AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
April 24, 2019
Closed Session at 3:00 p.m.; Open Meeting at 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.
- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. 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 3401CSM 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 recorded; recordings are kept for one month.*
- *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

3:00 p.m.   Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases

2. Employee Discipline, Dismissal, Release

3. Conference with Labor Negotiator
   Agency Negotiator: Mitchell Bailey
   Employee Organizations: AFT, CSEA and AFSCME

4. Ratification of January and February 2019 Confidential District Warrants

5. Public Employee Performance Evaluation: Chancellor

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m.   Call to Order/ Roll Call

                   Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

19-4-3C   Report on Activities of Phi Theta Kappa Chapters at Cañada College, College of San Mateo and Skyline College

19-4-4C   Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity

- 19-4-100B   Adoption of Resolution No. 19-6 in Recognition of National Autism Awareness Month

NEW BUSINESS

19-4-2A   Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

19-4-3A   Re-employment of contract and regular faculty for the 2019-20 Academic Year

Approval of Consent Agenda

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

19-4-1CA   Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

19-4-2CA   Acceptance of Grant Funds from the Umoja Community Education Foundation

19-4-3CA   Ratification of January and February 2019 District Warrants

19-4-4CA   Acceptance of National Science Foundation Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (INCLUDES) Alliance Sub-Grant from San José-Evergreen Community College District/Community College Center for Economic Mobility

Other Recommendations

19-4-101B   Adoption of Resolution No. 19-7 Honoring Dr. Regina Stanback Stroud and Naming Her as President Emerita of Skyline College

19-4-102B   Approval of Review and Revisions to Board Policies: 1.45 Agendas for Meetings; 1.60 Rules of Order for Board Meetings; 2.06 Board Policies and Administrative Procedures

INFORMATION REPORTS

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

Highlights from the President's Breakfast

SKYLINE COLLEGE BOARD REPORT
APRIL 24, 2019

President's Breakfast Fundraising Success Continues

Skyline College hosted the 19th Annual President's Breakfast on Thursday, March 21, 2019 at the Lake Merced Golf Club. A crowd of 250 donors gathered from across northern San Mateo County, including representatives from national, state and local government; the San Mateo Community College Board of Trustees; our sister colleges and fellow educators; and the local business community.

This year's Breakfast was incredibly successful, raising roughly $240,000 to support students through the Promise Scholars Program. In addition to providing student scholarships, these funds continue to support the innovative projects and initiatives of the President's Innovation Fund – a mini-grant process that allows faculty and staff to launch creative and effective approaches to achieving Skyline College's mission, vision and values. These projects continue to shape the landscape of Skyline College.

At the event, a short film highlighted the great work done by several of the President's Innovation Fund recipients – work that is a direct result of fundraising from the breakfast.

This year's guest speaker, Promise Scholar Kevin Martinez, spoke about his experience as a Promise Scholar and how the program empowered him to lead other students as a Supplemental Instruction Leader. The moving address underscored why the Promise Scholars Program is such a critical initiative to ensure that every student can attend college.

Kevin said it best in his own words while speaking to President's Breakfast attendees:

"The Promise Scholars Program is truly a catalyst that can spark a world of potential in a single individual. It's a key that can unlock unlimited possibilities. It's a first step in a much larger journey – a journey that I, and all 507 of my fellow Promise Scholars are just starting on – right now."

Article by Connor Fitzpatrick | Photos by Zaw Min Khant

Skyline College Leader Selected as a 2019-2020 Aspen Presidential Fellow

Jennifer Taylor-Mendoza, Ph.D., vice president of instruction at Skyline College, has been selected by the Aspen Institute's College Excellence Program to join the 2019-2020 class of the Aspen Presidential Fellowship for Community College Excellence, a leadership program aimed at preparing the next generation of community college presidents to transform institutions to achieve higher and more equitable levels of student success, both in college and in the labor market.

"We are incredibly proud to have Dr. Taylor-Mendoza on the executive leadership team at Skyline College," said Regina Stanback Stroud, Ed.D., president of Skyline College. "She is the kind of leader institutions of higher education need to make a difference in students' lives. This invaluable fellowship will provide her with unique growth opportunities as she pursues higher leadership responsibilities."

Dr. Taylor-Mendoza and the 39 other Aspen Presidential Fellows will embark on a 10-month fellowship beginning in July 2019. Delivered in collaboration with the Stanford Educational Leadership Initiative, the fellows will work with mentors – current and former community college presidents – who have achieved exceptional outcomes for students throughout their careers. Fellows will also learn from national experts about ways to harness data to assess student success outcomes, strategies for internal change leadership, and how to create strong external partnerships with K-12 schools, four-year colleges, and employers.

The Aspen Presidential Fellowship responds to a specific and growing need for a new generation of leaders who are well-equipped to meet the challenges of the future. Nationally, nearly 80 percent of community college presidents plan to retire in the next decade. The pathway to replace them has traditionally excluded women and people of color. The incoming class of Aspen Presidential Fellows is 65 percent female and non-binary, 43 percent are people of color, and their institutions vary widely in size and location.

"Evidence shows that substantial improvements in student success are achieved only when presidents have the commitment and skill needed to lead change within their institutions and through partnerships in the community," said Josh Wyner, executive director of the Aspen Institute's College Excellence Program. "These fellows have been chosen because they embody that commitment and, we believe, will build their skills even further to become transformational presidents."

Taylor-Mendoza was selected through a rigorous process that considered her abilities to take strategic risks, lead strong teams and cultivate partnerships, and focus on results-oriented improvements in student success and access.

For a bio and photo of Taylor-Mendoza and a list of the 2019-2020 class of Aspen Presidential Fellows, visit: http://as.pn/1ky.

The Aspen Presidential Fellowship for Community College Excellence is supported by the Charles and Lynn Schusterman Family Foundation, College Futures Foundation, Greater Texas Foundation, JP Morgan Chase Foundation, Joyce Foundation, Kresge Foundation, and Andrew W. Mellon Foundation.

Article by The Aspen Institute | Photo by Zaw Min Khant

Lauren Ford Completes Year-Long Fellowship with Biden Foundation

Over the past year, Lauren Ford, who serves as the project director for the Promise Scholars Program (and former campus recruiter) has held a prestigious fellowship as the Higher Education Fellow with the Biden Foundation located in Washington, D.C. As a proud member of the inaugural class of Biden Foundation Fellows, Lauren was the only remote fellow who continued to live and work in California, visiting the D.C. office once a quarter.

Through weekly check-in calls, she received assignments and updates from the higher education team. Her assignments included writing policy memos, creating event plans, conducting research on higher education trends, drafting social media content and writing literature reviews. In addition to providing important content and serving as a community college expert for the Foundation, Lauren also documented her experience through a variety of blog posts published on the Biden Foundation website.

As part of her fellowship, Lauren was able to work with the National College Promise team with Martha Kanter, former undersecretary of education within the Obama administration. She also helped to launch a joint initiative supported by Achieving the Dream (ATD) and the Biden Foundation: Community College Women Succeed (#CCWomenSucceed). CC Women Succeed is an initiative that aims to help adult women students — including single parents — succeed in community college.

In her final blog post, Lauren shared the following sentiments:

"I appreciate all that I have learned and the opportunity to contribute to a nationwide discussion on community college reform. I really appreciate the Biden Foundation team for allowing me to work remotely and making me feel welcomed each time that I visited the office.

I also thank the 2018 Fellows for joining me on this journey and working hard to advance a national conversation around ending violence against women, ensuring LGBTQ equality, strengthening the middle class and supporting military families. I want to end by thanking the Bidens for creating such an amazing organization that is doing important work that will impact the lives of people throughout the country."

You can read more about Lauren's experience as a Biden Fellow at bidenfoundation.org/news/blog/.

Article by Lauren Ford

BETA THETA OMICRON RECEIVES AWARDS AT THE PHI THETA KAPPA INTERNATIONAL CONVENTION

Skyline College's Beta Theta Omicron Chapter of the Phi Theta Kappa Honor Society was named in the top 100 Chapters at the 2018 Phi Theta Kappa Convention in Orlando, Florida on April 6, 2019. Nearly 4,000 community college students participated in the three-day conference that was filled with scholarship and leadership forums.

Skyline College's Chapter also received the 2019 Honors in Action Awards for their project. During the year, members investigated the relationship between tasting genes and food preference. The Chapter won the Honors Case Study Challenge for their entry on the benefits and risks of direct-to-consumer genetic testing. The Chapter has consistently earned national recognition since its chartering in 1999. The Chapter has earned Distinguished Chapter 13 times and has earned the Nevada/California Regional Distinguished Chapter award five times.

The awards were the result of competitive essays documenting the Chapter's multiple projects this year, including a year-long project addressing microbiomes and service projects that taught computer literacy to local senior citizens and a project that brought science labs to middle schools.

Additionally, the 2018-2019 Chapter officers received the Distinguished Chapter Officer Team Award. Officers are shown in the photos receiving their awards on stage at the Convention Center.

"This recognizes our students' outstanding service to our college and the community and recognizes Chapter members who work so hard during the academic year on the four PTK hallmarks of PTK: fellowship, leadership, scholarship and service," said Christine Case, Phi Theta Kappa Advisor. "Phi Theta Kappa offers so many opportunities for our students to extend their education and experiences far beyond the classroom as they prepare for their futures."

Phi Theta Kappa Honor Society is the largest honor society in American higher education with more than 1,300 chapters at two-year and community college campuses in all 50 of the United States and Canada, Germany, the Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia and the British Virgin Islands. There are 94 chapters in California.

Article and Photo by Christine Case

Skyline College Presents at Regional Engineering Education Conference
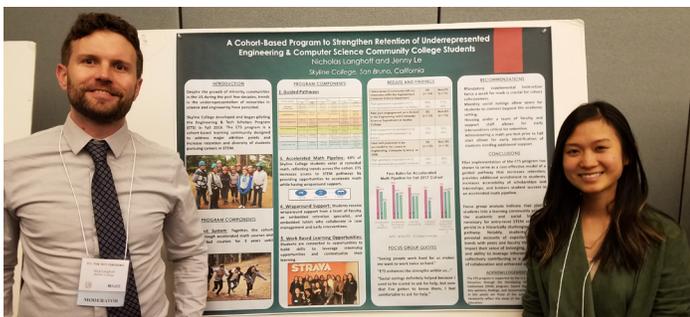
From April 4 – 6, 2019, the Skyline College Engineering Department attended and presented extensively at the American Society for Engineering Education (ASEE) Pacific Southwest (PSW) section conference, held jointly with the California Engineering Liaison Council (ELC) Spring meeting at CSU Los Angeles. Engineering professors Nicholas Langhoff and Maryam Khan, along with Skyline College's new STEM Counselor, Jenny Le, attended workshops and seminars on a variety of educational initiatives.

The event was a special arrangement for statewide faculty, administrators and student services personnel from the various segments (Community College, CSU and UCs) to meet and collaborate with engineering educators from the PSW region including California, Arizona, New Mexico and Nevada. As Chair of the ELC and a member of the ASEE-PSW Board of Directors, Professor Langhoff was largely involved in the planning and implementation of the joint conference.

Over three jam-packed days, the team attended, moderated or presented in a variety of sessions including:

- A poster presentation on Skyline College's Engineering and Tech Scholars (ETS) learning community and the outcomes and opportunities that ETS students gain through the program (pictured here with Nick Langhoff and Jenny Le).
- A workshop on 2+2 Articulation Agreements including a spotlight on Skyline College's emerging dual-enrollment Engineering Transfer Bridge program with San Francisco State University (SFSU). Jenny Le and Nick Langhoff presented.
- A teaching techniques seminar in which Professor Langhoff gave two presentations:
- First Time Flipping – Student feedback and lessons learned from teaching Skyline College's Materials Science course as a flipped class.
- The Art of Electronics: ideas and discussion for a new Skyline College engineering technology curriculum in practical electronics design, test and measurement including schematic entry and PCB design/manufacturing.
- A workshop on interdisciplinary computing: the team learned about local Bay Area four-year programs in or related to data science and made valuable connections with faculty from these institutions.

- A workshop on Access, Inclusion and Workforce Retention of Underrepresented Groups: Gender Issues in Engineering and becoming part of the solution.
- A statewide planning meeting between members of the ELC, the CSU Statewide Academic Senate, and the Intersegmental Curriculum Workgroup (ICW) to work on the planning and implementation of a resolution submitted to the CCC and CSU Chancellor's office for the Engineering Model Curriculum degree pathways to gain similar benefits to those of a Transfer Model Curriculum (TMC) degree as outlined by Senate Bill 1440.

Article by Nicholas Langhoff, Jenny Le, and Maryam Khan | Photo by Greg Pottie, ELC Vice Chair and UCLA Chair of Electrical Engineering

SKYLINE COLLEGE STUDENTS ELECTED TO REGIONAL POSITIONS

On March 23, 2019, Beta Theta Omicron members were elected to 2019-2020 leadership positions in the Phi Theta Kappa Nevada-California region.

Thanh Nguyen was elected Regional President and Sophie Huang was elected Northwest Vice President. Each candidate gave a speech on the honors study topic, Transformations: Acknowledging, Assessing, and Achieving Change.

Officers were elected by a voting delegate from each chapter in the region. Faculty advisors from the region said that Thanh's and Sophie's speeches were excellent. The President presides over the Regional Leadership Conference and the Regional Convention and directs regional activities and projects. The NW District Vice President must hold two District Summits for the

colleges in NW California. Additionally, Skyline College students Michelle Huang, Michael Wong, and Yuele Zhang were elected to the Regional Alumni Association Board.

Article and Photo by Dr. Christine Case

SKYLINE COLLEGE STUDENTS ON ALL-CALIFORNIA ACADEMIC TEAM

Two Skyline College students, Michelle Huang and Yuele (Nora) Zhang, were selected for the All-California Academic Team first team. These students were honored at the California Community College League Award Luncheon in March. In addition to the All-California Team, Michelle was also selected for the Coca-Cola Gold Academic Team. Dean Ray Hernandez accompanied Nora and Michelle to the Community College League Luncheon to receive their awards.

Michelle Huang is a Business Administration major at Skyline College. She is President of the Beta Theta Omicron Chapter of Phi Theta Kappa and is in the Honors Transfers Program. Michelle previously served as Student Organization and Club Council Liaison for the Associated Students and as Secretary for the Skyline College Chapter of Kappa Beta Delta Business Honor Society. Michelle has a passion for learning and for serving. She presented her research on tax amnesty at the Bay Area Honors Research Symposium. She is a Peer Tutor for Economics, Accounting, and Statistics and a Peer Mentor. Through Phi Theta Kappa, Michelle volunteers at senior centers and middle schools and

did a fog-use study for the College. Michelle aspires to work in finance then give back to the community by becoming a college professor. Michelle wants to inspire individuals to aim high, believe in their capabilities, and act toward their dreams.

Yuele (Nora) Zhang is a Biochemistry major at Skyline College. She is in the Honors Transfer Program and serves as Vice President of Records for the Skyline College chapter of Phi Theta Kappa. Nora has a passion for learning and promoting education for everyone. During Spring 2018, she organized science labs to encourage young women to pursue STEM. She currently works in the College Learning Center as a chemistry tutor and volunteers for coastal cleanups, which help strengthen people's awareness about the environment. Nora volunteers at a senior center to help elders with technology. Nora plans to transfer to UC Berkeley. Her long-term goal is to be a pharmaceutical researcher and contribute to medicine development.

Photo, from left: Michelle, Chapter Vice President of Communications Michael Wong, Nora Zhang.

Article and Photo by Dr. Christine Case

Twelfth Rock the School Bells Welcomes over 400 Participants

Skyline College hosted the 12th Annual Rock the School Bells (RTSB) Hip-Hop Conference for over 400 youth and educator's this March. This year's theme, Heart and Soul, highlighted workshops that support participants in fostering holistic health, healing and well-being.

For the first time in its 12 year history, RTSB held separate conferences for youth and educators. On March 9, 2019, over 100 educators gathered to discuss Hip-Hop education and best practices for utilizing hip-hop pedagogy in their educational spaces. Educator's participated in workshops such as:

- Self-Care Through Hip-Hop
- Love, Light, and Lyrics
- Using Hip-Hop Therapy Techniques with Youth through a Social Justice Counseling Framework
- Time's a Wastin; Finding Harmony in Culturally Responsive Hip-Hop Education

Educators also participated in a recess session to tend to their physical and mental health as well as nurture connections with others. Recess sessions included yoga, dance, kickboxing, therapy coloring and a Heart to Heart conversation. Over $3,000 was raised through the educator's conference to help support scholarships for RTSB and the CIPHER learning community. On March 23rd, RTSB hosted over 300 youth from K-12, colleges/universities, and non-profit organizations. Participants attended workshops in:

- Connecting the Dots with your Art Form
- Soup for the Soul: Healing through Food & Performance
- Turning the Tables on Toxic Masculinity
- Freestyle Therapy Cypher

Rock the School Bells 12: Heart and Soul was also highlighted by amazing keynote speakers: Allyson Tintiangco (Heart) and Colin Ehara (Soul) who motivated our educators and Uce Veu (Heart) and Anthony (Ynot) Denaro (Soul) who captivated our youth. Through their words they inspired us to continue creating spaces for artistic expression, take risks and build around love and community. The youth conference was capped off with a special MC Battle and All-Style Dance Battle that showcased their creative talents.

Since 2007, RTSB has been a space for youth and educators to build community around hip-hop education and under new leadership that vision

continues. If you would like to learn more about the RTSB Leadership team or how to get involved in future events, please visit: rocktheschoolbells.com.

Article by Ivan Silva

SERRAMONTE FORD DONATES VEHICLE FOR AUTOMOTIVE CLASSES

During a formal presentation on April 10, 2019, Serramonte Ford donated a 2012 Ford Focus to Skyline College as part of a strategic partnership to support learning in automotive classes at the school.

The vehicle was donated as part of the Ford Automotive Career Exploration (ACE) partnership between Skyline College and Serramonte Ford. ACE strives to raise awareness and increase interest in career opportunities within the automotive industry, such as the service technician path.

"Serramonte Ford is honored to partner with Skyline College and we proudly donate this Ford Focus to the automotive program," said Sohail Tabar, General Manager of Serramonte Ford. "These students are working so hard and we only hope to contribute to their journeys by supplying them the tools necessary for them to thrive in their automotive careers. We are eager to welcome them in the near future."

Skyline College offers both day and night classes for students who want to learn how to work on cars from bumper to bumper. The students will use the Ford

vehicle for demonstrations, student training exercises and to practice their skills learned during class.

"Skyline College is very grateful to Serramonte Ford for donating this 2012 Ford Focus and sponsoring us in the Ford Automotive Career Exploration program," said Thomas Broxholm, Automotive Technology Program Coordinator. "We currently have about 132 students on a career certification and Associate in Science Degree pathway. In addition, we have 80 students attending evening and weekend classes to upgrade their automotive skills and working towards an AS degree in automotive technology. Adding this Ford Focus to our automotive program will provide valuable work experience for our students using Ford technology."

Serramonte Ford has been on the Skyline College Advisory Board for 15 years and has worked with Mr. Broxholm for the past year to finalize this partnership and vehicle donation. Serramonte Ford currently has six alumni and one current student from Skyline College working at the dealership.

Article by Thomas Broxholm

NEARLY 1,200 GIRLS EXPAND THEIR HORIZONS IN SCIENCE AND MATH AT SKYLINE COLLEGE

On Saturday, March 16th, nearly 1,200 middle and high school girls from San Mateo, San Francisco, Alameda, and Santa Clara counties attended Expanding Your Horizons at Skyline College. EYH is a conference geared toward increasing girls' interest in Science, Technology, Engineering, and Math (STEM) careers through hands-on workshops. Skyline College hosted its 39th annual Expanding Your Horizons in Science and Mathematics. Volunteers

from Skyline College and North San Mateo County Soroptimist plan the conference. Soroptimist of North San Mateo County provided scholarships and school buses for north county girls.

Girls came from over 164 schools in San Francisco, San Mateo, Santa Clara, and Alameda counties. Most (84%) of the girls are in middle schools. Over 100 scientists volunteered to present workshops. Additionally, Skyline College students and Skyline College alumnae who have completed their baccalaureates degrees presented workshops. Skyline faculty and staff who presented workshops and/or mentored students developing workshops include Yancy Aquino, Alice Erskine, Mary McKay, Nick Kapp, Chris Case, Jing Folsom, Elsa Jimenez-Samayoa, Safiyyah Forbes, Nancy Ruis, Jennifer Merrill, Ray Hernandez, Maryam Khan, Kylin Johnson, Emilie Hein, Susan Wu, Jeremy Evangelista-Ramos, and Eric Torres. The program is available at skylinecollege.edu/eyh. Another 70 Skyline College students volunteered to be go'fers at the conference to help usher girls between their sessions.

Vice president Jennifer Taylor-Mendoza started the day by welcoming the girls and introducing keynote speaker Zoe Zappitell, who gave an inspiring talk, encouraging the girls that they can do anything they want. Ms, Zappitell is a tech entrepreneur, formerly with Zynga. In their workshops, girls designed a secret code, collected forensic evidence at the "murder in the produce aisle," made lip balm as "cosmetic chemists," "scrubbed in for surgery," and learned the chemistry of magic tricks. There were 36 concurrent workshops for girls. Each girl participated in three workshops during the day.

Expanding Your Horizons aims to encourage girls to participate in high school math and science courses, provide role models for young women who are interested in math and science, and provide support for and promote interaction between people employed by industry and education.

Planning committee members include AJ Bates, Shari Bookstaff, Chris Case, Kevin Chak, Gary Cheung, Stephen Fredricks, Jon Freedman, Mousa Ghanma, Ana Gutierrez-Gamez, Ray Hernandez, Kylin Johnson, Nadia Tariq, Kim Touneh, Alana Utsumi, and Marco Wehrfritz. Community members on the planning committee include Arlene Chang, Barbara Irli, Becky Lennon, Judy Lewis, and Allison Takata.

Article by Dr. Christine Case | Photos by Andrea Caesar and Megan Scott

UPCOMING EVENTS

**LEGACY CELEBRATION IN HONOR OF
DR. REGINA STANBACK STROUD**
Thursday, April 25, 2019
3:00 p.m. - 6:00 p.m.
Mariott SFO, San Mateo
REGISTER ONLINE

ROUNDTABLE OF PARALEGAL PROFESSIONALS
Thursday, April 25, 2019
5:00 p.m. - 7:00 p.m.
Building 6, Room 6-202 - 6-206

EQUITY TRAINING SERIES
Friday, April 26, 2019
Friday, May 3, 2019
12:00 p.m. - 3:00 p.m.
Building 6, Room 6-202 - 6-204

**BROTHERS ACHIEVING MILESTONES
END OF SEMESTER CELEBRATION**
Tuesday, April 30, 2019
3:00 p.m. - 5:00 p.m.
Building 4, Room 4-240

SKYLINE COLLEGE BOARD REPORT
APRIL 24, 2019

UPCOMING EVENTS

TRiO Program Graduation
Wednesday, May 1, 2019
5:00 p.m. - 7:30 p.m.
Building 6, Room 6-202 - 6-206

Stress Less:
Mental Health Awareness Week
May 6-9, 2019
Skyline College Campus

Mental Health Film Screening & Discussion
Tuesday, May 7, 2019
10:30 a.m. - 12:30 p.m.
Building 2, Room 2-240

Lived Experience Academy
Tuesday, May 7, 2019
12:30 p.m. - 3:00 p.m.
Building 4, Room 4-301

Information About Substances
Wednesday, May 8, 2019
9:30 a.m. - 11:30 a.m.
Building 4, Room 4-240

Student Scholarship Awards Ceremony 2019
Thursday, May 9, 2019
5:00 p.m. - 6:00 p.m.
Skyline College Theater, Building 1

Talisman Literary Magazine Reading & Party
Thursday, May 9, 2019
5:00 p.m. - 9:00 p.m.
Building 2, Room 2-240

2019 Annual Auto Awards Banquet
Saturday, May 11, 2019
6:00 p.m. - 10:00 p.m.
Fireside Dining Room, Building 6

Women's Mentoring & Leadership Academy
End of Year Celebration
Wednesday, May 15, 2019
3:00 p.m. - 6:00 p.m.
Fireside Dining Room, Building 6

EOPS/CARE/CalWorks/
Guardian Scholars Program
End-of-Year Celebration
Wednesday, May 15, 2019
4:00 p.m. - 8:00 p.m.
Building 6, Room 6-202 - 6-206

Transfer Achievement Dinner
Friday, May 17, 2019
5:00 p.m. - 7:00 p.m.
Fireside Dining Room, Building 6

Puente Year-End Celebration
Wednesday, May 17, 2019
4:00 p.m. - 6:00 p.m.
Building 6, Room 6-202 - 6-206

Cipher End-of-Year Celebration
Thursday, May 23, 2019
6:00 p.m. - 8:00 p.m.
Building 6, Room 6-202 - 6-206

Commencement Ceremony 2019
Friday, May 24, 2019
5:00 p.m. - 8:00 p.m.
Skyline College Gymnasium, Building 3

President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ April 19, 2019

> ## " Student Voice
>
> *"At CSM I have met more professors, faculty, staff and administrators who have been more than willing to go out of their way to help me with things"*
>
> - **Carlos Ruiz, CSM Student**

CSM Digital Marketing Campaign Launches

College of San Mateo launched a digital marketing campaign in April, intended to build enrollment and raise community awareness of its programs. The campaign features interviews with CSM students and faculty talking about the value of attending community college.

WELCOME TO THE
COLLEGE OF
FINDING YOUR
PASSION.
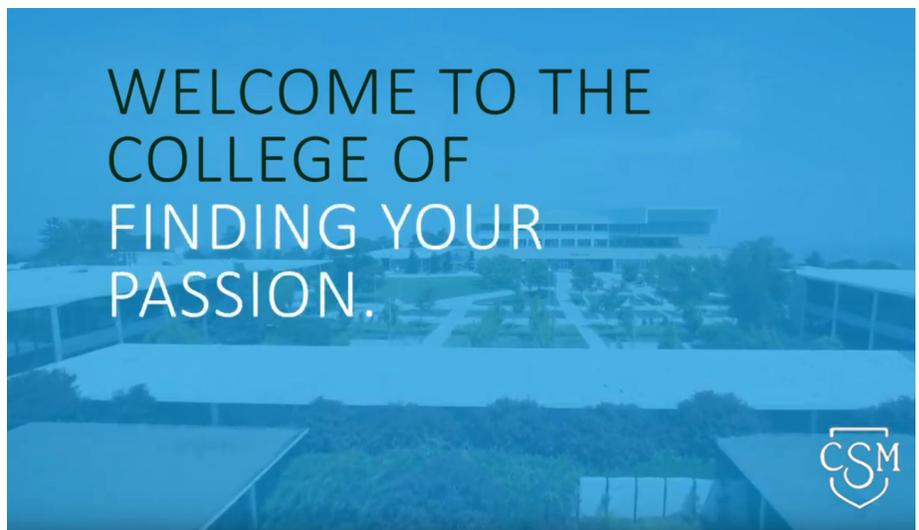
College of San Mateo

Video ads debuted in the form of short video messages running on Facebook, Instagram and YouTube. Ads will run from April to August, ending just before classes begin in Fall 2019.

CSM has also produced a new introductory marketing video, viewable on YouTube: https://www.youtube.com/watch?v=MtpO89AbyYU&feature=youtu.be. The campaign was designed by San Francisco-based agency School of Thought. ■

CSM Students Moved by "Send Silence Packing" Exhibit

On April 10, CSM's Wellness Center brought the mental health awareness exhibit "Send Silence Packing" to the campus. The exhibit's title refers to the silence that so often surrounds mental illness and suicide. It is a call to action to prevent suicides and get students the help they need.

The exhibit included a striking display of backpacks that were donated by families who have lost a student to suicide, along with photographs and personal stories from individuals. Wellness Center staff were on-hand to talk with students, provide information on how to access CSM's mental health resources, and how to take action on suicide prevention. The exhibit was organized by Active Minds, an nonprofit organization dedicated to supporting mental health awareness and education for students. ■

Transfer Students Visit Southern California Universities for Spring Break

For the fourth straight year, CSM's Transfer Services office organized a spring break trip to CSU and UC campuses for students interested in transferring. This year's trip featured five Southern California campuses: Cal Poly SLO, UC Santa Barbara, San Diego State University, UC San Diego and UCLA. The CSM delegation included 40 students and 5 faculty members and counselors.

The Transfer office organizes these spring break trips as a way of informing and inspiring CSM transfer students. The campus visits included campus tours admissions information sessions and transfer student panel discussions. At UCLA, the panel even included transfer students from CSM.

Each year, the trip alternates between Northern and Southern California campuses. It is co-hosted by Transfer Services and the Promise Scholars Program. ASCSM provides funding for the cost of the hotel as part of its support for the Transfer Club. Promise Scholars Program also provides funding for the hotel and snacks on the bus, and Counseling Services funds bus transportation.■

CSM Middle College Students Make the News — By Remaking the News

Students from CSM Middle College were featured in a story on NBC Bay Area, thanks to their innovative approach to covering news. The students created a news podcast called "Something Good Happened," which features people and stories identified by the students as positive news worth talking about.

NBC Bay Area learned of the podcast and ran a story about the Middle College students in March. The story is viewable online at NBC Bay Area.

Middle College Student Caroline Rumer thought of the idea after a class discussion about negative events in the news. Instructor Jennifer Rohrbach had suggested the students do something about negative news coverage, so
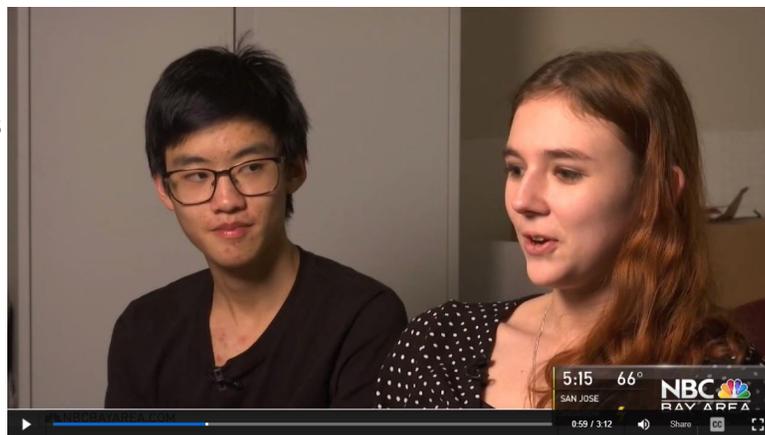
Caroline pulled together some classmates and created the podcast. You can hear the podcast at the students' website: https://www.stitcher.com/podcast/anchor-podcasts/something-good-happened ◼

Athletics Roundup: Bulldogs Having a Stellar Spring Season

Softball

The Bulldog Softball team (35-2) leads the state in wins, including a pacesetting 28-game win streak, and is 12-0 in Coast League play. CSM is also the top hitting team in the state with a .568 average.

Sophomore Emily McAdams leads the state in pitching with a record of 25-1 (also the most wins). She ranks fifth in the state for strikeouts with 167 for the season. Her 0.71 E.R.A. is tops in Northern California and No. 2 in the state.

The Bulldogs host a Northern California playoff series on May 3-4.

Baseball

The Bulldogs are in a first place tie with Mission College in the Coast Golden Gate Conference baseball race with a seven-game winning streak — fourth longest in the state. Righthander Brett Karalius (2-0) pitched the Bulldogs' first no-hitter in more than a quarter century in early April at De Anza.

Track & Field

CSM track phenom Yan-Jun (Sophie) Liao ran her first 400 meter race in three years and breezed to an easy win in 59.74 seconds at College of San Mateo's Mini Open meet Friday April 12. That time ranks the CSM freshman from Foster City No. 15 in the state. She currently holds the top times in the California Community College Athletic Association for the 100 and 200 meter sprint events. Liao won the Taipei 100 meter title last year, running 11.64 in Kaoshiung. ■

UPCOMING EVENTS

Spring Job Fair
Tuesday, April 30, 2019 • 10 am - 1 pm
College Center Building 10, Bayview Dining Room

Join us for our Spring Job Fair! Meet with Bay Area employers eager to hire CSM students and alumni. Presented by Career Services and Strong Workforce.

10th Annual Asian Pacific American Film Festival
**Friday - Saturday, May 3 - 4 •
5:30 pm - 8 pm**
CSM Theatre Building 3

We will be celebrating our 10th year of operation on May 3-4, 2019. Films selections include: T*he Worlds of Bernice Bing*, by Madeleine Lim; *Leitis in Waiting*, by Dean Hamer, Joe Wilson and Hinaleimoana Wong-Kalu; *3 Boys Manzanar*, by Preeti Mankar; *Keepsake*, by Megan Lau; *I Say Dust*, by Darine Hotait; *Our Man in Tokyo: The Ballad of Shin Miyata*, by Akira Boch; and a performance by Aileen I. Cassinetto, San Mateo County Poet Laureate.

2019 Scholarship Awards Ceremony and Reception
A Celebration of Achievement through Scholarship
Friday May 10, 2019 • 6 pm - 7:30 pm
College Center Building 10, Bayview Dining Room

Each year, CSM and the San Mateo County Community College Foundation honor graduates for scholarships they have earned. Join us for this special evening. Reception will immediately follow.

College of San Mateo Jazz Ensemble Concert
Friday, May 17, 2019 • 7:30 pm - 9:30 pm
CSM Theatre Building 3

Come and hear the award-winning College of San Mateo Jazz Ensemble in concert with the Aragon High School Jazz Ensemble. Cost is $5 at door

Stepping Up: A Transfer Tribute
Thursday, May 23, 2019 • 4 pm - 6:30 pm
College Center Building 10, Bayview Dining Room

Join us for this festive celebration of transferring CSM students, with food, music, speakers and entertainment! All members of the CSM community are welcome.

97th Commencement Ceremony
Friday, May 24, 2019 • 5:30 pm
CSM Gymnasium

The CSM community celebrates student achievement with its 97th Commencement Ceremony, featuring keynote speaker Alfredo Aguirre (Class of 1973), LCSW, Director of Behavioral Health Services of San Diego County. Tickets are limited. See collegeofsanmateo.edu/commencement.

Cañada College
Report to the
SMCCCD Board of Trustees

April 24, 2019

pg. 2

in this issue:

pg. 2

pg. 7

Cañada College

PTK Students Earn High Honors at All-California Community College Academic Team Awards

On March 25, Chancellor Galatolo and President Moore accompanied students and faculty to Sacramento to attend the Community College League of California's annual All-California Community College Academic Team Awards Luncheon. From across the state, 102 students were selected for the All-California Academic Teams. Grades, leadership and community service determine selection to one of the three levels of accomplishment. Three of those students were Cañada's own Chelsea Brown, Psychology 2019; Dalila Gonzalez-Mejia, Pre-Med 2019; and, Marta Lily Marcos, Early Childhood Education, 2019. Being named to the All-California Team opens the doors to state-wide and national scholarships.

PTK Chapter Brings Home Major Honors at International Convention

The Cañada College Beta Zeta Nu chapter of Phi Theta Kappa recently returned from the international convention in Florida where 1,400 chapters were in attendance. On the heels of the chapter's success in the Nevada/California Region, the students earned the following awards:

1) Most Distinguished College Project (for its efforts documenting an Accreditation Standard).

2) Most Distinguished Honors in Action Project (for its efforts in using behavioral economics to create nudging experiments with respect to student engagement).

3) 5th Most Distinguished Chapter Nationwide (5th place out of 1,400 chapters).

4) Continued Excellence Award: Given to the chapters that have managed to be in the top 10 for three straight years.

5) Students Chelsea Brown and Dalia Gonzalez were both named Coke a Cola Gold Scholars.

In addition to the chapter awards, Chancellor Galatolo to receive the 2019 Distinguished Community College State Director Award. Finally, two sets of two students (Bibian Gonzalez and Chelsea Brown) and Veronica Plante and Dalia Gonzalez) each presented PowerPoint presentations to groups of 40-60 students and faculty on their Honors in Action Project. Each team of presenters was rated 5 out of 5 by those attending their respective presentations.

Student Senate Volunteered with Second Harvest Over Spring Break

Student Senate spent their first day of Spring Break sorting and boxing 1,200 pounds of food at Second Harvest Food Bank in San Mateo County. The student leaders realize that one in four people in Silicon Valley is at risk of hunger, and donated their time to better understand their community's needs as well as ensure they are doing something to support one another. This year marks Student Senate's third year volunteering in the community during Spring Break.

Students Participate in the Accreditation Process

Cañada College was truly represented on an international level at the NASPA (Student Affairs Professionals in Higher Education) Annual Conference. For the first time, the Associated Students of Cañada College (ASCC) sent five student delegates to the conference where more than 8,000 professionals gathered from 20 countries. The Student Senate delegation was one of the only community college student groups represented. The student leaders from the Student Senate also had a big hand in helping prepare the international Community College Institute pre-conference, which Cañada's own Michiko Misha Kealoha co-chaired this year. The student delegation learned side-by-side with community college Vice Presidents and Deans, exploring what they as students could personally do in regards to emergency aid and strategic enrollment.

Additionally, out of the thousands of workshop sessions offered at this conference, Michiko's work on auto-ethnographic poetry as a tool for healing, inclusion, and challenging colonized academic knowledge was selected as a top 12 featured session on the conference main stage. Michiko worked with three Cañada student leaders over the span of two months, and together, Sherilyn Kuo, Yin Ue Chan, and Rabida Abduwali performed a collaborative piece on their Asian and Asian American female experience in higher education. Since their speech, the Cañada representatives were the featured story on the conference's website, and have been asked to speak again at an upcoming Western Regional Conference.

Additionally, two Student Senate delegates, Juyi Yang and Guidance Gunundu, were able to be one of the only students presenting a concurrent session workshop with Cañada staff members. Their presentation was titled: "Hip Hop Hour: Utilizing Critically Responsive Pedagogy to Support Student Identity, Self-Efficacy and College Engagement"

Students Participate in the Accreditation Process (cont.)

and received very well with conference participants. In fact, one educator from the Vanderbilt University Career Center remarked, "I attended NASPA and participated in your "Hip Hop Hour" educational session. I personally wanted to reach out and thank you all for providing us with such an engaging, affirming space through impactful and innovative programing. In addition to going through the entertaining programs in the toolkit, I most appreciate your efforts to prioritize student voices so we could hear two students' perspectives. This was, by far, my favorite session I've attended throughout all three NASPA annual conferences I've gone to. Thank you again for showing us what college engagement and culturally responsive pedagogy *should* be.

Thank you to Cañada College students and staff for creating an engaging program for students and for a great presentation at NASPA 2019 Annual Conference. Presenters were: Mariah Boyd, Joshua Forman-Ortiz, Guidance Gunundu, Michiko Kealoha, Marisol Quevedo and Juyi Yang.

Cañada College Recognized Statewide for Marketing & Promotional Campaigns

The Cañada College Marketing & Outreach Department has been recognized by its peers, receiving two significant awards from the Community College Public Relations Organization (CCPRO) for its marketing, design and promotional work. Megan Rodriguez Antone, Jose Garcia, Mayra Arellano and Michael Ryan were recognized during CCPRO's 2019 conference, which was held in San Diego. CCPRO is the organization representing community college public relations professionals from across California.

The Cañada team brought home two honors, called PRO Awards. The awards include First Place in the Marketing Campaign category for Cañada's 50th Anniversary Celebration and Third Place in the Promotional Category for the Launch of the Campus Shuttle.

Cañada College was one of 41 community colleges or districts to receive a PRO Award this year. Judges selected winners in almost 42 categories from 343 submissions.

College Hosts Inspire Higher Tour

The Cañada College Promise Scholars Program, in partnership with Silicon Valley Latino, hosted an Inspire Hire Tour at Cañada College on April 13. Silicon Valley Latino (SVL) is a multimedia company that highlights and promotes the accomplishments and contributions by Latinas and Latinos in the San Francisco Bay Area. The partnership and event was aimed to engage current and prospective students and community members with successful and inspiring professionals. A major component of the event was a panel conversation with featured panelists in the community. The panelists included:

- Lisa Gauthier - Mayor, East Palo Alto

- Tony Quintero - Producer & Activist

- Nancy Rosales - Serial Entrepreneur (Easy Video Success & Pepito's Paletas)

- Gabriel Lomeli Jr. - Account Manager, Linkedin

- Moderated by: Lilian Peña - KGO-TV ABC7

At the event, the panelists shared their stories to inspire local high school students to prepare for careers in the STEAM (Science, Technology, Engineering, Arts & Mathematics) fields.

College Launches New Website Search Engine

The College launched a brand new search engine on the Cañada website called Funnelback, which replaces Google Search and provides students, faculty and staff with a vastly improved search experience. With this search engine, available on every page of the website, the campus community will now be able to quickly and efficiently find and sort any information.

The advanced search function allows users to filter by courses, degrees and certificates, events, people, or social media. It can even break down searches by format (e.g. web, pdf, doc, ppt, etc.). Funnelback also provides powerful backend tools that we can use to analyze trends and statistics on our website to customize the results, and ultimately provide a better, more cohesive experience.

Upcoming Events

April 25 . . . . **Tea with a Social Scientist**
11 a.m.-12:15 p.m.
Building 9, Room 307 (Social Sciences Hub)

- **Enjoy tea and snacks with Professor Natalie Alizaga, Psychology. Discussion topic: Self-Care for College Students**

Connect to College Night
6 - 8:30 p.m. in Bldg. 5
(in the Grove)

- **Cañada's annual Open House where the community will learn about College and Career Opportunities at Cañada College! Join for a night of engagement, and meet Cañada students, faculty, staff, administrators and alumni. Learn how Cañada can help you reach your transfer and career goals! Register at canadacollege.edu/connect**

April 30 . . . . **Career Paths Series - The Plug Group**
12:30 p.m.-2:30 p.m.
Building 6, Room 101/102

- **Hear career professionals discuss their career paths and how their journey brought them to the jobs they hold today, and how networking plays a critical role in the process. Get the tools you need to make a lasting first impression! The event includes a Q&A and Break-Out Sessions with the professionals and free food. Register here.**

Upcoming Events (cont.)

THURSDAY, APRIL 25, 2019 | 6:00 P.M. - 8:30 P.M.

IN THE GROVE, BLDG. 5 | CAÑADA COLLEGE 4200 FARM HILL BLVD. REDWOOD CITY

REGISTER:
canadacollege.edu/connect

#iCANconnect19

- ✓ **Learn about Cañada College's programs and services**
- ✓ **Meet current students, faculty and counselors**
- ✓ **Explore college and career opportunities in the heart of the Silicon Valley**

Win a $500 Scholarship to Attend Cañada College!

FOR MORE INFORMATION, CONTACT:
Mayra Arellano, College Recruiter
(650) 306-3166 | arellanom@smccd.edu

Cañada College

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-3C

TO: Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor, Chief of Staff, 574-6510

REPORT ON ACTIVITIES OF PHI THETA KAPPA CHAPTERS AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

The International Honor Society Phi Theta Kappa (PTK) is the largest honor society in American higher education, with more than three million members on over 1,200 campuses. It is the most prestigious honor society serving two-year colleges around the world. The society creates unique research and leadership opportunities for members through yearly projects and events.

The mission of PTK is to "recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders."

Each of the District's three colleges have PTK Chapters:

    Cañada College – Beta Zeta Nu
    College of San Mateo – Beta Xi Eta
    Skyline College – Beta Theta Omicron (BΘO)

At this meeting, PTK students from the colleges will provide a report to the Board on activities they have completed this year.

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

<div align="center">

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS,
GENDER, PRIVILEGE AND EQUITY**

</div>

Over the course of the last several years, the Board and the District have had focused conversations relating to race, class, gender, privilege and equity. The foundations of these conversations are manifested in the District's Strategic Plan and facilitated across the campuses in classrooms, programs, curriculum, policies, trainings and general awareness and actions.

The Board will continue this conversation with a discussion of contemporary issues relating to race, class, gender, privilege and equity. In recognition of National Autism Awareness Month, the Board will be presented with information about services available to individuals with autism and to those with special needs.

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

**ADOPTION OF RESOLUTION NO. 19-6 RECOGNIZING AND SUPPORTING
AUTISM AWARENESS MONTH**

April is recognized as Autism Awareness Month. Autism, or autism spectrum disorder (ASD), is a broad range of conditions characterized by challenges with social skills, repetitive behaviors, speech and nonverbal communication, and because autism is a spectrum disorder, each person with autism has a distinct set of strengths and challenges. Data show that more than half of young adults with autism remain unemployed and unenrolled in higher education in the two years after high school, which is a lower rate than that of young adults in other disability categories, including learning disabilities, intellectual disability or speech-language impairment.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 19-6 recognizing and supporting Autism Awareness Month.

RESOLUTION NO. 19-6
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

_____

RESOLUTION CELEBRATING NATIONAL AUTISM AWARENESS MONTH

WHEREAS, autism is a developmental disorder typically diagnosed during the first three years of life, depriving individuals of their ability to naturally communicate and interact with others; and

WHEREAS, in November, 2015, the Centers for Disease Control and Prevention's National Health Statistics Report concluded the prevalence of autism spectrum disorder has risen to one in every 45 children in the United States; and

WHEREAS, autism is four times more likely to occur in males than in females, but can affect anyone, regardless of race, ethnicity, or other features; and

WHEREAS, in 2015, it was estimated the United States invested approximately $268 billion for autism research, education, housing, transportation, employment, therapeutic services, caregiver support; and

WHEREAS, early diagnosis and intervention programs lead to significantly improved outcomes for individuals with autism; and

WHEREAS, the San Mateo County Community College District employs talented and caring individuals who directly and indirectly support the work improve the lives of students with autism; and

WHEREAS, April is designated as National Autism Awareness Month to increase public awareness of the need to support individuals with autism and their family members, educators and other professionals who teach and care for individuals with autism.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES:

1. Celebrates National Autism Awareness Month from April 1-30, 2019;

2. Recognizes and commends the family members of children with autism for the their sacrifices and dedication in providing for the special needs of children with autism;

3. Stresses the need to begin early intervention services soon after a child is diagnosed with autism in an effort to improve potential outcomes for people with autism;

4. Salutes the faculty and staff who possess the caring aspiration and skills necessary to teach, assist and respond to special needs students, including those with autism, and who work tirelessly to educate and provide programming for special needs students enrolled in the San Mateo County Community College District.

REGULARLY PASSED AND ADOPTED this 24th day of April 2019.

Ayes:

Noes:

Abstentions:

Attest: _____

      Karen Schwarz, Vice President Clerk
      Board of Trustees

San Mateo County Community College District April 24, 2019

BOARD REPORT NO. 19-4-2A

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)

None

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Michael Gallien*	Laboratory Coordinator (NP)	Math/Science

New full-time, 12-month classified employment, effective March 31, 2019. This position was board approved on January 9, 2019.

Aubrey Roderick*	College International Student Program Manager	Student Services

New full-time, 12-month classified employment, effective June 3, 2019, replacing Danni Redding Lapuz who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Alessandra Zanassi   Executive Assistant   Office of the Vice President
of Instruction

Reassigned from a full-time, 12-month Division Assistant (Grade 27 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 201C of the Confidential Salary Schedule 50, effective April 10, 2019, replacing Christine Molina who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

District Office

1. Recommend a change in staff allocation to add two full-time, 12-month Project Coordinator II positions at Grade 38 of the Classified Salary Schedule (60) in Facilities, effective April 25, 2019.

Cañada College

1. Recommend creation of a new classification titled, "Retention Specialist (Funded by AB 19 California College Promise)" at Grade 24 of the Classified Salary Schedule (60), effective July 1, 2019. In addition, recommend a change in staff allocation to add one full-time, 12-month Retention Specialist (Funded by AB 19 California College Promise) position in Student Services, effective July 1, 2019. This position is a temporary, grant-funded position, effective July 1, 2019 through June 30, 2020.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

District Office

Grace Gulli   Senior Accounting Coordinator   Facilities

Retiring effective June 30, 2019 with 21 years of District service. Eligible for District retiree benefits.

Skyline College

Stephen Hearne   Professor   Social Science/Creative Arts

Retiring as Professor Emeritus, effective December 17, 2019 with 20 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Skyline College

Rossmia Coo   Visual Communications Coordinator   Marketing & Public Relations

Resignation effective June 30, 2019.

Maira Delgado Laurens   Retention Specialist – Middle College   Language Arts/Learning Resources

Resignation effective March 20, 2019.

I.   ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J.   PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K.   SHORT-TERM, NON-CONTINUING POSITIONS

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

Location	*Division / Department*	*No. of Pos.*	*Start and End Date*		*Services to be performed*
College of San Mateo	President's Office / Planning, Research, Innovation and Effectiveness	1	05/01/2019	06/30/2019	**Planning & Research Analyst:** This position for PRIE is to build capacity for increased workload. Increased workload with planning systems/structures, cross campus research requests, and compliance reporting for multiple CCCO state

					initiatives, and grants.
College of San Mateo	VP Office, Student Services	1	05/01/2019	05/30/2019	**Staff Assistant:** This position will assist the Executive Assistant with coordinating the college's biggest events, namely Scholarship Awards and Commencement. This position will be required to perform office duties, as well as complete projects on and off campus for the preparation and acquisition of needed supplies for the events. Under the guidance of the Executive Assistant, the Staff Assistant will be dealing with students, staffs, vendors, and community members and will exercise a good deal of independent judgement to complete projects and resolve as they arise.
District Office	ITS	1	04/24/2019	06/30/2019	**Staff Assistant:** This position will support the ITS department while the current Staff Assistant is detailing in to the Administrative Analyst. This position will be processing/ receiving all shipments, paying for all ITS invoices, and providing customer service for Help Desk (among other duties).

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY
FOR THE 2019-20 ACADEMIC YEAR

The academic employees listed below were evaluated during the 2018-19 academic year in accordance with District policy and collective bargaining agreement and are recommended for re-employment pursuant to the Board of Trustee's authority by the California Education Code.

RECOMMENDATIONS

A. It is recommended that the following Contract I employees be re-employed in Contract II status for the 2019-20 academic year:

Natalie Alizaga	Evan Kaiser	Keira Travis
Lindsey Ayotte	David Lau	Sanjyot Walawalkar
Vincent Chandler	Ritu Malhotra	Todd Windisch
Lydia Chen	Michael Marcial	Ellen Young
Perry Chen	Gerardo Pacheco Matus	
John Dao	Danielle Pelletier	
Jennifer De La Cruz	Elisha Polomski	
Jing Folsom	Hansen Sekona	

B. It is recommended that the following Contract II employees be re-employed in the first year of Contract III/IV status for the 2019-20 academic year:

Rene Anderson	Mounjed Moussalem	Katherine Webster
Christine Baird	Nicole Porter	Elinor Westfold
Maggie M. L. Barrientos	Kimberly Saccio-Kent	Maureen Wiley
Jennifer Bringhurst	Alberto Santellan	
Safiyyah Forbes	Sumathi Shankar	
Jose Gutierrez	Jessica Truglio	
Malathi Iyengar	Ching-Yi (Miranda) Wang	
Matthew Montgomery	Kenyatta Weathersby	

C. It is recommended that the following first-year Contract III/IV employees be advanced to their second year of Contract III/IV status for the 2019-20 academic year:

Robert Baden	Rupinder Kaur	Cassidy Ryan
Yvette Butterworth	Leann Kennedy	Gabriel Saucedo
Brianna Clay	Nicholas Langhoff	Erinn Struss
Kimberly Davalos	Soledad McCarthy	Michael Vargas
David Eck	Regina Mitchell	Natalie Waechtler
Kamran Eftekhari	David Monarres	
Rika Fabian	Carlos Romero	
Jarrod Feiner	Bianca Rowden Quince	
Paul Hankamp	Christopher Rico	
Stephen Heath	Roxana Rugliancich	

D. It is recommended that the following second-year Contract III/IV employees be advanced to Regular (Tenure) status beginning with the 2019-20 academic year:

Soonyoung (Sue) An	Katie Goldhahn	Arielle Smith
Julie Carey	Judith Hunt	Peter von Bleichert
Ryan "Daryan" Chan	Tatiana Irwin	Alexander Wong
Denaya Dailey	Bich Trang Luong	
Vera Fainshtein	Michelle Mullane	
Jenna French	Katie Osborne	
Filipp Gleyzer	Melinda Day	

San Mateo County Community College District

April 24, 2019

BOARD REPORT NO. 19-4-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of three courses to and the deletion of five courses from the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, sixteen courses are proposed to be offered in the distance education mode. The addition of one Associate degree and four certificates is also proposed.

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

Furthermore, forty-six courses and eleven programs were modified, and one course was reactivated.

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

RECOMMENDATION

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

San Mateo County Community College District   April 24, 2019

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

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

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

                Katherine Schertle, Curriculum Committee Co-Chair
                Cañada College

                Hyla Lacefield, Academic Senate President
                Cañada College

                Jamillah Moore, President
                Cañada College

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

PHYSICS

211   General Physics I - Calculus Supplement
221   General Physics II - Calculus Supplement

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

COMPUTER SCIENCE

242   Computer Architecture and Assembly Language
321   iPhone Programming: Swift

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

101   Introduction to Kinesiology
137   Student-Athlete Skills for Success, First Year
138   Student-Athlete Skills for Success, Second Year

LIBRARY SCIENCE

100   Introduction to Information Research

MEDICAL ASSISTING

115   Introduction to Electronic Health Record
140   Implementation of Electronic Health Record
150   Medical Office Procedures
160   Medical Insurance Procedures

164	CPT (Current Procedural Terminology) Beginning Coding
165	CPT (Current Procedural Terminology) Intermediate Coding
166	CPT (Current Procedural Terminology) Advanced Coding
167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding
168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding
169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding
190	Introduction to Pharmacology
801	Computerized Medical Billing/Medical Assisting Exam Preparation

PSYCHOLOGY

100	General Psychology

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

MEDICAL ASSISTING

150	Medical Office Procedures
160	Medical Insurance Procedures
164	CPT (Current Procedural Terminology) Beginning Coding
167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding
168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding
169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding
801	Computerized Medical Billing/Medical Assisting Exam Preparation

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ANTHROPOLOGY

Anthropology – Associate in Arts Degree for Transfer

COMPUTER SCIENCE

Computer Science - Swift – Certificate of Achievement

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies, Option 1, Cañada College Pattern: Social and Behavioral Sciences – AA Degree Program
Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities – AA Degree Program

PHILOSOPHY

Philosophy – AA-T Associate in Arts Degree for Transfer

San Mateo County Community College District
April 24, 2019

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

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

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

                 Jeramy Wallace, President, Academic Senate
                 College of San Mateo

                 Michael Claire, President
                 College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

FILM

154 SCREENWRITING II (3) (day or evening)

Justification: Film 153, Screenwriting, has always been one of our program's most popular courses. It almost always fills, with students waitlisted. Over the years, students have consistently expressed an interest in continuing their screenwriting education. They seek an academic opportunity and forum for learning more advanced screenwriting skills, and being able to expand upon short scripts completed in Film 153. Film 154 addresses this need and desire; it also is standard and common at both four and two year colleges for comparable Film and Media programs to offer an advanced screenwriting course, for the reasons outlined above.

Prerequisite: Film 153

Recommended Preparation: None.

Description: Building on narrative and structural skills acquired in Film 153, this course focuses on more fully rendering theme and deepening character, in the context of producing a feature-length screenplay. Emphasis on utilizing genre conventions and alternative narrative forms, through intensive writing and peer workshop exercises.

Classification: AA/AS Degree; CSU transferable

PROPOSED CURRICULAR INACTIVATION – COLLEGE OF SAN MATEO

BUSINESS

295   Computer Systems in Business

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

COMPUTER AND INFORMATION SCIENCE

151 Computer Networking
262 Discrete Mathematics for Computer Science
479 Computer and Network Security

PROPOSED CURRICULAR REACTIVATION – COLLEGE OF SAN MATEO

KINESIOLOGY

301 Introduction to Personal Training

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

KINESIOLOGY

301 Introduction to Personal Training

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, and/or Certificate of Achievement (16 units or more, state approved), and/or Certificate of Specialization (fewer than 16 units, not state approved) in the following programs:

DIGITAL MEDIA

Digital Media – Associate in Arts Degree (24 units)
Digital Media – Certificate of Achievement (21 units)
Digital Media – Certificate of Specialization (12 units)
Digital Media: Multimedia – Certificate of Achievement (21 units)
Digital Media: Multimedia – Certificate of Specialization (12 units)

PROPOSED PROGRAM DEACTIVATION – COLLEGE OF SAN MATEO

ETHNIC STUDIES

Critical Pacific Islands and Oceania Studies – Certificate of Specialization

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

DIGITAL MEDIA

Digital Media: Graphic Production – Certificate of Achievement
Digital Media: Mobile App and Web Design – Associate in Arts Degree
Digital Media: Mobile App and Web Design – Certificate of Achievement
Digital Media: Mobile App and Web Design – Certificate of Specialization
Economics – Associate in Arts for Transfer

KINESIOLOGY

Yoga Teacher Training – 300 Hour – Certificate of Specialization

San Mateo County Community College District   April 24, 2019

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

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

APPROVED BY: Jessica Hurless, Curriculum Committee Co-Chair
                      Skyline College

                      Kathryn Browne, Academic Senate President
                      Skyline College

                      Regina Stanback Stroud, President
                      Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

COMMUNICATION STUDIES

680SB FORENSICS (1.0) (day or evening)

Justification: The Communication Studies Department currently offers COMM 110 – Public Speaking and COMM 127 – Argumentation and Debate. Many students have shown an interest in continuing on to advanced levels of these courses and participating on a competitive Speech & Debate Team. In surveying the region, community colleges such as City College of San Francisco, Contra Costa College, Ohlone College, and Chabot College (to name a few) offer this course to students interested in participating on the competitive Speech & Debate circuit. However, the SMCCCD does not currently provide this opportunity to its students, so Skyline College would like to offer this experimental course to provide our students with an equitable experience to other community colleges. Additionally, four-year institutions like San Francisco State University have competitive Speech & Debate teams that our students can transfer to and receive scholarships to participate on. In terms of transferability, Forensics is a part of List B of the Communication Studies ADT Transfer Model Curriculum and starting in Fall 2019, it will be a part of List B in the UC Transfer Pathway. Students are able to transfer three units of this course. As a department, we believe offering this course, will provide students with an opportunity to further develop their critical thinking, advocacy, and communication skills, and within a competitive environment, develop confidence, leadership skills, and an awareness of how various discourses lead to social change.

Prerequisite: None.

Recommended Preparation: COMM 110 and COMM 127.

Description: Development and preparation of competitive speaking, argumentation, research and writing skills specializing in one or more of the following areas: oral interpretation of literature, debate, platform speaking or limited preparation speaking. Students will participate in intercollegiate speech and debate tournaments and/or community events.

Classification: AA/AS Degree; CSU transferable.

COSMETOLOGY

880SD <u>BRAIDING AND NATURAL HAIR CARE (NON-LICENSURE)</u> (2.0) (day or evening)

Justification: This experimental course has been created to offer opportunities to students who are interested in learning about hair and culture without the commitment of enrolling in the certificate program. This course will add an element of cultural competency that is currently lacking in the department's offerings.

Prerequisite: None.

Recommended Preparation: None.

Description: Intended for non-licensure students. Covers all aspects and types of hair braiding and natural hair care, designed to help individuals master various braiding and natural hair care techniques and skills. Students will understand the business of hair braiding and natural hair care. Students will leave this course with a holistic understanding of braiding as a practice.

Classification: Not degree applicable; not transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

ART

475 DIGITAL FILMMAKING I

Justification: ART 475 was developed as a cross-list to DMAD 475. In consultation with the Digital Media and Design faculty, ART 475 is being eliminated and only DMAD 475 will be offered.

ECONOMICS

111 THE ECONOMY TODAY

Justification: ECON 111 was developed as an Economics course for non-majors with almost no math content. It was listed twice in the schedule of classes and had to be cancelled each time because of low enrollment. It is neither required nor an elective for any transfer major, which was probably a factor in its low enrollment.

310 POLITICAL ECONOMY OF ASIA

Justification: ECON 310 was developed as part of an Asian Studies initiative. Though the course is listed as required for the Asian Studies degree and certificate, both of these are being banked, so deletion of this course does not have any program impact.

LEARNING SKILLS

109 SUPPLEMENTAL LEARNING ASSISTANCE FOR ELEMENTARY ALGEBRA

Justification: LSKL 109 was support for MATH 110 – Elementary Algebra, which will no longer be offered, rendering this course obsolete.

680SA TUTOR TRAINING SUMMER INTENSIVE

Justification: This experimental course was developed to assess the possibility of offering a tutoring practicum in a hybrid format. Based on that assessment, a Distance Education Addendum has been added to LSKL 110 and this course is no longer needed.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE

BUSINESS

221	Global Business Communication and Negotiation
241	Doing Business in Asia
246	Doing Business in China
248	Asian Management Systems

ENGLISH

203	Applied English Skills for Cultural Production III
204	Applied English Skills for Cultural Production IV

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

ART

431	Digital Imaging I: Photoshop

AUTOMOTIVE TECHNOLOGY

524	Smog Check Inspector Training Level I
525	Smog Check Inspector Training Level II
713	Automotive Electricity and Electronics
745	Asian Brakes and Chassis
749	Asian Engine Performance
751	Automotive Engine Performance
824	Smog Check Inspector Training Level I (Apprenticeship)
825	Smog Check Inspector Training Level II (Apprenticeship)

BUSINESS

150	Entrepreneurship – Small Business Management
180	Principles of Marketing

COMMUNICATION STUDIES

160	Gender and Communication

ENGLISH

103	Applied English Skills for Cultural Production I

HISTORY

      202   United States History II
      240   History of Ethnic Groups in California

MATHEMATICS

      120   Intermediate Algebra
      241   Applied Calculus I
      243   Business Calculus II with Trigonometry
      251   Calculus with Analytic Geometry I
      800   Just-In-Time Support for Elementary Probability & Statistics
      820   Just-In-Time Support for Intermediate Algebra

PSYCHOLOGY

      100   General Psychology
      200   Developmental Psychology
      410   Abnormal Psychology

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

ART

      431   Digital Imaging I: Photoshop

BUSINESS

      180   Principles of Marketing

COMMUNICATION STUDIES

      160   Gender and Communication

HISTORY

      202   United States History II
      240   History of Ethnic Groups in California

PSYCHOLOGY

      100   General Psychology
      200   Developmental Psychology
      410   Abnormal Psychology

PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE

BUSINESS

      Asian Studies – Associate in Arts Degree
      Asian Studies – Certificate of Achievement
      Chinese Studies – Certificate of Achievement

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tarana Chapple, Dean of Academic Support and Learning Technologies, College of
                            San Mateo, 574-6572

ACCEPTANCE OF GRANT FUNDS FROM THE UMOJA COMMUNITY EDUCATION FOUNDATION

College of San Mateo has been awarded a $16,000 Umoja Community Education grant. The funding period extends from April 1, 2019 to December 31, 2019.

The Umoja Community Education Foundation is a community of educators and learners committed to the academic success, personal growth and self-actualization of African American and other students. The Umoja Community seeks to educate the whole student–body, mind and spirit. Informed by an ethic of love and its vital power, the Umoja Community deliberately engages students as full participants in the construction of knowledge and critical thought.

The purpose of the Umoja Community Education grant is to utilize College of San Mateo's Peer Mentoring Program as a method to assist Umoja students in adjusting to the college environment. Using a 1:6 Peer Leader to Umoja student ratio, this program will provide the space and resources for individualized attention through weekly Study Jams, biweekly one-on-one meetings, and monthly community building activities. Both a leadership program and a student success and retention program, the Peer Mentoring Program will allow five selected peer mentors several opportunities to develop their communication and planning skills, and it will provide incoming Umoja freshmen a smoother transition into college with the support of a fellow student who has recently transitioned in the same way. The Peer Mentoring Program will have a significant amount of involvement by Umoja staff, who will mentor the Peer Leaders and collaborate with them to serve Umoja students and track their progress over the course of the fall 2019 semester.

RECOMMENDATION

It is recommended that the Board of Trustees accept the grant from the Umoja Community Education Foundation for the College of San Mateo Umoja program in the amount of $16,000.

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF JANUARY AND FEBRUARY 2019 DISTRICT WARRANTS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period January 1, 2019 through February 28, 2019 and ratify the contracts entered into leading to such payments.

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

Check Number	Check Date	Vendor Name	Check Amount	Description
		District Accounts Payable		
0079110	01/03/19	U.S. Bank National Association ND, .	332,149.17	Districtwide Procurement Card Payment
0079116	01/03/19	SM County Community College District	27,854.91	Replenish Flex Spending Account
0079136	01/08/19	A. Lange Consulting, LLC	11,475.00	Districtwide Consulting and Reporting Services
0079137	01/08/19	Allana Buick & Bers, Inc.	31,220.85	Skyline and Cañada Design Build and Construction Consulting Services
0079138	01/08/19	BankMobile Technologies, Inc.	183,035.13	Financial Aid Disbursement
0079143	01/08/19	Dell Marketing LP	105,139.69	Districtwide Computer Purchases
0079144	01/08/19	Ellucian Company L.P.	425,584.00	Banner Annual Maintenance and Support Services
0079154	01/08/19	San Mateo County Union Community Alliance	19,917.92	CSM TIP Grant Coordination Related Expenses
0079155	01/08/19	School Project for Utility Rate Reduction (SPURR)	12,452.65	Utilities
0079156	01/08/19	Siemens Industry, Inc.	41,408.50	Districtwide Fire Alarm Systems and Sprinkler Monitoring Services
0079157	01/08/19	SMCCCD Bookstore	55,615.87	Bookstore Monthly Student Fees Reimbursement
0079189	01/10/19	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0079191	01/10/19	Sedgwick Claims Management Services. Inc.	46,694.74	Replenish Workers' Compensation Insurance Fund
0079212	01/15/19	BankMobile Technologies, Inc.	2,421,325.38	Financial Aid Disbursement
0079214	01/15/19	CDW LLC	10,949.76	Districtwide Cyber Security Software Purchase
0079215	01/15/19	CIS, Inc	45,362.00	Districtwide Construction Projects Inspection Services
0079216	01/15/19	Constellation NewEnergy, Inc.	31,868.32	Utilities
0079217	01/15/19	Coulter Construction Inc.	378,433.54	CSM Learning Communities Modernization Project
0079218	01/15/19	Dell Marketing LP	17,010.79	Districtwide Computer Purchases
0079221	01/15/19	Gordon Kenny Realty, Inc.	60,000.00	Staff Housing Operating Expenses Advancement
0079226	01/15/19	Intermountain Electric Company	96,424.93	Districtwide Fire Alarm Panels Upgrade Project
0079229	01/15/19	Oracle America, Inc.	14,452.66	Districtwide Software Update and Support Services
0079232	01/15/19	Schneider Electric Buildings Americas, Inc.	19,659.00	Skyline Chiller Controls Replacement Project
0079235	01/15/19	SM County Community College District	42,941.95	Replenish Flex Spending Account
0079236	01/15/19	Keenan & Associates	160,282.86	CSM Learning Communities Modernization Project Insurance
0079244	01/15/19	Young Electric Company, Co.	16,667.00	Skyline Electrical Cabling Project
0079251	01/17/19	Constellation NewEnergy, Inc.	19,124.39	Utilities
0079254	01/17/19	School Project for Utility Rate Reduction (SPURR)	55,111.08	Utilities
0079270	01/22/19	BankMobile Technologies, Inc.	318,994.00	Financial Aid Disbursement
0079272	01/22/19	CIS, Inc	14,000.00	Skyline Construction Project Inspection Services
0079273	01/22/19	Constellation NewEnergy, Inc.	31,542.87	Utilities
0079278	01/22/19	Nelnet Business Solutions, Inc.	11,622.07	Student Tuition Payment Plan Service Fee
0079348	01/29/19	BankMobile Technologies, Inc.	239,981.50	Financial Aid Disbursement
0079358	01/29/19	Linguabee LLC	11,372.84	Skyline and CSM Student Sign Language Interpreting Services
0079359	01/29/19	McCarthy Holdings Inc.	2,533,494.00	Cañada Math, Science and Technology Building Construction Project
0079360	01/29/19	Netronix Integration, Inc.	15,497.88	Districtwide Camera Server Licenses Purchase and Support
0079361	01/29/19	One Workplace L. Ferrari, LLC	47,790.75	Skyline and CSM Furniture Purchases
0079362	01/29/19	Pacific Dining - Food Service Management	14,132.51	Districtwide Catering Services
0079365	01/29/19	Rodan Builders, Inc.	253,717.42	Skyline Loma Chia and Pacifica Heights Construction Project

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

Check Number	Check Date	Vendor Name	Check Amount	Description
0079366	01/29/19	San Mateo County Schools Insurance Group	196,648.72	Monthly Dental and Vision Insurance Premiums
0079369	01/29/19	McCarthy Holdings Inc.	133,025.00	Cañada Math, Science and Technology Building Construction Project
508235	01/03/19	Atlas Pellizzari Electric, Inc.	43,473.00	Cañada Buliding#13 Electrical Projects
508241	01/03/19	Forcible Entry, Inc.	19,056.29	CSM Fire Academy Force Door Purchase
508245	01/03/19	Hospitality Investment LLC	13,000.00	Skyline Equity Academy Conference Deposit
508257	01/03/19	State of California, Department of Industrial Relations	29,351.38	Districtwide Annual Workers' Comp Assessment Fee
508261	01/03/19	Associated Std -Canada	29,772.71	Quarterly Student Fees Reimbursement
508262	01/03/19	Associated Std-CSM	50,741.00	Quarterly Student Fees Reimbursement
508263	01/03/19	Associated Std-Skyline	45,655.28	Quarterly Student Fees Reimbursement
508265	01/03/19	City of San Bruno	50,000.00	Skyline Staff Housing Deposit
508266	01/03/19	Hospitality Investment LLC	23,000.00	Skyline Equity Academy Conference Deposit
508270	01/03/19	Public Empl Ret Sys	1,687,758.61	Monthly Health Insurance Premium
508272	01/03/19	Scenario Learning, LLC	11,300.00	Districtwide Student Software Licensing Fees
508295	01/08/19	Group 4 Architecture, Research + Planning, Inc.	29,480.50	Skyline Architectural Design Services
508299	01/08/19	Karl Storz Endoscopy - America, Inc.	14,685.63	Skyline Instructional Medical Equipment Purchase
508326	01/08/19	American Assoc. of Community Colleges	11,457.00	Skyline Institutional Membership Fee
508341	01/08/19	The Guardian Life Insurance Company	41,616.71	Monthly Life Insurance Premium
508372	01/10/19	Dais Inc.	10,980.00	Districtwide Mass Alert Notification Subscription Services
508388	01/10/19	LAB Corporation	12,790.00	CSM Instructional Equipment Purchase
508389	01/10/19	Laerdal Medical Corporation	11,934.71	CSM Instructional Medical Equipment Purchases
508391	01/10/19	Linkedin Corporation	77,500.00	Districtwide Online Learning License Purchase
508410	01/10/19	Recology San Bruno	10,698.58	Utilities
508417	01/10/19	ThyssenKrupp Elevator Corporation	18,108.66	Districtwide Elevators Maintenance and Repair Services
508419	01/10/19	Troxell Communications, Inc.	39,180.06	Districtwide Classroom Technology Equipment Purchase
508435	01/10/19	Strategic Planning Online, LLC	22,500.00	Canada Strategic Planning Online Cloud Services Termination Fee
508439	01/15/19	AECOM Technical Services, Inc.	29,400.00	Districtwide Master Construction Scheduling Consulting Services
508453	01/15/19	Chyronhego Corporation	12,162.96	KCSM Commissioning Training Services
508455	01/15/19	City of San Bruno	19,418.59	Utilities
508462	01/15/19	EXOS Community Services, LLC	10,650.00	Cañada Schematic Design Phase Consultation Services
508478	01/15/19	Pacific Gas & Electric Co	25,199.45	Utilities
508483	01/15/19	San Francisco State University	39,421.94	Cañada Special Grant Related Expenses
508484	01/15/19	Sedgwick Claims Management Services. Inc.	26,600.50	Districtwide Worker's Comp Quarterly TPA Service Fees
508502	01/15/19	Coulter Construction Inc.	19,917.55	CSM Learning Communities Modernization Project Insurance
508515	01/17/19	BMI Imaging Systems	14,026.06	Cañada Microfilm Scanner Purchase
508560	01/17/19	Pacific Gas & Electric Co	10,510.75	Utilities
508561	01/17/19	Pacific Gas & Electric Co	34,105.62	Utilities
508575	01/17/19	Sowiski, Mona C.	10,000.00	Skyline Professional Development and Leadership Training and Consultation Serv
508591	01/17/19	Calif Water Service Co	13,667.44	Utilities
508615	01/22/19	Crowe LLP	10,130.00	Districtwide Audit Services
508726	01/24/19	San Francisco Community College District	13,304.19	Skyline Special Grant Related Expenses
508745	01/24/19	San Jose/Evergreen Com Col Dist	15,664.62	Skyline Special Grant Related Expenses

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

Check Number	Check Date	Vendor Name	Check Amount	Description
508746	01/24/19	Simon Wiesenthal Center, Inc.	15,000.00	Districtwide Museum of Tolerance Staff Training Services
508752	01/29/19	AT&T/MCI	13,359.54	Districtwide Telephone Services
508766	01/29/19	Cornerstone Earth Group, Inc.	12,248.03	Cañada Kinesiology Building Geotechnical Consultation Services
508807	01/29/19	One Diversified, LLC	52,630.16	District Board Room AV System Upgrade
508816	01/29/19	RM Executive Transportation	34,213.83	Cañada Students Shuttle Services
508825	01/29/19	Strata Information Group	64,112.00	Districtwide Professional & Management Services
508826	01/29/19	SynDaver Labs, Inc.	68,848.00	Skyline Instructional Medical Equipment Purchase
		District Payroll Disbursement (excluding Salary Warrants)		
J1903022	01/07/19	Mass Mutual 457	55,600.99	Tax Annuity
J1903191	01/10/19	State Teacher Retirement - Defined Benefit	58,699.76	STRS Retirement-Defined Benefit Bal
J1903240	01/16/19	US Treasury - Federal Payroll Tax	84,797.59	Federal Payroll Tax
J1903585	01/24/19	PERS Retirement	26,743.51	PERS Retirement Balance
J1903554	01/29/19	EDD - State Unemployment Payroll Tax	16,945.45	State Tax-Unemployment
		SMCCCD Bookstores		
118841	01/04/19	Cengage Learning	19,352.95	Purchase of Inventory
118853	01/04/19	McGraw-Hill Companies	15,786.86	Purchase of Inventory
118861	01/04/19	SM CC College District	224,787.72	Salaries and Benefits November 2018
118898	01/15/19	McGraw-Hill Companies	15,392.98	Purchase of Inventory
118904	01/15/19	Pearson Education, Inc	17,273.85	Purchase of Inventory
118928	01/30/19	Cengage Learning	26,298.23	Purchase of Inventory
118932	01/30/19	CSM Bookstore	24,371.41	Purchase of Inventory
118947	01/30/19	InComm	13,790.00	Purchase of Inventory
118949	01/30/19	John Wiley & Sons Inc	10,884.23	Purchase of Inventory
118953	01/30/19	Marianna Industries Inc	19,396.44	Purchase of Inventory
118954	01/30/19	MBS Textbook Exchange	26,095.20	Purchase of Inventory
118957	01/30/19	MTC Distributing	20,541.69	Purchase of Inventory
118962	01/30/19	Pearson Education, Inc	86,900.80	Purchase of Inventory
118963	01/30/19	Pearson Education, Inc	21,579.43	Purchase of Inventory
118972	01/30/19	Skyline Bookstore GAP	24,689.67	Purchase of Inventory
118974	01/30/19	SM CC College District	209,284.17	Salaries and Benefits December 2018
118976	01/30/19	SM CC College District	141,717.35	Purchase of Inventory via Procard
EFT 81299	01/30/19	CDTFA	12,630.01	Sales tax balance Qtr 12/31/18

Subtotal	12,564,794.09	91%	
Warrants Issued ≤ $10,000	1,308,725.66	9%	
Total Non-Salary Warrants Issued	13,873,519.75	100%	

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

Check Numbe Check Date	Vendor Name	Check Amount	Description
District Accounts Payable	Ck#508234-508917, DD79104-79373	12,501,175.20	
District Payroll	Ck#139146-139765, DD50168323-50170146	7,616,913.28	
SMCCCD Bookstores	CK#118836 - 118991, EFT 81299, 81379	1,165,721.44	
	Total Warrants Including Salaries - January 2019	21,283,809.92	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
February 1 - 28, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO $10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
		District Accounts Payable		
0079390	02/05/19	U.S. Bank National Association ND, .	277,530.04	Districtwide Procurement Card Payment
0079394	02/05/19	Allana Buick & Bers, Inc.	27,802.50	Cañada Construction Design Build Services
0079396	02/05/19	American Federation of Teachers	56,880.60	Monthly Union Dues
0079398	02/05/19	BankMobile Technologies, Inc.	126,712.75	Financial Aid Disbursement
0079403	02/05/19	CDW LLC	23,577.96	Skyline and Cañada ITS Equipment Purchases
0079407	02/05/19	Dell Marketing LP	11,141.27	Districtwide Computer Purchases
0079415	02/05/19	Interline Brands, Inc.	12,859.63	Skyline and CSM Custodial Supplies Purchases
0079421	02/05/19	Netronix Integration, Inc.	10,425.77	Skyline Campus Cameras Purchase and Installation Project
0079424	02/05/19	Pacific Dining - Food Service Management	13,046.37	Districtwide Catering Services and Skyline Students Lunch Tickets
0079429	02/05/19	School Project for Utility Rate Reduction (SPURR)	103,318.07	Utilities
0079430	02/05/19	Sedgwick Claims Management Services. Inc.	25,865.20	Replenish Workers' Compensation Insurance Fund
0079432	02/05/19	SMCCCD Bookstore	284,111.17	Bookstore Monthly Student Fees Reimbursement
0079433	02/05/19	Swinerton Builders	214,688.50	Construction Program Management Services
0079436	02/05/19	VALIC Retirement Services Company	273,909.44	Monthly Tax Sheltered Annuities Employee Contribution
0079447	02/07/19	Blach Construction Company	381,150.58	Cañada Kinesiology Building Design and Construction Services
0079448	02/07/19	W.E. Lyons Construction CO.	22,907.84	Cañada Building 9 and Vista Housing Building Envelope Damage Repair Projects
0079459	02/07/19	W.E. Lyons Construction CO.	435,248.63	Cañada Building 9 and Vista Housing Building Envelope Damage Repair Projects
0079474	02/12/19	Allana Buick & Bers, Inc.	34,850.00	Skyline Housing and Vista Housing Building Envelope Damage Consulting Services
0079475	02/12/19	BankMobile Technologies, Inc.	3,127,276.26	Financial Aid Disbursement
0079477	02/12/19	Constellation NewEnergy, Inc.	36,000.69	Utilities
0079478	02/12/19	Coulter Construction Inc.	60,569.32	Cañada and CSM Various Construction Projects
0079479	02/12/19	Dell Marketing LP	11,321.26	Skyline and Cañada Computer Purchases
0079492	02/12/19	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0079494	02/12/19	SM County Community College District	13,938.75	Replenish Flex Spending Account
0079519	02/14/19	CIS, Inc	63,488.00	Districtwide Construction Projects Inspection Services
0079521	02/14/19	Constellation NewEnergy, Inc.	30,279.26	Utilities
0079522	02/14/19	Coulter Construction Inc.	40,746.00	Cañada Construction Project
0079533	02/14/19	SMCCCD Bookstore	10,522.15	Skyline and Cañada Special Programs Textbooks Rental Program
0079546	02/19/19	BankMobile Technologies, Inc.	177,837.34	Financial Aid Disbursement
0079549	02/19/19	Ellucian Company L.P.	10,940.00	Districtwide Software License and Maintenance Services
0079551	02/19/19	GatesAir Inc	39,769.86	KCSM Equipment Replacement and Training Services
0079566	02/21/19	Allana Buick & Bers, Inc.	53,840.25	Cañada Building 9 Envelope Damage Repair Consulting Services
0079571	02/21/19	Coulter Construction Inc.	378,433.54	CSM Learning Communities Modernization Project Insurance
0079579	02/21/19	McCarthy Holdings Inc.	1,292,884.00	Cañada Math, Science and Technology Building Construction Project
0079583	02/21/19	School Project for Utility Rate Reduction (SPURR)	22,023.66	Utilities
0079587	02/21/19	McCarthy Holdings Inc.	67,393.00	Cañada Math, Science and Technology Building Construction Project
0079592	02/21/19	XL Construction Corporation	2,633,673.77	Skyline Environmental Science Building Design and Pre-construction Services
0079603	02/26/19	BankMobile Technologies, Inc.	268,897.83	Financial Aid Disbursement
0079604	02/26/19	CDW LLC	15,013.28	Districtwide ITS Equipment and Software Purchases

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
February 1 - 28, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO $10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
0079606	02/26/19	Constellation NewEnergy, Inc.	25,517.70	Utilities
0079608	02/26/19	Dell Marketing LP	20,234.84	Districtwide Computer Purchases
0079621	02/26/19	San Mateo County Schools Insurance Group	198,718.73	Monthly Dental and Vision Insurance Premiums
0079623	02/26/19	SM County Community College District	25,000.00	Replenish Flex Spending Account
0079625	02/26/19	Turner Construction Company	925,867.58	Skyline Design and Pre-construction Services
0079630	02/26/19	Young Electric Company, Co.	11,576.00	Skyline and Cañada Electrical Services
508929	02/05/19	Carahsoft Technology Corporation	15,768.97	Districtwide Software Annual Maintenance and Support Services
508930	02/05/19	CAW Architects, Inc.	26,650.87	CSM Learning Communities Building Design and Construction Consulting Services
508947	02/05/19	Group 4 Architecture, Research + Planning, Inc.	20,152.00	Skyline North Campus Architectural Design Services
508950	02/05/19	Hospitality Investment LLC	10,000.00	Skyline Equity Academy Conference Deposit
508954	02/05/19	JH Technologies, Inc.	27,668.99	CSM Lab Equipment Purchase
508959	02/05/19	Kennedy & Company	37,500.00	Districtwide Student Related Technology Systems Research Services
508975	02/05/19	MV Transportation, Inc.	32,907.40	Skyline Students Shuttle Services
508982	02/05/19	Pacific Gas & Electric Co	22,349.41	Utilities
508993	02/05/19	SAMCEDA	12,500.00	Membership Renewal
509003	02/05/19	Sowiski, Mona C.	11,000.00	Cañada Professional Development and Leadership Training and Consultation Services
509005	02/05/19	Strategic Energy Innovations	35,988.75	Skyline Workforce Grant Related Consulting Services
509035	02/05/19	C S E A	19,342.39	Monthly Union Dues
509043	02/05/19	Downtown Ford	35,084.33	Skyline Facilities Vehicles Purchase
509065	02/05/19	Harbor View Hotel, Inc.	27,545.61	Skyline CTE Connection Event Hosting Services
509072	02/05/19	Public Empl Ret Sys	1,679,340.20	Monthly Health Insurance Premium
509092	02/05/19	VALIC	19,783.33	Monthly Tax Sheltered Annuities Employee Contribution
509109	02/07/19	Casey - Fogli Concrete Contractors Inc.	10,000.00	CSM Theater Floor Repair Project
509113	02/07/19	Comm College League/Calif	15,676.00	Cañada Library Database Annual Subscription
509126	02/07/19	InsideTrack, Inc.	13,050.00	CSM Students Coaching and Reporting Services
509158	02/07/19	Sierra School Equipment Company	170,864.14	CSM Theatre Modernization Project
509177	02/07/19	Blach Construction Company	19,184.18	Cañada Kinesiology and Wellness Building Design and Construction Services
509181	02/12/19	AECOM Technical Services, Inc.	22,000.00	Skyline and Cañada Construction Scheduling Consulting Services
509184	02/12/19	All Commercial Landscape Service	17,185.04	Districtwide Irrigation Efficiency Project
509197	02/12/19	City of San Bruno	12,035.76	Utilities
509200	02/12/19	Graybar Electric Co.	23,176.03	Cañada ITS Equipment Purchase
509203	02/12/19	Image Access Inc.	13,464.00	Cañada Library Equipment Purchase
509216	02/12/19	One Diversified, LLC	586,422.10	Districtwide Classroom Technology Equipment Purchases
509228	02/12/19	Strata Information Group	128,224.00	Monthly Districtwide Professional & Management Services
509229	02/12/19	Strategic Energy Innovations	19,268.00	Skyline Energize Colleges Fellowship Services
509231	02/12/19	TD Sports Group, LLC	14,922.85	Cañada Athletic Fields Upgrade
509237	02/12/19	Wenger Corporation	12,405.03	CSM Music Equipment Purchase
509253	02/12/19	The Guardian Life Insurance Company	41,348.59	Monthly Life Insurance Premium
509254	02/12/19	U.S. Postal Services	16,000.00	Skyline Postage Purchase
509257	02/14/19	Ad Astra Information Systems, LLC	75,000.00	Districtwide Scheduling Software Annual Subscription Fees
509265	02/14/19	Downtown Ford	29,733.30	District ITS Vehicle Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
February 1 - 28, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO $10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
509268	02/14/19	Fly Sci Enterprise	20,000.00	Skyline CTE Event Keynote Speaker Fee
509283	02/14/19	MV Transportation, Inc.	16,776.32	Skyline Students Shuttle Services
509285	02/14/19	One Diversified, LLC	165,085.83	Districtwide Classroom Technology Equipment Purchases
509286	02/14/19	Pacific Bay Asset Company	23,970.43	ITS Club Car Purchase
509289	02/14/19	Pacific Gas & Electric Co	34,548.21	Utilities
509295	02/14/19	Roofing Contractors Inc.	36,493.00	Skyline Roofing Repair Projects
509309	02/14/19	Bell, Stanley C.	10,000.00	Districtwide Staff Diversity Black History Mobile 101 Museum Exhibit Services
509328	02/19/19	APPA, Leadership in Educational Facilities	17,910.00	Facilities Leadership Academy Training Services
509336	02/19/19	Formstack, LLC	11,684.33	Districtwide ITS Enterprise Software Annual Subscription
509349	02/19/19	Roofing Contractors Inc.	13,463.00	Skyline Roof Repairs
509379	02/21/19	Cornerstone Earth Group, Inc.	15,000.00	Skyline Geotechnical Consultation Services
509382	02/21/19	Griffin Painting, Inc.	15,960.00	Districtwide Painting Services
509389	02/21/19	J A Momaney Services Inc.	14,170.13	Cañada New Building Ceremonial Purchases
509400	02/21/19	Pacific Gas & Electric Co	22,676.35	Utilities
509427	02/21/19	Coulter Construction Inc.	19,917.55	CSM Learning Communities Modernization Project
509428	02/21/19	XL Construction Corporation	138,614.41	Skyline Environmental Science Construction Project
509436	02/26/19	AT&T/MCI	13,085.50	Districtwide Telephone Services
509455	02/26/19	Foundation for California Community College	22,457.30	Districtwide Career Ladders Project Consulting Services
509463	02/26/19	Pacific Gas & Electric Co	10,027.48	Utilities
509469	02/26/19	Precita Eyes Mural Arts Center	11,665.00	Cañada Mural Design Concept Workshop Services
509483	02/26/19	Calif Water Service Co	21,362.17	Utilities

		District Payroll Disbursement (excluding Salary Warrants)		
	02/01/19	US Treasury - Federal Payroll Tax	2,081,349.09	Federal Payroll Tax
J1903582	02/01/19	EDD - State Payroll Tax	439,719.37	State Payroll Tax
J1903582	02/01/19	EDD - State Payroll Tax	13,632.07	State Tax-Disability Insurance
J1903582	02/04/19	PERS Retirement	1,189,392.48	PERS Retirement Advance
J1903760	02/04/19	State Teacher Retirement - Defined Benefit	1,228,196.30	STRS Retirement-Defined Benefit 95%
J1903755	02/05/19	Mass Mutual 457	48,596.60	Tax Annuity
J1903806	02/11/19	State Teacher Retirement - Cash Balance	49,312.00	STRS Retirement-Cash Balance
J1903887	02/11/19	State Teacher Retirement - Defined Benefit	64,529.09	STRS Retirement-Defined Benefit Bal
J1903914	02/20/19	US Treasury - Federal Payroll Tax	82,864.33	Federal Payroll Tax
J1903962	02/25/19	PERS Retirement	11,502.70	PERS Retirement Balance
J1904257				

		SMCCCD Bookstores		
	02/26/19	Cengage Learning	12,354.44	Purchase of Inventory
	02/26/19	CSM Bookstore	135,290.87	Purchase of Inventory
119001	02/26/19	D & H Distributing	13,519.50	Purchase of Inventory
119008	02/26/19	InComm	29,057.50	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
February 1 - 28, 2019
WARRANT SCHEDULE GREATER THAN OR EQUAL TO $10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
119011	02/26/19	MBS Textbook Exchange	39,347.06	Purchase of Inventory
119034	02/26/19	McGraw-Hill Companies	88,382.59	Purchase of Inventory
119045	02/26/19	MPS	15,923.72	Purchase of Inventory
119047	02/26/19	MTC Distributing	10,275.67	Purchase of Inventory
119052	02/26/19	Nebraska Book Company, INC	21,606.70	Purchase of Inventory
119053	02/26/19	Pearson Education, Inc	39,132.48	Purchase of Inventory
119055	02/26/19	PEPSI	14,234.87	Purchase of Inventory
119063	02/26/19	SM CC College District	245,517.45	Salaries and Benefits of January 2019
119066	02/26/19	Sysco Food Company of SF	15,017.17	Purchase of Inventory
119077	02/26/19	W.W. Norton & Company I W	12,128.87	Purchase of Inventory
119084	02/22/19	CDTFA	67,131.34	Sales tax payment for January 2019
119093		Subtotal	21,812,832.73	95%
EFT 11083		Warrants Issued ≤ $10,000	1,135,074.73	5%
		Total Non-Salary Warrants Issued	22,947,907.46	100%

	Ck#508918-509503, DD79377-79630	16,935,460.56	
	Ck#139766-140426, DD50170147-50171983	13,190,149.23	
District Accounts Payable	Ck#118992 - 119096, EFT 81299, 11083	903,482.31	
District Payroll	Total Warrants Including Salaries - February 2019	31,029,092.10	
SMCCCD Bookstores			

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ACCEPTANCE OF NATIONAL SCIENCE FOUNDATION INCLUSION ACROSS THE
NATION OF COMMUNITIES OF LEARNERS OF UNDERREPRESENTED
DISCOVERERS IN ENGINEERING AND SCIENCE (INCLUDES) ALLIANCE SUB-
GRANT FROM SAN JOSÉ-EVERGREEN COMMUNITY COLLEGE
DISTRICT/COMMUNITY COLLEGE CENTER FOR ECONOMIC MOBILITY**

In September 2018, Saddleback College was awarded a five-year, $9.9 million National Science Foundation Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (INCLUDES) Alliance grant. The focus of this grant is to prepare remedial students for advanced STEM education and careers through the STEM Core model and to expand diversity in the STEM workforce. The STEM Core model creates a path to employment for students by helping them achieve calculus readiness through contextualized and accelerated mathematics; providing a dedicated student support specialist for psychosocial support and services to reduce academic and non-academic barriers; and connecting them with paid internships in STEM industries.

San José-Evergreen Community College District/Community College Center for Economic Mobility is one of the major project partners included in this grant and functions as the Pacific Northwest (PNW) Hub for the Northern California and Washington state STEM Core partner colleges. Skyline College is named as one of the STEM Core Hub partners along with Cañada College, Evergreen Valley College, San Jose City College, Mission College, West Valley College, Las Positas College and Ohlone College.

Skyline College's sub-grant is in the amount of $10,000 for Project Year 1; unexpended funds for Project Year 2 in the amount of $5,000; and travel reimbursements will be funded for Project Years 3,4 and 5. The College's role will involve: 1) implementing a Fall 2019 STEM Core cohort with a student support specialist; 2) finding student internship opportunities; 3) attending quarterly partner meetings; 4) collecting and submitting student academic data; 5) attending annual STEM Core network national convenings; 6) providing quarterly and annual reports; 7) communicating activities and other required information with other grant stakeholders; and 8) communicating required data with the designated external evaluator.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the sub-grant between San José-Evergreen Community College District/Community College Center for Economic Mobility and San Mateo County Community College District in the amount of $15,000.

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

ADOPTION OF RESOLUTION NO. 19-7 HONORING DR. REGINA STANBACK STROUD

Dr. Regina Stanback Stroud has been a leader in the California Community College system for three decades. At the end of the 2018-2019 academic year, Dr. Stanback Stroud will retire from her position as President of Skyline College. A celebration honoring Dr. Stanback Stroud's legacy will be held on Thursday, April 25 at 3:00 p.m. at the Marriott SFO.

RECOMMENDATION

It is recommended that the Board adopt this resolution honoring Dr. Regina Stanback Stroud for her decades of selfless service to Skyline College, the San Mateo County Community College District and the California Community College system.

RESOLUTION NO. 19-7
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION HONORING DR. REGINA STANBACK STROUD

WHEREAS, Dr. Regina Stanback Stroud has been a driving force and unwavering advocate for educational equity and student success at Skyline College, the San Mateo County Community College District and throughout California; and

WHEREAS, for three decades, Dr. Stanback Stroud has been serving and supporting students in the community college system, including as a faculty member and dean at Mission College and as vice president for instruction and finally as president at Skyline College; and

WHEREAS, Dr. Stanback Stroud's tenure at Skyline College has been marked with countless accomplishments and contributions, and the faculty, staff and students of the College and District have been enriched by Dr. Stanback Stroud's wisdom, insight, enthusiasm, dedication, passion and sense of humor; and

WHEREAS, as president of the California Academic Senate, Dr. Stanback Stroud was an advocate for faculty on critical governance and pedagogical issues; and

WHEREAS, as president of Skyline College, Dr. Stanback Stroud has been a courageous voice of reason and, when necessary, admonition of the state community college CEOs on issues relating to the funding formula, support for students, and consistently challenging unproductive rhetoric with calls to action on mission-critical matters surrounding equity, diversity and inclusion; and

WHEREAS, Dr. Stanback Stroud has been an advisor and mentor to an untold mass of educational leaders and professionals throughout Skyline College, the San Mateo County Community College District and San Mateo County for decades; and

WHEREAS, the San Mateo County Community College District in particular, and the broader San Mateo County community in general, has benefited more than can ever be measured from the wisdom, counsel, support, mentorship, care and friendship of Dr. Regina Stanback Stroud; and

WHEREAS, Dr. Stanback Stroud will be retiring at the end of the 2018 – 2019 academic year, it is fitting and proper that she be lauded, acknowledged and celebrated for her tireless drive to achieve educational equity for the students of Skyline College and the San Mateo County Community College District;

NOW, THEREFORE, BE IT RESOLVED, THAT that the Board of Trustees of the San Mateo County Community College District congratulates Dr. Regina Stanback Stroud on her retirement, commends her for her many years of dedicated service, applauds her contributions to Skyline College and the San Mateo County Community College District, and wishes her well in her future endeavors; and

BE IT FURTHER RESOLVED, that Dr. Stanback Stroud has earned the title of President Emerita of Skyline College.

REGULARLY PASSED AND ADOPTED this 24th day of April 2019.

Ayes:

Noes:

Abstentions:

Attest: _____
          Karen Schwarz, Vice President-Clerk
          Board of Trustees

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

APPROVAL OF REVISIONS TO BOARD POLICIES:
Policy 1.45 – Agendas for Meetings
Policy 1.60 – Rules of Order for Board Meetings
Policy 2.06 – Board Policies and Administrative Procedures

Policies 1.45 and 1.60 are within the Board's sole purview and have been presented to the District Participatory Council as information items, as well as being presented to th Board as information items at the Board meeting of March 27.

The District Participatory Governance Council has reviewed Policy 2.06 and has advised the Chancellor on revisions to the policy. The Chancellor concurs with these recommendations.

The following summarizes the recommendations to the Board:

- **Policy 1.45:**   **Agendas for Meetings –** Minor updates are recommended for this policy.

- **Policy 1.60:**   **Rules of Order for Board Meetings** – No edits are recommended for this policy.

- **Policy 2.06:**   **Board Policies and Administrative Procedures** – Minor, technical update is recommended for this policy.

RECOMMENDATION

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

BOARD POLICY
San Mateo County Community College District

*Subject***:**   1.45 Agendas for Meetings
Revision Date: 3/12; xx/19
Policy Reference: Government Code Sections 54954 et seq. and 6250 et seq.; Education Code
                        Sections 72121 and 72121.5

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1. An agenda for each meeting of the Board shall be prepared jointly by the President of the Board and/or designee and Chancellor (or designees as necessary). Any member of the Board may ask the Board President to add an item to the agenda. If the Board President denies the request, the requesting Board member may raise the issue at a Board meeting under "Statements from Board Members." If a majority of Board members agree to add the item, it shall be added to a subsequent agenda. Normally, requests for agenda items shall be submitted ten (10) calendar days in advance of the meeting date.

2. At least five (5) days prior to each regular meeting, the meeting agenda shall be provided to Board members. The agenda will include titles that accurately describe each item of business to be transacted or discussed at the meeting.

3. The agenda for each regular and special meeting shall be posted where the public and District employees may see it, at least seventy-two (72) hours prior to the time of the regular meeting and at least twenty-four (24) hours prior to special meetings. The agenda will also be posted on the District's website. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability. Members of the public and others can request that their names be added to an email list for agendas and board packets.

4. The agenda shall clearly state the items proposed for action. No conclusive policy decision may be taken on a matter until it appears on a published agenda. Items of policy cannot be added to the agenda at the time of the regular meeting unless:

   a. a majority of members of the Board decides there is an "emergency situation" as defined for emergency meetings;
   b. two-thirds of the members of the Board (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
   c. an item appeared on the agenda of, and was continued from, a meeting held not more than five (5) days earlier.

5. This does not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at the same meeting at which testimony is taken.

6. The order of business may be changed by consent of the Board.

1.45 Agendas for Meetings (continued)

7. The agenda of regular meetings may contain a consent agenda section, under which noncontroversial items of a routine nature, as determined by the Chancellor, may be approved by one vote of the Board. Sufficient back-up material on consent agenda items shall be made available to Board members in advance of the meeting. Prior to a motion for approval of the consent agenda, a Board member may ask questions about a particular agenda item. Also before approval, any Board member, interested student, employee or citizen, or member of the staff may request that an item be removed to be considered separately. If an item is removed, it will be discussed in the order listed, after approval of remaining items on the consent agenda.

8. The agenda of each regular meeting shall include an opportunity for enrolled students, staff, employees and the public to address the Board on any matter directly related to the business of the College District (generally agendized as Statements from the Public on Non-Agenda Items). No action can be taken by the Board on such items. In addition, once an agenda item has been presented and staff reports made, the Board shall invite public participation in discussion related to the item.

9. Any person or persons wishing to place a matter directly related to community college district business before the Board for deliberation or action shall submit to the Chancellor a written request for inclusion of the matter on the agenda no less than seven days prior to the date of the regular meeting. The Board President, in conjunction with the Chancellor, shall decide where and when the item will be placed on the agenda.

BOARD POLICY
<u>**San Mateo County Community College District**</u>

<u>*Subject*</u>	1.60 Rules of Order for Board Meetings
<u>*Revision Date*</u>	3/12; Reviewed xx/19
<u>*Policy References:*</u>	Government Code Section 54954.3; Education Code Section 72121.5

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The Board recognizes both the value of free expression of views and its statutory obligation to make policy decisions essential to the management of the District. Toward these ends, the following rules of order, established under authorization of State statutes, shall govern the conduct of all Board meetings:

1. The President of the Board shall direct the orderly presentation of reports and discussion on all agenda items and on matters introduced under "Statements from the Public on Non-Agenda Items" and "Presentations to the Board by Persons or Delegations." No action can be taken by the Board on "Statements from the Public on Non-Agenda Items" or "Presentations to the Board by Persons or Delegations."

2. After an agenda item has been presented and staff reports made, the Board shall invite public participation in discussion relating to the item. Persons addressing the Board will be asked to preface their remarks by giving their name to the President of the Board. The President of the Board may rule out of order discussion which in his/her judgment is not relevant to the agenda item.

3. During any portion of the meeting, the Board may prescribe a time limit on individual presentations and/or a time limit on the total time to be allocated to all presentations on a given item or issue, and the Board may allow all interested participants to address the Board before allowing any participant to be heard a second time.

4. The President of the Board may rule out of order persons who use profanity, threats, physical violence, or obscenity in any form, disturb or disrupt the Board meeting, or fail to conform to a reasonable request to maintain decorum in the meeting room.

5. Persons who are ruled out of order shall be warned of their infraction, dismissed from the meeting room if the warning is not heeded, and removed from the meeting room by appropriate authorities if they do not comply with instructions or directives of the Board or Board President to leave.

6. In the event that any Board meeting is willfully interrupted by an individual or group of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session. Representatives of the news media and staff members, except those participating in the disturbance, shall be allowed to attend the meeting.

7. Any criminal violation of any provision of law may be directed by the Board to the attention of the appropriate law enforcement agency.

1.60 Rules of Order for Board Meetings (continued)

8.   Members of the public also may submit written communications to the Board on any item either on or off the agenda. Written communication regarding items on the agenda should reach the office of the Chancellor not later than one working day prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

CHAPTER 2: **Administration and General Institution**
BOARD POLICY NO. 2.06 (BP 2410)

BOARD POLICY
San Mateo County Community College District

*Subject***:**   BP 2.06 Board Policies and Administrative Procedures
Revision Date: 12/11; 7/17; xx/19
Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4,
                    I.B.7 and I.C.5

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1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as District employees.

2. Any policy may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.

3. The policies governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.

4. The administration, in conjunction with the appropriate constituencies, will review each policy on a six-year schedule in accordance with the accreditation cycle. Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.

5. Board policies 2.05 and 2.08 assign responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Policy changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.

6. Board policy 2.08 assigns responsibility to the District Participatory Governance Council (DPGC) to advise the Board on seven different governance matters. Policy changes which impact any of these seven areas will be reviewed by the DPGC before being sent to the Board for approval.

7. Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

8. Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.

9. Board policies will only reference the "Chancellor (or designee)" as the responsible party for implementing Board policies and developing administrative procedures.

10. Board policies and administrative procedures will be posted on the District's website.

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-5C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

REVIEW OF REVISIONS TO BOARD POLICIES:
Policy 1.01 – District Mission
Policy 1.35 – Board Member Conduct
Policy 1.50 – Minutes of Meetings

Board-approved policies are reviewed on a six-year cycle, and as needed, to ensure currency and reflect any changes in law, accreditation or application. The following policies relating to Board activities are presented for initial review and comment by the Board prior to approval at a future meeting. For the policies highlighted below, staff have offered preliminary recommendations for the Board's consideration:

- **Policy 1.01**   **District Mission** – Minor edits adding the fostering of equity as a District/College objective and specifying the timeframe for review of the policy.

- **Policy 1.35:**   **Board Member Conduct –** Edits clarifying support of Board decisions per Accreditation Standard IV-C.2 (Attachment A) and speaking on behalf of the Board are recommended.

- **Policy 1.50:**   **Minutes of Meetings –** Edits incorporating conformance with the California City Clerks Association Guidelines for preparing meeting minutes (Attachment B) and also requiring the posting of minutes to the District website are recommended to this policy.

BOARD POLICY
San Mateo County Community College District

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

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

    PREAMBLE

    The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

    MISSION

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

    - Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
    - Provide lower division programs to enable students to transfer to baccalaureate institutions; and
    - Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
    - Provide basic skills education in language and computational skills required for successful completion of educational goals; and
    - Provide a range of student services to assist students in attaining their educational and career goals; and
    - Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
    - Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and

BP 1.01 District Mission (continued)

- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

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

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

<div align="right">

CHAPTER 1: **Board of Trustees**
BOARD POLICY NO. 1.35 (BP 2717, 2720, and 2745)

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BOARD POLICY
San Mateo County Community College District

</div>

*Subject***:**   BP 1.35 Board Member Conduct
Revision Date: 3/12; 3/15
Policy References: Government Code Sections 8314 and 54952.2; Penal Code Section 424;
                   ACCJC Accreditation Standard IV.C.10

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1. Board members shall:

    a. Be bound by approved Board policies.

    b. Work and communicate through appropriate channels of authority and responsibility.

    c. Notify the President of the Board or the Secretary for the Board of an expected absence from a
        Board meeting.

    d. Not use or permit others to use public resources, except that which is incidental and minimal, for
        personal purposes or any other purpose not authorized by law.

2. A majority of the members of the Board shall not communicate among themselves outside a regularly
    scheduled meeting by using a series of communications of any kind, directly or through
    intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject
    matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or
    official of the District or a member of the public from engaging in separate conversations or
    communications with members of the Board outside of a meeting in order to answer questions or
    provide information regarding a matter that is within the subject matter jurisdiction of the Board, if
    that person does not communicate to members of the Board the comments or position of any other
    member or members of the Board.

3. The Board shall speak with one voice. A decision reached by a majority of the members of the Board
    shall constitute a binding decision of the Board and all members of the Board will respect that
    decision, even if they disagree with the decision.

4. Members of the Board will coordinate with the Chancellor on any requests from media seeking
    comment about issues pertaining to Board or District matters. Individual members of the Board shall
    not speak on behalf of the Board or the District unless authorized by the Board to do so.

5. As provided for in the law, written or oral background information supplied to Board members on
    matters to be discussed in closed session shall be kept confidential.

    a. Board members shall not reveal the identity of individuals in attendance at closed sessions nor the
        nature or details of discussion at closed sessions.

BP 1.35 Board Member Conduct (continued)

      b.   Board members shall not initiate or entertain charges against individual employees at a public Board meeting. As provided by law, appropriate personnel matters shall be discussed by the Board in closed session.

6.   Individual Board members shall not instruct staff to conduct investigations, prepare reports, or undertake extensive analysis of information. When information is requested by Board members, the following policy shall be observed:

      a.   It is the policy of the Board that there be no restraints placed upon District employees in providing routine public information except as restricted by statutes.

      b.   If the Board member request is for public information which exists in the form requested, it will be complied with as soon as possible.

      c.   It shall be the policy of the Board that whenever an individual Board member wishes an investigation, study, research project, or analysis, it shall be directed by the majority vote of the Board through the Chancellor.

      d.   All Board member requests received will be referred to the Chancellor who will determine the appropriate disposition and may include, where indicated, the anticipated cost of completing the request, as well as an expected completion date.

7.   A Board member shall not approach a District employee on personal or sensitive matters with the request that such matters be held in confidence.

8.   Data or reports prepared by individual Board members for distribution to the Board shall be the sole responsibility of the author and shall place no obligation on the part of the Chancellor or the Board to take action. Such materials should normally be distributed under "Statements from Board Members" on the regular Board meeting agenda.

9.   No member of the Board shall make, participate in making or, in any way, attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest. Each Board member shall annually file a statement disclosing those interests in investments, real property, and income designated as reportable under the District's Conflict of Interest Code.

10. Individual Board members shall inform the Chancellor about significant complaints and criticism received from the public even though no action is requested. In turn, the Board shall be kept informed of significant complaints and criticism by the Chancellor. The intent of this section is to assure that the Board and the Chancellor have time to investigate the criticism or complaint before it is discussed in a public Board meeting. Nothing in this section would prohibit a member of the public from addressing the Board about any matter under either "Statements from the Public on Non-Agenda Items" or discussion of a regular agenda item.

11. Board members shall maintain reasonable decorum at Board meetings.

12. Board members, including the Student Trustee, shall participate in an annual Board evaluation process which will be conducted each calendar year. The purpose of this evaluation of the Board is to assess the Board's effectiveness in promoting and sustaining academic quality and institutional effectiveness, as well as to identify those areas of Board functioning which are working well and

BP 1.35 Board Member Conduct (continued)

those which need improvement and to improve communication and understanding among Board members. Evaluation instruments with criteria based upon District Policies and Procedures shall be developed and approved by the Board, and a facilitator shall be used by the Board as necessary to assist in this process. The Board shall discuss the results of the evaluation at a public meeting.

13. Refusal to adhere to these policies shall constitute misconduct by a Board member and shall be grounds for summary termination by the Board President of the offending Board member's privilege of address.

BOARD POLICY
<u>**San Mateo County Community College District**</u>

<u>*Subject*</u>**:**   1.50 Minutes of Meetings
<u>*Revision Date*</u>**:**   2/09; 6/15
<u>*Policy References*</u>**:**   Education Code Section 72121(a); Government Code Sections 6250 et seq., 54957.5 and 54953.7

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1. A record of all transactions of the Board shall be set forth in the Board meeting minutes. All minutes, after approval by the Board, shall be kept by the Secretary for the Board in the Minute Book and/or in an appropriate electronic format as the official record of Board meetings. The minutes of all Board meetings are public records and shall be made available to the public.

2. The minutes shall be succinct; the basic function of the minutes shall be the recording of official actions of the Board and shall be drafted in conformance with the City Clerks Association of California's "Guidelines for Preparing Minutes for Governmental Agencies."

    a. ~~The minutes shall record the name of the person making a motion, the name of the person seconding it and the vote. A member abstaining from voting on a proposition may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.~~
    b. ~~If discussion is held on an item, the minutes will state that "a discussion was held". A summary of the positions of the Board members will be reported. Such summary may be corrected at the time the minutes are presented for adoption.~~
    c. ~~Any Board member may request that there be included in the minutes any verbatim statement which that Board member has made or data which he/she wishes to have included in the minutes. Unless such request is made at the meeting during which the statement is made or the data produced, it shall not thereafter be requested as part of those particular minutes.~~
    d. ~~Each Board member shall have the privilege of having his/her vote and the reasons for it recorded separately on any question if he/she so requests in the minutes. The request must be made while the vote is being taken or immediately thereafter.~~

3. Board meetings shall be audio recorded. Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code sections 6250, et seq. Recordings of meetings do not constitute the official Board minutes, but are used to assist in clarifying the business transacted at Board meetings. Recordings normally will be retained for one month; at the discretion of the Board or the Chancellor, recordings may be retained for a longer period of time.

4. Minutes shall be posted on the District's website.

5. Minutes and recordings of Board meetings shall be available by prior arrangement for inspection by the public during the regular office hours of the District Office. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Excerpt from Accrediting Commission for Community and Junior Colleges
Accreditation Standards (Adopted June 2014)

Standard IV: Leadership and Governance

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. In multi-college districts or systems, the roles within the district/system are clearly delineated. The multi-college district or system has policies for allocation of resources to adequately support and sustain the colleges.

A. Decision-Making Roles and Processes

1. Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.

2. The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.

3. Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.

4. Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.

5. Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.

6. The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.

7. Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

B.   Chief Executive Officer

1.   The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

2.   The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.

3.   Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:

- establishing a collegial process that sets values, goals, and priorities;
- ensuring the college sets institutional performance standards for student achievement;
- ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions;
- ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning;
- ensuring that the allocation of resources supports and improves learning and achievement; and
- establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.

4.   The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.

5.   The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.

6.   The CEO works and communicates effectively with the communities served by the institution.

C.   Governing Board

1.   The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)

2.   The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

Standard IV: Leadership and Governance

2. The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.

3. The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7)

4. The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.

5. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

6. The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

7. To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

8. The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

9. Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.

10. The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)

11. The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

Standard IV: Leadership and Governance

12. The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

D.   Multi-College Districts or Systems

1.   In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.

2.   The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.

3.   The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.

4.   The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO's accountable for the operation of the colleges.

5.   District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.

6.   Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.

7.   The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.

- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:

  - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.

  - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.

  - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

  - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.

- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.

- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.

- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.

- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.

- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that…," "It was generally felt that...," "It was questioned whether…," "During discussion, it was clarified…"

- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.

- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:

    - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.

    - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.

    - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).

- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."

- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.

- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.

- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.

- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.

- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.

- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.

- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.

- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-6C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

2019 COLLEGE INSTITUTIONAL SELF-EVALUATION REPORTS (ISERs)

This Board report is the first review of the college's draft Institutional Self-Evaluation Reports (ISERs). The Board will have the opportunity to ask questions and give feedback on the documents. The colleges will complete their ISERs for final review and approval by the Board at its July 24, 2019 meeting. The following are links to the draft ISERs:

Cañada College: https://canadacollege.edu/accreditation/iser2019.php
College of San Mateo: http://collegeofsanmateo.edu/2019accreditation/selfstudy.aspp
Skyline College: http://skylinecollege.edu/accreditation/ISER.php

The Accreditation Liaison Officers (ALOs) and contacts for each of the colleges and the District are:

Dr. Karen Engel, Dean of Planning, Research, Innovation, and Effectiveness (PRIE), Cañada College
Dr. Hilary Goodkind, Dean of Planning, Research, Innovation, and Effectiveness (PRIE), CSM
Ingrid Vargas, Dean of Planning, Research, Innovation, and Effectiveness (PRIE), Skyline College
Dr. Aaron McVean Vice Chancellor, Educational Services and Planning, District Office

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-7C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

DISCUSSION OF STUDENT HOUSING

At recent meetings, including at its annual retreat, the Board discussed the issue of student housing insecurity. At the retreat, staff presented the attached briefing paper for the Board's information and consideration regarding the potential of constructing student housing within the District. To continue the conversation and to address issues raised by the Board at their retreat, e.g. experiences of other community college districts offering student housing, staff again provides this briefing paper to the Board as a reference.

HOUSING INSTABILITY:
A BASIC NEED THAT INHIBITS SUCCESS FOR SOME STUDENTS

INTRODUCTION AND CONTEXT

The myth that the cost barriers to attend college rest squarely on tuition and fees has been dispelled in recent years, as tuition rates in California have become the lowest in the nation for community college students at $46 per unit. Further evaluation of the issue has revealed that it is indeed the life costs – food, transportation, housing, child care, etc. – that are the real financial impediments to students attending community college, particularly on a full-time basis, as they often need to work full-time – often multiple jobs – to provide for themselves and their families. The life-cost barriers are often not addressed by educational institutions in a way that lessens the burden for students seeking to continue their higher education goals.

There is also another myth: when a student who has been part of local, state and/or national support programs for all or part of their K-12 career, that upon graduation from high school, their basic needs are met. In fact, the opposite is generally true. Upon graduation, many students in these circumstances encounter greater basic needs insecurities as they now have other compounding issues (housing, food, transportation, etc.) that compete for limited personal resources as they enter adulthood.

Realizing these issues as true barriers not only to entry into college, but as barriers for student retention and success while in college, the administration of the San Mateo County Community College District intends to explore on-campus, student housing options for vulnerable populations of students.

THE DATA

NATIONALLY

The Community College Equity Assessment Laboratory (CCEAL), a national research and practice lab at San Diego State University, has studied issues of housing and food insecurities among community college students. Through a number of surveys used by nearly 90 community colleges across the nation, the CCEAL has a body of data that inform the discussion on housing insecurity. The CCEAL generally describes housing insecurity as "having an unstable place of living (i.e., a lack of fixed or permanent residence). This can include a wide array of challenges including homelessness, couch-surfing, sleeping in cars…frequent moves etc." This is a broader definition than is used by the federal and local governments, but one that further highlights the range of housing insecurity for students.

Recent data from the CCEAL indicates that from a subsample of 3,647 students from California:

- Approximately a third (32.8%) of students experienced housing insecurity.
- By gender, 31.8% of men and 33.9% of women reported issues with housing insecurity.

A 2016 Wisconsin HOPE Lab survey of 33,000 students at 70 community colleges [in 26 states] found that 51% were housing insecure, and 14% were homeless.

These data from CCEAL and HOPE Lab, when disaggregated, continue to paint an even starker picture for under-represented student populations from economically deprived communities.

LOCALLY

San Mateo County

Every two years, San Mateo County conducts a count and survey of homeless individuals within the county. The count and survey use the definition of homelessness established in the federal McKinney-Vento Homeless Assistance Act as the basis for determining who to include:

1. An individual who lacks a fixed, regular and adequate nighttime residence, and

2. An individual who has a primary nighttime residence that is:

    a. A supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including hotels and motels paid for by charitable organizations, congregate shelters, and transitional housing for the mentally ill); or

    b. An institution that provides a temporary residence for individuals intended to be institutionalized; or

    c. A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition does not include people who are "at-risk" of homelessness (i.e. living in unstable housing situations) or those who are "couch surfing" (i.e. those who "float" from location to location). However, this is a category in which many community college students place.

The 2017 San Mateo County homeless count determined that there were 1,253 homeless people in the county on the night of January 25, 2017. These included:

- 637 unsheltered homeless people (living on streets, in cars, in RVs, in tents/encampments) and,

- 616 sheltered homeless people (in emergency shelters and transitional housing programs).

The 1,253 homeless people (including both sheltered and unsheltered) counted comprised 902 households, including:

- 782 "Adult Only" households, that is without dependent children (86.7%);

- 116 "Family" households, that is with dependent children (12.9%);

- 4 "Child Only" households, that is with no adult present (0.4%).

The 2019 Count has been conducted but the survey and results will not be available until later in the year.

SMCCCD

In spring 2018, the SMCCCD conducted a survey (modeled on the HOPE Lab and CCEAL surveys) of all students enrolled at its three campuses (N = 25,553), with eight percent of students completing a response (n = 1,997). The survey questionnaire was designed to document the extent of food and housing insecurity experienced by students. Nearly two-thirds of students reported experiencing some form of food or housing insecurity during the past 12 months. A report addressing food insecurity was presented to the Board of Trustees in August 2018.

Select results related to students' experience of Housing Insecurity are presented below. For the purposes of this discussion, the District defined homeless as meaning that a student is without a place to live and is living in a vehicle, outside, or a shelter.

Each of the following conditions represents different aspects of the continuum of food and housing insecurity experienced by SMCCCD students. Housing insecurity encompasses a broad set of challenges such as worrying about the ability to pay rent, moving frequently, or feeling unsafe in a living situation.

- 42% of students experienced financial difficulty paying rent during the past 12 months.

- 29% of students report feeling "less than safe" in their current living situation.

- 7% of students report moving because they "felt unsafe" at home during the past 12 months.

Finally, students were also asked about the actual experience of being homeless.

- 1 of 17 students (6%) reported being homeless at some point in the past 12 months. Comments from students who reported being homeless indicated that the experience of homelessness was generally episodic, as opposed to chronic and long term.

HOUSING INSECURITY IS PART OF A WEB OF BASIC NEEDS INSECURITIES

Studies from CCEAL, HOPE Lab and District research all conclude that students who experience housing insecurity often times experience other basic needs insecurities such as food insecurity. These issues, taken in tandem, and placed in the context of the economic and social environment of San Mateo County reinforce the severity of the needs of many of the District's students. With the highest housing costs in the nation, and the general cost of living being among the most expensive in the country – in fact, five of the ten most expensive areas to live in America are in the Bay Are – students' financial resources are being stretched further than ever and many times, they simply cannot make ends meet. In the District's recent survey, students indicated that general financial insecurity was a burden:

- Borrow money from friends or family to help pay bills—22%

- Not able to pay the full amount of a utility bill—11%

- Not able to pay or underpaid rent or mortgage—8%

- Moved in with other people because of financial problems—7%

- Had an account default or go into collections—6%

- Lived with others beyond the expected capacity of the house or apartment—6%

- Did not know where they were going to sleep at night—4%

- Stayed in an abandoned building, an automobile, or other place not meant for regular housing – 2%

- Got evicted from their home—1%

- Stayed at a shelter – 1%

PUBLIC POLICY ISSUES

LOCAL GOVERNMENTS

Municipalities and local governments across the state have seen an increase in individuals sleeping in their automobiles or parking motor homes/recreational vehicles within their respective jurisdictions. Because of the complexity and sensitivity of homelessness and the associated human services, public safety and basic needs issues, many local governments and municipalities have adopted ordinances that prohibit forms of vehicular habitation, including, among others:

- San Mateo County

- City of San Mateo

- City of San Bruno

- City of Redwood City

- City of San Carlos

- City of Belmont

- Town of Atherton

Additionally, other municipalities and jurisdictions have also prohibited motor homes/recreational vehicles from being parked for set periods of times (e.g. no longer than 72 hours) within those respective locales. There is also an increase in individuals commuting from outside of the Bay Area for work but those individuals appear to be sleeping in their cars during the workweek and then returning to their homes on the weekends. These commuters are not homeless but are utilizing their vehicles as temporary lodging.

STATE GOVERNMENT

Recently, Assemblymember Marc Berman introduced legislation that would allow community college students sleeping in their cars to do so on community college campuses across the state. This approach is one the District's Board of Trustees explored in 2018 and concluded that it was not a dignified, humane or appropriate solution to best serve the housing needs of at-risk students.

A PATH FORWARD

The District is enhancing its partnership with Samaritan House, the leading non-profit in San Mateo County that "brings a new level of hope, dignity, and empowerment to people living in poverty as they fulfill immediate needs and guide people to self-reliance." Samaritan House is the largest food distribution agency in the county, and offers other free services include shelter and housing assistance; medical and dental clinics; clothes for children; and personalized case management. The District support's Samaritan House's holistic approach to poverty that goes beyond food, shelter and clothing. Serving a client is not a single transaction but the start of an on-going relationship to move individuals and families towards self-reliance, some of whom will be able to pursue post-secondary educational goals. Samaritan House is the county's single intake point for all housing insecurity resources and any individual who is placed in a shelter. The District's work with Samaritan House in identifying resources for students in need and also includes a warm hand-off from the District to those students who utilize the Samaritan House resources.

Though a wonderful resource, Samaritan House is not the only answer to the District's housing insecurity problem for students. The District's administration firmly believes that developing on-campus housing for students in at-risk populations is critical for long-term success for those students.

THE PREMISE

District administration is proposing to develop student housing units to serve select populations of students. These populations would have full-time residency, connected with their enrollment status, to provide them with a safe, comfortable, welcoming environment in which to live and thrive. Eleven community colleges in California currently offer housing for their students; these colleges are generally rural and remote and housing options are very limited for students. In the case of SMCCCD students, the local supply of housing is scarce and as a result financially prohibitive.

- *The Units and Community:* Based on a model of modular, stackable construction, the units would be constructed off-site and assembled on the respective campus(es). Units would be single-occupancy with their own kitchen and bathroom, akin to a small efficiency apartment. The goal would be to have occupants develop a community within a community and create support networks and utilize resources that will aid them in their academic pursuits.

- **The Location(s):** The first such complex for students would be located on the eastern edge of the College of San Mateo, in the lot below the Public Safety Training Center and above the athletic fields. Other complexes would be contemplated at the other campuses as need and demand may dictate.

- **The Process:** As it has with the employee housing complexes, the District would engage a developer to build student housing. However, unlike the employee housing complexes where the District finances the projects, with the student housing complexes, the

developer would finance and operate the complexes. The District would enter into a long-term lease with the developer who would recoup their costs through rents paid by student residents. The District would enter into agreements that would curtail student costs and protect student interests.

- **The Populations:** The District has several student populations that would be prime candidates for housing units, including: foster youth, (recently) incarcerated youth, veterans, homeless students and international students. Domestic students would pay significantly reduced rents (if any, based on their circumstances) and international students would pay rates that would offset the reductions for domestic students. An exact formula of the number of domestic versus international students has not yet been calculated, but a ratio must be reached to maintain financial viability and cover costs for domestic students, which would necessitate a larger number of international student occupants.

MANAGEMENT INFRASTRUCTURE IS IN PLACE

The District is not new to developing and operating housing. Beginning in 2005, the San Mateo Colleges Educational Housing Corporation, the non-profit organization established by the District, has managed and governed the employee housing program and complexes. This organization has performed in a stellar manner and is a model for other organizations interested in pursuing such a program for employees.

Additionally, the District also has a housing placement office for international students who need assistance in securing local housing. The office places several hundreds of students each semester but continues to encounter challenges in securing reliable, safe and easy-access home-stay locations for international students. Yet, even with this challenge, the mechanism of managing student housing already exists.

CONCLUSION

The District's Strategic Plan and programs such as Promise and SparkPoint provide the District and its colleges with information, expectations and tools to address need and remove barriers to realizing the goals of student success and enhanced student support services. As the needs of students evolve and their personal circumstances change, many are faced with challenges outside the classroom that impact their abilities inside the classroom. The District's focus on support in areas such as housing insecurity are critical to serving the broader needs of students. The current and future planned programming and services for students in need are important elements to ensuring that students are not able to pursue their academic goals because of the lack of basic human services, such as housing. With innovative and dedicated campus partners and by engaging community organizations and leveraging assets and ideas, the District is committed to allocating resources to "Students First."

San Mateo County Community College District   April 24, 2019

BOARD REPORT NO. 19-4-8C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

<div align="center">

DISCUSSION ON NAMING OF FACILITIES

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Recent conversations by the Board have emerged regarding the renaming of a District institution. The discussion will continue at this meeting.

For the Board's information, a copy of the Board policy that addresses the renaming of facilities is attached.

BOARD POLICY
<u>**San Mateo County Community College District**</u>

<u>*Subject*</u>**:**   BP 2.80 Recognition: Honorary Degree; Presidential Medallion; Naming of
                      Facilities
<u>*Revision Date*</u>:   2/11; Reviewed 3/18
<u>*Policy References*</u>:   Title 5, Section 18801

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1. Honorary Degree or Presidential Medallion

    a. In order to recognize the contributions of a community member, alumni or benefactor of the
        District or its Colleges; accomplishments or achievements of an individual in a particular field of
        study; or an individual's contributions to society in general, the Board may bestow either an
        Honorary Degree or a Presidential Medallion.

        i.   An Honorary Associate in Arts or Sciences degree may be awarded to a distinguished person
             meeting the qualifications above who has not previously earned a degree from one of the
             three District Colleges.

        ii. A Presidential Medallion may be awarded to a distinguished person meeting the
             qualifications above who holds a degree from one of the three District Colleges.

    b. Nominations for an Honorary Degree or Presidential Medallion may be made by any Board
        member, faculty staff, students, alumni, friends of the Colleges or other members of the College
        community by sending a letter outlining the candidate's contributions, accomplishments and
        achievements to the Chancellor.

        i.   If the recommendation is for an Honorary Degree, the Board President, Chancellor,
             appropriate College president and Foundation Executive Director will consult with the
             District and College Academic Senates on the nomination. If the nomination is endorsed by
             the Academic Senates, it will be forwarded to the Board for final approval.

        ii. If the recommendation is for a Presidential Medallion, the Board President, Chancellor,
             appropriate College President and Foundation Executive Director shall constitute a
             committee with appropriate representative from all campus groups which will make a
             recommendation to the Board of Trustees.

    c. An Honorary Degree or a Presidential Medallion may be awarded in absentia and posthumously,
        but only upon recommendation to the Board of Trustees by the Chancellor in the case of
        extraordinary and compelling circumstances.

    d. Current faculty, staff, and trustees are not eligible for an Honorary Degree or Presidential
        Medallion. Faculty, staff, and trustees who have been separated from the District/College for at
        least five years are eligible.

BP 2.80 Recognition: Honorary Degree; Presidential Medallion; Naming of Facilities (continued)

2. Naming of Facilities

    a. In most cases, naming opportunities for District facilities will be reserved for major donors, whose financial contributions significantly enhance the District's ability to build, renovate or rehabilitate facilities or to significantly expand or enhance academic programs. In recognition of major financial contributions, the Board of Trustees may name District facilities in honor of said funder. The term "facilities" includes but is not limited to buildings, rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility. Proposals for such naming may come from any source, including The San Mateo County Community Colleges Foundation. Upon a proposal, the president of the Board of Trustees, the chancellor of the District, and the president of any involved college (in consultation with the campus community) shall constitute a committee to make a recommendation to the Board, which shall have the final authority.

    b. On occasion, in recognition of an extraordinary and enduring accomplishment or contribution to the College District or the Colleges, a facility may be named for a person who has not made a financial contribution to the District. Current faculty, staff, and trustees are not eligible for such naming. Faculty, staff and trustees who have been separated from the District/College for at least five years are eligible. Upon a proposal, the president of the Board of Trustees, the chancellor of the District, and the president of any involved college (in consultation with the campus community) shall constitute a committee to make a recommendation to the Board, which shall have the final authority.