

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

June 21, 2018

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.

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel Regarding Three 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
2. Conference With Legal Counsel – Existing Litigation (Government Code section 54956.9(d)(1))
 - a. Garza v. Skyline College and San Mateo County Community College District
 - b. Consideration/possible action: Application to File Late Claim (N. Garza)
3. Employee Discipline, Dismissal, Release

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

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

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 18-6-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

- 18-6-1CA [Request for Approval of Internal Borrowing](#)
- 18-6-2CA [Adoption of Resolution No. 18-13 Authorizing Interfund Transfer for 2018-19 from Capital Outlay Fund to General Unrestricted Fund](#)
- 18-6-3CA [Adoption of Resolution No. 18-14 Establishing 2018-19 Budget Limits](#)
- 18-6-4CA [Renewal of Agreement with Dannis Woliver Kelley for Legal Services](#)
- 18-6-5CA [Approval of Sole Source Purchase of Software Subscription and Services from Funnelback](#)
- 18-6-6CA [Approval of Contract for ASL Interpreting Services with Linguabee](#)

Other Recommendations

- 18-6-102B [Adoption of the 2018-19 Tentative Budget](#)

INFORMATION REPORTS

- 18-6-1C [Information on College and Career Access Pathways Partnership Agreement between San Mateo County Community College District and Sequoia Union High School District](#)
- 18-6-2C [Information on College and Career Access Pathways Partnership Agreement between San Mateo County Community College District and South San Francisco Unified School District](#)

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



This year's President's Breakfast set a new record raising over \$240,000 to support students through the Promise Scholars Program.

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RECIPIENTS HONORED AT THE STUDENT SCHOLARSHIP AWARDS CEREMONY



The Student Recognition and Awards Ceremony was held on Thursday, May 10, 2018 in the Theater from 4:00 p.m.-5:30 p.m. Over 321 scholarships were awarded to Skyline College Students totaling more than \$230,370. The students waited with excitement to open their scholarship envelopes in anticipation to discover the amount of their scholarship award.

Dr. Angélica Garcia, Vice-President of Skyline College Student Services served as the Mistress of Ceremonies to honor individual student achievements. Interim Executive Director, Tykia Warden, of the San Mateo County Community Colleges Foundation recognized the generous support from all of the foundation members. Without their support many of the scholarships would not be possible.

Name readers Tia Holiday, Program Services Coordinator, Professor Melissa Komadina and Professor Nate Nevado announced the honorees. Many of the students that were recognized ranged from working mothers and transfer students, to those returning to workforce and veterans.

Highlights of the evening included the distribution of the local community awards:

The San Bruno Community Foundation honored

Majourie Quintanilla, Martha Marquez Ramirez and Vincent Ramsay with the Crestmoor Neighborhood Memorial Scholarship. This award honored those affected by the gas pipeline explosion in 2010.

The Karl S. Pister Leadership Opportunity Award from University of California, Santa Cruz is only given to 13 recipients' annually. This year's award winner was Rachele Lamb who gave an inspirational speech about her family as well as her time here at Skyline College.

Leandro Torres Mantilla, ASSC President gave closing remarks. The ceremony was followed by a beautiful reception held in the Fireside Dining Room where award recipients and their families got to thank donors for their kindness and generosity. We would also like to thank everyone for their continuous support to help students succeed in their endeavors.

Article by Eric Imahara | Photo by Zaw Min Khant

FOSTER YOUTH HONORED FOR ACADEMIC ACHIEVEMENT



Six Guardian Scholars were honored at the John Burton Advocates for Youth Graduation Celebration held on May 7, 2018 at San Francisco State University.

Skyline College Guardian Scholars Devontae Young, Marikina McConnico, Eileen Paguio, Sarina O'Gilvie, Erlinda Ojeda Marques and Mercedes Henry were honored at this event. This event honored 50 graduating

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and seven continuing former foster youth from Northern California.

“These remarkable young men and women should be applauded for what they’ve accomplished. Foster youth must often overcome significant educational challenges. By working through those challenges, they have placed themselves on the path towards a successful future. They are truly shining examples of the strength and endurance of the human spirit” John Burton said.

Article by Linda Allen

PUENTE LEARNING COMMUNITY CELEBRATES 25 YEARS AT SKYLINE COLLEGE



With beautiful handmade flowers adorning the tables, and strings of “testimonios” (testimonies) attached to student pictures as the backdrop, two cohorts of the Puente learning community gathered on May 4, 2018 to celebrate 25 years of Puente at Skyline College. Continuing the tradition, graduating Puentistas, scholarship recipients, students who had completed the first year of Puente, and mentors were recognized. Also recognized were the previous Puente instructors from the last 25 years.

Dr. Angélica Garcia offered the initial welcome, followed by a message from Skyline College President, Regina Stanback-Stroud (read by Puente Counselor, Rocio Aguilar Pedroza). Dr. Cesar Cruz gave a powerful

keynote speech, reminding us all of our purpose to ourselves and our community. Grace Ebron, Director of Training at Puente, gave a 2nd keynote that really brought home the passage of 25 years. Finally, Puente alumni, Kimberly Avena, Marjourie Quintanilla, and Cesar Vasquez Chavez spoke of the impact of Puente on their educational trajectory.

This milestone event was a gathering of familia—the love and support from friends and family members, mentors, and colleagues was felt by the students. Special thanks to the Puente team: Rocio Aguilar-Pedroza, Paula Silva, Alberto Santellan, as well as to Learning Community Program Services Coordinator Marisa Thigpen for her assistance in logistics prior to and during the event.

Article by Lucia Lachmayr | Photo by Zaw Min Khant

INTERNATIONAL STUDENT PROGRAM HOLDS FIRST GLOBAL EXTRAVAGANZA



The International Student Program held its first Global Extravaganza on April 30, 2018. This event was organized to celebrate all the talent that Skyline College’s international community has to offer, and to give a platform for a Marimba band named “Maru-A-Pula” from Botswana to showcase their craft.

It was a colorful and festive event with dance and music showcases from all around the world. The audience tapped their feet to the Nepalese, Burmese, American and African style dances, and then the Classical Music Club transported the audience to the 18th century

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with a composition by Mozart. There were various international student club tables where students were able to play games from different cultures and traditions.

The main event, however, was the Maru-A-Pula group who filled the quad with the sounds of Africa beaming from their drums, triangles, maracas and marimbas. It was a truly magical experience and that was evident in the way some of the audience got up and moved with the music and ended off the event with a standing ovation.

There was genuine joy looming in the air that seemed to be contagious as you saw it reflected on the faces of every person that was present at the Global Extravaganza. The hard work that everybody put in to make occasion a success was undoubtedly worth it.

ISP will continue to conduct events and workshops to improve the services offered to its students and the entire Skyline College community. If you are interested in learning more about future ISP programs and events, contact the ISP office at skyinternational@smccd.edu.

Article by Naledi Mthembu | Photo by Kevin Perez

KAPPA BETA DELTA INTERNATIONAL SCHOLARSHIPS AWARDED TO SKYLINE COLLEGE STUDENTS



The Board of Directors recently announced that four Skyline College students were awarded Kappa Beta Delta International Andrew V. Stevenson Merit Scholarships for 2018.

This recognition is a strong validation of their outstanding efforts as students at Skyline College. The board commended their academic achievements,

community service and enthusiasm. The names of the scholarship recipients will be announced during the Accreditation Council for Business Schools and Programs (ACBSP) annual Conference which is June 8-11, 2018 in Kansas City, Missouri. Congratulations to Michelle Huang, Lay Min Saw, Vincent Ramsey, and Thanh Nguyen.

Article by Linda Whitten

ASTEP AND UMOJA COMMUNITIES CELEBRATE 2018 GRADUATES



This year marked the first ever joint End of Semester Celebration with Skyline College's African American Through Excellence and Persistence (ASTEP) and College of San Mateo's Umoja Learning Communities. On Thursday, May 17, 2018, ASTEP and Umoja students and their family members, faculty, administrators and staff members from both campuses came together in the Fireside Dining Hall at Skyline College to celebrate students and graduates in both programs. It was truly an evening of unity and community, and a celebration of African American and African culture.

The evening began with a welcoming ritual led by CSM Ethnic Studies Professor, Frederick Gaines, and was followed by an overview of the 2017-18 program highlights from CSM Umoja Coordinator, Jeramy Wallace and ASTEP Coordinator, Danielle Powell. The celebration was kicked off by an African Dance, featuring Skyline College ASTEP and International students, Franck Yao, Abiodun Forsythe, Ayanda Miti and Ernest Bediako. Afterwards, Naledi Mthembu

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read an original poem that she wrote. Throughout the evening, there were also inspirational speeches that moved everyone to tears. Vice President of Instruction, Jennifer Taylor-Mendoza shared an historical overview of the statewide Umoja program and her connection to the CSM and Skyline College programs. Bay area native, Ameer-Hasaan Walton motivated ASTEP and Umoja students to set goals and hold each other accountable during his keynote speech. Ameer received his degree in Marketing from Bowie State University and currently works for the Black College Expo. During his undergrad tenure, he co-founded Black Male Agenda which is an African-centered student run organization and mentoring program. He is also the co-founder of Get Far Magazine and he co-hosts the “Live At The Family BBQ” podcast. CSM student, Romell McCalpin-Carter and Skyline College student, Franck Yao gave memorable speeches that highlighted their personal and academic journeys and the support that they’ve received from their respective faculty and colleges. The night then ended with a celebration of the 2018 graduates as they were honored with certificates and graduation stoles.

Article written by Danielle Powell

ART STUDENTS HONORED AT THE 19TH ANNUAL JURIED STUDENT ART EXHIBITION



The reception and awards ceremony for the 19th Annual Juried Student Art Exhibition was held at the Skyline College Art Gallery against a festive backdrop of music, food, and beverages on April 25.

The reception was very well attended with over 200 in attendance, and Dr. Tammy Robinson presented awards to this year’s winners. The exhibition featured over 150

artworks in all media, and was a great place for students, their families, faculty, staff, and others to enjoy the creative talents of Skyline College students.

Two student artworks from this year’s exhibition have been selected for purchase awards for a new collection of student artworks that will be displayed in the Skyline College Library. The purchase award winners are Sunrice, by Teresa Nham, and Rainbow USA Flag, by Armando Cedillos. Congratulations Teresa and Armando!!

The Student Exhibition was on view in the Art Gallery from April 23 through May 11.

Skyline College’s Art Gallery is an educational and community oriented exhibition space, with programming that reflects our College Mission and Values. We exhibit a mixture of student shows, faculty exhibits, and curated exhibitions featuring local, national and international artists.

Article by Paul Bridenbaugh | Photo by Zaw Min Khant

SKYLINE COLLEGE COMPETES AGAINST 17 COLLEGES AND UNIVERSITIES IN THE ANNUAL SMUD SOLAR REGATTA!



The Skyline College Engineering and Robotics Club competed in the seventh annual Sacramento Municipality Utility District (SMUD) Solar Regatta held at the Rancho Secco Recreational Area Southeast of Sacramento on May 5, 2018. The team consisted of 10

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students and 4 faculty members who embarked to the Rec area and campsite Friday afternoon.

The competition was to design, build, and race a fully functional solar powered boat through various obstacle courses. A major factor in this competition is sustainability; with limited resources and developing strategies through team collaboration, students used technology accessible through the Engineering Fabrication Lab where they designed and manufactured a solar powered boat. Recycled materials were used, primary boat components including the dual catamaran system were manufactured and assembled all at Skyline College!

Sticking with tradition, the team camped onsite the night before the race, accompanied by other teams from across northern California. The atmosphere was exhilarant: filled with team spirit, and good vibes the evening before the regatta and throughout the competition on Saturday. It was the finale of a 10-month journey for the team and an astounding component to these students' experience at Skyline College.

Within the competition, the students had to perform in three challenging races, present their work through a poster presentation, and speak to the judges regarding the motor and electrical system, mechanical design, and design sustainability, in which they ranked 3rd place! Throughout every obstacle course, the team left their competitors in the waves. The team was also recognized for their artistic motto: the Cali Bae Laurel, named after the native Californian plant Bay Laurel, which inspired the design of the catamaran boat. The Skyline team made a solid 8th place in the overall regatta ranking.

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

Students who attended: Alvarez, Arnaldo; Darmawan, Livia; Fountaine, Anasaniquo; Grelli, Gianni; Hercules, Alex; Iacobacci, Raymond; Lin, Naing; Messier, Daniel; Quintos, Mikaela; Weber, Jonathan; Yu, Clifford

Faculty members who attended:

- * Nick Kapp (Bio Technology)
- * Maryam Khan (Engineering)
- * Nick Langhoff (Engineering)
- * Marco Wehrfritz (Engineering)

Written by Marco Wehrfritz and Maryam Khan

BIOSCIENCE CAREER FORUM



Skyline College's Center for Career and Workforce Programs in partnership with the Biotechnology Department, hosted a lively and informative Bioscience Career Forum to engage Skyline College students beyond the classroom on May 4, 2018.

Moderated by the charismatic Andrea Vizenor, Director for the Center for Career Workforce Programs, the event featured notable bioscience alumni, bioscience professionals as well as current bioscience students.

The goal of the event was for students to learn more about careers in the bio-science industry, gain first-hand information and practical advice on career paths, and opportunities on how to best prepare for a future bioscience career.

A glimpse of the wisdom obtained by Skyline College students includes:

"There is a whole other entrepreneurial side to biosciences that offers job opportunities." – Chez Verdurco

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“Let yourself out there. Keep being curious.” – India Garcia

“Keep an open mind.” – Vincent Gloria

“I learned that one should not get caught up in the moment too much because things always change.” – Yulissa Serrato

“Perseverance and just apply for the job that you might be interested in.” – Wasna Watkins

Through open, honest dialogue with students who attended, panelists shared valuable insight on career trends and their perspectives on what it took to be successful in the world of work. The panelists were fun and interesting, with Skyline College students leaving the Bioscience Career Forum informed and entertained.

This event was made possible through the generous funding awarded to Skyline College from the Genentech Foundation.

Article by Hazel Neoh | Photo by Claudia Paz

BAEC. THE PLACE FOR NETWORKING AND BUSINESS RESOURCES



“The Bay Area Entrepreneur Center (BAEC) held its Networking & Resource Summit on May 3, 2018, bringing together a mix of community members, students, entrepreneurs, startup CEO’s, and Skyline College faculty and staff.

Several different types of exhibitors came to showcase their company, from student entrepreneurs to local small businesses such as personal fashion stylists Qloset Queen, SGC Financial & Insurance services, LegalShield, and hand-crafted jewelry by Global Melanin just to name a few. Delicious Mexican food was served, in addition to complimentary hand-made cotton candy that was provided and distributed by Jason Angeles of Sugar & Spun. A custom photo booth was a fun way to spark the venue of over 70 people participating in the Summit.

Keynote speaker Devin Lars, shared his influential story on how his journey of setbacks and failures inspired him to start his two successful companies. He shares a message to “do things differently in all aspects and to start enjoying the process in life.” Lars trademarked this message and now runs Doing Everything Different, a clothing line sponsored by many celebrities, and a media company Kurieo with clients such as Nike, Salesforce and the Golden State Warriors.

The event was charismatically hosted by Steve Bacon, who introduced a panel of guest speakers giving valuable business tips to the audience.

The Guest Speaker Panel included:

- Warren Jones
- Nicole Moreno-Deinzer
- Rod Sarmiento
- Rebecca Williams
- Jason Angeles

BAEC is Skyline College’s off-campus business resource center that is located in downtown San Bruno. We offer business coaching, workshops, office space memberships, and student internship opportunities. These Summits occurs every quarter, so if you didn’t get a chance to make this one, stay tuned for the next one!

Written by Eva Liang | Photo by Brittney Sneed

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ANOTHER SUCCESSFUL YEAR FOR THE SUSTAINABILITY BLITZ



Throughout April a number of classes at Skyline College participated in the Sustainability Blitz, a curriculum development program designed to infuse sustainability across academic disciplines.

Faculty members collaborate with a pair of recent graduates in the Climate Corps Fellowship Program to develop a lesson connecting sustainability to the course's specific topic or general discipline. The goal was to highlight the interdisciplinary nature of sustainability and its relevance to everyday life, in addition to introducing students to sustainability as a major or career.

Sustainability Blitz founders Professor Carina Anttila-Suarez and SMT Division Dean Ray Hernandez have worked hard to expand the program with the help of Professor Carla Grandy and Sustainability Coordinator Mary Thomasmeyer.

Now in its fifth year, the Sustainability Blitz has spread to other community colleges as well as UCs and CSUs. This year involved 23 faculty members, 40 fellows, and over 475 students in the following departments:

- Art
- Biology/Microbiology
- Business
- Chemistry
- Early Childhood Education

- English
- Ethnic Studies
- Journalism
- Math
- Philosophy
- Sociology
- Spanish
- Surgical Specialties, Medical Assisting, and Health Science

Article and photo by Mary Thomasmeyer

OUTREACH TO NEW ESL STUDENTS FOR FALL 2018



April was a busy month of outreach for the English language Institute (ELI). The ELI promoted Skyline College to over 90 adult school students at Jefferson, South San Francisco and San Mateo Adult Schools.

The ELI also welcomed more than 100 ESL students from South San Francisco and Westmoor high schools as part of their campus tour organized by Lauren Ford and the outreach department.

Fifty four adult school and high school ESL seniors attended the English Language Institute's bi-annual ESL Registration Event on April 28.

Based on the feedback, an overwhelming majority of the attendees appreciated the step-by-step assistance with the Skyline College enrollment process all done in one day.

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It was great to have ESOL student volunteers, Christine Aguirre, Jessielyn Pil and Thant Win, assist with the application and registration tables.

ELI student assistants, Khoaula Aissaoui, Thet Thet Aung and Carlos Acuna, skillfully managed the application, orientation and counseling stations.

The ELI also appreciates the excellent team work of our Skyline College ESL Registration Day staff: Erinn Struss, Leigh Anne Shaw, Minerva Velasquez, Kenny Gonzalez, Adriana Johnston, Jacky Ip, Ursula Rocca, Goldie Lee, Stephen Reichert and Stacy Nojima.

Article and Photos by Mylene Foo

SKYLINE COLLEGE 10TH ANNUAL INTERVENTION AND INCLUSION CONFERENCE, BIGGER AND BETTER THAN EVER!



May 5 marked the 10th year that the Early Childhood Education Program at Skyline College hosted the Early Intervention Conference. To make this anniversary memorable the program partnered with the San Mateo County Office of Education and the county’s 4C’s (Child Care Coordinating Council) to put on a full day conference, rather than the usual half day, along with many more workshops to choose from. Sessions included information on dealing with childhood trauma, expert panel discussion on including children with special needs in all classrooms, and equity in relation to inclusion.

The over 250 participants were able to choose from three workshops and attend both outstanding opening and keynote closing remarks from Senta Greene and Sheridan Nicholau. There was also an Intentional Teacher fair set up in the cafeteria that highlighting exceptional curriculum and teaching by early educators in our county.

Article by Kristina Browner

ADULT SCHOOL STUDENTS GET COLLEGE READY



Students from South San Francisco Adult School, Jefferson Adult School, and the greater community participated in the “College Readiness” event on May 5, 2018 by engaging in various workshops to better prepare them for their first semester at Skyline College.

Workshops were collaboratively designed and led by Skyline College’s ESOL Department, The English Language Institute, Skyline College’s Workforce Development, South San Francisco Adult School, and Jefferson Adult School. The 15 students learned strategies to be successful in college and within the classroom—including time management skills and best practices for communicating with professors. Students also dove deeper into Skyline College’s technology platforms, heard about various career technical education pathways, and received advice from their peers (former adult school students currently attending Skyline College).

By the end of the event, students were able to know where to go for help, articulated strategies in overcoming obstacles, and had identified a career goal. The event and

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these partnerships were made possible through the Adult Education College and Career Leadership (ACCEL) Consortium.

Article by Stacy Nojima

FIRST ANNUAL SKYLINE COLLEGE COMMON DAY OF ACTION



Around 120 students and staff participated in the first annual Skyline College Common Day of Action on May 5, 2018. Participants engaged in service learning projects at four different sites: SF-Marin Food Bank, Habitat for Humanity, Pacifica Beach Coalition, and Glide Memorial Health Clinic. The purpose of the Common Day of Action is to connect learning in the classroom with civic engagement, offering students the opportunity to develop leadership skills and become participating members of society.

The day began at Skyline College with breakfast and opening speeches from ASSC student leaders Amirah Tulloch and Alfredo Olguin, who got the energy flowing first thing before students took off for their respective sites. Two student leaders were responsible for each site, facilitating email communication, pre- and post-reflective activities, and providing support during the experience. The participants served in the following projects:

* At SF-Marin Food Bank, students sorted oranges and

boxed canned foods, reflecting on issues of food shortage, poverty, and resource distribution of our society.

* Students at Habitat for Humanity removed weeds and spread mulch as part of a park beautification project in Hunters Point to expand community parks and gardens to make them cleaner, safer, and more accessible for everyone.

* The crew at the Beach Cleanup at Rockaway Beach focused on cleaning the beach and reducing cigarette butts, which connected to the concepts of reducing waste, buying habits, and attitudes about consumerism.

* At Glide Memorial Health Clinic in the Tenderloin, students assembled harm reduction kits with safe injection information and equipment to prevent repeat use and cross-contamination of injection equipment.

The day ended with all groups coming back to Skyline College for lunch and a post-experience activity, where students reflected on their service learning projects, the root causes of the social issues, and their role in the community as agents of change. Student Kristen Ersando, who participated at SF-Marin Food bank, emphasized that “this experience provided a way for students to critically think about these issues on another level and helped us realize how we can all contribute to our community.”

The Service Learning Community of Practice, which organized the event, would like to thank Amory Cariadus and ASSC, Alfredo Olguin, Jim Houpis, Tom Broxholm, and the Equity and VPI offices for their support and funding in making this event a success.

[Click here](#) for photos from the Common Day of Action.

Article by Serena Chu-Mraz, Rika Fabian, Carla Grandy, Jennifer Merrill, Mustafa Popal and Paul Rueckhaus | Photo by Zaw Mint Khant

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TRANSFER CENTER HOSTS FIFTH ANNUAL TRANSFER ACHIEVEMENT DINNER



The Transfer Center hosted its fifth annual Transfer Achievement Dinner on May 18 in the Fireside Dining Room.

The celebration had two primary purposes. First, the event was an opportunity to recognize and celebrate the achievement of transfer students who will transfer in fall of 2018, and students who transferred in spring 2018. Second, the event is an excellent opportunity to continue to foster and strengthen a transfer culture within Skyline College. The event symbolizes both the achievement of transfer students, while also representing the hard work, resilience, and academic preparation students have committed, to realize this significant academic milestone.

The Transfer Achievement Celebration was well-attended, as more than 70 students attended, with over 133 guests. Thus, the celebration included over 203 guests and over 15 staff, and faculty members. First, students were welcomed at the check-in and provided a tassel to wear for commencement on May 25, or for a future commencement, as they will soon graduate from their four-year universities.

The program began with an engaging welcome and opening speech from Transfer Coordinator and Counselor, Lucy Jovel. Shortly after, guests were able

to enjoy dinner and participate in the photo booth activities. Our guest speakers provided words of wisdom and encouragement to our students and their families. The program featured a speech from Luis de Alba, a Skyline College Alumnus and San Jose State University undergraduate student. Luis' speech emphasized the importance of persistence, and networking to our guests, especially as students transition into new universities, new environments, and academic programs.

Following up this motivational speech, Dr. Luis Escobar, Dean of Counseling, Advising, and Matriculation, presented on the importance of "why?" That is, he empowered the audience to think what is the primary purpose and motivation fueling their academic endeavors and goals. Dr. Escobar engaged students to consider how this motivation will help them soon transform the communities they serve.

The program included an activity in which students were able to write down and share tips with the audience to encourage future seamless transfer experiences for Skyline students. The dinner concluded with a give-away, which featured items donated by the bookstore. During this event, our students and their families shared the table with students who would transfer to the same transfer university. This seating assignment allowed for students to form a transfer community, and share critical information, to allow for a more positive transfer adjustment at their future institutions.

Feedback from both students and parents was overwhelmingly positive. Many students shared their appreciation and excitement for the event. Many students stayed after the event to have their families meet counselors and faculty who supported them along their academic journey.

Article by Ernesto Hernandez

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SPARKPOINT PRESENTS AT BASIC NEEDS SUMMIT



SparkPoint played an integral role in planning and presenting at The Basic Needs Summit held in Sacramento, California on April 26 and 27.

Administrators, faculty, staff, and student leaders from community colleges across California came together to address the role we play and the collaboration needed to impact the alarming amount of our students who do not have their basic needs met. The summit featured a variety of workshops from leaders and innovators from across the state in which Director of SparkPoint and Career Services at Skyline College, Chad Thompson, was called on to present. Chad spoke about “Innovative Strategies in Taking a Holistic Approach to Overcoming Non-Academic Barriers”. The workshop was designed to educate on the challenges students face in the classroom when their basic needs are not met. He shared strategies to help students and their families overcome these barriers to achieve their educational and financial goals.

More than ever before, colleges are seeking innovative and best practices to address basic needs insecurity among their students. The California Community

College Chancellors Office approved a new initiative that includes the formation of a workgroup to identify and share best practices regarding food, housing, and other basic need resources available to students, to assess gaps in resources. That group laid the foundation for what would become the Basic Needs Summit. The summit featured a powerful keynote presentation by Dr. Sara Goldrick-Rab, founder of the Wisconsin HOPE LAB, which is the nation’s only transnational research laboratory seeking ways to make college more affordable. She shared information gathered from a cross-section of colleges across the country, which Skyline College proudly participated in. She also shared information that detailed how the price of attending college is higher than ever while the average family income has become stagnant. Part-time jobs don’t cover as many costs as they used to and competition for these jobs has risen which negatively affects students with impacted schedules. California Community College Chancellor Eloy Ortiz Oakley also participated in the summit and discussed the role that administrators and campus leadership play in addressing these issues and meeting the needs of students. His speech and attendance at the summit reinforced the position of the Board to engage issues of basic needs on campus. The San Mateo Community College District was well represented having staff and leadership from all three campuses, as well as the district office in attendance.

Students who face hunger, malnutrition, unstable living situation, or homelessness will struggle to reach their full potential in a classroom. Changing the way we address, interact, and intervene on behalf of these students can make a monumental impact in students’ lives and the lives of their families. We continue to look to improve the way we serve these students and remove the barriers they face to reach their goals.

Written by Raul Amaya

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FINANCIAL AID HOSTS CASH FOR COLLEGE



The financial aid office hosted its spring Cash for College event attracting over 160 students, staff and faculty on May 15, 2018.

Colleges across California host various iterations of Cash for College workshops and events to promote and increase awareness of financial aid to eligible students. The event included Jenny's Churro truck which provided free churros to students who completed a survey regarding their current use of financial aid and to promote the Free Application for Federal Student Aid (FAFSA) or the California Dream Act application for the upcoming 2018-2019 academic year. The survey also included new information such as the name change of the Board of Governor's (BOG) fee waiver, now known as the California College Promise Grant (CCPG), which covers part-time and full-time student's enrollment fees for the academic year.

Students were also exposed to the weekly financial aid workshops that assist students and their families to complete their applications and the federal work-study program which allows students to gain on-campus employment or with the America Counts tutoring program. The financial aid office intends to host additional Cash for College workshops in the upcoming 2018-2019 year for students who were unable to attend the event.

Article and Photo by Jeremy Evangelista-Ramos

LEARNING CENTER SHINES AT 44TH ANNUAL ACTLA CONFERENCE



The 44th Annual Conference of the Association of Colleges for Tutoring and Learning Assistance (ACTLA) took place in San Diego, CA from April 26 – April 28. The theme of the conference was “The First Mission: Student Success,” which recognizes learning assistance programs’ dedication and mission to meet the needs of their students.

Skyline College was well-represented at this conference: Christina Trujillo, Learning Center Instructional Aide II, served as a member of the conference planning committee and as a member of the ACTLA Board. In addition, Learning Center Manager Chelssee De Barra, Supplemental Instruction (SI) Program Coordinator Timurhan Vengco, Instructional Aide Scott McMullin, and Basic Skills Retention Specialist Raymon Gutierrez attended the conference to learn best practices and innovative approaches for the Learning Center's academic support programs.

Further, three proposals from Skyline College were accepted and presented. Presentations included:

- * “Learning Assistance is Backwards...Designed: Adapting Innovative Training Practices to Empower Student Learners and Leaders” Presented by Christina and Timurhan

SKYLINE COLLEGE BOARD REPORT

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* “From Paper to Canvas: Coordinating a Supplemental Instruction Program through a Learning Management System” Presented by Timurhan Vengco

* “Make Learning Assistance POP: Developing Professional Online Portfolios for Students, Staff, Faculty, and Beyond” Presented by Scott McMullin

Presentations were well-received and sparked lively exchanges about training student leaders, utilizing campus technologies to make our work more efficient, and leading academic support programs among participants, who included learning assistance professionals from the California Community Colleges, the CSU and UC systems, and higher-education institutions from out-of-state.

Next year’s ACTLA conference will be held in Las Vegas in April 2019. The Skyline College Learning Center staff look forward to participating and representing the college and district.

Article by Christina Trujilo and Timurhan Vengco

SKYLINE COLLEGE’S LEARNING CENTER RENEWS CRLA CERTIFICATION



The Skyline College Learning Center has renewed their College Reading & Learning Association’s (CRLA) International Tutor Training Program Certification through May 2023.

Recertification requires an intensive application process resulting in a review of all aspects of the Learning Center’s training structure. Documentation of relevant materials, such as training agendas, orientation guidelines, observation forms, and interview structures were compiled, submitted, and evaluated for quality standards through CRLA’s recertification team.

Successful recertification was the result of long hours dedicated by Interim Learning Center Manager Chelssee De Barra and Instructional Aide II Christina Trujillo, assisted by LSKL 110: Tutoring and Practicum instructor Nina Floro.

In response to The Learning Center’s program, CRLA highlighted the following:

“This is a very nice program that provides a hybrid of course-based and online training that is available year-round to advance new hires. Of special note is that the training is conducted by both faculty and [tutoring] lab personnel.”

CRLA certification awards Skyline College Learning Center tutors with an internationally recognized certification that they can add to their resumes for future employment. This certification does not expire and, in addition to training students in the best practices and approaches to tutoring, provides Skyline College tutors with a means of transitioning to tutoring employment outside of Skyline College after they transfer

Article by Christina Trujilo



President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ June 15, 2018

“I don’t know how I’d ever come close to repaying you for all you’ve done for me. I learned and grew so much in the past two years, and a huge percentage of that is because of you.”

- Student letter to CSM professor

Inside...

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CSM Holds 2018 Commencement Ceremony

On May 25, 2018, over 250 CSM graduates and their loved ones crowded CSM’s gymnasium for the best-attended commencement ceremonies in recent history. This milestone in their lives will pay off professionally, personally and financially for them as they are being prepared for the jobs of today and the careers of tomorrow.

“Students receiving associate’s degrees from CSM have more than doubled over the last ten years. This is no accident. Our college has been deliberate in creating an environment where all students can succeed. Most importantly, our data show that students are enjoying success in the workforce or at their transfer institution after they graduate from CSM. To me, this is an indication of the quality of the education and services we provide to our students.”



College of San Mateo

During the 2017-2018 school year, students earned 1,730 degrees and certificates.

- 937 AA, AA-T, AS, AS-T degrees were earned from summer, 2017 through spring, 2018, and 795 certificates were earned during the same time period.
- 52 distinct certificate programs are represented among the 795 certificates.
- 77 distinct majors are represented among these 937 degrees, which is a 12% increase from 2017. In addition, 80 International students (F-1 visa) are among CSM's 2017-2018 degree recipients. ■

Celebrating the Class of 2018

College of San Mateo celebrated the success of its students throughout the month of May with a lineup of year-end events. The celebrations kicked off with a Puente LatinX Club celebration in early May. Hundreds of proud scholarship recipients were honored at the annual Scholarship Awards Ceremony on May 11. Students transferring to four-year universities were recognized at Stepping Out: A Transfer Tribute, on May 24. Individual recognition ceremonies were held for Dental Assisting, Nursing, Cosmetology, Mana, Umoja, Middle College, and EOPs graduates.

The year culminated on May 25 with CSM's 96th annual Commencement, when graduates, friends and families gathered in the gymnasium to celebrate years of hard work and academic achievement. Graduates heard from keynote speaker Boryana Straubel, a CSM grad who now heads a charitable foundation.

The photos here capture some of the energy from CSM's 2018 celebrations.





CSM Celebrates 11 Years of Providing Free Income Tax Preparation

In partnership with the IRS and United Way of the Bay Area, CSM students enrolled in Accounting 175 prepared and e-filed federal and state tax returns for both students and community members for free. CSM's Volunteer Income Tax Assistance (VITA) program began in 2008 with the preparation of about 90 returns. This year, 522 tax returns were prepared and 502 were e-filed during 7 class meetings by 25 students. The students were assisted by 25 experienced volunteers who answered questions and reviewed every return that was completed. CSM has e-filed the most returns of any VITA site in San Mateo County for the past two years.

The returns generated \$653,000 in IRS and \$161,000 in California refunds to the community. Of the IRS refunds, \$121,000 was Earned Income Credit (EIC) received by 79 low income wage-earners and \$76,000 was child tax credits received for dependent children under the age of 17. Of the California refunds, \$11,600 was Earned Income Credit received by 53 very low income wage-earners. These amounts are free money provided to the taxpayers over and above what they had withheld from their wages.

Returns were prepared for students and members of the community. Many have returned year after year to have their returns prepared for free – a credit to their confidence in the service provided.

The students and the college have provided a valuable service both to its students and to the community. The class serves as an internship where the students learn basic income tax law and interact with real-life clients. Students have an opportunity to use classroom skills in real situations, to determine if the income tax preparation field is of interest to them and to assist low-income individuals in receiving accurate tax returns without cost. ■

CSM and San Francisco State University to Offer Associate's to Bachelor's Bridge Program in Nursing

The path to a BS in nursing has just gotten easier with a new partnership between College of San Mateo and San Francisco State University. Qualified students may now earn a concurrent associate's and a bachelor's of science in nursing in two and a half years.

The Bridge ADN to BSN Program makes it faster and more economical to prepare for a career in nursing. Taken individually, CSM's ADN program takes two years and SFSU's BSN degree takes four years, for a total of six years. The new concurrent program saves significant time by combining coursework and lab work into a

rigorous year-round curriculum.

“The bachelor’s degree has become increasingly mandatory for those building a career in nursing,” said Jane McAteer, director of the Nursing Program at CSM. “With both our nursing programs in such high demand, this helps to meet the needs of the healthcare community while allowing students to meet their career goals more efficiently.”

Median starting salary in the Bay Area for a new nursing graduate is about \$49.16/hour. The Institute of Medicine has set a goal for 80% of RNs to have bachelor’s degrees by the year 2020.

Students must apply jointly to the ADN program at College of San Mateo and the BSN program at San Francisco State. Applicants must meet the entrance requirements of both programs. Space in the accelerated joint program is limited to 40 students per cohort.

Students will participate in extra courses in order to meet the accelerated timeline. After two years, students who pass a licensing exam will take one semester of SFSU coursework on the CSM campus in order to complete their BSN. All courses for the combined program are taught at College of San Mateo.

To learn more about the concurrent ADN-BSN program at CSM and SFSU, visit collegeofsanmateo.edu/nursing. ■

KDOG Radio is On the Air! College of San Mateo Launches KDOG Student Radio

Students in CSM’s Digital Media department have created a brand new digital radio station. The new station, KDOG (a play off CSM’s Bulldog mascot), is streaming online, 24/7, at collegeofsanmateo.edu/kdog.

The new station was created by students in CSM’s Digital Media (DGME) 119 Radio Production class, taught by Digital Media adjunct professor Donna Eyestone, and is entirely student-run. The station aims to provide locally produced, varied audio programming that reflects the diversity of voices at College of San Mateo and the surrounding area.

Using the state-of-the-art DGME Studios, students create their own shows, record public service announcements (PSAs) and station IDs, engage with local bands, and

record interviews with students, faculty and staff around campus. The station provides a real-world opportunity for students interested in careers in broadcasting.

KDOG’s popular new logo was designed by CSM DGME student Parastoo Meghdadi,



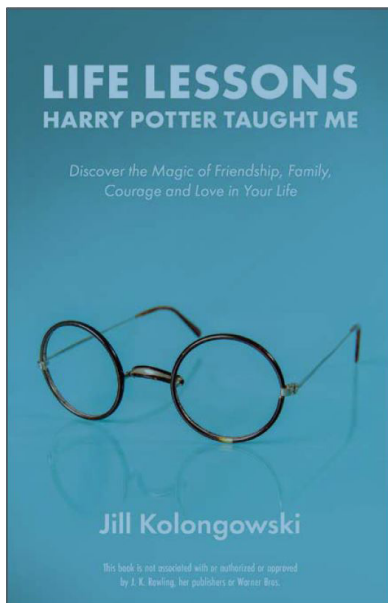
who won a CSM student logo design contest this spring. Digital Media faculty teamed up with CSM's marketing department to organize the contest, which generated more than 20 entries. The entries were judged by radio instructor Donna Eyestone, graphic design professor Vera Fainshtein, and marketing director Richard Rojo, and narrowed down to three finalists. Digital Media students then voted on the winning design.

KDOG will continue to develop under the guidance of radio courses in the 2018-19 academic year. The new station was created with support from the CSM Strong Workforce Initiative and the CSM Innovation Grant.

Listen to KDOG Student Radio at collegeofsanmateo.edu/kdog. ■

CSM Faculty Member Publishes New Book

Jill Kolongowski, assistant professor of writing and literature at CSM, has become



the second faculty member to publish a book within the last couple of months. "Life Lessons Harry Potter Taught Me," published by Ulysses Press, is a collection of essays themed around the Harry Potter series on its 20th anniversary.

From Ulysses' press release: "For many, older millennials especially, it is not unreasonable to say that the Harry Potter series has become the go-to secular source of moral instruction and strength for the rapidly shifting landscape of the post-9/11 world. With its universal themes of good versus evil and love over hatred, the arc of the series is detailed with surprising complexity, complete with a road map for speaking truth to power, forming community in

dire circumstances, and, perhaps most improbably, maintaining a sense of wonder."

Essays include: *Riddikulus: On Laughter in Darkness*; *Evanesco: On Losing Our Heroes*; *Lumos: On Discovery, Wonder, and Cynicism*; *Legilimens: On Good People and Death Eaters*; and *Sonus: On the Power of Words*.

Jill received her BA in Creative Writing and Spanish in 2009 from Michigan State University, and her MFA in Creative Writing: Creative Nonfiction in 2014 from St. Mary's College of California. She has been an assistant professor at CSM since 2015. ■

CSM Student Wins Grand Prize for Math League

The American Mathematical Association of Two-Year Colleges (AMATYC), the professional organization for 2-year college mathematics, held its Student Math League contest for the 2017- 2018 on March 18. This year, CSM student Shuai Xue had the number third highest combined score for fall and spring Math League. CSM's team score was fifth out of 179 schools.

Shuai was the only finalist to qualify for and win the Grand Prize. The national grand

prize for the qualified individual with the high total score is a \$3000 scholarship to go toward the continuation of his or her education at an accredited four-year institution.



Former Bulldog Named NAIA Softball Player of the Year

Former CSM Softball star Harlee Donovan has continued her stellar collegiate career, having been named 2018 Player of the Year by the National Association of Intercollegiate Athletics (NAIA). Donovan played for CSM on its successful 2015 and 2016 teams, earning the California Community College Fastpitch Coaches Association Northern California Player of the Year Award in 2016.

The Half Moon Bay native played the past two seasons for Southern Oregon University. See Donovan's story as reported in the San Mateo Daily Journal at: <https://news.collegeofsanmateo.edu/>.



Cañada College

Report to the SMCCCD Board of Trustees

June 21, 2018



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College Holds 50th Commencement Ceremony



On May 26, Cañada College honored its 2018 graduates during a commencement ceremony where 660 graduates earned 1,142 degrees and certificates in 76 different majors.

Dr. Estela Mara Bensimon, Dean's Professor in Educational Equity at the USC Rossier School of Education and Director of the Center for Urban Education, delivered the keynote address, "How You Can Make America Just" to the graduates and Trustee (and former Cañada College President) Tom Mohr provided the history of Cañada in honor of the College's golden anniversary.

Of the Class of 2018:

- 25 percent were the first in their family to go to college
- 35 percent were the first in their family to obtain a post-secondary degree
- The average age of our graduating class was 30-years-old
- 71 percent of our graduating class was female

The Commencement Ceremony was live streamed and can be viewed on the College [YouTube page](#). Congratulations to the Cañada College Class of 2018!



PTK Chapter Recognized with Several International Awards



Congratulations to the Cañada College Phi Theta Kappa Chapter, Beta Zeta Nu, for receiving several awards at the International Catalyst Convention! The chapter was sixth runner up to the Most Distinguished Chapter in the country (sixth out of 1,400 chapters). Awards include:

- 2018 Most Distinguished Chapter Six Finalist (out of 1,400 chapters)
- Distinguished Chapter Award
- Distinguished Honors in Action Project Award
- Distinguished College Project Award

More than 4,800 students, faculty advisors and administrators were in attendance at the convention. Students who attended the event on behalf of the Cañada College include: Chelsea Brown, Gianfranco Gastelo, Luis Mendez, Dalila Gonzalez, Erika Infanzon and Anika Ting. While at the convention, the students attended classes on leadership, service, scholarship and/ or listening to speakers.



Cañada College Engineering Faculty Receives Best Paper Award

Cañada College Engineering faculty Amelito Enriquez received the 2018 American Society for Engineering Education (ASEE) Zone IV Best Paper Award. The paper titled "Strengthening Community College Engineering Programs through Alternative Learning Strategies: Developing an Online Engineering Graphics Course" was originally presented by Professor Enriquez last year at the 2017 ASEE Pacific Southwest Section Conference in Arizona and received the Best Paper Award at the conference. Co-authored with other community college engineering faculty Nick Langhoff (Skyline College), Erik Dunmire (College of Marin), and Tom Rebold (Monterey Peninsula College), this paper summarizes the results of the work done through the Creating Alternative Learning Strategies for Transfer Engineering Programs (CALSTEP), a grant project funded by the National Science Foundation through Improving Undergraduate STEM Education program.

Cañada College Engineering Faculty Receives Best Paper Award (cont.)



As the 2017 ASEE Pacific Southwest Section awardee, the paper competed and was selected as the winner among the Best Paper ASEE Section awardees in Zone IV (Pacific Northwest, Pacific Southwest, and Rocky Mountain). The paper will be presented by Professor Enriquez and Skyline Engineering Professor Nick Langhoff at the ASEE National Conference in Salt Lake City on June 26, 2018 as part of the competition for the National Best Paper Award among the four Best Zone papers among all the ASEE zones. The winner of the 2018 National Best Paper Award will be recognized at the 2019 ASEE National Conference in Tampa, FL.

The American Society for Engineering Education is the largest organization of individuals and institutions committed to furthering education in engineering and engineering technology. ASEE's members include deans, department heads, faculty members, students, and government and industry representatives who hail from all disciplines of engineering and engineering technology from all over the world.

Fashion Design & Merchandising Department Hosts Contest & Celebration



The Fashion Design and Merchandising Department hosted its annual student contest. Students chose a mystery bundle and set out to create a cocktail dress. Thirty students participated and the garments were amazing! The contest was not a part of a class assignment, but an opportunity for students to test their design skills in their free time. Thirty two faculty, staff and advisory board members voted on their favorite designs. The criteria for judging was: quality of design, creativity, construction, use of the fabrics from their mystery package, and that they followed the theme of Cocktail dresses. Winners of the contest were announced at a celebration and scholarships were given to the top winners. In total, 14 students in the Fashion Design & Merchandising Department received \$900 each in scholarships!



Student Commits to Continue Volleyball Career at St. Mary's University



Congratulations to second year Cañada Women's Volleyball player Camille Louie, who has committed to play for St. Mary's University in Leavenworth, Kansas. There, she will continue her studies in Kinesiology working toward a career in Physical Therapy. Camille was the starting libero and Co-captain of the 2017 squad and was selected as Co-Most Inspirational Player by her team. She was among the league leaders in season digging defensive categories and was a second team All-Conference selection in 2017. Camille is a graduate of Sequoia High School and will receive her Associate's Degree in Kinesiology from Cañada College.

Cañada Athletics Department Hosts Fifth Hall of Fame Ceremony



June 2 was an evening of celebratory cheers and high-fives for the Cañada College Athletics Department as they welcomed the fifth group of Inductees at the Hall of Fame Ceremony and Banquet. In alignment with Cañada's 50th Anniversary, the Hall of Fame Committee continued the tradition of honoring former student athletes and leaders whose accomplishments have exemplified the spirit of competitive greatness within our community. Leading the class of 11 inductees was SMCCCD Trustee (and former Cañada College President) Tom Mohr as the 2018 Lifetime Achievement Award Recipient. Trustee Mohr opened the night with remarks on the lasting values inherent to athletic competition: discipline, integrity, leadership and social responsibility.



The night proceeded with more applause as Inductees Catherine Abrams (Women's Soccer), Raphael Bournigal (Baseball), Tim Bowler (Men's Basketball and Baseball), Ronald Calloway (Baseball), Eduardo Esteban (Men's Tennis), Carrie Gann (Women's Soccer), Brian Gomes (Men's Basketball), Chip Hooper (Men's Tennis), Kristina Leydecker (Women's Soccer) and Clayton Madden (Men's Basketball) shared anecdotes of thrilling victories and the agony of (a few) defeats. The Hall of Fame Committee also awarded the 2017 and 2018 Colts Male and Female Student Athletes of the Year to Joelle Huelse (2017 Women's Tennis), Davis Kimble (2017 Men's Basketball), Giovanni Gomes (2018 Men's Soccer) and Aman Sangha (2018 Women's Tennis).



The Hall of Fame Committee would like to recognize the unwavering support throughout the community, from Chancellor Galatolo, the

Board of Trustees, President Moore and the Cañada College Administration, Faculty, Staff, Coaches and former and current student athletes' families and friends who allow the Committee to grow the event each year. Congratulations to the 2018 Honorees in becoming the newest members of the Cañada Athletics Hall of Fame.

BOARD REPORT 18-6-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT

(NP = New position, * = New Employee)

Cañada College

Mary Chries Concha Thia Interim Vice President, Administrative Services Administrative Services

Reassignment from the position of College Business Officer at Cañada College (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35)) into this administrative assignment at Grade AB of the Management Salary Schedule (20), effective June 25, 2018, replacing Michelle Marquez who was transferred.

Karen Engel* Dean, Planning, Research, Innovation & Effectiveness President's Office

New administrative employment, effective July 9, 2018, replacing Chia Lin Hsieh who resigned.

Gena Rhodes Interim Director, Disability Resources Center Student Services

Reassignment from faculty (Faculty Salary Schedule 80) into this academic supervisory assignment at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective July 1, 2018, replacing Max Hartman who was reassigned.

Adam Windham Interim Dean, Science & Technology Science & Technology

Reassignment from faculty (Faculty Salary Schedule 80) into this academic administrator assignment at Grade AD of the Management Salary Schedule (20), effective June 11, 2018, replacing Janet Stringer who resigned.

District Office

Karrie Mitchell* Interim Vice President, Planning Education & Planning
Research, Innovation & Effectiveness

New interim administrative_employment effective May 29, 2018, replacing Aaron McVean who was reassigned.

Skyline College

Courtney Twietmeyer* Interim Director, Retail Business, Education &
Hospitality & Tourism Professional Programs

New interim academic supervisory employment effective June 1, 2018, replacing Lorraine Salceda who resigned.

Danni Redding-Lapuz Interim Dean, Social Sciences & Social Sciences &
Creative Arts Creative Arts

Reassignment from the position of College International Student Program Manager at College of San Mateo (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule (35)) into this administrative assignment at Grade AD of the Management Salary Schedule (20), effective June 6, 2018, replacing Tammy Robinson who was reassigned.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****Cañada College**

Gerardo Pacheco Matus * Instructor, English as a Second Language Humanities &
Social Science

New Contract I status academic employment, effective August 13, 2018, replacing Jennifer Castello who retired.

Danielle Pelletier* Instructor, English as a Second Language Humanities &
Social Science

New Contract I status academic employment, effective August 13, 2018, replacing Jeanne Gross who retired.

Derek Vargas* Program Services Coordinator Student Services

New full-time, 12-month classified employment, effective June 1, 2018, replacing Margarita Lozano who resigned.

Natalie Alizaga* Instructor, Psychology Humanities &
Social Science

New Contract I status academic employment, effective August 13, 2018, replacing Sondra Saterfield who retired.

College of San Mateo

John Dao Instructor, Chemistry Math/Science

New Contract I status academic employment, effective August 13, 2018, replacing Yin Mei Lawrence who resigned.

SerKuang Chen* Instructor, Math Math/Science

New temporary academic employment, effective for the 2018-2019 academic year.

Elisha Polomski* Instructor, Astronomy Math/Science

New Contract I status academic employment, effective August 13, 2018, replacing Charlotte Deline who retired.

Patrice Reed-Fort* Instructor, Counselor EOPS

New Contract I status academic employment, effective August 13, 2018, replacing Ruth Turner who retired.

Hema Nadkami* Instructor, Math Math/Science

New temporary academic employment, effective for the 2018-2019 academic year.

Paola Mora Paredes* Retention Specialist (NP) Enrollment Services/
Multicultural Center & Dream Center

New full-time, 12-month classified employment, effective June 18, 2018. This is a new position that was Board approved November 29, 2017.

Jessica Damian* Program Services Coordinator Math/Science

New full-time, 12-month classified employment, effective June 4, 2018, replacing Olivia Viveros who was reassigned.

Hirania Gonzalez* Program Services Coordinator (NP) Disability Resource Center

New full-time, 12-month classified employment, effective May 11, 2018. This is a new position that was Board approved March 28, 2018.

District Office

Beth Dominic* Administrative Assistant (NP) Chancellor's Office

New part-time (48%), 12-month classified employment, effective June 1, 2018. This is a new position that was Board approved March 28, 2018.

Skyline College

Rachel Hipps* Staff Assistant Student Equity &
Support Services

New full-time, 12-month classified employment, effective June 4, 2018, replacing Linda Allen who was reassigned.

Lindsey Ayotte* Instructor, Communications Studies Language Arts

New Contract I status academic employment, effective August 13, 2018. This is a vacant position.

Vincent Chandler Instructor, Communications Studies Language Arts

New Contract I status academic employment, effective August 13, 2018. This is a vacant position.

2. Re-Employment

Cañada College

Janette Linares Counselor Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Fall semester 2018 through Spring semester 2019. The position was originally approved on August 12, 2015.

Skyline College

Yancy Aquino Instructor, Biology Science/Math/Technology

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Fall semester 2018 through Spring semester 2019. The position was originally approved on January 11, 2018.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

District Office

Maxwell Warne Senior Maintenance Engineer Facilities

Reassigned from a full-time, 12-month Maintenance Engineer position (Grade FF of the Buildings and Grounds Salary Schedule (70)) into this full-time, 12-month position at Grade HH of the same salary schedule, effective May 15, 2018.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Cañada College

James Carranza Dean, Humanities/Social Sciences Humanities

Transferred from the position of Dean of Language Arts at College of San Mateo into this administrative assignment, effective June 14, 2018, replacing David Johnson who resigned.

District Office

Michelle Marquez Vice President, Special Projects Administrative Services

Transferred from the position of Vice President of Administrative Services at Cañada College into this administrative assignment, effective June 4, 2018.

E. CHANGES IN STAFF ALLOCATION

College of San Mateo

1. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the College of San Mateo Child Development Center for summer session 2018, effective June 11, 2018. This temporary increase will cover the six-week summer session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide I	Clara Valdez Chon	23 days
Child Development Center Aide II	Michelle Tating	24 days
Child Development Center Aide III	Lori Pilster	23 days
Child Development Center Aide III	Yovanka Crossley	23 days

2. Recommend a change in staff allocation to add one full-time, 10-month Child Development Center Aide I position at Grade 11 of the Classified Salary Schedule (60) in the Child Development Center, effective June 22, 2018.
3. Recommend a change in staff allocation to add one full-time, 12-month SparkPoint Coordinator position at Grade 27 of the Classified Salary Schedule (60) in Student Services, effective June 22, 2018.
4. Recommend a change in staff allocation to increase one Office Assistant II position (4C0297) from full-time, 10-months to full-time, 12 month in the Child Development Center, effective June 22, 2018.
5. Recommend creation of a new classification title “Director of Career Education (Funded by the Strong Workforce Program)” at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective July 1, 2018. In addition, recommend a change on staff allocation to add a full-time, 12-month Director of Career Education (Funded by the Strong Workforce Program) position in the Business and Technology Division, effective July 1, 2018. This position is a temporary grant-funded position, effective July 1, 2018 through the expiration of the grant funding.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Sandra Hsu

Professor

Science, Math, Technology

Retired as Professor Emerita, effective June 30, 2018 with 18 years of service.

Eric Brenner

Librarian

Academic Support &
Learning Technologies

Retired as Professor Emeritus, effective May 25, 2018 with 27 years of service. Eligible for District retiree benefits.

2. Resignation**District Office****Hilary Ego**

Utility and Sustainability Specialist

Facilities

Resigned effective June 8, 2018.

Skyline College**Mary Gutierrez**

Dean, Language Arts

Language Arts Division

Resigned effective May 31, 2018.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**College of San Mateo****Stephanie Cheung**

Accounting

Business/Technology

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

Skyline College**Dave Cook**

Social Science

Social Science/Creative Arts

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

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Music	1	8/15/2018	5/24/2019	Professional Expert: Teaching Jazz Guitar to students
College of San Mateo	Music	1	8/15/2018	5/24/2019	Professional Expert: Teaching the Flute to students
College of San Mateo	Music	1	8/15/2018	5/24/2019	Professional Expert: Teaching Jazz Piano to students

College of San Mateo	Music	1	8/15/2018	5/24/2019	Professional Expert: Teaching the Trombone to students
College of San Mateo	Music	1	8/15/2018	5/24/2019	Professional Expert: Teaching the Drums to students

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	Counseling/Student Services	1	7/1/2018	12/31/2018	Office Assistant II: <i>Previously requested position</i> Welcome Center OAI assisting with the following: answer main phone line for main campus and for counseling department; first point of contact for in person traffic for the college; maintain SARS scheduling of counseling, orientations and assessment appointments; give individual assessment results (staff only); assist in the increase of Jams and special assessments; assist with online and paper college applications; assist with welcome center activities.
Cañada College	EOPS/CARE/CalWorks/SparkPoint	1	5/30/2018	10/1/2018	Office Assistant II: This position will provide support for the front desk, file, answer phones, and create spreadsheets. Current employee, Claudia Dorantes, who is being replaced is detailing in A2B.
Cañada College	Science & Technology	1	8/1/2018	12/31/2018	Retention Specialist: <i>Previously requested position</i> This retention specialist will support academic success and retention of MESA students within the STEM Center at Cañada College. The retention specialist will work as part of the team to support low-income, first generation college students who are pursuing STEM majors, including providing academic workshops and individualized support for academic success skills and strategies.

Cañada College	ESO Adelante	1	6/11/2018	12/31/2018	Office Assistant I: Assist project personnel on grant projects related to Peer Mentorship component. Plan various workshops for the ESO Adelante community. Support a group of student mentees in their college experience.
College of San Mateo	Student Services/ Enrollment Services	1	7/1/2018	12/31/2018	Year One Promise Retention Specialist: The Year One Promise Program is a new and developing program and we are looking to add staffing to support these efforts. We are requesting a short-term through June 30, 2019 to allow us to take this position through the campus hire timeline for formal approval of a permanent position in the fall, then go through the hire process in spring. This staff person will be providing retention services for our Year One Promise student cohort who are first-time, full-time CSM students.
College of San Mateo	Student Services/Child Development Center	1	7/1/2018	9/30/2018	Child Development Center Aide I: Regulating agencies mandate that CSM Child Development Center maintain required adult/child ratios when serving children 2 ½ - 5 years old. In order to operate in accordance with regulating agencies, 1 Classified Short Term hourly Child Development Center Aide I position is needed while we are hiring a full time permanent CDC Aide I position. Child Development Aide I staff assists in the supervision of children and in the planning and implementation of curriculum.
College of San Mateo	Student Services/Child Development Center	2	7/1/2018	12/31/2018	Child Development Center Aide I: Regulating agencies mandate that CSM Child Development Center maintain required adult/child ratios when serving children 2 ½ - 5 years old. In order to operate in accordance with regulating agencies, 2 Classified Short-term hourly Child Development Center

					Aide I positions are needed. Child Development Aide I staff assists in the supervision of children and in the planning and implementation of curriculum.
College of San Mateo	KCSM-FM	5	7/1/2018	12/31/2018	FM Announcers: Select music, create lists of music scheduled for play; host radio programs, produce promotional announcements; operate specialized station equipment.
College of San Mateo	Kinesiology, Athletics & Dance	10	7/1/2018	12/31/2018	Equipment Manager: Ten equipment manager positions are needed to facilitate events for outside rental groups using CSM athletic facilities.
College of San Mateo	Kinesiology, Athletics & Dance	40	7/1/2018	6/30/2019	Assistant Coach(es): A total of 40 assistant coach positions are needed to provide a variety of duties for all CSM athletic programs. Duties may include coaching, recruiting, film needs, record keeping, etc.
College of San Mateo	Math/Science – MESA	1	7/1/2018	12/31/2018	Program Services Coordinator: Travels to various off-site locations to confer with high schools, 4-year colleges and universities and other entities to recruit students to CSM and to support transfer of students in science majors. Duties include: recruit and orient students to the CSM MESA program; serve as liaison between student program participants and instructions and student support services; research and compile statistical narrative, financial, demographic and other data for regular and special reports to track MESA program participation, recruitment effectiveness, student follow-up, retention and transfer rates. Complete program evaluation, and ensure career resources and employer profiles are available to students and support student financial aid and scholarship application.
College of San Mateo	Personal Counseling & Wellness Services	1	5/1/2018	6/30/2018	Intern Personal Counselor: Provide personal counseling services to students at CSM

					Personal Counseling & Wellness Services.
District Office	Information Technology	1	6/1/2018	6/30/2018	IT Support Technician II: <i>Previously requested position</i> Assist and support staff addressing any and all incoming work order requests along with computer lab upgrades and installs primarily at CSM and, if necessary, at Skyline and Cañada campuses.
District Office	Information Technology	1	7/1/2018	10/31/2018	IT Support Technician II: <i>Previously requested position</i> Assist and support staff addressing any and all incoming work order requests along with computer lab upgrades and installs primarily at CSM and, if necessary, at Skyline and Cañada campuses.
District Office	Enterprise Operations/ Auxiliary Services	1	7/1/2018	12/31/2018	Program Services Coordinator: Silicon Valley Intensive English Program (SVIEP) program coordinator position is being submitted as a short-term temp position due to the recent consolidation of the SVIEP program to one campus and the uncertainty surrounding this role going forward past the coming fiscal year. This role may either be dissolved completely or become a full-time position; however, that determination will not be made until the end of next fiscal year.
Skyline College	Kinesiology, Athletics & Dance	1	1/1/2019	5/27/2019	Assistant Coach: <i>Previously requested position</i> The assistant will provide functions that are integral to the athletic program and its promotion. Duties include but are not limited to: assist with gathering information about programs/statistics, posting web-site content, event management, public address announcing and coordination of team pictures. Assistant will also engage in fundraising efforts so events can be streamed over the internet. This position will serve all inter-collegiate programs at Skyline during the spring semester and break periods.

Skyline College	Kinesiology, Athletics & Dance	1	1/1/2019	5/27/2019	Assistant Coach(es): <i>Previously requested position</i> Dance Production Assistant: The assistant will provide functions that are integral to the Dance program and its promotion/operation. Duties include but are not limited to: assist with rehearsals, public relations, day of event management, coordination of student segments, publications, ticket office functions, website updates, and outreach and sponsor solicitation. This position will serve the dance program at Skyline from the start of the new year through the spring semester.
Skyline College	Kinesiology, Athletics & Dance	1	1/2/2019	5/27/2019	Assistant Coach(es): <i>Previously requested position</i> Assistant Baseball Coach (es): Provide support necessary to head coach. Duties include but are not limited to: assist with game day preparation and follow-up, plan/supervise instruction/student-athletes, drive vans to and from contests and events, resolve student-athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.
Skyline College	Kinesiology, Athletics & Dance	1	7/1/2018	12/31/2018	Athletic Trainer: <i>Previously requested position</i> Trainer responsibilities will include but not be limited to: assessing injuries, event coverage, managing sterilizing/maintaining equipment and supervision of the training room facility. On an as needed basis, for example, if Skyline College hosts regional or state competitions, or if there is a need for a short-term emergency hire.
Skyline College	Counseling	1	5/28/2018	6/30/2018	Office Assistant II: Temporary replacement for full-time Office Assistant II.

Skyline College	Vice President of Administration/Cashier	2	8/13/2018 1/14/2019 6/10/2019	9/07/2018 2/08/2019 6/28/2019	Accounting Technician: <i>Previously requested position</i> Two part-time hourly positions are needed to collect fees, issue parking permits, and perform other cashiering functions during peak registration periods at the beginning and during the start of the summer session, fall and spring semesters.
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BOARD REPORT NO. 18-6-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

REQUEST FOR APPROVAL OF INTERNAL BORROWING

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

RECOMMENDATION

It is recommended that the Board of Trustees approved internal borrowing of up to \$25 million for up to six months as needed for cash flow purposes.

BOARD REPORT NO. 18-6-2CA

RESOLUTION NO. 18-13

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

**RESOLUTION AUTHORIZING INTERFUND TRANSFER FOR 2018-19 FROM
CAPITAL OUTLAY FUND TO GENERAL UNRESTRICTED FUND**

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

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

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

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

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

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

REGULARLY passed and adopted this 21st day of June, 2018.

Ayes:

Noes:

Attest:

Maurice Goodman, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 18-6-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

ADOPTION OF RESOLUTION NO. 18-14 ESTABLISHING 2018-19 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2018-19 worksheet has been available in the Chancellor's Office since June 6, 2018, and provides the basis for approval of Resolution No. 18-14.

The appropriations limit for 2017-18 totaled \$143,585,128. The limit decreased to \$141,769,218 for 2018-19 with application of the inflation factor of 1.0367 and the population FTES change factor of 0.9524, as provided by the California State Department of Finance. The decrease in the FTES factor is due to a decrease in enrollment, which resulted in a decrease in our reported FTES. The calculated appropriation limit for 2018-19 is \$16,899,035 lower than the appropriations subject to that limit. Per state law, the District will notify the Department of Finance to transfer surplus State Appropriation Limit authority from the state to the District [Government Code section 7902.1(c)].

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 18-14 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2018-19 appropriations limit at \$158,668,253 as described in the attached Gann Limit Worksheet.

RESOLUTION NO. 18-14

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

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

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

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2018-19 fiscal year; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2018-19 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2018-19 fiscal year budget adopted for the San Mateo County Community College District exceeds the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board. Pursuant to Article XIII B of the State Constitution and Government Code (GC)§7900 the District shall notify the Department of Finance within 45 days of the Board of Trustees approval to transfer surplus state appropriation limit authority in amount of \$16,899,035 from the state to the district per GC§7902.1(c)

REGULARLY passed and adopted this 21st day of June, 2018.

Ayes:

Noes:

Attest:

Maurice Goodman, Vice President-Clerk
Board of Trustees

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2018-19

DISTRICT NAME: San Mateo County Community College District
DATE: 06/06/18

I.	2018-19 Appropriations Limit:		
	A. 2017-18 Appropriations Limit		\$ 143,585,128
	B. 2018-19 Price Factor:	<u>1.0367</u>	
	C. Population factor:		
	1 2016-17 Second Period Actual FTES	<u>16,521</u>	
	2 2017-18 Second Period Actual FTES	<u>15,734</u>	
	3 2018-19 Population change factor	<u>0.9524</u>	
	(line C.2. divided by line C.1.)		
	D. 2017-18 Limit adjusted by inflation and population factors		<u>\$ 141,769,218</u>
	(line A multiplied by line B and line C.3.)		
	E. Adjustments to increase limit:		
	1 Transfers in of financial responsibility	\$ -	
	2 Temporary voter approved increases	<u>0</u>	
	3 Total adjustments - increase		
	Sub-Total		<u>\$ -</u>
	F. Adjustments to decrease limit:		
	1 Transfers out of financial responsibility	\$ -	
	2 Temporary voter approved increases	<u>0</u>	
	3 Total adjustments - decrease		<u>\$ -</u>
	G. 2018-19 Appropriations Limit		<u>\$ 141,769,218</u>
II.	2018-19 Appropriations Subject to Limit:		
	A. State Aid (General Apportionment, Apprenticeship Allowance, Prop 30/55 Education Protection Account tax revenue)		2,467,398
	B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		<u>644,188</u>
	C. Local Property taxes		<u>155,050,667</u>
	D. Estimated excess Debt Service taxes		<u>-</u>
	E. Estimated Parcel taxes, Square Foot taxes, etc.		<u>-</u>
	F. Interest on proceeds of taxes		<u>506,000</u>
	G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<u>-</u>
	H. 2018-19 Appropriations Subject to Limit		<u>\$ 158,668,253</u>
	Variance between 2018-19 Appropriation Limit and 2018-19 Appropriations Subject to Limit		\$ (16,899,035)

BOARD REPORT NO. 18-6-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

RENEWAL OF AGREEMENT WITH DANNIS WOLIVER KELLEY FOR LEGAL SERVICES

The District seeks to renew its agreement with the law firm Dannis Woliver Kelley (Attorney) to provide legal advice and counseling services from July 1, 2018 through and including June 30, 2019. The Attorney will prepare periodic reviews of relevant court decisions, legislation and other legal issues. The Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

The District will pay the Attorney \$225.00 to \$335.00 per hour for shareholders, special counsel and of counsel; \$185.00 to \$235.00 per hour for associates; and \$130.00 to \$150.00 per hour for paralegals and law clerks. The rate for Gregory J. Dannis will be \$365.00 per hour. In addition, the District will pay the Attorney for other actual and necessary expenses and costs with respect to providing legal services.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

RECOMMENDATION

It is recommended that the Board approve the renewal of the agreement with Dannis Woliver Kelley for the period July 1, 2018 through and including June 30, 2019 in an amount not to exceed \$30,000.

BOARD REPORT NO. 18-6-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jasmine Robinson, Director of Web Services, 358-6788
Megan Rodriguez Antone, Director of Community Relations and Marketing, Cañada College
Rich Rojo, Director of Community Relations and Marketing, College of San Mateo
Cherie Colin, Director of Community Relations and Marketing, Skyline College

APPROVAL OF SOLE SOURCE PURCHASE OF SOFTWARE SUBSCRIPTION AND SERVICES FROM FUNNELBACK

The Colleges offer students a search tool to help them find information on the College websites. The previous tool allowed students to visit the website, type a question and be presented with a “best” answer based on a knowledgebase of answers that the Colleges manually maintain. Populating the knowledgebase and keeping the content up-to-date was time consuming and not sustainable. The content became outdated and difficult to manage.

In 2017, after researching other search tool alternatives, Skyline College and ITS identified Funnelback as a potential alternative to the existing tool. It is a cloud service focused on higher education and is more reasonably priced than the current tool, resulting in a savings of \$118,000 over five years. Skyline College and ITS implemented and launched the tool on Skyline’s website. Now, in response to a student’s typed question, Funnelback queries the college websites, web schedule of classes, degrees and certificates, calendar of events and staff directory and presents a list of pertinent links. Funnelback also provides an Accessibility Auditor tool that allows the colleges to see which searchable content does not meet ADA 508 and WCAG 2.0 requirements.

The Colleges wish to standardize on Funnelback Districtwide. This tool has been successfully piloted at Skyline College and much of the necessary system integration work is done. It would be in the best interest of the District to standardize on a single tool across the Colleges. A competitive bidding process would not result in advantage to the District.

RECOMMENDATION

It is recommended that the Board of Trustees approve the sole source purchase of software subscription and services from Funnelback for all three Colleges and the District Office for a period of five years in the amount of \$196,886, effective July 1, 2018. After the five-year period, ongoing annual subscription fees will apply.

BOARD REPORT NO. 18-6-6CA

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

APPROVAL OF CONTRACT FOR ASL INTERPRETING SERVICES WITH LINGUABEE

The Offices of Disabled Students Programs and Services (DSPS) strive to ensure that SMCCCD students with disabilities have full access to all institutional programs and classes. In compliance with Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act, students with verified disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction. American Sign Language (ASL) interpreters and CART Translation Services are considered reasonable accommodations. Based on verification of disability and individual educational limitations, DSPS provides accommodations for our students with educational limitations due to a hearing impairment.

In 2015, the Board approved a contract award (BRD 15-7-100B) for Districtwide ASL and CART Services. The District has experienced some service issues with the chosen ASL vendor. The District and Vendor are working to resolve these issues. However, in order to ensure the necessary ongoing capacity for ASL services for students, the District wishes to contract with Linguabee as an additional provider. The vendor has provided services for College of San Mateo for the last several months and the College has been very pleased with service and pricing.

ASL services are purchased pursuant to Government code 53060, which allows the board to enter into contracts for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters without competitive bidding.

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year, Districtwide contract to Linguabee, effective July 1, 2018. The contract will contain an option to renew for one additional one-year period. Quotes for the services under the agreement will be obtained each semester and on an as needed basis for the population in need. Expenditures for the services over two years are not expected to exceed \$600,000.

BOARD REPORT NO. 18-6-102B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor
 PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

ADOPTION OF THE 2018-19 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2018. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2017-18 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 12, 2018.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor’s Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2018-19 Integrated District Budget Planning Calendar on January 24, 2018.

RECOMMENDATION

To meet the California Code of Regulations, Section §58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2017-18 accounting records, and to begin 2018-19 disbursements in July 2018, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 185,871,409
General Fund, Restricted	40,680,658
Self-Insurance Fund	1,767,036
Debt Service Fund	52,132,200
Capital Projects Fund	141,306,751
Bookstore Fund	7,107,000
Cafeteria Fund	196,000
San Mateo Athletic Club/Aquatic Center (SMAC)	4,120,000
Community, Continuing, Corporate Education	1,630,000
Child Development Fund	1,303,939
Trust Funds (Financial Aid)	18,300,000
Reserve Fund for Post-Retirement Benefits	<u>3,547,737</u>
TOTAL – ALL FUNDS	\$ 457,962,730

THE TENTATIVE BUDGET REPORT provides a summary of the 2018-19 State budget and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through L.

May Revision

On May 11, the Governor presented a \$138 billion State budget. It is a budget plan that seeks to limit permanent increases in new spending. In his final year, Governor Jerry Brown leaves a healthy State budget marked by a surplus.

The May Revision marks the start of negotiations with lawmakers, leading up to the Legislature's June 15 constitutional deadline to pass a State budget. Just as in recent years, the State budget is expected to be signed by the Governor before July 1st.

Throughout the current fiscal year, State revenues have been higher than forecasted both before and during the important tax month of April. With this in mind, Governor Brown is proposing a final May Revision that combines both long-term and one-time investments while setting aside funds for a rainy day.

The May Revision assumes continued expansion of the economy built on prudent fiscal policies—building the State's reserves and avoiding new ongoing obligations. The May Revision does not anticipate a recession, but acknowledges and plans for economic risks. The U.S. real gross domestic product growth is projected at 3% in 2018 and 2019, but falling to 1.9% starting in 2020.

The Governor proposed two major initiatives for the community colleges in January—a revised funding formula and a new online community college. Both proposals resulted in significant feedback from stakeholders and policy discussions at the State level.

In a summary provided below by School Services of California, the May Revision appears to be slightly better than the January proposal.¹

Community College Proposals

The Governor made some changes to the most significant community college initiatives from his January Budget proposal: the new funding formula for general apportionments and the creation of an online California community college.

New Funding Formula

In January, Governor Brown proposed \$175 million to support the community colleges' transition to a new Student-Focused Funding Formula for general purpose apportionments similar to the K-12 Local Control Funding Formula. After consulting with the California Community Colleges Chancellor's Office (CCCCO) and other leading community college stakeholders the Governor has made some significant adjustments to the components of the formula in the May Revision:

- **Base Grant.** The base grant would compose of 60% of the formula and would be based on a three-year rolling average of full-time equivalent students (FTES). Noncredit FTES, including career development and college preparation FTES, would be funded using the existing structure and would not be included within the formula—rather, it would be treated as an add-on.
- **Supplemental Grant.** The supplemental grant would consist of 20% of the formula and would be based on head counts: the number of low-income students over the age of 25 receiving a College Promise Grant fee waiver, the number of Assembly Bill 540 students, and the number of students receiving a Pell grant.

¹ School Services of California, Overview of the 2018-19 May Revision, May 18, 2018.

- **Student Success Incentive Grant.** The student success incentive grant would cover the last 20% of the formula and would be based upon head counts of the completion of associate degrees and certificates over 18 units, Associates Degrees for Transfer (ADTs), successful transfers to four-year institutions, completion of transfer-level math and English courses in the first year, obtaining a regional living wage within 12 months of completing a degree or certificate program, and successfully completing nine credit units of Career Technical Education (CTE) courses. Districts will also receive additional funding within this grant upon the successful outcomes of economically disadvantaged students.

Additionally, Governor Brown proposes \$104 million in one-time funding to provide discretionary resources to districts whose year-over-year increase in general purpose apportionment funding would be less than the cost-of-living adjustment (COLA) of 2.71% in 2018-19. Since this is a one-time augmentation there is no additional protection proposed at this time for 2019-20 or beyond to ensure that the funding increases in each year provide at least the statutory COLA.

The Budget Conference Committee consisting of Governor Brown, Senate President Pro Tempore Atkins, and Speaker Rendon had been meeting to reach agreement. Some modifications have been made since the May Revision. The Department of Finance added two changes to the proposal with the first including a new “stability” provision specifying that each year, a district would receive the greater of their past year or current year funding and the second that the proposal no longer includes any changes to existing provisions related to counts of summer enrollment (i.e. current practices continue.)

The additional modifications made as part of the budget agreement are as follows:

- A three-year phase-in of the formula, with the model designed to provide 70 percent for the base allocation, 20 percent for the equity allocation, and 10 percent for the student success allocation in 2018-19 (a 70-20-10 split), with a 65-20-15 split in 2019-20 and a 60-20-20 split in 2020-21.
- As part of the equity and student success allocations, use of counts for all College Promise Grant recipients, rather than only College Promise Grant recipients age 25 and over (as was proposed in the May Revision).
- Extension of the discretionary funds to cover a three-year period, which guarantees that all districts would receive funding increases at least equal to the cost-of-living adjustment for those three transition years.

The agreement also creates an oversight body to monitor implementation of the new formula and make recommendations to the State Chancellor’s Office and to the Governor and the Legislature for its improvement.

While the Legislative Analyst’s Office (LAO) supports the idea of a new funding formula, the LAO states that there is not sufficient time for the proposed revisions to be fully reviewed by legislators before the enactment of the State budget.²

California Online Community College

In January, Governor Brown proposed \$120 million (\$20 million ongoing) for the creation of the California Online Community College to provide quality, affordable, and flexible educational opportunities for working adults without a postsecondary credential to improve their economic mobility. The May Revision makes the following clarifications to the January proposal:

- **Governance.** The Board of Governors would serve as the Governing Board of the college and would, along with the Chancellor, choose the president of the college who would then establish an advisory council to advise him or her on issues related to the college
- **Collective Bargaining.** The faculty and classified employees would be represented for the purposes of collective bargaining by partnering with an existing district to establish a collective bargaining agreement

² The Legislative Analyst’s Office, Analysis of the 2018-19 May Revision Education proposals, May 14, 2018.

- **Student Success.** The college would report on outcome measures similar to all other community colleges and, to provide greater accountability, would provide a comprehensive status report in its third year of operation regarding student outcomes and the college's progress on reaching working adults
- **Accreditation.** The president of the college would be responsible for commencing the accreditation process upon enrollment of the college's first cohort of students
- **Curriculum.** The curriculum developed by the college and its faculty would have the same academic protections granted to all curricula developed by other community college faculty.

The LAO has concerns with the proposal and cites it is not clear how the Online College would provide better access to working adults. It recommends rejection of the Online College proposal and that the Legislature should pursue improvements to the existing community college online system to better serve working adults throughout the State.

Various faculty groups throughout the State also soundly opposed the proposal. It has been viewed as duplicative of the existing online systems that are currently in place at community colleges. Faculty unions argue that proposed funds be directed instead towards the Online Education Initiative that has been helping colleges create online classes.³

The most recent Budget agreement includes additional language to specify alignment between the Online College and other community colleges. The agreement also includes \$35 million one-time funds to support the Online Education Initiative which would help expand and improve online education at all the community colleges.

Other General Apportionment Proposals

The January proposal provides 1% growth funding, with a reduction in funds due to a reduced estimate of the cost. Growth funding is proposed to be applied on top of the three-year rolling average calculation for the Base Grant in the new funding formula.

In the May Revision, the Governor proposes an increase of \$73.7 million from his January proposal for apportionments, which includes:

- An increase of \$46.9 million to reflect the amount of FTES funding earned back by community college districts that declined in enrollment during the previous three years
- An increase of \$14.9 million to reflect unused growth provided in 2016-17
- An increase of \$11.9 million to reflect a change in the COLA from 2.51% to 2.71%

Other Programs

In the May Revision the Governor proposes to decrease the January proposal for deferred maintenance by \$131.7 million, from \$275.2 million to \$143.5 million in one-time funds, due to shifting funds to other priorities.

The Governor makes the following augmentations from the January 2018-19 State Budget proposals for other community college programs:

- Financial Aid Awards—An increase of \$7.8 million for the proposed Student Success Completion Grant to reflect an increased estimate of students
- Financial Aid Technology Improvements—An increase of \$13.5 million one-time and \$5 million ongoing to upgrade colleges' financial aid management systems for more efficient processing
- Apprenticeships—An increase of \$4.8 million ongoing for increased reimbursements to K-12 and community college-sponsored apprenticeship programs and an increase of \$5.9 million one-time to backfill shortfalls in Related and Supplemental Instruction hours in the prior years
- Open Educational Resources—An increase of \$6 million one-time to expand open educational resources

³ <https://www.scpd.org/news/2018/04/12/82235/faculty-say-they-don-t-want-a-new-online-community/>

- NextUp Program Augmentation—An increase of \$5 million to expand the NextUp Program, which supports current and former foster youth, at 20 community college districts
- Adult Education Block Grant Program—An increase of \$1 million to reflect the increase in COLA
- Categorical Program Cost-of-Living Adjustment—An increase of \$581,000 to reflect the increase in COLA for the Disabled Student Programs and Services program, the Extended Opportunities Programs and Services program, the Special Services for CalWORKs Recipients program, and the Child Care Tax Bailout program

At the recent Association of Chief Business Official (ACBO) conference, sessions were held to clarify and update the community college districts throughout the State regarding May Revision items.

Both the State Senate and State Assembly rejected the Student-Focused Funding Formula. There were also other smaller allocations proposed by the Senate and Assembly that were funded by not approving the Funding Formula. The Chancellor's Office will continue to advocate for the Funding Formula.

The Senate approved the Online College Proposal and made modifications to related laws and included \$44 million for the Online Education Initiative whereas the Assembly rejected the Governor's Proposal and included instead \$60 million one-time funds for Institute for Innovation in Online Learning.

Additionally, the Senate and Assembly approved the proposal to consolidate Student Success, Basic Skills and Student Equity into a single categorical program.

The LAO also supports the proposed consolidation of the three student success programs namely the Student Success and Support Program, Student Equity Program, and the Student Success for Basic Skills Program into a single block grant. It further recommends the inclusion of nine additional student support programs as these programs target similar student populations.

As the Budget Conference Committee began reviewing the differences in plans from both houses and discussed the mix of one-time versus ongoing spending plans, reconciling the differences in language and funding levels will soon be decided and agreed upon before a State budget is signed by July 1, 2018.

District Budget Planning

The District is community-supported and funded almost entirely through local sources. This means the standard non-categorical allocations for public education – such as apportionment, growth and State funded COLA – do not apply to us.

While the majority of increases to higher education in the State budget in large part do not affect us, the District will continue to receive categorical funding for EOPS, DSPS and the proposed consolidated block grant that includes Student Success and Support Program, Student Equity and Basic Skills. There is also potential funding from the Physical Plant and Instructional Support (PPIS) grant program to support scheduled maintenance and instructional equipment.

The District budgets Innovation Funds every year in support of activities that seek to achieve the goals of the District Strategic Plan. A report on the uses of 2017-18 Innovation Funds will be presented by each of the sites for the Adopted Budget in September.

For 2018-19, a \$1 million distribution in ongoing Innovation Funds of \$250,000 for each site includes the following summary of requests:

Cañada College (\$250,000)

Cañada College Scholarship Program: \$250,000

District Strategic Goals Met: 1 and 2

Cañada College will utilize Innovation Funds to support the College's Promise program. The College's goal is to recruit and onboard 350 students in the Promise Program. To do this, several personnel and administrative issues must also be addressed including hiring four full-time, temporary staff to manage the program, and develop guidelines for student intake that are aligned with the District and the other colleges. Additionally, the College will incorporate Road Trip Nation career exploration tool into all Promise student's work plans, and will incorporate financial planning as a major component of our student's first year program.

College of San Mateo (\$250,000)

Accelerated Math Program: \$250,000

District Strategic Goals Met: 1, 3 and 4

College of San Mateo will implement its accelerated Math Program in the 2018-2019 academic year in response to AB 705. Math faculty at all three district colleges have collaborated and have developed curriculum that is based on the highly successful program offered at Cuyamaca College. CSM anticipates increased ongoing costs in several areas including:

- 1) Additional faculty required to teach courses
- 2) Expansion of the MATH SI program
- 3) Addition of a Retention Specialist

Skyline College (\$250,000)

Accelerated Study in Associate Programs (ASAP) Replication: \$25,000

District Strategic Goals Met: 1, 2 and 3

The Skyline College Promise that students can "Get in. Get through. Get out...on time!" is the institution's commitment to ensuring that students complete their educational and career goal in a timely manner. Among the strategies and programs that Skyline College needs to deliver on this Promise, is the implementation of the Accelerated Study in Associate Programs (ASAP) program model to the Promise Scholars Program, which has increased the percentage of students who earn an Associate's Degree in three years from 14% to 58%. The replication of ASAP at Skyline College will be the evolution of the current Promise Scholarship Program to become the Promise Scholars Program, focused on relieving the financial, academic, and transition barriers that obstruct students' ability to enroll and complete full-time credit enrollment, especially from local high schools in San Mateo County.

The goal is to provide a comprehensive, integrated, and student-centered program that provides components that are directly aligned with the District Strategic Goals:

- Promise Scholarship for recent HS Graduates, Adult and GED Completers
- Dedicated Counseling/Advising
- Incentivize Full-time Enrollment and program participation
- Integrated connection to Skyline College's Guided Pathways

Resources would ensure that the appropriate level of counseling and advising support, student support, and financial incentives for full-time enrollment and completion are available. Starting last year, the college designated \$150,000 of Innovation fund dollars to create an ongoing stream of fiscal resources to support this

effort, with the goal of gradually building it up each year. Metrics to evaluate the success of this program would include: Fall to Spring persistence, successful course completion rates, GPA, academic progress towards certificate/degree completion, and cohort data evaluation after two years. At full scale within four years, the program is projected to support up to 2,000 full-time students.

Compliance with ABA Recommendation for Paralegal Program: \$40,000

District Strategic Goals 1 and 2

The Paralegal Program recently underwent a site visit by a team to consider American Bar Association (ABA) endorsement of the program. This endorsement adds value to the program of students who graduate and seek jobs in the Paralegal labor market. The visit resulted in high praise for the program, the curriculum, the faculty and the partnership. In the “suggestions”, the ABA representatives indicated that the program lacked the expected staffing support for clerical, administrative, and outreach activities designed to maintain the necessary partnerships with the court systems, law firms and organizations who provide internships and hire the graduates.

Equity Fellow-in-Residence: \$20,000

District Strategic Goals 1 and 2

The Equity Fellow-in-Residence Program brings a distinguished cultural theorist and thought leader to advance equity work and to challenge systems of exclusion and marginalization through workshops, events, performances, presentations, faculty, staff and student engagement and mentoring.

SparkPoint Center: \$45,000

District Strategic Goals 1 and 2

Skyline College was the first California Community College to launch a financial literacy center for students specifically focused on mitigating the impact of poverty in student success in higher education. Modeled on the Annie E. Casey Foundation, the SparkPoint Center at Skyline College is part of a regional United Way of the Bay Area network of financial education centers designed to serve individuals and families who are working to achieve financial self-sufficiency. Students and other members of the community utilize SparkPoint services and resources to achieve financial self-sufficiency. Innovation funds will assist in institutionalizing the staff position charged with financial coaching and program coordination.

The SparkPoint Center provides a physical location for students and community members to have access to services that include and support District Strategic Goals:

- Food Pantry
- Financial Coaching
- Access to Public Benefits
- Grove Scholars Program for students in CTE programs
- Income Tax Preparation and Banking Services Support
- Intentional advising and coaching to support certificate and degree completion

Longitudinal data for SparkPoint support that students who receive two or more of the above listed services persist at rates above 90% and, while the food pantry is often the entry point for students to access services, the most critical component to SparkPoint’s success is the role of financial coaching.

Skyline Express Shuttle: \$100,000

District Strategic Goals 1 and 2

Thanks to a grant from the San Mateo Transportation Authority, Skyline College provides free, non-stop shuttle service between the Daly City BART station and the college campus. The shuttle is open to all students, faculty, staff and the public. The college is required to make a match ranging from 25-50% depending on the obligation in the grant. In current and future years, Skyline College matches more than \$150,000 of cost. This service supports DSG 1 and 2.

Women's Mentoring Leadership Project: \$20,000

District Strategic Goals 1, 2 and 3

The Women's Mentoring and Leadership Academy provides mentoring, training, and leadership development in addition to providing academic and social support, intercultural communication, and small group communication skill development, personal wellness, and career readiness. Participants become mentors of other women across the globe and in turn, are mentored by professionals themselves. Women who participate in the academy will be empowered and transformed to achieve intellectual, cultural, social, economic and personal fulfillment, supporting them in getting in, through and out on time. The program has been a PIF project for three years and is highly valued by community and President's Council members.

District Office (\$250,000)

Educational Services and Planning: \$250,000

District Strategic Goals Met: 1, 2, 3 and 4

The Innovation Funds allocated to the Educational Services and Planning Division will be utilized to further the development and implementation of the planning, research, institutional effectiveness, and resource development infrastructure in support of the implementation of the District Strategic Plan. Funds will be used to support staff and services that will be dedicated to developing the reporting and analytics capacity of the District, in order to provide information that can be used for resource development that supports scaling of innovations that increase student success, equity, and social justice across the three Colleges.

Proposition 30/55

The District continues to receive funds for the Education Protection Account (EPA), an extension of the income tax portion of the initiative which was extended and approved in 2016. Proposition 55 will continue funding education.

Based on \$100 per FTES, the District is expected to receive \$1,494,710 in 2018-19.

2018-19 Revenue Projection

The revenue estimates are based primarily upon local property taxes, redevelopment funds, and student fees. The District has prepared an estimate of its base revenue taking into consideration a set of factors that include enrollment and higher property tax assessed valuation. The District's total revenue projection is \$185,871,409.

For 2018-19, the assumptions include:

1. Community supported status continues in 2018-19.
2. 2017-18 FTES based on -2% decline over 2016-17 FTES goals/actuals.
3. 2018-19 Non-resident FTES the same as last year, International FTES based on College estimates.
4. 3.22% inflation on certain expenses.
5. Utilities and benefits are based on best estimates.
6. Allowance for compensation increases per total compensation formula.
7. Fixed costs are based on best estimates.
8. No student fee increase (currently at \$46 per unit).
9. Current property tax increase of 7.30%.
10. Lottery rate at \$146.

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. The following tables summarize projected revenues and expenditures. In addition to annual inflationary cost increases, costs include those associated with providing health and medical benefits to active and retired employees, increases in insurance premiums, technology upgrades and maintenance as well as utilities.

Revenues	2017-18 Final Budget	2018-19 Tentative	\$ Change
Total Base Revenue:			
Property Taxes	\$138,011,771	\$143,918,536	\$5,906,765
RDA AB1290/residual	7,866,082	11,776,319	3,910,237
Student Fees	10,808,205	9,727,515	(1,080,690)
Education Protection Acct (Prop 55)	1,626,819	1,494,710	(132,109)
Lottery	2,634,675	2,443,855	(190,820)
State PT Faculty Parity	1,359,858	1,359,858	0
P/T Faculty Office Hours/Med.	-0-	146,972	146,972
Apprenticeship	238,730	238,730	0
Non-Resident Tuition	9,329,585	9,618,062	288,477
Interest	800,000	1,000,000	200,000
Mandated Costs	455,509	418,519	(36,990)
Miscellaneous	4,199,583	3,728,333	(471,250)
Total	\$177,330,818	\$185,871,409	\$8,540,591

Expenditures	2017-18 Final Budget	2018-19 Tentative	\$ Change
Site Allocations with Benefits	\$139,452,905	\$147,583,568	\$5,248,833
Other Employee Benefits	500,000	500,000	0
Retiree Benefits	7,333,693	4,036,435	(3,297,368)*
Formula Adjustments	1,519,340	1,053,121	(466,219)
Apprenticeship	238,730	238,730	0
Other Miscellaneous Expenses	5,935,083	6,635,247	700,164
Utilities	4,576,146	5,020,543	444,397
Salary Commitments	12,570,200	15,559,607	2,989,407
Managed Hiring	50,000	50,000	0
Insurance	1,236,000	1,379,396	143,396
Consultant/Legal/Election	1,175,000	715,000	(460,000)
Staff Development	542,000	577,000	35,000
Software/Hardware/Telephone	2,129,621	2,448,609	318,988
Museum of Tolerance	72,100	74,263	2,163
Total	\$177,330,818	\$185,871,409	\$8,540,591

*The latest Actuarial Study of Retiree Health Liabilities prepared in September 2017 indicates that, with addition of 2017/18 contribution, the District's liability is almost fully funded at 98%. Therefore, 2018/19 will be the first year in which the District will disburse approximately \$3M of savings generated in the Futuris Other Post-Employments Benefits (OPEB) Trust to fund its "pay as you go" retiree health benefits costs.

The Tentative Budget reflects a balanced budget whereby projected expenditures will be covered by sufficient revenues. The site allocations also factored in inflation to non-salary and benefit items that were not previously included. The Tentative Budget will be revised to include any changes resulting from the enacted State budget and the 2017-18 fiscal year-end carryover numbers along with existing fund balances.

2017-18 Ending Balance Estimates

The current projections of 2017-18 ending balances submitted by the Budget Offices for each site are as follows:

Cañada College	\$655,000
College of San Mateo	\$1,150,000
Skyline College	\$980,000
District Office	\$120,000
Facilities	<u>\$650,000</u>
	\$3,555,000

2018-19 Estimated Beginning Balance

The beginning balance is estimated at \$38,763,211 which includes a reserve equal to 15% of expenditures. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities in 2017-18 and will be carried over into the new fiscal year as committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District's financial records.

2018-19 Tentative Site Allocations

The site allocations for the Tentative Budget will be adjusted for step, column, longevity, and compensation settlement increases according to the resource allocation model. Benefits are managed at each of the sites. Any additional adjustments to the allocations will be made to the adopted budget.

Site	<u>Allocation total with benefits</u>
Cañada College	\$27,067,544
College of San Mateo	44,492,111
Skyline College	44,567,075
District Office	17,804,823
Facilities	13,652,005

The major functional uses of the unrestricted general fund budget are illustrated below by major account category.

Account Category	2017-18 Final Budget	2018-19 Tentative	\$ Change
Certificated Salaries	\$71,177,060	\$70,084,554	(1,092,506)
Classified Salaries	38,719,695	46,885,082	8,165,387
Employee Benefits	41,477,136	41,849,010	371,874
Supplies/Materials	7,777,026	4,269,506	(3,507,520)
Operating Expenses	23,857,604	19,846,831	(4,010,773)
Capital Outlay	385,042	86,400	(298,642)
Transfers/Other	4,767,034	2,850,025	(1,917,009)
Total	\$188,160,598	*\$185,871,409	\$(2,289,190)

*Does not include beginning balance/carryover as final figures will not be known until after the 2017-18 books are closed. Final compensation increases will be allocated pending negotiation settlements for all groups in early to mid-July.

**San Mateo County Community College District
2018-2019 Tentative Budget
Unrestricted General Fund (Fund 1) - Total District**



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	9,927,904	9,152,247	9,410,147	2
3 Local Revenue	167,402,914	156,056,405	176,461,262	3
4 Total Revenue	\$177,330,818	\$165,208,653	\$185,871,409	4

Expenses				
5 Certificated Salaries	\$71,177,060	\$60,312,157	\$70,084,554	5
6 Classified Salaries	38,719,695	39,081,264	46,885,082	6
7 Employee Benefits	41,477,136	41,134,122	41,849,010	7
8 Materials & Supplies	7,777,026	2,553,986	4,269,506	8
9 Operating Expenses	23,857,604	11,107,750	19,846,831	9
10 Capital Outlay	385,042	326,728	86,400	10
11 Total Expenses	\$183,393,563	\$154,516,007	\$183,021,384	11

Transfers & Other				
12 Transfers In	0	412,302	0	12
13 Other Sources	0	0	0	13
14 Transfers out	(4,683,407)	(6,224,522)	(2,850,025)	14
15 Contingency	(83,627)	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	(\$4,767,034)	(\$5,812,220)	(\$2,850,025)	17

Fund Balance				
18 Net Change in Fund Balance	(\$10,829,780)	\$4,880,426	(\$0)	18
19 Beginning Balance, July 1	33,882,785	33,882,785	38,763,211	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$23,053,006	\$38,763,211	\$38,763,211	21

*****The total shown includes estimated Prop 30/55 (EPA) funds and no carryover funds*****
Includes combined total of Central Services, District Office, Cañada College, College of San Mateo,
and Skyline College

San Mateo County Community College District
2018-2019 Tentative Budget
Unrestricted General Fund (Fund 1) - Total District
Educational Protection Account (EPA)



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	1,626,819	1,626,819	1,494,710	2
3 Local Revenue	0	0	0	3
4 Total Revenue	\$1,626,819	\$1,626,819	\$1,494,710	4
Expenses				
5 Certificated Salaries	\$917,821	\$917,821	\$852,453	5
6 Classified Salaries	234,143	234,143	245,171	6
7 Employee Benefits	419,186	419,186	397,086	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	55,669	55,669	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$1,626,819	\$1,626,819	\$1,494,710	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	0	0	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$0	\$0	\$0	21

Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline Coli

Proposition 30/55 (EPA) funds are shown as part of the Unrestricted General Fund totals and are fully expended each fiscal year.

<u>Estimated Beginning Balance</u>	
Professional Development	\$336,000
Staff Development	279,000
Emergency Preparedness	293,000
Telecom contracts	200,000
Elections Carryover	200,000
Indirect Cost Pool	200,000
Skyline International	309,500
DO Innovation	100,000
CAN Innovation	400,000
CSM Innovation	1,000,000
SKY Innovation	0
CAN various projects	300,000
CSM various projects	2,450,000
SKY various projects	500,000
Miscellaneous projects	150,000
Apprenticeship	250,000
Encumbrances:	
CSM	0
CAÑADA	0
SKYLINE	75,000
District/Facilities	25,000
Central Services	60,000
College Events	100,000
<u>Miscellaneous:</u>	
Site Ending Balances	
CAÑADA	655,000
CSM	1,150,000
SKYLINE	980,000
DISTRICT OFFICE	120,000
FACILITIES	650,000
Contingency--15%	27,880,711
Other Carryover	100,000
	<u>\$38,763,211</u>

San Mateo County Community College District
2018-2019 Tentative Budget
Internal Service - Self-Insurance Fund (Fund 2) - Central Services



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1	\$0	\$0	\$0	1
2	0	0	0	2
3	0	0	0	3
4	\$0	\$0	\$0	4
Expenses				
5	\$0	\$0	\$0	5
6	43,209	254,960	40,748	6
7	19,552	132,680	18,438	7
8	5,000	0	0	8
9	1,498,569	1,507,595	1,707,849	9
10	0	0	0	10
11	\$1,566,330	\$1,895,235	\$1,767,036	11
Transfers & Other				
12	\$1,403,379	\$1,403,379	1,379,396	12
13	\$904,210	\$904,210	\$730,979	13
14	0	0	0	14
15	0	0	0	15
16	0	0	0	16
17	\$2,307,589	\$2,307,589	\$2,110,374	17
Fund Balance				
18	\$741,259	\$412,354	\$343,339	18
19	7,635,134	7,635,134	8,047,488	19
20	0	0	0	20
21	\$8,376,393	\$8,047,488	\$8,390,827	21

San Mateo County Community College District
2018-2019 Tentative Budget
Debt Service Fund (Fund 25) - Central Services



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$400	\$150	\$200	1
2 State Revenue		0	0	2
3 Local Revenue	54,421,500	54,421,500	52,132,000	3
4 Total Revenue	\$54,421,900	\$54,421,650	\$52,132,200	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	0	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$0	\$0	\$0	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	\$0	\$0	\$0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(54,369,200)	(54,369,200)	(\$52,082,175)	16
17 Total Transfers/Other	(\$54,369,200)	(\$54,369,200)	(\$52,082,175)	17
Fund Balance				
18 Net Change in Fund Balance	\$52,700	\$52,450	\$50,025	18
19 Beginning Balance, July 1	53,012,421	53,012,421	53,064,871	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$53,065,121	\$53,064,871	\$53,114,896	21

San Mateo County Community College District

2018-19 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAM
Based on Current Agreements and Funding Estimates

Fund	Program	Source	College of San			Chancellor's Office	Total
			Mateo	Cañada College	Skyline College		
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	CTEA Perkins IV-1C	Federal	155,661	104,657	180,321		440,639
30105	CTE Transitions	Federal	41,377	41,377	41,377		124,131
30111	HSI Cooperative A2B C/O	Federal		300,000			300,000
30117	NSF S-STEM Scholarships C/O	Federal		100,000			100,000
30120	NSF CALSTEP C/O	Federal		40,000			40,000
30121	HSI Institutional ESO	Federal		524,799			524,799
30126	NSF BioBridge C/O	Federal			5,000		5,000
30127	TRIO - SSS	Federal			496,320		496,320
30128	TRIO - SSS	Federal		231,103			231,103
30129	Math Science Eng Improvement Prog Coop	Federal		300,000			300,000
30133	Math Science Eng Improvement Prog Inst	Federal		250,000			250,000
30134	HSI Institutional ESO Adelante	Federal		645,744			645,744
30135	HSI STEM GANAS	Federal		869,004			869,004
30136	HSI STEM	Federal	1,197,512				1,197,512
30138	NSF S-STEM Scholarships	Federal			209,771		209,771
30141	KCSM TV Spectrum Repacking Exps	Federal	250,000				250,000
30143	TRIO - Upward Bound	Federal		270,375			270,375
30145	Small Business Dev Ctr-HSUSPF C/O	Federal	60,000				60,000
30146	AmeriCorps Student Ambassador Program C/C	Federal			27,200		27,200
31002	DSP&S	State	861,767	436,356	608,906		1,907,029
31003	EOP&S	State	598,866	552,395	527,026		1,678,287
31004	EOP&S/CARE	State	32,838	54,475	54,841		142,154
31009	Student Success and Support Program*	State	1,495,103	1,048,481	1,531,522		4,075,106
31012	Foster Care Education	State		76,680			76,680
31013	Foster Care Education CSEC	State		4,250			4,250
31016	AB602-Board Fin Asst Prog Adm Allow	State	276,903	231,961	332,663		841,527
31031	CalWORKs	State	128,631	141,894	129,737		400,262
31033	TANF	Federal	27,284	29,383	27,459		84,126
31045	Staff Diversity	State				50,000	50,000
31055	MESA/CCCP/FSS	State	74,515	74,515	74,515		223,545
31065	RCSD CBET	State		50,000			50,000
31069	Lottery Prop 20 Instructional Materials C/O	State	250,000	150,000	300,000		700,000
31142	Student Equity Program*	State	445,079	317,117	592,957		1,355,153
31157	UC Regents Puente Program	State		1,500			1,500
31158	Full-Time Student Success Grant**	State	264,000	128,500	277,000		669,500
31163	Student Success and Support Prog 1718 C/O	State	500,000	100,000			600,000
31168	CalSTRS On-behalf Payments	State				350,000	350,000
31176	CCCCO Strong Workforce 1617 60% C/O	State	150,000	100,000	400,000		650,000
31177	Go-Biz HSUSPF	State	32,000				32,000
31186	Cabrillo CCD Strong Workforce 1617 40% C/O	State	140,000	230,000	230,000		600,000
31187	Promise Innovation Grant CCCCCO C/O	State			800,000		800,000
31191	Basic Skills 2017-18 Allocation C/O	State	265,188	180,000			445,188
31192	Adult Ed Block Grant 2017-18 C/O	State	153,500	100,000	168,271		421,771
31193	Deputy Navigator-Global Trade C/O	State			35,000		35,000
31194	Deputy Navigator-Retail C/O	State			55,000		55,000
31195	Guided Pathways Year 2	State	196,217	154,553	239,153		589,923
31196	CCCCO Strong Workforce 1718 60% C/O	State	441,892	335,625	472,686		1,250,203
31199	CCCCO Hunger Free Campus Support C/O	State	14,420		5,000		19,420
31200	Zero Textbook Cost Degree Grant C/O	State			125,000		125,000
31203	Solano CCD Pathways Gig Economy C/O	State			10,000		10,000
31205	Prop 39 Clean Energy Workforce Prog C/O	State			950,000		950,000
31206	Veteran Resource Center 1718 approp C/O	State	50,000	22,407	40,000		112,407
31207	CAI Pre-Apprenticeship OJT Grant C/O	State	300,000				300,000
31209	CCC Mental Health Services Grant Prog	State	58,334	58,333	58,334		175,000
31210	Cabrillo CCD Strong Workforce 1718 40% C/O	State	243,036	184,590	259,972		687,598
31211	CCCCO Campus Safety 1718 C/O	State				50,755	50,755
31212	CCCCO Innovation in Higher Ed C/O	State	150,000	150,000	365,000	835,000	1,500,000
3121X	Veteran Resource Center 1819 approp	State	60,298	22,407	44,526		127,231
3121X	Nursing Program Support	State	189,039				189,039
3121X	Sierra CCD CCC Maker Implementation	State	100,000				100,000
32004	Public Bdcst-CSG-FM	Local	142,590				142,590
32017	Menlo Park Redevelopment	Local		307,000			307,000

Exhibit D

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
32063	SMCOE - First 5 Early Childhood - EQUIP	Local		57,249			57,249
32110	Public Bdcst-CSG-FM Restricted	Local	50,282				50,282
35022	KCSM TV	Local	2,600,000				2,600,000
35023	KCSM FM	Local	1,700,000				1,700,000
35045	Financial Aid Admin Cost Allow	Local	8,000	12,000	5,000		25,000
35046	Peninsula Library System	Local				50,000	50,000
38187	Middle College HS	Local			800,000		800,000
38188	Middle College HS	Local		20,000			20,000
39001	Parking Fees	Local				4,400,000	4,400,000
39030	Health Service Fees	Local	500,000	350,000	450,000		1,300,000
Total 2018-2019 Tentative Budget			<u>14,310,717</u>	<u>9,442,529</u>	<u>11,191,658</u>	<u>5,735,755</u>	<u>40,680,658</u>

C/O - Estimated carry-forward funds from prior year

* To be consolidated into a single categorical program

** To be combined with Community College Completion Grant program

San Mateo County Community College District
2018-2019 Tentative Budget
Capital Projects Fund (Fund 4) - Total District



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget		
Revenue					
1	Federal Revenue	\$0	\$0	\$0	1
2	State Revenue	1,686,174	1,657,058	0	2
3	Local Revenue	1,098,000	1,455,847	1,100,000	3
4	Total Revenue	\$2,784,174	\$3,112,905	\$1,100,000	4
Expenses					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	3,550,000	2,577,396	3,083,944	6
7	Employee Benefits	1,495,000	1,014,880	1,295,256	7
8	Materials & Supplies	5,313,327	1,256,878	3,768,180	8
9	Operating Expenses	14,879,977	10,709,421	29,534,420	9
10	Capital Outlay	73,058,248	39,302,800	103,624,951	10
11	Total Expenses	\$98,296,552	\$54,861,376	\$141,306,751	11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	0	0	13
14	Transfers out	(372,259)	(619,802)	(504,181)	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	(\$372,259)	(\$619,802)	(\$504,181)	17
Fund Balance					
18	Net Change in Fund Balance	(\$95,884,637)	(\$52,368,272)	(\$140,710,932)	18
19	Beginning Balance, July 1	209,642,303	209,642,303	157,274,031	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$113,757,666	\$157,274,031	\$16,563,099	21

Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.

San Mateo County Community College District
2018-2019 Tentative Budget
Bookstore (Fund 5)



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget		
Revenue					
1	Federal Revenue	\$0	\$0	\$0	1
2	State Revenue	0	0	0	2
3	Local Revenue	7,800,000	7,320,312	7,300,000	3
4	Total Revenue	\$7,800,000	\$7,320,312	\$7,300,000	4
Expenses					
5	Cost of Sales	\$4,325,000	\$3,978,111	\$4,000,000	5
6	Certificated Salaries	\$0	\$0	\$0	6
7	Classified Salaries	1,960,000	1,764,260	1,770,000	7
8	Employee Benefits	640,000	544,948	545,000	8
9	Materials & Supplies	30,000	12,237	12,000	9
10	Operating Expenses	738,000	770,996	780,000	10
11	Capital Outlay	0	0	0	11
12	Total Expenses	\$7,693,000	\$7,070,552	\$7,107,000	12
Transfers & Other					
13	Transfers In	\$0	\$0	\$0	13
14	Other Sources	\$0	\$0	\$0	14
15	Transfers out	0	0	0	15
16	Contingency	0	0	0	16
17	Other Out Go	0	0	0	17
18	Total Transfers/Other	\$0	\$0	\$0	18
Fund Balance					
19	Net Change in Fund Balance	\$107,000	\$249,760	\$193,000	19
20	Beginning Balance, July 1	8,024,627	8,024,627	8,274,387	20
21	Adjustments to Beginning Balance	0	0	0	21
22	Net Fund Balance, June 30	\$8,131,627	\$8,274,387	\$8,467,387	22

San Mateo County Community College District
2018-2019 Tentative Budget
Cafeteria (Fund 5)



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	410,000	322,813	320,000	3
4 Total Revenue	\$410,000	\$322,813	\$320,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	69,000	80,926	80,000	6
7 Employee Benefits	15,000	16,730	16,000	7
8 Materials & Supplies	75,000	0	0	8
9 Operating Expenses	130,000	100,492	100,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$289,000	\$198,148	\$196,000	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	\$0	\$0	\$0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance				
18 Net Change in Fund Balance	\$121,000	\$124,665	\$124,000	18
19 Beginning Balance, July 1	642,470	642,470	767,135	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$763,470	\$767,135	\$891,135	21

San Mateo County Community College District
2018-2019 Tentative Budget
San Mateo Athletic Club & Aquatic Center (SMAC)



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	5,050,000	5,176,353	5,100,000	3
4 Total Revenue	\$5,050,000	\$5,176,353	\$5,100,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	260,000	307,821	310,000	6
7 Employee Benefits	80,000	107,447	110,000	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	3,600,000	3,680,613	3,700,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$3,940,000	\$4,095,881	\$4,120,000	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	\$165,000	\$162,958	\$162,000	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(208,000)	(248,720)	(195,000)	16
17 Total Transfers/Other	(\$43,000)	(\$85,762)	(\$33,000)	17
Fund Balance				
18 Net Change in Fund Balance	\$1,067,000	\$994,710	\$947,000	18
19 Beginning Balance, July 1	3,163,713	3,163,713	4,158,423	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$4,230,713	\$4,158,423	\$5,105,423	21

San Mateo County Community College District
2018-2019 Tentative Budget
Community Continuing Corporate Education (Fund 5)



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	1,400,000	1,455,096	1,500,000	3
4 Total Revenue	\$1,400,000	\$1,455,096	\$1,500,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	600,000	613,733	620,000	6
7 Employee Benefits	220,000	239,228	250,000	7
8 Materials & Supplies	26,000	38,457	40,000	8
9 Operating Expenses	545,000	717,074	720,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$1,391,000	\$1,608,492	\$1,630,000	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	\$0	\$0	\$0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance				
18 Net Change in Fund Balance	\$9,000	(\$153,396)	(\$130,000)	18
19 Beginning Balance, July 1	531,524	531,524	378,128	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$540,524	\$378,128	\$248,128	21

San Mateo County Community College District
2018-2019 Tentative Budget
Child Development Fund (Fund 6) - Total District



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget		
Revenue					
1	Federal Revenue	\$54,000	\$47,786	\$48,424	1
2	State Revenue	\$121,600	\$172,520	\$190,903	2
3	Local Revenue	\$574,396	\$521,229	\$560,432	3
4	Total Revenue	\$749,996	\$741,535	\$799,758	4
Expenses					
5	Certificated Salaries	\$216,052	\$218,968	\$225,537	5
6	Classified Salaries	\$644,427	\$632,047	\$651,008	6
7	Employee Benefits	\$329,310	\$337,024	\$340,394	7
8	Materials & Supplies	\$76,158	\$83,899	\$85,000	8
9	Operating Expenses	\$3,750	\$1,819	\$2,000	9
10	Capital Outlay	\$0	\$0	\$0	10
11	Total Expenses	\$1,269,697	\$1,273,756	\$1,303,939	11
Transfers & Other					
12	Transfers In	\$519,701	\$532,222	\$504,181	12
13	Other Sources	\$0	\$0	\$0	13
14	Transfers out	\$0	\$0	\$0	14
15	Contingency/Reserve	\$0	\$0	\$0	15
16	Other Out Go	\$0	\$0	\$0	16
17	Total Transfers/Other	\$519,701	\$532,222	\$504,181	17
Fund Balance					
18	Net Change in Fund Balance	\$0	\$0	(\$0)	18
19	Beginning Balance, July 1	0	\$0	0	19
20	Adjustments to Beginning Balance	0	\$0	0	20
21	Net Fund Balance, June 30	\$0	\$0	(\$0)	21

San Mateo County Community College District
2018-2019 Tentative Budget
Student Aid Fund (Fund 7) - Total District



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$15,757,178	\$15,008,509	\$16,000,000	1
2 State Revenue	1,185,000	1,223,211	1,200,000	2
3 Local Revenue	1,000,000	1,083,792	1,100,000	3
4 Total Revenue	\$17,942,178	\$17,315,511	\$18,300,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	\$0	\$0	\$0	6
7 Employee Benefits	\$0	\$0	\$0	7
8 Materials & Supplies	\$0	\$0	\$0	8
9 Operating Expenses	\$0	\$0	\$0	9
10 Capital Outlay	\$0	\$0	\$0	10
11 Total Expenses	\$0	\$0	\$0	11
Transfers & Other				
12 Transfers In	\$0	\$1,327,620	\$1,400,000	12
13 Other Sources	0	0	0	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(17,942,178)	(18,643,131)	(19,700,000)	16
17 Total Transfers/Other	(\$17,942,178)	(\$17,315,511)	(\$18,300,000)	17
Fund Balance				
18 Net Change in Fund Balance	\$0	\$0	\$0	18
19 Beginning Balance, July 1	81,380	81,380	81,380	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$81,380	\$81,380	\$81,380	21

San Mateo County Community College District
2018-2019 Tentative Budget
Reserve Fund for Post Retirement Benefits (Fund 8) - Central Services



	2017-18 Adoption Budget	2017-18 Estimated Actual	2018-19 Tentative Budget	
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	0	2
3 Local Revenue	32,000	32,000	30,000	3
4 Total Revenue	\$32,000	\$32,000	\$30,000	4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	3,500,000	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	6,000	10,000	10,000	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$6,000	\$10,000	\$3,510,000	11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	\$4,200,000	4,560,000	\$5,147,737	13
14 Transfers out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(12,200,000)	(12,200,000)	(1,600,000)	16
17 Total Transfers/Other	(\$8,000,000)	(\$7,640,000)	\$3,547,737	17
Fund Balance				
18 Net Change in Fund Balance	(\$7,974,000)	(\$7,618,000)	\$67,737	18
19 Beginning Balance, July 1	16,672,716	16,672,716	9,054,716	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$8,698,716	\$9,054,716	\$9,122,453	21

San Mateo County Community College District

California Community Colleges

Sound Fiscal Management

2018-19 Self-Assessment Checklist

1. Deficit Spending - Is this area acceptable? **Yes** / No

- Is the district spending within their revenue budget in the current year?
 - Yes, the district had a surplus in 16/17 and will have a surplus in 17/18.
- Has the district controlled deficit spending over multiple years?
 - Yes, the District's unrestricted GF Net Change in Fund Balance for 2014/15 was \$2,064,564, for 2015/16 was \$9,996,927 and for 2016/17 was \$1,697,166. The unrestricted GF Net Change in Fund Balance for 2017/18 is projected to be a surplus.
- Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
 - Yes, by fund balance, revenue increases and expenditure reductions.
- Are district revenue estimates based upon past history?
 - District revenue estimates are based upon a combination of past history as well as projections for local property tax (growth in assessed valuation) and changes to redevelopment agency funding.
- Does the district automatically build in growth revenue estimates?
 - The District is now building in changes in assessed valuation and consequent changes in property taxes received. State growth funding no longer affects the District.

2. Fund Balance – Is this area acceptable? **Yes** / No

- Is the district's fund balance stable or consistently increasing?
 - The District's fund balance is fairly stable, increasing over the last 3 years to partially account for increases in spending and a conservative approach to budgeting revenue. The fund balances were \$22,188,692 in 2014/15, \$32,185,619 in 2015/16 and \$33,882,785 in 2016/17.
- Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?
 - The fund balance is relatively stable, reflecting increase in revenue matched by modest increases in expenditures and the desire for a larger percentage fund balance.

3. Enrollment - Is this area acceptable? **Yes** / No

- Has the district's enrollment been increasing or stable for multiple years?
 - No. The District's resident enrollment has been declining steadily with the decline in unemployment in the Bay Area. International student enrollment is increasing.
- Are the district's enrollment projections updated at least semiannually?
 - The District's enrollment projections are updated at P-1 and P-2.
- Are staffing adjustments consistent with the enrollment trends?
 - The colleges adjust their adjunct faculty budgets to match their enrollment projections.
- Does the district analyze enrollment and full time equivalent students (FTES) data?
 - Yes. The CBO works with the VPIs to review the enrollment estimates and compare the trends to historical data.
- Does the District track historical data to establish future trends between P-1 and annual for projection purposes?
 - Yes. The historical data includes P-1, P-2 and P-Annual and includes a review of the estimates after P-A.
- Has the District avoided stabilization funding?
 - Yes. With the advent of Community-Supported status, the District is no longer eligible for stabilization funding.

San Mateo County Community College District

4. Unrestricted General Fund Balance – Is this area acceptable? Yes / No

- Is the District's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
 - The District's unrestricted GF balance has consistently been 9%-21% for the last several years. In 2017/18, the District budgeted for a 13% reserve. In 2018/19, the District is planning to budget for a 15% reserve.
- Is the District's unrestricted fund balance maintained throughout the year?
 - Mostly, although the District does not do mid-year accruals of revenue and some sources of revenue lag, such as lottery. If the accruals were done, the balance would be fairly consistent.

5. Cash Flow Borrowing - Is this area acceptable? Yes / No

- Can the district manage its cash flow without interfund borrowing?
 - With the advent of Community-Supported status, the District relies on both TRANS and interfund borrowing to maintain adequate cash.
- Is the district repaying TRANS and/or borrowed funds within the required statutory period?
 - Yes.

6. Bargaining Agreements - Is this area acceptable? Yes / No

- Has the district settled bargaining agreements within new revenue sources during the past three years?
 - The District reached agreement with all three unions for 3 year agreements for 2016/17 through 2018/19. The agreements include a formula for total compensation based on property tax increases.
- Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
 - The analyses have been ongoing.
- Did the district correctly identify the related costs?
 - Yes, increases in statutory, as well as health and welfare benefits, are included in the total cost when any analysis is done.
- Did the district address budget reductions necessary to sustain the total compensation increase?
 - Budget reductions have not been necessary in the past and are not assumed for future settlements.

7. Unrestricted General Fund Staffing - Is this area acceptable? Yes / No

- Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
 - Permanent staff are controlled through position control and are budgeted out of each entity's site allocation, which is derived in the budgeting process from ongoing revenues.
- Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?
 - According to the Chancellor's Office Trend Analysis, in 2014/15 the District was at 80.4%, in 2015/16 the District was at 79.1%, in 2016/17 the District was at 79.5% and for 2017/18 the District budgeted 80.4%.

8. Internal Controls - Is this area acceptable? Yes / No

- Does the district have adequate internal controls to insure the integrity of the general ledger?
 - Yes. The District has had no audit findings for internal controls.
- Does the district have adequate internal controls to safeguard the district's assets?
 - Yes. The District has had no audit findings for internal controls.

San Mateo County Community College District

9. Management Information Systems - Is this area acceptable? Yes / No

- Is the district data accurate and timely?
 - Banner is real time and information is updated automatically in a variety of instances.
- Are the county and state reports filed in a timely manner?
 - All reports are filed on time.
- Are key fiscal reports readily available and understandable?
 - Banner reports are readily available and managers are trained in Banner.

10. Position Control – Is this area acceptable? Yes / No

- Is position control integrated with payroll?
 - Position control was integrated with payroll when Banner payroll was implemented in January, 2007.
- Does the district control unauthorized hiring?
 - With the implementation of Banner payroll, all positions are approved in advance and no person can receive a paycheck without having his or her paperwork entered into Banner by HR staff and being assigned to an approved position.
- Does the district have controls over part-time academic staff hiring?
 - Part-time academic staff hiring is controlled by the College Instruction Offices and reviewed by Human Resources.

11. Budget Monitoring - Is this area acceptable? Yes / No

- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
 - All District proposals are costed out for at least 3 years prior to finalizing the proposals.
- Are budget revisions completed in a timely manner?
 - Budget revisions are taken to the Board twice a year.
- Does the district openly discuss the impact of budget revisions at the board level?
 - The Board approves all budget revisions. Any use of contingency funds must be approved by a 2/3 majority of the Board.
- Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
 - Since the District has a history of multi-year agreements, the budget has not had to be revised, but can be planned in advance.
- Has the district's long-term debt decreased from the prior fiscal year?
 - Yes. Pursuant to the voters' approval, the District has outstanding General Obligation Bonds which are currently being paid off.
- Has the district identified the repayment sources for the long-term debt?
 - General Obligation Bonds are paid through property taxes.
- Does the district compile annualized revenue and expenditure projections throughout the year?
 - The District Committee on Budget and Finance reviews revenue projections for the current and three future years.

12. Retiree Health Benefits - Is this area acceptable? Yes / No

- Has the district completed an actuarial calculation to determine the unfunded liability?
 - The District completes an actuarial study every two years with last actuarial study fully compliant with GASB 74/75 completed in June 2017.
- Does the district have a plan for addressing the retiree benefits liabilities?
 - The District is on a pay as you go plan for current retirees, but has also established a self-assessment for future OPEB benefits in line with the actuarial study. The District established an OPEB Trust and is in the process of funding the District's long term liabilities for post-employment health benefits. As of the latest actuarial study the District was funded at 83%. In addition, district is making additional transfers to OPEB Trust in 2017/18 which will almost fully fund OPEB liability. The District also capped lifetime benefits in the 1990's to minimize the OPEB liability.

San Mateo County Community College District

13. Leadership/Stability - Is this area acceptable? Yes / No

- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer and Board of Trustees)?
 - There has been no turnover in the CEO or CBO.

14. District Liability – Is this area acceptable? Yes / No

- Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?
 - Yes, this is done as part of the year-end close every year.
- Has the district set up contingent liabilities for anticipated settlements, legal fees, etc?
 - None are currently needed.

15. Reporting – Is this area acceptable? Yes / No

- Has the district filed the annual audit report with the System Office on a timely basis?
 - The audit was filed in December 2017 for 2016/17. The current contract with the auditors specifies that the audit must be complete and filed by December 31.
- Has the district taken appropriate actions to address material findings cited in their annual audit report?
 - There has been only one finding in the FY 2016/17:
 - The District failed to meet the required 50 percent minimum- the District has chosen to not be in compliance with the 50 Percent Law.
- Has the district met the requirements of the 50 percent law?
 - No, the District has chosen to not be in compliance with the 50 Percent Law.
- Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?
 - Yes, all have been timely.

BOARD REPORT NO. 18-6-1C

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

**INFORMATION ON 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 Sequoia Union High School District Board of Trustees will also consider the CCAP relationship.

BOARD REPORT NO. 18-6-2C

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

**INFORMATION ON 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 South San Francisco Unified School District Board of Trustees will also consider the CCAP relationship.