. Instructions to Escrow Agent

**RESOLUTION NO. 18-17**

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

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**RESOLUTION CONCERNING CLOSING SALE OF KCSM-TV  
TO RURAL CALIFORNIA BROADCASTING CORPORATION**

**WHEREAS**, at a special meeting on September 6, 2017, the members of the Board of Trustees of the District (the "**Board**") approved the entry by the District into an asset purchase agreement, and related ancillary agreements, pursuant to which the District would sell substantially all of the assets, including the Federal Communications Commission licenses and authorizations, held by the District and used in the operation of non-commercial educational television station KCSM-TV, San Mateo, California; and

**WHEREAS**, on October 11, 2017, the Board ratified the sale of KCSM-TV to KRCB-TV including ratifying the (a) Asset Purchase Agreement dated September 22, 2017 (the "**APA**") with Rural California Broadcasting Corporation ("**Buyer**"), and (b) Escrow Instruction and Agreement dated September 22, 2017 (the "**Escrow Agreement**") with Buyer and McGovern Escrow Services, Inc. which were attached to Board Report No. 17-9-104B (Updated); and

**WHEREAS**, the FCC has now consented to the sale and the Board deems it appropriate and in the best interests of the District to culminate the sale with certain further agreements; and

**WHEREAS**, the District has recommended to the Board that it approve the closing of the sale of KCSM-TV to Buyer including approving the Closing Statement and Joint Wire Instructions (which includes certain amendments to the APA), the Side Letter and other related agreements (collectively, "Closing Documents") (see also, Board Report No. 18-7-115B); and

**WHEREAS**, the Board deems it appropriate and in the best interests of the District to approve the closing of the sale of KCSM-TV to Buyer including approving the Closing Documents; and

**WHEREAS**, the Board deems it appropriate and in the best interests of the District to grant to the Chancellor and his designee the authority to take all actions they, or any of them, in their sole discretion deem necessary to effect and complete the transactions contemplated by the APA, the Escrow Agreement, the Closing Documents and/or any agreement or instrument ancillary to the APA or the Escrow Agreement or the Closing Documents (collectively, the "**Transactions**");

**NOW, THEREFORE, BE IT RESOLVED** that to the fullest extent permitted by law, the Board does hereby approve the Closing Documents; and

**BE IT FURTHER RESOLVED** that to the fullest extent permitted by law, the Board hereby authorizes the Chancellor and his designee to take such actions as he or she may determine, in his or her sole discretion, to be necessary or appropriate to effect and consummate the Transactions, and to effect the performance by the District of its obligations under the APA, the

Escrow Agreement, and all agreements and instruments ancillary thereto, including the execution and delivery of any agreement or instrument ancillary thereto; and

**BE IT FURTHER RESOLVED** that to the fullest extent permitted by law, the Board hereby ratifies and confirms in full all actions heretofore taken by any officer of the District in furtherance of the Transactions.

**REGULARLY passed and adopted this 25<sup>th</sup> day of July, 2018.**

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Maurice Goodman, Vice President-Clerk  
Board of Trustees

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
3401 CSM Drive  
San Mateo, California 94402

July 31, 2018

Rural California Broadcasting Corporation  
5850 Labath Avenue  
Rohnert Park, California 94928  
Attention: Nancy Dobbs, President and CEO

Re: Closing Under Asset Purchase Agreement, dated September 22, 2017, between San Mateo County Community College District and Rural California Broadcasting Corporation )“Closing”

Dear Ms. Dobbs,

This letter agreement sets forth certain agreements between San Mateo County Community College District )“*Seller*” ( and Rural California Broadcasting Corporation )“*Buyer*” and, together with Seller, the “*Parties*” ( with regard to the consummation of the transactions contemplated by the Asset Purchase Agreement, dated September 22, 2017, between the Parties (the “*Purchase Agreement*” (, including in connection with the three litigation matters now pending in Superior Court of the State of California, County of San Mateo (*i.e.*, *San Mateo County Community College District v. LocusPoint Networks, LLC, et al.*, Case No. 17CIV01534, *LocusPoint Networks, LLC, et al. v. San Mateo County Community College District*, Case No. 17CIV01550 and *LocusPoint Networks, LLC, et al. v. San Mateo County Community College District et al*, Case No. 17CIV04899 (collectively, the “*Litigation*” (, Case numbers 17CIV01534 and 17CIV01550 are referred to jointly as the “*Main Action*”. Capitalized terms used herein and not otherwise defined herein shall have the meanings given to such terms in the Purchase Agreement.

1. The Parties agree that in the event Seller enters into a settlement agreement with LPN<sup>1</sup> and/or its affiliates with respect to the Litigation, Buyer and its affiliates shall be included in such settlement agreement with substantially the same rights as to releases of liability as are provided to Seller and its affiliates, provided, however, that Buyer and its affiliates agree to provide to LPN and its affiliates a reciprocal release under such settlement agreement. The Parties further agree that in the event Buyer enters into a settlement agreement with LPN and/or its affiliates with respect to the Litigation, Buyer and its affiliates will make a good faith effort to include Seller and its affiliates in such a settlement agreement with substantially the same rights as to releases of liability as are provided to Buyer and its affiliates.
2. As described in the Closing Statement and Joint Wire Instructions, the District is paying for Buyer’s legal fees incurred prior to Closing as agreed in the Purchase

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<sup>1</sup> “LPN” means LocusPoint Networks, LLC and/or LocusPoint II KCSM, LLC.

Agreement and as an offset to the purchase price. As to fees incurred by the Buyer following the Closing, Seller hereby agrees to pay to Buyer, upon written demand, 50% of the reasonable fees and expenses of Buyer's counsel incurred in connection with the Litigation up to a maximum amount of \$50,000.00, provided that such demand is promptly made and accompanied by invoices. The Parties agree that any payments made by Seller to Buyer pursuant to this paragraph and after Closing shall be treated as a post-Closing adjustment to the Purchase Price to the fullest extent permitted by applicable law.

3. The Parties hereby confirm that except as expressly set forth in this letter agreement, each of the Parties shall have those indemnification rights, if any, provided to such Party pursuant to Article 9 of the Purchase Agreement, subject to the terms and conditions provided therein. For example, the Parties each reserve all rights to indemnification and related defenses, if any, pursuant to Article 9 of the Purchase Agreement related to any fees or costs incurred after the conclusion of the trial in the Main Action or any judgment entered against Buyer in the Litigation.
4. Each of the Parties hereby represents and warrants to the other that its execution, delivery and performance of this letter agreement has been duly authorized and approved by such Party, and that this letter agreement is a legal, valid and binding agreement of such Party enforceable in accordance with its terms, subject to limitations on enforceability under bankruptcy, insolvency and similar laws affecting creditors' rights generally, and under general principles of equity.

[SIGNATURE PAGE FOLLOWS]

Signature Page to KCSM-TV Side Letter Agreement

This agreement shall be binding and enforceable notwithstanding that it is not referenced or included in the Closing documents. Please indicate your agreement with the terms and conditions of this letter agreement by signing below.

Very truly yours,  
SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Name:  
Title:

AGREED AND ACCEPTED as of the date hereof:  
RURAL CALIFORNIA BROADCASTING CORPORATION

By: \_\_\_\_\_  
Name:  
Title:

## CLOSING STATEMENT AND JOINT WIRE INSTRUCTIONS

This Closing Statement and Joint Wire Instructions, dated as of July 31, 2018, evidences the date of Closing, describes the calculations and disbursements in connection with the Closing under the Asset Purchase Agreement (the "*Purchase Agreement*"), dated as of September 22, 2017, by and between San Mateo County Community College District, as Seller, and Rural California Broadcasting Corporation, as Buyer, and sets forth other agreements between the parties, related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined in this Closing Statement shall have the meanings set forth in the Purchase Agreement.

This Closing Statement may be executed in any number of counterparts, each of which shall be an original, and all of which together shall constitute one and the same instrument. Delivery of executed counterpart signature pages to this Closing Statement by facsimile or other electronic transmission shall be effective as delivery of original counterpart signature pages to this Closing Statement.

NOW THEREFORE, the parties hereby acknowledge as follows:

1. Closing Date: The Closing Date is July 31, 2018.
2. Purchase Price: The Purchase Price is \$12,000,000.00.<sup>1</sup>
3. Disbursements at Closing:
  - a. Disbursement of Escrow Deposit by Escrow Agent to Seller, wired to Seller pursuant to the following instructions: \$960,000.00

### Wire Transfer Instructions:

Bank: Union Bank of California

ABA #: 122000496  
Account Name: San Mateo County Community College District  
Account #: 7020024903  
Payee: San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

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<sup>1</sup> Parties agree that all prorations required by Section 1.6 of the Purchase Agreement will be applied ninety (90) calendar days after closing.

- b. Credit against Purchase Price for Buyer's legal costs and expenses pursuant to Section 10.6(d) of the Purchase Agreement: \$525,966.81
- c. Payment by Buyer to Seller, wired to Seller pursuant to the following instructions: \$10,514,033.19

Wire Transfer Instructions:

Bank: Union Bank of California

ABA #: 122000496

Account Name: San Mateo County Community College District

Account #: 7020024903

Payee: San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

- d. All interest accrued on the Escrow Funds by wire transfer to Buyer in accordance with the following instructions.

Wire Transfer Instructions:

Bank: Exchange Bank

ABA #: 121101985

Account Name: Rural California Broadcasting Corp.

Account #: 0080902759

Payee: Rural California Broadcasting Corp.  
5850 Labath Avenue  
Rohnert Park, CA 94928

4. Other Matters

- a. Earth Station: Buyer acknowledges that it does not wish to receive earth station license E040364, listed in Schedule 1.1(a) of the Purchase Agreement, together with



any equipment used solely in connection with such license (the “*Earth Station*”), does not wish to have Seller transfer or assign the Earth Station to Buyer upon Closing or at any other time, waives any rights in may have with respect to the Earth Station and agrees and acknowledges that the Earth Station shall be an Excluded Asset.

- b. Fiber Link: Seller agrees to maintain the current AT&T fiber circuit between Seller’s current studio and Sutro Tower and to continue to receive Buyer’s station KRCB over-the-air signal at Seller’s studio and feed it into that fiber circuit for the purpose of maintaining delivery of the KRCB signal to the Comcast headend at Sutro Tower, pending Buyer’s establishment of its own direct fiber circuit to Mt. Sutro for that purpose, which shall be completed not later than October 31, 2018. Buyer will reimburse Seller’s cost to maintain the AT&T fiber circuit upon receipt of monthly invoices from Seller documenting that cost.
- c. Schedule 1.1(b) to the Purchase Agreement is hereby deleted in its entirety and replaced with the schedule attached as Exhibit A hereto.
- d. Station Contracts. Schedule 1.1(c) to the Purchase Agreement is hereby amended to add the following as Station Contracts:
  - Must Carry Retransmission Agreement dated November 8, 2013 between Google Fiber In. and Seller
  - Agreements between Seller and Gates Air, Inc. with respect to purchase of equipment for the repacking of the Station in connection with the FCC broadcast incentive auction (Quote Q-75341, Purchase Order P-1801966).
  - Agreement among the National Cable & Telecommunications Association, the Association of Public Television Stations, the Public Broadcasting Service, MSOs (as defined in the Agreement) and PTV Licensees (as defined in the Agreement) dated January 31, 2005, and ratified to confirm KCSM-TV station participation by San Mateo County Community College District.
  - Digital Carriage Agreement among the Public Broadcasting Service, the Association of Public Television Stations, the Qualified Stations (as defined in the Agreement) and DirecTV, Inc. dated September 23, 2008, and ratified to confirm KCSM-TV station participation by San Mateo County Community College District.
- e. Buyer hereby represents to Seller that the amount set forth in Section 3.b above constitutes legal fees and costs incurred with respect to the litigation and proceedings contemplated in section 10.6(d) of the Purchase Agreement, and not any fees or costs incurred in the ordinary course of purchasing the Station.<sup>2</sup>

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<sup>2</sup> Any additional credit against Purchase Price for legal costs and expenses of Buyer incurred on or after July 16, 2018 and prior to Closing pursuant to Section 10.6(d), but not reflected in such credit reflected in Section 3.b of this Closing Statement, shall be invoiced within ten (10) days following the Closing Date and paid by Seller to Buyer within thirty (30) days of the Closing Date.

- f. The term “Purchase Agreement” as used herein and in the other documents and instruments delivered in connection with the Closing shall refer to the Purchase Agreement as amended by Sections 4.c and 4.d hereof.

\* \* \* \* \*

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Closing Statement and Joint Wire Instructions as of the date first written above.

**SELLER:**

**SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT**

By: \_\_\_\_\_  
Name:  
Title:

**BUYER:**

**RURAL CALIFORNIA BROADCASTING  
CORPORATION**

By: \_\_\_\_\_  
Name:  
Title:

# **EXHIBIT A**

Schedule 1.1(b)

**Tangible Personal Property**

*Property subject to Liens identified with a diamond (◆).*

Mt. Sutro Transmitter Equipment

<b>TRANSMITTER EQUIPMENT</b>			
<b><u>TRANSMITTER LOCAL NAME</u></b>	<b><u>MANUFACTURER</u></b>	<b><u>MODEL</u></b>	<b><u>STATUS</u></b>
DTV ANTENNA SYSTEM			ACTIVE
43 WAVEGUIDE COMBINER	DIELECTRIC		ACTIVE
HARRIS DTV TV XMTR	HARRIS	DHD90P4	ACTIVE
MISCELLANEOUS SUTRO SITE EQUIPMENT	MISCELLANEOUS		

Other Tangible Personal Property listed on next page.

KCSM Master Control Assets to be transferred to KRCB in lieu of RFP #86757 - Appendix D "Master Control" and "Production Equipment"

All items are used and transferred "as-is"

Qty	Brand	Model	Descr	Serial	SMCCD Tag	Notes
4	Wohler	Amp1-DA	Audio Monitor			
4	Wohler/Panorama	RM-2443W-HD	4 panel, 2RU LCD monitor			
1	Sony	BVM-D20F1U	20" HD CRT monitor	2010271		
4	Panasonic	BT-LH1700WP	17" LCD Monitor HD/SDI/Analog			Some rack mount modified / some on stand
2	Dorrough	40-A2	2ch Loudness Monitor			
1	Omneon/Harmonic	MCP-2200-C1H	Spectrum MediaCenter Video server with Internal storage	13211538RN02012	7945	
1	Tektronix	TG700	Signal Generator			
1	Tektronix	WVR 7020	Waveform-Vector Rasterizer	B041573	8787	
1	Tektronix	WVR 7020	Waveform-Vector Rasterizer	B041572	8788	
1	AJA	FS-1	HD/SD converter frame synchronizer	2F4694		
6	Assorted	19" LCD monitors	Consumer LCD Monitors, Some rack mount modified			
1	Snell and Wilcox	IQ Modular w/ 7x IQUDCO0	7- HD/SD SDI CrossCnvt/Aspect/Audio			
1	Sony	PDW-HD1500	XDCam Deck	14915	8809	
1	Sony	DVW-M2000	DigiBeta VTR	11818	8532	
1	Panasonic	AJ-S0255	DVCPPro half rack VTR	F8TRB2036	8656	
1	Panasonic	AJ-S0255	DVCPPro half rack VTR	F8TRB2037	8744	
1	Panasonic	AJ-S0255	DVCPPro half rack VTR	F8TRB2042	8745	
1	Panasonic	AJ-S0255	DVCPPro half rack VTR	F7TRB1631	8656	
1	Harris	Net VX	Multiplexer			From SEZMI
1	MassTech	Mass Logger	2-Ch video logger	K898X0652300487	8731	Intermittant
1	MassTech	Mass Logger	2-Ch video logger	K898X0652300525	8732	Intermittant
2	Quintech	LS Series	Active L-Band splitter			
1	Sencore	Atlas MRD 3187A	L-Band/ASI Demod	6803225		
1	Sencore	Atlas MRD 3187A	L-Band/ASI Demod	6794843		
1	Sencore	Atlas MRD 3187A	L-Band/ASI Demod	6794845		
1	Sencore	Atlas MRD 3187A	L-Band/ASI Demod	6794919		
1	Evertz	3000-MVP	Multi image video processor	1611910037	8585	
1	Evertz	HD9625LG	HD Logo Inserter			
4	Evertz	9625LGA	SD Media Keyer			
2	TFT	EAS 999	Digital Audio Insertion Unit			
4	Grass Valley	Series 8900	Card cage with various cards		6868	
1	Grass Valley	GeoFlex	Card cage with various cards			
1	Leitch	FR-6801-1	Card cage w/AES and ASI Distribution Amps			
2	ADC		72 BNC normaled Patch Panel 2RU			
1	Ocean Matrix	OMX-DEM 100	6x1 AV switcher with audio amp			
1	Avocent	AMX5010	KVM Base	210073636	16703	
9	Avocent	AMX 5130	User Station			
20	Avocent		Mix of USB and PS2 KVM dongles			
1	Sharp	Aquos LC-65D93U	65" LCD TV	705613010		
1	Vizio	E500i-A1	50" LCD TV	LTYWNTBP2456285		
8	Ericsson	RX8200	L-Band IRDs			PROPERTY of PBS

## **ASSIGNMENT OF FCC LICENSES**

**This ASSIGNMENT OF FCC LICENSES** (“*Assignment*”) is made this 31st day of July, 2018, by San Mateo County Community College District, a California Community College District (“*Seller*”), to Rural California Broadcasting Corporation, a California non-profit and nonstock corporation (“*Buyer*”).

**WHEREAS**, this Assignment is made pursuant to that certain Asset Purchase Agreement (the “*Purchase Agreement*”), dated as of September 22, 2017, by and between Seller and Buyer, related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined in this Assignment shall have the meanings set forth in the Purchase Agreement.

**WHEREAS**, the Federal Communications Commission (the “*FCC*”) has authorized the assignment of the FCC Licenses described in Schedule 1.1(a) of the Purchase Agreement, updated as reflected in Attachment A hereto, from the Seller to the Buyer.

**NOW, THEREFORE**, subject to the terms and conditions of the Purchase Agreement, and in consideration of the mutual covenants and agreements contained therein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller hereby sells, assigns, transfers, and conveys to Buyer all of Seller’s right, title, and interest in and to the FCC Licenses.

This Assignment is intended to evidence the consummation of the transactions contemplated by the Purchase Agreement and is subject to the terms and conditions set forth in the Purchase Agreement. This Assignment is made without representation or warranty, except as provided in and by the Purchase Agreement. Nothing contained in this Assignment shall be construed to supersede, limit or qualify any provision of the Purchase Agreement. To the extent there is a conflict between the terms and provisions of this Assignment and the terms and provisions of the Purchase Agreement, the terms and provisions of the Purchase Agreement shall govern.

The construction and performance of this Assignment shall be governed by the laws of the State of California without regard to its principles of conflict of law, as set forth in Section 11.9 of the Purchase Agreement, and, as applicable, Federal law.

Seller and Buyer agree that the delivery of an executed copy of this Assignment of FCC Licenses by facsimile or e-mail shall be legal and binding, shall be considered as compliant under the Electronic Signature Act, and shall have the same full force and effect as if an original executed copy of this Assignment of FCC Licenses had been delivered.

[Remainder of Page Intentionally Left Blank. Signature Page Follows.]

**IN WITNESS WHEREOF**, the undersigned has caused this Assignment of FCC Licenses to be duly executed as of the date first set forth above.

**SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT**

By: \_\_\_\_\_  
Name:  
Title:



## **ATTACHMENT A**

### **FCC Licenses and Authorizations**

1. Television broadcast station license (FCC file no. BLEDT-20091124AHY).
2. License renewal authorization (FCC file no. BREDT-20140721AEJ; expires 12/1/2022).
3. Modified construction permit authorizing “maximized” minor modification of BLEDT-20091124AHY to specify operation on Channel 27 (FCC File No. 0000034004, expires 3/13/2020).
4. Television broadcast station auxiliary antenna license (FCC file no. BXLEDT-20120621AAB).

## **BILL OF SALE**

**This BILL OF SALE** is made this 31st day of July, 2018, by San Mateo County Community College District, a California Community College District (“*Seller*”), in favor of Rural California Broadcasting Corporation, a California non-profit and nonstock corporation (“*Buyer*”).

**WHEREAS**, this Bill of Sale is made pursuant to that certain Asset Purchase Agreement (the “*Purchase Agreement*”), dated as of September 22, 2017, by and between Seller and Buyer, related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined in this Bill of Sale shall have the meanings set forth in the Purchase Agreement.

**NOW, THEREFORE**, subject to the terms and conditions of the Purchase Agreement, and in consideration of the mutual covenants and agreements contained therein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller hereby sells, assigns, transfers and conveys to Buyer all of Seller’s right, title, and interest in and to (i) the Tangible Personal Property; and (ii) the files, documents, records and other assets described in Section 1.1(d) of the Purchase Agreement.

To have and to hold the same unto Buyer, its successors and assigns forever.

This Bill of Sale is intended to evidence the consummation of the transactions contemplated by the Purchase Agreement and is subject to the terms and conditions set forth in the Purchase Agreement. This Bill of Sale is made without representation or warranty, except as provided in and by the Purchase Agreement. Nothing contained in this Bill of Sale shall be construed to supersede, limit or qualify any provision of the Purchase Agreement. To the extent there is a conflict between the terms and provisions of this Bill of Sale and the terms and provisions of the Purchase Agreement, the terms and provisions of the Purchase Agreement shall govern.

The construction and performance of this Bill of Sale shall be governed by the laws of the State of California without regard to its principles of conflict of law, as set forth in Section 11.9 of the Purchase Agreement, and, as applicable, Federal law.

Seller and Buyer agree that the delivery of an executed copy of this Bill of Sale by facsimile or e-mail shall be legal and binding, shall be considered as compliant under the Electronic Signature Act, and shall have the same full force and effect as if an original executed copy of this Bill of Sale had been delivered.

**IN WITNESS WHEREOF**, the undersigned have caused this Bill of Sale to be duly executed as of the date first set forth above.

**SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT**

By: \_\_\_\_\_  
Name:  
Title:

## ASSIGNMENT AND ASSUMPTION AGREEMENT

This ASSIGNMENT AND ASSUMPTION AGREEMENT (“*Assignment and Assumption*”) is made this 31st day of July, 2018, by and among San Mateo County Community College District, a California Community College District (“*Seller*”), and Rural California Broadcasting Corporation, a California non-profit and nonstock corporation (“*Buyer*”).

WHEREAS, this Assignment and Assumption is made pursuant to that certain Asset Purchase Agreement (the “*Purchase Agreement*”), dated as of September 22, 2017, by and between Seller and Buyer, related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined in this Assignment and Assumption shall have the meanings set forth in the Purchase Agreement.

NOW, THEREFORE, subject to the terms and conditions of the Purchase Agreement and in consideration of the mutual covenants and agreements contained therein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed that:

1. Seller hereby sells, assigns, transfers and conveys to Buyer all of Seller’s right, title, and interest in and to the Station Contracts (the “*Assignment*”).
2. Buyer hereby accepts the Assignment and hereby assumes and agrees to pay, discharge and perform the Assumed Obligations.
3. This Assignment and Assumption is intended to evidence the consummation of the transactions contemplated by the Purchase Agreement and is subject to the terms and conditions set forth in the Purchase Agreement. This Assignment and Assumption is made without representation or warranty, except as provided in and by the Purchase Agreement. Nothing contained in this Assignment and Assumption shall be construed to supersede, limit or qualify any provision of the Purchase Agreement. To the extent that there is a conflict between the terms and provisions of this Assignment and Assumption and the terms and provisions of the Purchase Agreement, the terms and provisions of the Purchase Agreement shall govern.
4. This Assignment and Assumption shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
5. The construction and performance of this Assignment and Assumption shall be governed by the laws of the State of California without regard to its principles of conflict of law, as set forth in Section 11.9 of the Purchase Agreement, and, as applicable, Federal law.
6. This Assignment and Assumption may be executed in one or more counterparts, each of which shall be an original, and all of which together shall constitute a single instrument, and shall become effective when one or more counterparts have been

signed and delivered by each of the parties hereto, it being understood that all parties need not sign the same counterpart. Delivery of executed counterpart signature pages to this Assignment and Assumption by facsimile or other electronic transmission shall be effective as delivery of original counterpart signature pages to this Assignment and Assumption.

[Remainder of Page Intentionally Left Blank. Signature Page Follows.]

IN WITNESS WHEREOF, the undersigned have caused this Assignment and Assumption Agreement to be duly executed as of the date first set forth above.

**SELLER:**

**SAN MATEO COUNTY COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_

Name:

Title:

**BUYER:**

**RURAL CALIFORNIA BROADCASTING  
CORPORATION**

By: \_\_\_\_\_

Name:

Title:

## ASSUMPTION & AMENDMENT OF LEASE

This Agreement of Assumption & Amendment of Lease is made effective as of July 31, 2018 by and between Sutro Tower, Inc., a California corporation, as Lessor (“STI”), and Rural California Broadcasting Corporation (RCBC), a California nonprofit public benefit corporation, as Lessee (“RCBC”), with reference to the following facts and circumstances.

A. STI, and RCBC’s Lease predecessor San Mateo County Community College District (“KCSM”) operating as KCSM-TV entered into that certain Agreement of Lease between them dated as of January 16, 2003, as amended, including in conjunction therewith that certain Spectrum Repack Project Agreement (the “Repack Agreement”) between them dated as of July 31, 2017 (collectively the “Lease”). In accordance with the terms of the Lease, RCBC is contemplated by this Agreement to succeed to the position of Lessee under the Lease, the stated initial term of which has previously been extended to February 29, 2020. The Lease provides for Lessee’s use and occupation of certain television broadcast transmitter room space and television broadcast tower antenna space (the “Demised Premises”) for RCBC's use as KCSM-TV, at STI’s Sutro Tower broadcast operations and antenna tower facility in San Francisco (“Sutro Tower”).

B. Pursuant to nationwide mandate of the Federal Communications Commission (“FCC”), full-power commercial television broadcast stations throughout the United States are required by federal law to accommodate a broadcast spectrum post-reverse auction channel repacking process which began in 2017, pursuant to which KCSM-TV has been assigned Channel 27 and contemplates continued operation at Sutro Tower pursuant to the Lease.

NOW, THEREFORE, the parties hereby agree as follows:

1. Assumption of Lease. For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, STI hereby consents to the assignment by KCSM to RCBC of all of KCSM’s right, title and interest in and to the Lease as Lessee thereunder, and to the assumption by RCBC of all rights, duties and obligations of KCSM pursuant to or arising under the Lease (including the Repack Agreement), subject to all of the stated terms and conditions of the Lease which remains in effect upon its stated terms.

2. Lease Amendment. RCBC and STI agree that upon execution of this Amendment, the Lease is deemed amended in the following additional particulars:

a) Addition of Site Rules. STI and RCBC agree that the attached Addendum No. 1 standard site rules for all STI tenants are incorporated in the Lease as of the date of this Amendment.

b) Addition of Unlicensed Services Rider. STI and RCBC agree that the attached Unlicensed Services Rider of standard rules for all STI tenants is incorporated in the Lease as of the date of this Amendment.

c) Extension and Early Termination. Lessee's stated option to extend the Lease for up to three additional five-year terms is hereby affirmed. Lessee's stated option to buy out the Lease term with early termination effective February 29, 2019 is hereby deleted.


3. Lease Remains in Effect/RCBC as Lessee. Capitalized terms used in this Amendment and not otherwise defined shall have the meanings for them set forth in the Lease. The Lease, as amended to date and by this Amendment, remains in full force and effect, amended hereby only as and to the extent expressly set forth in this Amendment. RCBC confirms it accepts and assumes the Lease as so amended, and STI confirms it accepts RCBC as authorized successor Lessee under the Lease.

4. Release of San Mateo Community College District. Notwithstanding the foregoing or anything in the Lease (including the Repack Agreement) to the contrary, the signatories below hereby agree that upon the effective date of this Assumption & Amendment of Lease, STI hereby releases San Mateo County Community College District, and its employees, officers, trustees, directors, agents, licensees, partners and owners from any direct or third party claim, loss, damage or liability in connection with the Lease (including the Repack Agreement).

IN WITNESS WHEREOF, each of STI as Lessor, and RCBC as Lessee, has executed this Agreement of Amendment of Lease or caused its duly authorized representative to execute the same on its behalf, to be effective as of the date first written above, when signed and delivered by both parties.

Address for Notice

SUTRO TOWER, INC.

By:   
Eric Dausman, Vice President  
and Chief Operating Officer

1 Avanzada St.  
San Francisco, CA 94131  
Attn: Eric Dausman, COO

RURAL CALIFORNIA BROADCASTING  
CORP. (KRBC)

5850 Labath Avenue



By: \_\_\_\_\_  
Nancy Dobbs, President and CEO

Rohnert Park, CA 94928  
Attn:Nancy Dobbs, President and  
CEO

ASSIGNING LESSEE'S AFFIRMATION: San Mateo Community College District as original Lessee under the Lease (including the Repack Agreement) hereby confirms its assignment thereof to RCBC as precondition to the effectiveness of the foregoing Assumption and Amendment of Lease.

San Mateo Community College District

By: \_\_\_\_\_  
Date

Its: \_\_\_\_\_

**Addendum No. 1 to Lease**  
**Standard Expectations for Contractors Working at Sutro Tower**

Due to the sensitive neighborhood areas around Sutro Tower, the following requirements are incorporated in this Agreement for all non-emergency work at Sutro Tower.

1. Falling Material. Lessee and its onsite contractors (collectively “Contractor”) is responsible to contain all debris, paint, lead, or any other property or material that may fall from any area on Sutro Tower (“Falling Material”) by using appropriate netting or other suitable methods. Any Falling Material that falls outside the Facility must be cleaned up immediately and Sutro Tower informed without delay. Contractor shall be fully responsible for the clean-up of any Falling Material, including, but not limited to, paint or other debris, on any real or personal property, including, but not limited to, pathways, vehicles, houses, etc. Any offsite Falling Material cleanup is at Contractor’s sole expense. Contractor's supervisor must walk through adjacent public areas after each workday to verify that clean-up of any Falling Material is complete.
  
2. Noise Control. Contractor will use best efforts to utilize power and air tools that make the least amount of noise and to deploy sound dampening measures wherever possible. Impact tools shall only be used sparingly when a quieter method is impractical. **No** yelling or foul language will be tolerated. Use of radios is required for all communications.
  
3. Hours of Work. Except in the event of an emergency or extreme circumstances, (A) hours for all maintenance and/or installation work are limited to Monday through Friday, 8 AM -5 PM; (B) Saturday work is limited to quiet tasks only, such as painting, and specifically excludes jobs which require impact or other air-powered tools, grinders or sandblasting; and (C) no work may be performed on any Sunday, or any day of a federal-holiday three-day weekend.
  
4. Nothing Overnight Outside Our Gate. Contractor employees and subcontractors shall use best efforts to park and store any and all equipment, refuse containers, or any other material at all times within the confines of the gated Facility. Driveway areas outside of the gated Facility area may only be used for the temporary day parking of vehicles as overflow or when work is being performed on the tower areas above the interior parking lot precluding such parking. Parking, staging, trash and debris containers or deposits, and storage is not allowed on the driveway/pavement or grounds outside the guard shack and fence perimeter, except for temporarily during the day with complete clear-off at the end of each day.
  
5. Safety Notes. As a supplement to the worker and public safety policies, terms and requirements of our Agreement, you must inform each onsite worker and guest of this disclosure/reminder: (A) legacy residual lead containing materials (e.g. paints/coatings/detritus) exist on and around the Tower and vicinity; and (B) radio frequency (RF) radiation is emitted from energized broadcast & wireless antennas on the Sutro Tower and Building as per warning signs and indicators. Sutro Tower complies with site safety requirements for such environments. Responsive worker and visitor safety protection, risk avoidance and personal protective equipment (PPE) is the responsibility of tenants, contractors and each individual.

Initial: \_\_\_\_\_  
Lessee

**Rider to TV Lease**  
**Sutro Tower, Inc. ("STI") Unlicensed Services & Equipment Rider**

Any tenant, lessee, licensee, occupant or user at the Sutro Tower facility, and any customer or user thereof, is subject to the following provisions to the extent of such user's installation, operation or use of, or participation or involvement in, any Federal Communications Commission ("FCC")-unlicensed operations, services, devices, equipment, spectrum, communications and signals (any or all of the above, "Unlicensed Operation"). The owners, operators and users of any Unlicensed Operation at the Sutro Tower site:

May not cause harmful interference, or any other signal interference, degradation or operational disruption, to STI or any other tenant, lessee, licensee, user, broadcaster, communications service or operation of any kind at or from Sutro Tower, nor exceed (or fail to accept) applicable interference temperature levels specified by FCC rules;

Must operate at or below any applicable FCC specified maximum power, signal and interference levels for any such Unlicensed Operation, and comply with applicable FCC rules, as they may be amended from time to time;

As a condition to entry, installation and ongoing operation at Sutro Tower, must accept signal interference that it may receive or experience at Sutro Tower from any other tenant, lessee, licensee or user, of any kind, whether originating onsite or offsite, from any source or cause of any kind whatsoever, natural or unnatural, reasonable or unreasonable, intentional or unintentional, single or cumulative;

Will not seek, request or demand that STI acknowledge, address, participate in, or resolve any claim by or against the Unlicensed Operation of signal interference or disruption of any kind from any source, whether STI, other users, tenants, lessees, licensees, or other on-site or off-site sources or causes of any kind whatsoever;

Hereby release, hold harmless and indemnify STI and its employees, officers, directors, agents, licensees, partners and owners from any direct or third party claim, loss, damage or liability in connection with the Unlicensed Operation.

Accept the foregoing without prejudice to STI's rights and remedies under any STI Lease, License or Agreement.

STI: SUTRO TOWER, INC.

LESSEE: RCBC

By 

By \_\_\_\_\_

Its VP & CEO

Its \_\_\_\_\_

**RURAL CALIFORNIA BROADCASTING CORPORATION**  
**BUYER'S CERTIFICATE**

This CERTIFICATE is delivered pursuant to Sections 6.1(c) and 8.2 (ii) of the Asset Purchase Agreement (the "*Purchase Agreement*"), dated as of September 22, 2017, by and between San Mateo County Community College District, a California Community College District ("*Seller*") and Rural California Broadcasting Corporation, a California non-profit and nonstock corporation ("*Buyer*"), related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined herein shall have the meanings set forth in the Purchase Agreement.

Buyer hereby certifies to Seller as follows:

1. Except as set forth in the attached Exhibit A, the representations and warranties of Buyer made in the Purchase Agreement are true and correct in all material respects (without duplication of other materiality qualifications) as of the date hereof as though made on and as of the date hereof except for changes expressly contemplated by the Purchase Agreement or permitted under Section 4.2 (Buyer's Covenants) of the Purchase Agreement or that took place as a result of Seller's actions.

2. Seller has performed in all material respects all obligations required to be performed by it under the Purchase Agreement on or prior to the date hereof.

Buyer expressly reserves all indemnification rights provided to such Buyer pursuant to Article 9 of the Purchase Agreement, subject to the terms, condition and representations provided therein. Nothing in the Closing documents or in this Certificate and attachment shall be deemed to modify, waive or change in any way Buyer's right to indemnification pursuant to the representations in the Purchase Agreement.

Dated: \_\_\_\_\_, 2018

**IN WITNESS WHEREOF**, the undersigned has caused this Buyer's Certificate to be executed as of the date set forth above.

**RURAL CALIFORNIA BROADCASTING  
CORPORATION**

By: \_\_\_\_\_  
Name:  
Title:

## **EXHIBIT A**

### **Buyer Litigation**

LocusPoint Networks, LLC and LocusPoint II KCSM, LLC (together “LocusPoint”) have sued the Seller and Buyer, in Superior Court of the State of California, County of San Mateo, and asserted claims arising out of a series of agreements (the “Agreements”) between LocusPoint and Seller regarding a potential sale of Station in the FCC’s broadcast incentive auction. *See LocusPoint Networks, LLC, et al vs. San Mateo County Community College District et al*, 17-CIV-04899. LocusPoint has asserted that the Agreements give LocusPoint the right to block the sale of the Station at this time. Seller disputes LocusPoint’s assertions for a number of reasons, including without limitation that LocusPoint materially breached the Agreements such that the provisions LocusPoint has stated it relies upon for its assertions no longer bind Seller, and because any security interest LocusPoint may hold is limited to the proceeds of the sale of certain assets used in the operation of the Station and does not extend to the assets themselves. Nonetheless, LocusPoint has asserted various claims against Seller, and claims against Buyer for Intentional Interference with Contractual Relations and for Violations of the Unfair Competition Law, based on the allegation that the sale of the Station violates the Agreements. *Id.*

**RURAL CALIFORNIA BROADCASTING CORPORATION**  
**CERTIFICATE**

This CERTIFICATE is delivered pursuant to Section 8.2(vi) of the Asset Purchase Agreement (the "*Purchase Agreement*"), dated as of September 22, 2017, by and between San Mateo County Community College District, a California Community College District ("*Seller*") and Rural California Broadcasting Corporation, a California non-profit and nonstock corporation ("*Buyer*"), related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined herein shall have the meanings set forth in the Purchase Agreement.

The undersigned, as an officer of Buyer, hereby certifies on behalf of Buyer that in accordance with the records of Buyer and as of the date hereof that the Resolutions attached hereto as Exhibit A were duly and validly adopted by the Board of Buyer evidencing its authorization of the execution and delivery by Buyer of the Purchase Agreement and the consummation of the transactions contemplated thereby; and such resolutions have not been amended, modified or rescinded, and are in full force and effect as of the date hereof:

Dated: \_\_\_\_\_, 2018

**IN WITNESS WHEREOF**, the undersigned have caused this Certificate to be executed as of the date set forth above.

By: \_\_\_\_\_  
Name:  
Title:

**Exhibit A**

**RESOLUTION CONCERNING THE PURCHASE OF THE FEDERAL  
COMMUNICATIONS COMMISSION LICENSE AND RELATED ASSETS OF  
NONCOMMERCIAL EDUCATIONAL STATION KCSM-TV**

The Board of Trustees (the "*Board*") of Rural California Broadcasting Corporation (the "*Corporation*") hereby adopts the following preambles and resolutions as of September 20, 2017.

WHEREAS, the San Mateo County Community College District (the "*District*") holds a license issued by the Federal Communications Commission (the "*FCC*") for noncommercial educational TV station KCSM-TV, San Mateo, California, (the "*Station*");

WHEREAS, the District has agreed to assign and transfer the FCC license and certain related assets of the Station to the Corporation, and to consummate the assignment following the grant of prior FCC consent to the assignment of the Station's license (the "*Transaction*"), and the Corporation has agreed to accept and consummate the assignment of the Station's FCC license and related assets upon grant of prior FCC consent to the assignment of the Station's license, and the District and the Corporation have entered or will enter into an Asset Purchase Agreement (the "*Agreement*") with respect to the Transaction; and

WHEREAS, the Executive Committee of the Board, in a meeting held on September 5, 2017, and pursuant to authority delegated to it by the Board, voted unanimously to authorize the Corporation to execute, deliver and perform the Agreement.

NOW THEREFORE, BE IT RESOLVED:

That the action of the Executive Committee authorizing and approving the Corporation's execution, delivery and performance of the Agreement was taken pursuant to its Board-delegated authority and constitutes all necessary action by the Corporation to approve the Transaction;

That the action of the Executive Committee authorizing and approving the Corporation's execution, delivery and performance of the Agreement is hereby ratified;

That the execution, delivery and performance of the Agreement, the consummation of the Transaction, and the delivery of the closing documents provided for under the Agreement are approved; and

That the officers of the Corporation are hereby authorized, empowered and directed to execute the Agreement, and such other documents as are required to effect the Transaction.



**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**SELLER'S CERTIFICATE**

This CERTIFICATE is delivered pursuant to Sections 7.1(c) and 8.1(i) of the Asset Purchase Agreement (the "*Purchase Agreement*"(, dated as of September 22, 2017, by and between San Mateo County Community College District, a California Community College District )"*Seller*"( and Rural California Broadcasting Corporation, a California non-profit and nonstock corporation )"*Buyer*"(, related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined herein shall have the meanings set forth in the Purchase Agreement.

Seller hereby certifies to Buyer as follows:

1. Except as set forth in the attached Exhibit A, the representations and warranties of Seller made in the Purchase Agreement are true and correct in all material respects (without duplication of other materiality qualifications) as of the date hereof as though made on and as of the date hereof (unless made as of a specific date) except for changes permitted or contemplated by the Purchase Agreement, including the various matters set forth in the Closing Statement and related documents, or that took place as a result of Buyer's actions.

2. Seller has performed in all material respects all covenants and agreements required to be performed by it under the Purchase Agreement on or prior to the date hereof.

Seller acknowledges that Buyer expressly reserves all indemnification rights provided to such Buyer pursuant to Article 9 of the Purchase Agreement, subject to the terms, conditions and representations provided therein. Nothing in the Closing documents or in this Certificate or attachment shall be deemed to modify, waive or change in any way Buyer's right to indemnification pursuant to the Purchase Agreement.

Dated: \_\_\_\_\_, 2018

**IN WITNESS WHEREOF**, the undersigned has caused this Seller's Certificate to be executed as of the date set forth above.

**SAN MATEO COUNTY COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Name:  
Title:

## **EXHIBIT A**

Updated Schedule 2.10

### **Seller Litigation**

As of the September 22, 2017 date of the Purchase Agreement, Schedule 2.10 to the Purchase Agreement provided the following:

Seller has sued LocusPoint Networks, LLC, LocusPoint II KCSM, LLC and PricewaterhouseCoopers Advisory Services LLC, and LocusPoint Networks, LLC and LocusPoint II KCSM, LLC have sued Seller, in Superior Court of the State of California, County of San Mateo, in each case raising claims arising out of a series of agreements between LocusPoint Networks, LLC and Seller regarding a potential sale of Station in the FCC's broadcast incentive auction. *See San Mateo County Community College District, et al vs. LocusPoint Networks, LLC, ET. AL., 17-CIV-01534; LocusPoint Networks, LLC, et al vs. San Mateo County Community College District, 17-CIV-01550.* LocusPoint Networks, LLC has asserted to Seller that it believes those same agreements give LocusPoint Networks, LLC the right to block the sale of Station at this time. Seller disputes LocusPoint Networks, LLC's assertions for a number of reasons, including without limitation that LocusPoint Networks, LLC materially breached the agreements such that the provisions LocusPoint Networks, LLC has stated it relies upon for its assertions no longer bind Seller, and because any security interest LocusPoint Networks, LLC may hold is limited to the proceeds of the sale of certain assets used in the operation of the Station and does not extend to the assets themselves.

After the September 22, 2017 date of the Purchase Agreement, the following litigation was commenced:

On October 24, 2017, LocusPoint Networks, LLC and LocusPoint II KCSM, LLC (collectively, "LocusPoint") sued Seller and Buyer in Superior Court of the State of California, County of San Mateo, in an action entitled *LocusPoint Networks, LLC, et al. v. San Mateo County Community College District, et al.*, Case No. 17-CIV-04899 (the "Sale Action"). In the Sale Action, LocusPoint asserts claims against Seller for, among other things, breach of contract in connection with Seller's sale of KCSM-TV to Buyer, and against Buyer for tortious interference with contractual relations and unfair business practices in connection with Seller's sale of KCSM-TV to Buyer.

All of the actions described above (*i.e.*, the actions in the Superior Court of the State of California, County of San Mateo with case numbers 17-CIV-01534, 17-CIV-01550, and 17-CIV-04899) are pending as of the date of the CERTIFICATE to which this Updated Schedule 2.10 is attached. Filings in such actions are available on the website of the Superior Court of the State of California, County of San Mateo.

Additionally and after the September 22, 2017 date of the Purchase Agreement, there were various activities before the FCC related to Seller's sale of KCSM-TV to Buyer including certain disputes raised by LocusPoint Networks, LLC in its Petition to Dismiss or, at a Minimum, Hold in Abeyance (the "Petition") filed with the FCC under FCC File No. BALEDT-20171003ACI.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**CERTIFICATE**

This CERTIFICATE is delivered pursuant to Section 8.1(vii) of the Asset Purchase Agreement (the “*Purchase Agreement*”), dated as of September 22, 2017, by and between San Mateo County Community College District, a California Community College District (“*Seller*”) and Rural California Broadcasting Corporation, a California non-profit and nonstock corporation (“*Buyer*”), related to the sale and acquisition of certain assets of noncommercial educational television station KCSM-TV, San Mateo, California (Facility ID No. 58912). Capitalized terms used but not defined herein shall have the meanings set forth in the Purchase Agreement.

The undersigned, as an officer of Seller, hereby certifies on behalf of Seller that in accordance with the records of Seller and as of the date hereof that the Resolutions attached hereto as Exhibit A were duly and validly adopted by the Board of Seller evidencing its authorization of the execution and delivery by Seller of the Purchase Agreement and the consummation of the transactions contemplated thereby; and such resolutions have not been amended, modified or rescinded, and are in full force and effect as of the date hereof:

Dated: \_\_\_\_\_, 2018

**IN WITNESS WHEREOF**, the undersigned have caused this Certificate to be executed as of the date set forth above.

By: \_\_\_\_\_  
Name:  
Title:

**Exhibit A**

**RESOLUTION NO. 18-17**

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

---

**RESOLUTION CONCERNING CLOSING SALE OF KCSM-TV  
TO RURAL CALIFORNIA BROADCASTING CORPORATION**

**WHEREAS**, at a special meeting on September 6, 2017, the members of the Board of Trustees of the District (the "**Board**") approved the entry by the District into an asset purchase agreement, and related ancillary agreements, pursuant to which the District would sell substantially all of the assets, including the Federal Communications Commission licenses and authorizations, held by the District and used in the operation of non-commercial educational television station KCSM-TV, San Mateo, California; and

**WHEREAS**, on October 11, 2017, the Board ratified the sale of KCSM-TV to KRCB-TV including ratifying the (a) Asset Purchase Agreement dated September 22, 2017 (the "**APA**") with Rural California Broadcasting Corporation ("**Buyer**"), and (b) Escrow Instruction and Agreement dated September 22, 2017 (the "**Escrow Agreement**") with Buyer and McGovern Escrow Services, Inc. which were attached to Board Report No. 17-9-104B (Updated); and

**WHEREAS**, the FCC has now consented to the sale and the Board deems it appropriate and in the best interests of the District to culminate the sale with certain further agreements; and

**WHEREAS**, the District has recommended to the Board that it approve the closing of the sale of KCSM-TV to Buyer including approving the Closing Statement and Joint Wire Instructions (which includes certain amendments to the APA), the Side Letter and other related agreements (collectively, "Closing Documents") (see also, Board Report No. 18-7-115B); and

**WHEREAS**, the Board deems it appropriate and in the best interests of the District to approve the closing of the sale of KCSM-TV to Buyer including approving the Closing Documents; and

**WHEREAS**, the Board deems it appropriate and in the best interests of the District to grant to the Chancellor and his designee the authority to take all actions they, or any of them, in their sole discretion deem necessary to effect and complete the transactions contemplated by the APA, the Escrow Agreement, the Closing Documents and/or any agreement or instrument ancillary to the APA or the Escrow Agreement or the Closing Documents (collectively, the "**Transactions**");

**NOW, THEREFORE, BE IT RESOLVED** that to the fullest extent permitted by law, the Board does hereby approve the Closing Documents; and

**BE IT FURTHER RESOLVED** that to the fullest extent permitted by law, the Board hereby authorizes the Chancellor and his designee to take such actions as he or she may determine, in his or her sole discretion, to be necessary or appropriate to effect and consummate the Transactions, and to effect the performance by the District of its obligations under the APA, the

Escrow Agreement, and all agreements and instruments ancillary thereto, including the execution and delivery of any agreement or instrument ancillary thereto; and

**BE IT FURTHER RESOLVED** that to the fullest extent permitted by law, the Board hereby ratifies and confirms in full all actions heretofore taken by any officer of the District in furtherance of the Transactions.

**REGULARLY passed and adopted this 25<sup>th</sup> day of July, 2018.**

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Maurice Goodman, Vice President-Clerk  
Board of Trustees

July 31, 2018

**VIA EMAIL (ELIZABETH@MCGOVERNESCROW.COM)**

McGovern Escrow Services, Inc.  
22 Battery Street  
Suite 914  
San Francisco, CA 94111  
Attention: Elizabeth McGovern

Re: Escrow Agreement (the "*Escrow Agreement*"), dated as of September 22, 2017, by and among San Mateo County Community College District ("*Seller*"), Rural California Broadcasting Corporation ("*Buyer*") and McGovern Escrow Services, Inc. (the "*Escrow Agent*")

Dear Ms. McGovern:

Seller and Buyer hereby instruct you, as Escrow Agent, to disburse the Escrow Funds (as defined in the Escrow Instruction and Agreement) by wire transfer in the amounts specified and for credit to the accounts indicated below.

1. The entire amount of the Escrow Funds (\$960,000.00) by wire transfer to Seller in accordance with the following instructions.

Wire Transfer Instructions:

Bank:	Union Bank of California
ABA #:	122000496
Account Name:	San Mateo County Community College District
Account #:	7020024903
Payee:	San Mateo County Community College District 3401 CSM Drive San Mateo, CA 94402

2. All interest accrued on the Escrow Funds by wire transfer to Buyer in accordance with the following instructions.

Wire Transfer Instructions:

Bank: Exchange Bank

ABA #: 121101985

Account Name: Rural California Broadcasting Corp.

Account #: 0080902759

Payee: Rural California Broadcasting Corp.  
5850 Labath Avenue  
Rohnert Park, CA 94928

[SIGNATURE PAGE FOLLOWS]



Yours very truly,

SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Name:  
Title:

RURAL CALIFORNIA BROADCASTING  
CORPORATION

By: \_\_\_\_\_  
Name:  
Title:

**BOARD REPORT NO. 18-7-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2018**

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2018, which was forwarded to the State Chancellor's Office on May 14, 2018.

**General Fund—Unrestricted:** Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2017 and March 31, 2018.

	<u>Amount</u>		<u>Difference</u>	
	<u>3/31/17</u>	<u>3/31/18</u>	<u>Amount</u>	<u>Percentage</u>
<b><u>INCOME:</u></b>				
State Aid	6,983,833	5,010,730	\$ (1,973,104)	(28.25)
Enrollment Fees	10,903,037	10,288,496	(614,541)	(5.64)
Non-Resident Tuition	8,154,707	9,333,187	1,178,480	14.45
Property Tax	85,511,265	93,660,592	8,149,328	9.53
Interfund Transfer	44,566.14	236,764.97	192,199	N/A
Other Income	3,340,408	2,446,505	(893,903)	(26.76)
<b>Total Income</b>	<b>\$ 114,937,816</b>	<b>\$ 120,976,275</b>	<b>\$ 6,038,458</b>	<b>5.25</b>
% of Budget	70.62%	68.04%		
<b><u>Expenses:</u></b>				
Academic Salaries	\$ 39,575,960	\$ 41,835,452	\$ 2,259,492	5.71
Classified Salaries	24,050,336	26,987,417	2,937,081	12.21
Administrative Salaries	6,721,172	7,612,232	891,059	13.26
Fringe Benefits	27,618,109	30,715,976	3,097,867	11.22
Supplies & Materials	1,640,857	1,701,425	60,567	3.69
Operating Expenses	9,067,497	8,779,192	(288,304)	(3.18)
Capital Outlay	180,549	299,940	119,391	66.13
Transfer Accounts	2,186,237	1,019,265	(1,166,973)	(53.38)
<b>Bills &amp; Salaries</b>	<b>\$ 111,040,717</b>	<b>\$ 118,950,898</b>	<b>\$ 7,910,181</b>	<b>7.12</b>
% of Budget	64.76%	63.06%		
<b>Net</b>	<b>\$ 3,897,100</b>	<b>\$ 2,025,377</b>		

The variance in revenue is mainly due to decline in FTES as well as temporary timing of deposits of State Aid. As FTES decline, state allocations for lottery, mandated cost claim grant, Prop 30 decline as well. This reduction is offset in FY 2016/17 by non-resident tuition fees and property taxes increases. Expenses increased overall by 7.12% mainly due to increases in Salaries and Benefit costs.

**OTHER FUNDS:** Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2016-2017 and 2017-2018, are listed below:

<b>Restricted General and Other Funds</b>				
	<b>Amount</b>		<b>Difference</b>	
<b>Summary:</b>	<b>3/31/17</b>	<b>3/31/18</b>	<b>Amount</b>	<b>Percentage</b>
Income	\$ 81,833,946	84,484,440	2,650,494	3.24
Bills & Salaries	\$ 114,857,494	141,142,498	26,285,004	22.88
Net	\$ (33,023,548)	\$ (56,658,058)		

Revenue increases were due to an increase in State and Federal Grants. Expenditures increased mainly due to corresponding expenses in State and Federal Grants, increased expenditures related to Measure H construction projects as well as payment of principal and interest for Measure H Debt Service. The net deficit is primarily due to spending down of bond funds.

**REPORT ON INVESTMENTS:** As of March 31, 2018, the District has a deposit of \$46,268,579 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account, and Oil Well Bond Account were 1.51%, 1.63%, 1.13%-1.65% (depending on length of term of investment) and 0.05%, respectively. These deposits consisted of the following sources:

<b>Investment Type</b>	<b>LAIF Investment</b>	<b>County Pool Investment</b>	<b>Money Market, CD Investment</b>	<b>Special Deposit Bond</b>	<b>Total Investment</b>
Unrestricted Gen. Fund	\$ 583		\$ 30,124,512		\$ 30,125,095
Capital Outlay Fund	0			5,000	5,000
Agency Fund	-	16,138,484			16,138,484
<b>Total Investment</b>	<b>\$ 583</b>	<b>\$ 16,138,484</b>	<b>\$ 30,124,512</b>	<b>\$ 5,000</b>	<b>\$ 46,268,579</b>

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2017-2018**

**District: (370) SAN MATEO**

**Quarter Ended: (Q3) Mar 31, 2018**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,694,473	166,502,653	170,906,514	176,803,276
A.2	Other Financing Sources (Object 8900)	2,396,839	39,665	359,065	277,040
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>144,091,312</b>	<b>166,542,318</b>	<b>171,265,579</b>	<b>177,080,316</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	126,732,713	137,053,786	150,313,244	164,271,708
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	15,294,035	19,491,605	19,255,169	5,014,061
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>142,026,748</b>	<b>156,545,391</b>	<b>169,568,413</b>	<b>169,285,769</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>2,064,564</b>	<b>9,996,927</b>	<b>1,697,166</b>	<b>7,794,547</b>
D.	<b>Fund Balance, Beginning</b>	<b>20,124,128</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>20,124,128</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>	<b>41,677,332</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	15.6%	20.6%	20%	24.6%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	17,975	17,306	16,407	15,734
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		11,653,201	24,483,387	54,905,250
H.2	Cash, borrowed funds only		21,000,000	25,000,000	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>22,573,804</b>	<b>32,653,201</b>	<b>49,483,387</b>	<b>54,905,250</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,330,818	177,577,293	120,699,234	68%
I.2	Other Financing Sources (Object 8900)	0	233,500	277,040	118.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>177,330,818</b>	<b>177,810,793</b>	<b>120,976,274</b>	<b>68%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	183,393,563	183,626,512	117,931,633	64.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,767,034	5,014,061	1,019,265	20.3%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>188,160,597</b>	<b>188,640,573</b>	<b>118,950,898</b>	<b>63.1%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-10,829,779</b>	<b>-10,829,780</b>	<b>2,025,376</b>	
L.	Adjusted Fund Balance, Beginning	33,882,785	33,882,785	33,882,785	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>23,053,006</b>	<b>23,053,005</b>	<b>35,908,161</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.3%	12.2%		

**V. Has the district settled any employee contracts during this quarter?**

**NO**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
 This year? **NO**  
 Next year? **NO**

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

**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING March 31, 2018**

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
<b>Beg. Cash Balance in County Treasury</b>	16,846,590.41	5,132,375.18	19,591,820.05	62,655,310.86	207,297,771.09	156,941.57	170,016.76	-
<b>Cash inflow from operations:</b>								
Year-to-date Income	120,976,274.59		25,117,392.35	34,322,206.77	2,907,354.09	959,101.22	17,671,220.64	3,507,164.71
Accounts Receivable	8,682,877.06	2,639.75	(2,737,787.85)	119,050.18	(19,510,925.64)	32,901.98	565,979.21	8,167,560.29
Advances / Prepaid	92,363.34	130,502.75	(60.08)		(2,884,712.72)			
Cash awaiting for deposit	68,818.48							
<b>Total Income</b>	<b>146,666,923.88</b>	<b>5,265,517.68</b>	<b>41,971,364.47</b>	<b>97,096,567.81</b>	<b>187,809,486.82</b>	<b>1,148,944.77</b>	<b>18,407,216.61</b>	<b>11,674,725.00</b>
<b>Cash outflow for operations:</b>								
Year to date expenditure	118,950,897.75		28,631,460.70	56,425,608.56	34,535,283.24	959,101.22	17,531,274.17	3,059,770.00
Deferred Income	10,262,396.05		4,729,786.05		147,484.00	(147,934.99)	229,771.00	395.88
Account Payable	(8,525,670.18)	(1,287,071.39)	(6,103,712.73)	37,035.73	5,068,872.67	16,306.57	1,900,820.03	
<b>Cash Balance From Operations</b>	<b>25,979,300.26</b>	<b>6,552,589.07</b>	<b>14,713,830.45</b>	<b>40,633,923.52</b>	<b>148,057,846.91</b>	<b>321,471.97</b>	<b>(1,254,648.59)</b>	<b>8,614,559.12</b>
<b>Other Cash inflow</b>								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	-							
Trusts (JPA & 3CBG)								
<b>Beg. Investment Balance</b>								
LAIIF Balance	575.94							-
County Pool Balance	-							7,523,924.86
Special Bond					-			-
C.O.P. & Others	37,784,049.31				5,000.00			-
<b>Total Beg. Balance</b>	<b>37,784,625.25</b>				<b>5,000.00</b>			<b>7,523,924.86</b>
<b>Y.T.D. Investment Balance</b>								
LAIIF Balance	582.75							-
County Pool Balance	-							16,138,483.98
Special Bond					-			-
C.O.P./Bank CD	30,124,511.98				5,000.00			-
<b>Y.T.D. Balance</b>	<b>30,125,094.73</b>				<b>5,000.00</b>			<b>16,138,483.98</b>
Net Cash changes from Investment	7,659,530.52							(8,614,559.12)
Net changes from unrealized gain / (loss)	-							-
<b>Cash Balance in County Treasury</b>	<b>33,638,830.78</b>	<b>6,552,589.07</b>	<b>14,713,830.45</b>	<b>40,633,923.52</b>	<b>148,057,846.91</b>	<b>321,471.97</b>	<b>(1,254,648.59)</b>	<b>(0.00)</b>
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>33,638,830.78</b>	<b>6,552,589.07</b>	<b>14,713,830.45</b>	<b>40,633,923.52</b>	<b>148,057,846.91</b>	<b>321,471.97</b>	<b>(1,254,648.59)</b>	<b>(0.00)</b>

TO: Members of the Board of Trustees  
 FROM: Ron Galatolo, Chancellor-Superintendent  
 PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869  
 Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782

**THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2017-18**

The following report covers the period July 1, 2017 through March 31, 2018 for Associated Student Bodies, Bookstores, Cafeterias, San Mateo Athletic Club and the Community, Continuing & Corporate Education.

**ASSOCIATED STUDENTS**

The following report covers the period July 1, 2017 through March 31, 2018 for the Associated Student Bodies. The Student Bodies represent student interests at each of the Colleges. Student Body reports from each College are included at the end of this report.

Net income comparing fiscal years 2017-18 and 2016-17 are listed below:

<b>Associated Students - Cañada</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
Net Income for the year	\$ 42,666	\$ 17,725	\$ 24,941	140.71%
Beginning Fund Balance, July 1	\$ 273,571	\$ 301,293	\$ (27,722)	-9.20%
Ending Fund Balance, March 31	\$ 316,237	\$ 319,018	\$ (2,781)	-0.87%

<b>Associated Students - CSM</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
Net Income for the year	\$ 14,049	\$ (10,081)	\$ 24,130	239.35%
Beginning Fund Balance, July 1	\$ 307,151	\$ 360,524	\$ (53,373)	-14.80%
Ending Fund Balance, March 31	\$ 321,200	\$ 350,442	\$ (29,243)	-8.34%

<b>Associated Students - Skyline</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
Net Income for the year	\$ 91,766	\$ 20,297	\$ 71,469	352.12%
Beginning Fund Balance, July 1	\$ 536,025	\$ 532,912	\$ 3,113	0.58%
Ending Fund Balance, March 31	\$ 627,791	\$ 553,209	\$ 74,582	13.48%

**ASB Income:**

**Revenue source**

Activity card sales are the major source of income for the Associated Students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card. Expenditures of the ASBs include normal operating expenses (office supplies, activity cards, student assistant salaries and other miscellaneous expenses) as well as student programs, printing and publishing costs, scholarships and club assistance supporting campus life.

**Cash Basis Accounting policy – effective FY 2016-17**

For the accounting of student fees revenues, “Accrual Basis of Accounting” was replaced by “Cash Basis” starting April 1, 2017. Under “Cash Basis” accounting, revenues recognized represent fees received from students in the current fiscal year regardless of the year in which they were billed.

**ASB Expenditures:**

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

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

<b>Associated Students</b>	<b>2017-18</b>		<b>2016-17</b>	
<b>Activities Vs Expenditure Analysis</b>	<b># of Events</b>	<b>Expenditure</b>	<b># of Events</b>	<b>Expenditure</b>
Cañada College ASB	75	\$ 69,947	63	\$ 45,635
College of San Mateo ASB	67	\$ 180,206	59	\$ 104,160
Skyline College ASB	26	\$ 99,299	53	\$ 79,113

**ASB Canada College**

At Cañada College, there were 75 ASB organized events and activities in the first three quarters of this fiscal year as compared to 63 events during the same period of time last year. The ability to put on additional events has been made possible by the increase in Student Body Fees.

The overall expenditures have increased by 53.28% compared to last year. The increase in program and operation activities from January through March totaling \$5,109 were made possible due to additional revenue generated from the Student Body Fee which increased from \$8 to \$15. With the increase in Student Body Fees, the Student Senate was able to start a meal subsidies program in Spring 2018, working in partnership with SparkPoint and the Bookstore. They were able to provide 735 subsidized meals in four months. Other expense increases were mainly due to: \$6,000 award for three students for placement at the elite Cannes Film Festival (based on the feedback from this year’s event, ASB Canada College already committed to sponsoring the event for the 2018-2019 year), a one-time expense of \$4,000 related to the student film festival, replacement of a dysfunctional student body card machine for a new ID printer costing \$4,160, procurement of new tables for the Student Life Clubhouse and Meditation room to allow for easier and more accessible arrangements for \$2,715, a retreat training to United Camp \$2,439 and recurring Student Senate Events food and supplies charges totaling \$8,284.

**ASB College of San Mateo**

At College of San Mateo, there were 67 ASB organized events in the first three quarters of this fiscal year as compared to 59 events during the same period of last year. The overall expenditures have increased by 60.31% or \$67,797 compared to last year. The largest increases were in Program Expense by \$18,897; Conference Expense by \$18,777 and Publicity Expense by \$5,369 respectively.

At CSM, the increase in income continued to spur an increase in spending. The Associated Students continued to focus their activities and energies on issues related to equity and social justice. As part of the group’s annual winter leadership training, members of ASCSM visited the Museum of Tolerance in Los Angeles. The group shared their experience via an event focused on the power of language in our public dialogue (Power of Words event) and other activities.



Due to their increased budget, the Associated Students have broadened the number of conferences and trainings they are attending. They have also expanded opportunities for non-student government members to take advantage of these trips. For instance, ASCSM allocated funds to send students to the NSLC Pride Conference in Chicago in April.

In addition, the Associated Students held their first ever Feminism Week, focusing on topics impacting women, transgender individuals, and other groups. The ASB College of San Mateo absorbed significant speaker fees associated with these events.

Operating expenses were down as compared to the prior year due to the periodic nature of some charges (rental of helium tank), cancelling satellite TV service for the Student Life Lounge due to relocation to a new building, as well as timing of billing.

### **ASB Skyline College**

At Skyline College, there were 26 ASB organized events in the first three quarters of this fiscal year as compared to 53 events during the same period of last year. The overall expenditures have increased by 25.51% or \$20,185 over the same period last year. The expenditures include the transfer of \$23,487 to the Hospitality Trust Fund for Graduation and other activities. Excluding the transfer, the expenditure would have been a moderate decrease of 4.2% or \$3,302 instead.

The largest increase is for College Program Assistance, with two donations of \$5,000 each to the GRAD trust and the Honors Award Ceremony (SRAC) trust during the first quarter. Additional donations of \$1,000 to the Disabilities Resource Center and \$7,500 to SMCCC Foundation were given out during the second quarter. Office Supplies expense has increased by \$6,375 as compared to last year due to procurement of a new student ID card machine at a cost of \$7,523. Offsetting the above increase is the decrease in Conference/Retreat/Training expense of \$10,404. There were two trips to the United Camp and the Museum of Tolerance last year but the ASB did not repeat these trips in the current year. Program expenses also decreased by \$8,598 due to fewer ASB organized events this period as compared to prior year.

### **BOOKSTORES**

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2017 through March 31, 2018. It includes a small portion of summer 2016, as well as fall 2016 and spring 2017 semester sales. The District Bookstores and Cafeterias are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize District enterprises.

<b>Bookstore Sales</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
Regular Merchandise Sales	\$ 4,478,513	\$ 4,765,162	\$ (286,649)	-6.0%
Computer Products Sales	125,471	178,636	(53,165)	-29.8%
Total Merchandise Sales	4,603,983	4,943,798	(339,814)	-6.9%
Textbook Rental Income	315,405	438,616	(123,211)	-28.1%
Production Service Income	290,166	336,948	(46,782)	-13.9%
<b>Total Sales</b>	<b>\$ 5,209,555</b>	<b>\$ 5,719,362</b>	<b>\$ (509,807)</b>	<b>-8.9%</b>

Regular merchandise sales have decreased 6.0% this year compared to last year as textbook sales continue to decline. Textbook sales are down over last year due to a number of factors including the decline in enrollment, faculty transitioning to on-line materials, and less expensive inclusive access materials that are sold by the Bookstores at lower process and tighter margins. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would make from the sale of a new book on the rental of any book. Textbook rental fee revenue declined this year over last year as the program has matured at all three colleges and the enrollment has declined. To further grow the program,

additional investment will be needed. However, it is important to understand that as more and more faculty choose options other than the traditional textbook for use in the classroom, textbook sales and rentals will continue to decrease.

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

Comparative figures are shown below:

<b>Bookstore Recap</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Operations</b>				
Merchandise Sales	\$ 4,603,983	\$ 4,943,798	\$ (339,814)	-6.9%
Textbook Rental Income	315,405	438,616	(123,211)	-28.1%
Production Service Income	290,166	336,948	(46,782)	-13.9%
Cost of Goods Sold	2,983,583	3,222,095	(238,511)	-7.4%
<b>Gross Profit from Operations</b>	<b>\$ 2,225,972</b>	<b>\$ 2,497,267</b>	<b>\$ (271,296)</b>	<b>-10.9%</b>
Total Operating Expenses	2,084,660	2,258,809	(174,149)	-7.7%
<b>Net Income/(Loss) from Operations</b>	<b>\$ 141,312</b>	<b>\$ 238,459</b>	<b>\$ (97,147)</b>	<b>-40.7%</b>
Other Income	60,830	153,959	\$ (93,129)	-60.5%
<b>Net Income Before Other Expenses</b>	<b>\$ 202,142</b>	<b>\$ 392,418</b>	<b>\$ (190,276)</b>	<b>-48.5%</b>
<b>District Support</b>				
District Support Income	\$ 219,849	\$ 148,688	\$ 71,161	47.9%
Investment - FMV Adjustments	(233,742)	-	(233,742)	-100.0%
Admin Salary & Benefits Expenses	(108,742)	(177,769)	69,027	38.8%
Other Expenses	(125,930)	(64,906)	(61,024)	-94.0%
<b>Net Change in Fund Balance</b>	<b>\$ (46,423)</b>	<b>\$ 298,431</b>	<b>\$ (344,853)</b>	<b>-115.6%</b>

Cost of goods sold decreased this year as sales decreased. Total direct operating expenses decreased modestly by 7.7% over this same period last year, which is also in line with the sales decreases. All other expense categories with the exception of software and hardware maintenance are in line with last year.

The added competition from numerous external entities, particularly on textbook sales, places significant pressure on the Bookstores’ overall financial performance. All District Auxiliary and Enterprise Operations are dependent on a strong, stable enrollment for continued success.

We will continue our commitment to focus on all efforts to improve service, obtain as many used textbooks as possible where it will make a difference, continue to grow the rental program where it makes sense, continue to market IA digital content delivery at all three colleges which provides students with access to required materials on day one of class, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus Bookstores. Our Bookstores are facing serious

financial challenges in the years to come with the shift to digital materials, increasing salary and benefit costs and continuously declining enrollments. Our focus will continue to be providing exceptional service and improving access for all of our students.

**CAFETERIAS**

## Beverage, Snack and Food Service Vendors –

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

Third quarter comparisons are noted below:

<b>Cafeteria Recap</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Revenues</b>				
Food Service Income	\$ 165,200	\$ 163,660	\$ 1,539	0.9%
Vending Income	0	52,662	(52,662)	-100.0%
Interest Income	6,265	3,005	3,261	108.5%
Event Rental	70,645	74,891	(4,246)	-5.7%
<b>Total Revenues</b>	<b>\$ 242,110</b>	<b>\$ 294,218</b>	<b>\$ (52,108)</b>	<b>-17.7%</b>
<b>Expenditures</b>	<b>\$ 148,611</b>	<b>\$ 178,243</b>	<b>\$ (29,632)</b>	<b>-16.6%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 93,499</b>	<b>\$ 115,975</b>	<b>\$ (22,476)</b>	<b>-19.4%</b>

<b>FOOD SERVICE INCOME</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
<b>PACIFIC DINING</b>				
Skyline	55,013	54,341	672	1.2%
Cañada	23,827	23,650	178	0.8%
CSM	69,354	67,736	1,617	2.4%
Le Bulldog	17,006	17,933	-927	-5.2%
<b>Total Food Service Income</b>	<b>165,200</b>	<b>163,660</b>	<b>1,539</b>	<b>0.9%</b>

Compared to the third quarter 2016-17, food service income has increased modestly by 0.9% despite declining enrollment across the district. Overall expenditures have decreased this year so far but are expected to rise with maintenance being done on our refrigeration systems at all three colleges. These expenses will be booked in the fourth quarter.

Beginning in FY 17-18, vending income is no longer be presented as part of the Auxiliary Services financial statement. While the vending operations remain under Auxiliary Services’ operational oversight, the vending commissions have always been paid directly to the college Associated Students organizations for their use. While the Ed Code does allow for the District to allocate a portion of these commission dollars to offset salary and benefit expenses of Auxiliary Services, we have always turned over 100% of these funds to the Associated Students.

Event rental income has decreased modestly by 5.7% so far this year. While we continue to host numerous outside events including community, corporate and county sponsored events, only one third of events held in the Bayview Dining Room paid full price for rental fees. The majority of the remaining events fell into one of the following categories; internal CSM events (no rental fees), non-profit organizations with a 50% discounted rate (two of these events had fees entirely waived), or an employee rented the space with waived rental. With the

exception of July, the dining room was booked almost every weekend from August through December for at least one event. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. In addition, all of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to each College's Associated Student Body for use with approved student related activities.

As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

### **SAN MATEO ATHLETIC CLUB**

Operating as an enterprise through Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club is a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the facility budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges up and down the State. The San Mateo Athletic Club provides our community broader access to the College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Third quarter comparisons are noted below:

<b>San Mateo Athletic Club and Aquatic Center</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Operating Revenues</b>				
Registration & Membership	\$2,621,063	\$ 2,578,249	\$ 42,814	1.7%
Personal Training	342,782	278,907	63,875	22.9%
Aquatics	634,248	605,800	28,448	4.7%
Parking	55,196	57,853	( 2,657 )	-4.6%
Group Exercise	198,067	162,921	35,146	21.6%
Retail	20,235	19,876	360	1.8%
Other Income	10,673	11,106	( 432 )	-3.9%
<b>Total Operating Revenue</b>	<b>\$ 3,882,265</b>	<b>\$ 3,714,712</b>	<b>\$ 167,553</b>	<b>4.5%</b>
<b>Operating Expenses</b>	<b>\$ 2,760,460</b>	<b>\$ 2,632,940</b>	<b>\$ 127,520</b>	<b>4.8%</b>
<b>Net Operating Income/(Loss), prior to District and College Support</b>	<b>\$ 1,121,804</b>	<b>\$ 1,081,772</b>	<b>\$ 40,032</b>	<b>3.7%</b>
<b>District Support</b>				
<b>District Support Income</b>				
Interest Income on Investments	56,830	45,263	11,567	25.6%
Operating Expenses charge back to District	65,388	75,000	( 9,612 )	-12.8%
Unrealized Gain - Investment	46,853	-	46,853	100.0%
<b>Total District Support Income</b>	<b>169,071</b>	<b>120,263</b>	<b>48,808</b>	<b>40.6%</b>
<b>District Support Expense</b>				
Admin Salaries & Benefits	311,451	249,707	61,743	24.7%

Equipment Use Fee & Depreciation	42,270	40,574	1,696	4.2%
Miscellaneous Expenses	15,947	15,907	40	0.3%
Pool Maintenance	22,624	25,971	( 3,347 )	-12.9%
<b>Total District Support Expense</b>	<b>392,292</b>	<b>332,159</b>	<b>60,132</b>	<b>18.1%</b>
<b>Net Income/(Loss) after District Support, prior to College Support</b>	<b>\$ 898,583</b>	<b>\$ 869,875</b>	<b>\$ 28,708</b>	<b>3.3%</b>
<b>College Support Expense</b>				
Operating Expense charge back waived	\$ 65,388	\$ 75,000	\$ ( 9,612 )	-12.8%
Donation to College	40,310	-	\$ 40,310	100.0%
<b>Total College Support Expense</b>	<b>\$ 105,698</b>	<b>\$ 75,000</b>	<b>\$ 30,698</b>	<b>40.9%</b>
<b>Net Income/(Loss) after District &amp; College Support</b>	<b>\$ 792,886</b>	<b>\$ 794,875</b>	<b>\$ ( 1,990 )</b>	<b>-0.3%</b>

The financial performance of SMAC continues to be strong this year after six full years of operation and now into our seventh year. Total operating revenue has exceeded expectations and is 4.5% or \$167,553 ahead of last year. Our net operating income after the allocation of all direct and indirect expenses also exceeds budgetary expectations and is 3.7% ahead of last year for a total of **\$1,121,804**. It is projected that we will close the fiscal year with a surplus just north of \$1 million dollars after the allocation of District and College expenses.

One of the many benefits of this enterprise is that we are in a position to replace equipment that is aging or replace equipment with equipment outfitted with superior technology with enterprise funds. Prior to creating SMAC, equipment used by students in the Kinesiology/PE academic program was used far in excess of its useful life due to limited resources for equipment replacement. The District has begun replacing aging equipment this year and has added new treadmills, spin bikes and other equipment that is used and enjoyed by students and members alike. As a “mature” club, we will not be able to continue growing at the same explosive rate we had been, due to the size of our facility and some scheduling limitations, but we will continue to maximize our membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.

### **CONTINUING, COMMUNITY AND CORPORATE EDUCATION**

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

Below represents the financial performance of CCCE and Silicon Valley Intensive English Program (SVIEP) through March 2018:

CCCE only	2017-18	2016-17	\$ Change	% Change
<b>Revenues</b>	\$ 921,993	\$ 858,341	\$ 63,652	7.4%
<b>Expenditures</b>				
<b>Salaries and Benefits</b>	\$ 339,928	\$ 361,747	\$ (21,819)	-6.0%
<b>Other Operating Expenses</b>	379,479	369,973	9,506	2.6%
<b>Total Expenses</b>	<b>\$ 719,407</b>	<b>\$ 731,720</b>	<b>\$ (12,313)</b>	<b>-1.7%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 202,586</b>	<b>\$ 126,621</b>	<b>\$ 75,965</b>	<b>60.0%</b>

SVIEP only	2017-18	2016-17	\$ Change	% Change
<b>Revenues</b>	\$ 169,329	\$ 105,572	\$ 63,757	60.4%
<b>Expenditures</b>				
<b>Salaries and Benefits</b>	\$ 299,793	\$ 266,022	\$ 33,771	12.7%
<b>Other Operating Expenses</b>	\$ 187,170	\$ 105,735	81,435	77.0%
<b>Total Expenses</b>	<b>\$ 486,962</b>	<b>\$ 371,757</b>	<b>\$ 115,205</b>	<b>31.0%</b>
<b>Net Change in Fund Balance</b>	<b>\$ (317,633)</b>	<b>\$ (266,185)</b>	<b>\$ (51,449)</b>	<b>-19.3%</b>

CCCE and SVIEP	2017-18	2016-17	\$ Change	% Change
<b>Revenues</b>	\$ 1,091,322	\$ 963,913	\$ 127,408	13.2%
<b>Expenditures</b>				
<b>Salaries and Benefits</b>	\$ 639,721	\$ 627,769	\$ 11,952	1.9%
<b>Other Operating Expenses</b>	\$ 566,648	\$ 475,708	90,940	19.1%
<b>Total Expenses</b>	<b>\$ 1,206,369</b>	<b>\$ 1,103,477</b>	<b>\$ 102,892</b>	<b>9.3%</b>
<b>Net Change in Fund Balance</b>	<b>\$ (115,047)</b>	<b>\$ (139,564)</b>	<b>\$ 24,516</b>	<b>17.6%</b>

The financial performance is illustrated with three charts. The first chart illustrates the total financial performance of just the Community, Continuing and Corporate Education program. The second illustrates only the financial performance of Silicon Valley Intensive English Program (SVIEP) and the last illustrates the financial performance of the entire department. As seen in the first chart (*without SVIEP*) above, CCCE continued to increase its revenues and profitability with increased revenues of 60%. The programs we have added have been very attractive to our students. The additional of these new classes and programs will continue to be a focus for the department

According to the second chart (*SVIEP*), SVIEP increased its revenues by 60.4%, yet at the same time expanded its instructional, staff, recruitment and marketing expenditures to support the continued growth of SVIEP in its second year. Since opening in 2016, the program has successfully matriculated 41 international students across the District to Skyline, Cañada and College of San Mateo, yielding a significant financial benefit for the District. Students in SVIEP were not granted admission to our colleges because their English skills were not sufficient for admission. The program brought these 41 students to a level of proficiency that enabled them to matriculate to one of our three colleges. As we move ahead, SVIEP is exploring both cost-containment and revenue-generating opportunities to reach financial self-sustainability for fiscal year 2018-19. SVIEP will produce more and more students over time and is an investment in our international student program.

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

Entrepreneurial programs like CCCE and the San Mateo Athletic Club are great examples of how we as a District outreach beyond our walls to engage with learners of all ages who have varied interests and goals and bring them into our community for the betterment of all. We will continue to work with the colleges and the District to identify additional ways and avenues in which we can partner and develop, and we will continue to use the District Strategic Plan as our roadmap for continued success.

**Associated Students of Cañada College  
FY 2017-18 3rd Quarter Report  
January 2018-March 2018**

The following is a summary highlighting the events and activities of ASCC this quarter:

**Participatory Governance**

The students continue to serve on **16** committees at Cañada College and the District.

**Student Identification Cards**

The Center for Student Life and Leadership Development continues to produce Student Body Cards for the student body. The Center produced **721** cards this quarter, helped students print **8,947** free pages this quarter, and provided **3,600** discounted bus tokens in this quarter.

**Inter-Club Council (ICC)**

The ASCC continues to encourage students to become an active member on campus through their handouts, fliers, activities, social media and Inter-Club Council. This past quarter **22** clubs remained active.

**Events & Activities**

- **January 2018**
  - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
  - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
  - Welcome Week Event: January 16
  - Welcome Week Event: January 17
  - Welcome Week Event: January 18
  
- **February 2018**
  - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
  - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
  - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
  - Cañada Hosted the District Student Council Mixer: February 2<sup>nd</sup>
  - Leadership Over Lunch Building Authentic Leadership: February 6<sup>th</sup>
  - Lunar New Year Spirit Week: February 12<sup>th</sup>
  - Black History Month Event and Speaker: February 13<sup>th</sup>
  - Club Rush Valentine's Day: February 14<sup>th</sup>
  
- **March 2018**
  - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
  - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
  - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
  - Sexual Assault Awareness: March 1<sup>st</sup>
  - Pi Day: March 14<sup>th</sup>
  - National Student Walk Out: March 14<sup>th</sup>
  - Sponsored: Library Mocktails, Graphic Novels, and Button Making: March 14<sup>th</sup>
  - Washington D.C. American Student Association for Community Colleges Conference: March 16-20<sup>th</sup>
  - Leadership Over Lunch Keys to Time Management: March 21<sup>st</sup>
  - 1<sup>st</sup> Inaugural Awareness Summit on Housing, Transportation, and Food Insecurities: March 22<sup>nd</sup>
  - 2<sup>nd</sup> harvest Food Bank Alternative Spring Break Activity: March 26<sup>th</sup>
  - Pacific Clean Energy Volunteer Night: March 27<sup>th</sup>
  - Habitat for Humanity Alternative Spring Break Activity: March 27<sup>th</sup>
  - Sponsored: PTK St. Anthony's Padua Dining Hall Volunteer Event: March 31<sup>st</sup>



## Associated Students of College of San Mateo FY 2017-18 3rd Quarter Report January 2018-March 2018

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the spring 2018 semester. ASCSM has been able to successfully continue to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the first half of the spring 2018 semester are:

### Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including, the Executive Cabinet, Programming Board, the Inter Club Council, Advocacy Board, and Cultural Awareness Board. Additionally, members of the ASCSM Student Senate continued to participate in College and District governance committees.

The ASCSM, in cooperation with the Center for Student Life and Leadership continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to Students, Faculty, Staff and Administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

### Events and Activities:

#### January 2018

- Jan. 9 – 11: **ASCSM-** Winter Leadership Retreat, visit to the Museum of Tolerance
- Jan. 23 – 25: **ASCSM-** Spring 2018 Reboot Week

#### February 2018:

- Feb. 2, 9 & 23: **Umoja Club-** Black History Month Movie Fridays
- Feb. 14: **ASCSM-** Valentine's Day event
- Feb. 14 – 15: **ASCSM-** Spring 2018 Club Fair
- Feb. 14 – March 21: **Global Explorers-** Club World Chat
- Feb. 15- **Film Club** – Movie Night *Get Out*
- Feb. 26- **Umoja Club-** Black History Month Spoken Word Event
- Feb. 28- **Umoja Club-** Black History Month Silent Disco

#### March 2018:

- March 1 – 4: **Model UN Club-** participates in 22nd Annual UC Berkeley Model UN Conference
- March 8: **ASCSM-** Board Mixer
- March 13 – 15: **ASCSM-** Feminism Week, featuring guest speaker Janay Khan, co-founder of Black Lives Matter
- March 14: **ASCSM-** March for Our Lives anti-gun violence walkout
- March 16: **Democrats Club-** Movie Night
- March 17: **Cycling Club-** San Francisco Cycling Trip
- March 20: **ASCSM-** Power of Words event
- March 20: **EOPS Club-** Celebration with CSM Child Development Center
- March 20 & 21: **ASCSM-** SMCCCD Student Trustee Nominee Elections
- March 22 – April 5: **Nursing Student Association-** Jamba Juice Fundraiser
- March 24 – 28: **ASCSM-** Washington, DC Advocacy Trip
- March 26 – 27: **Transfer Club-** Southern California University Tour

**Associated Students of Skyline College  
FY 2017-18 3rd Quarter Report  
January 2018-March 2018**

The following is a summary highlighting the events and activities of this quarter.

**Participatory Governance**

The students continue to serve on the following committees at Skyline College and the District:

**Governance Committees**

Academic Senate Governing Council  
Accreditation Oversight Committee  
ACED / Advisory Committee for Employee Development  
College Governance Council  
Curriculum Committee  
District Committee on Budget Finance  
District Participatory Governance Council  
District Public Safety Committee  
District Student Council  
Ed Policy  
Health and Safety Committee  
Institutional Effectiveness Committee  
SEED / Student Equity Committees  
Strategic Planning and Allocation of Resources Committee  
Technology Advisory Committee

**Task Forces & Operational Work Groups**

Art on Campus  
Campus Auxiliary Services Advisory Committee  
Commencement Committee  
Outreach Committee  
Student Recognition and Awards Ceremony

**Recruitment of Students**

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance.

**Student Identification Cards**

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC. A new ID card printer was purchased due to the age of the current machine and the increasing demand of ID cards. We hope to integrate more use of the ID cards to enhance student life and student success.

**Skyline Reflection Room**

The Center for Student Life and Leadership Development has been overlooking the new Reflection Room was first opened at the beginning of fall 2017. There continues to be an increase in foot traffic of students, faculties, and staffs utilizing the Reflection Room as members of the community become more aware of this resource.

### **Skyline Organizations and Clubs (SOCC)**

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. Since the last quarter, we had a slight increase of clubs this quarter such as: the Skyline YOGIs and the Myanmar Culture Club.

### **Programs and Events**

#### **ASSC Meetings**

January 23, 2018 - Present:

ASSC weekly meetings are held every Tuesday from 4-6pm

#### **Trojan Tuesdays**

January 16, February 6 and March 6, 2018:

Students enjoyed a 5% discount at World Cup Coffee and Pacific Dining with their student ID.

Trojan Tuesdays are every first Tuesday of the month and are incentives for students to get their student body cards.

#### **Cyclone Gita Fundraiser for Schools in American Samoa**

February 14, 2018:

In an effort to aid victims in need of assistance, the ASSC sold Krispy Kreme Donuts to students and people from the community in the cafeteria. The ASSC fundraised \$250 to help the students of American Samoa affected by Cyclone Gita and all the funds were then given to the school district of Pago Pago island.

#### **Skyline Valentine's Day**

February 14, 2018:

The ASSC hosted their annual Valentine's Day event which included goodie bags with free condoms for safe sex as well as resources for healthy and non-violent relationships. They also had an activity for students to contribute heart shaped post it notes on a large heart that encourage fellow students not to perpetuate domestic violence.

#### **Lunar New Year**

February 15, 2018:

The ASSC celebrated an important cultural event for any of our students who share cultural and ancestral ties to China, Vietnam and Korea. ASSC officers offered students free Chinese snacks (traditional to the Lunar New Year), had a Chinese tea tasting table and also had a traditional Chinese calligrapher come to do live art and hand out his paintings.

#### **National Anti-Gun Violence School Walkout**

March 13, 2018:

In response to the tragic school shootings that occurred in Parkland, Florida, our ASSC officers worked in collaboration with the Center for Student Life and Leadership Development to organize a campus wide walk out. The walk out happened at the same time as all the other schools did so nationwide. Students made signs in protest of gun violence, passed out buttons with the word "ENOUGH" and had our college President Dr. Regina Steinbeck-Stroud come to speak to the student body on their behalf.

**Women's History Month Reception**

March 21, 2018:

To close out Women's History Month (March), the ASSC held a mini reception in the Multicultural Center. The event was highly successful as members of the ASSC, Skyline Staff and Faculty as well as interested students came to discuss modern feminism and the role of males within this feminist movement. Drinks and food were served along with a 2 hour long discussion behind women's empowerment.

**BOARD REPORT NO. 18-7-6C**

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

**DISCUSSION OF BOARD OF TRUSTEES SELF-EVALUATION**

Board Policy 1.35 states, “Board members, including the Student Trustee, shall participate in an annual Board evaluation process which will be conducted each calendar year. The purpose of this evaluation of the Board as a whole is to identify those areas of Board functioning which are working well and those which need improvement and to improve communication and understanding among Board members.” Each member of the Board of Trustees has completed a self-evaluation dealing with the performance of the full Board. The areas covered in the self-evaluation are:

- Institutional Mission and Educational Policy
- Institutional Planning
- Instructional/Student Services Programs
- Facilities
- Financial Resources
- Board Operations
- Board-Chancellor Relations
- Faculty/Student/Classified Relationships
- Community Relations
- Governmental Relationships

The results have been compiled by staff and the Board will engage in a dialogue regarding the results of the self-evaluations.