

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**STUDY SESSION OF THE BOARD OF TRUSTEES**

**July 13, 2016**

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

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

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**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organizations: AFT, AFSCME and CSEA
2. Conference with Real Property Negotiator  
Property: Parcel of Land on Skyline College Campus  
Negotiating Party: Ron Galatolo
3. Conference with Legal Counsel Regarding One Case of Existing Litigation: Friends of the College of San Mateo Garden v. San Mateo County Community College District et al.; Case No. S214061

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m.      Call to Order**

**Roll Call**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

**MINUTES**

16-7-1            [Approval of the Minutes of the Meeting of June 22, 2016](#)

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

16-7-1A            [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

**APPROVAL OF CONSENT AGENDA**

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

16-7-1CA            [Adoption of Resolution No. 16-14 Establishing 2016-17 Budget Limits](#)

16-7-2CA            [Adoption of Resolution No. 16-15 Authorizing Submittal of Application\(s\) for all CalRecycle Grants for which the San Mateo County Community College District is Eligible](#)

**INFORMATION REPORTS**

16-7-1C            [Discussion of Student Transportation](#)

**STATEMENTS FROM BOARD MEMBERS**

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

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

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

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
June 22, 2016, San Mateo, CA**

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

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Mandelkern said that during Closed Session, the Board will (1) consider a recommendation for expulsion of a student, (2) hold a conference with Agency Labor Negotiator Eugene Whitlock; the employee organizations are AFT, AFSCME and CSEA, and (3) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 5:02 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:03 p.m.

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz, Student Trustee Dennis Zheng

**Others Present:** Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College Interim President Jennifer Hughes, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Mandelkern reported that the Board voted unanimously to approve the recommended expulsion of a student.

**SWEARING IN OF STUDENT TRUSTEE DENNIS ZHENG**

President Mandelkern administered the oath of office to Student Trustee Zheng. Student Trustee Zheng thanked the Board, College Presidents and Vice Presidents, Chancellor Galatolo and the Vice Chancellors for the opportunity to serve. He introduced individuals in the audience who have had an impact on his life; they included the incoming Associated Students Presidents – Cindy Streitenberger at Cañada College, James Roe at College of San Mateo and Dylan O’Shea at Skyline College, and the two past Student Trustees, David Zay Latt and Rupinder Bajwa. Student Trustee Zheng also acknowledged the following people from Skyline College: Kevin Chak, Bookstore Manager; Golda Margate, Executive Assistant in the Office of the Vice President of Student Services; Amory Cariadus, Director of Student Development; Angelica Gacutan, Student Life and Leadership Assistant; Joseph Adams, Career Aide; and fellow students Emily Colby, Jazmena Bannag and Brayan Palma. Student Trustee Zheng introduced his mother and grandmother. He said they moved to the United States so that he could have access to a better education and he is deeply grateful to them.

**MINUTES**

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the minutes of the study session of June 8, 2016. In the section describing the discussion of potential housing for international students, Trustee Holober requested the addition of his statement of concern about providing land that the District owns to a developer without including land

costs as the District calculates costs for potential housing. With this correction, the motion carried, all members voting Aye.

### **STATEMENTS FROM EXECUTIVES**

Chancellor Galatolo congratulated Student Trustee Zheng on being sworn in as a member of the Board. Presidents Stanback Stroud, Claire and Hughes offered congratulations to him as well.

District Academic Senate President Bennett said Academic Senate elections were held and Leigh Anne Shaw will become the new President in August. Chancellor Galatolo thanked President Bennett for her service and said she will be missed.

### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-6-3A)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in the report. The motion carried, all members voting Aye.

#### **HEARING OF THE PUBLIC ON LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO'S INITIAL CONTRACT PROPOSAL TO THE DISTRICT (16-6-4A)**

It was moved by Trustee Mohr and seconded by Trustee Holober to hold the public hearing. The motion carried, all members voting Aye. President Mandelkern declared the public hearing open and asked for questions or comments from the public and from Board members. Hearing none, he declared the public hearing closed.

#### **APPROVAL OF CONSENT AGENDA**

President Mandelkern said the consent agenda consists of board reports 16-6-1CA through 16-6-5CA as listed on the printed agenda. It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the items on the consent agenda. The motion carried, all members voting Aye.

### **Other Recommendations**

#### **ADOPTION OF THE 2016-17 TENTATIVE BUDGET (16-6-100B)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to adopt the tentative budget. Jan Roecks, Vice President of Administrative Services at College of San Mateo, outlined the budget guidelines: address board goals and District Strategic Plan; address community needs; balance the budget projections in each of the next three years; and use one-time funds for one-time expenses. She said the budget assumptions are:

- Property tax increase: 6.3%
- RDA funds: \$6.8 million
- International FTES: 53% growth based on International Education plans
- Inflation: 3.1% or best guess for each line item
- Student fees: no increase

Vice President Roecks said projected revenue for Fund 1 is \$159.4 million. The largest revenue source is property taxes at \$125.5 million. Other sources are RDA funds, student fees, Proposition 30 funds, non-resident tuition, mandated costs, lottery, interest and other revenues. Projected expenses for Fund 1 total \$159.4 million. The largest expense is site allocations at \$124.3 million. Other expenses are retiree/other benefits, utilities, telephone/hardware/software maintenance, formula adjustment contracts, insurance, manager hiring, and other/one-time expenses.

Vice President Roecks compared the District's revenue based on community-supported status vs. State revenue limit. Based on the revenue assumptions, she said the District will realize a benefit of \$49,686,277 as a result of being community-supported. She discussed other community college districts in the State which are also community-supported.

Vice President Roecks reviewed other funds, including Internal Service, Debt Service, Restricted Fund, Capital Projects, Enterprise/Auxiliary, Special Revenue, Student Aid, and Reserve for Post-Retirement Benefits. Vice President Roecks said Innovation Funding for 2016-17 totals \$2 million, with \$600,000 going to each of the Colleges and \$200,000 to the District.

Jamillah Moore, Interim Vice Chancellor of Educational Services and Planning, reported on the Innovation Funding proposal for the District. She said the District proposes to hire a District Researcher, who will help to develop a robust and comprehensive research, planning and institutional effectiveness infrastructure to produce actionable data for use in Districtwide decision making. The District Researcher will report to the Vice Chancellor of Educational Services and Planning. The requested amount of \$200,000 includes salary and benefits.

President Stanback Stroud reported on the Innovation Funding proposal for Skyline College. The three projects are the Respiratory Therapy Bachelor's Degree Program (\$250,000); Center for Career and Workforce Programs (\$200,000); and Career Advancement Academies (\$150,000). President Stanback Stroud discussed the relevant District Strategic Goals and strategies for each project.

President Claire reported on the Innovation Funding proposal for College of San Mateo. The four projects are the Year 1 Program (\$250,000); SparkPoint Program (\$125,000); Professional Development Program (\$125,000); and Innovation/Maker Program (\$100,000). President Claire discussed the relevant District Strategic Goals and strategies for each project.

Interim President Hughes reported on the Innovation Funding proposal for Cañada College. The two projects are the College for Working Adults (\$300,000) and the "Jam" Programs – Math, Word and Physics Jams (\$300,000). Interim President Hughes discussed the relevant District Strategic Goals and strategies for each project. She also discussed objectives, metrics and methods of measurement for each project.

Michelle Marquez, Vice President of Administrative Services at Cañada College, discussed projected District contribution increases for STRS and PERS based on the known rate increases (8.96% for PERS and 10.85% for STRS) and the salary rates of District employees. She said the initial projected increase for FY 13/14 was \$8.4 million. The current projection for FY 16/17 is \$10.7 million and the future projection for FY 20/21 is \$14.5 million. Vice President Marquez said the projections have changed due to accelerated PERS increases, COLAs and new positions. The 2016-17 STRS and PERS budget is \$12.9 million, which is an increase of \$4.8 million over 2013-14.

Vice President Marquez said the projected ending fund balance is \$31 million, while the typical ending balance is approximately \$22 million. She said the difference is due to the District receiving almost \$10 million in one-time funds which were allocated to support the District Strategic Plan. Most of the funds will be carried over to 2016-17.

Vice President Marquez discussed programs which are included in the State budget and the share of funding the District is projected to receive. It is estimated that the District will receive \$1.2 million for Workforce/CTE, \$50,000 for part-time faculty office hours, and \$3 million for deferred maintenance/instructional equipment. In addition, the District will receive \$928,000 for full-time faculty. The funding for full-time faculty was included in the last State budget cycle and was intended to be allocated to all districts; however, because it was paid through apportionment dollars, community-supported districts did not receive their portions. Language has been put in a trailer bill to correct this.

Vice President Marquez said considerations as the District moves toward a final budget include:

- Strategic Plan – the budget will continue to align and support the District's Strategic Goals
- Innovation Fund – the adopted budget will include a report on the 2015-16 innovation funds
- RDA Funds – additional one-time funds are expected but the amount and timing are not known
- Full-time faculty and Obligation
- Mandated Costs Block Grant – approximately \$1.5 is expected

Vice President Marquez said the Self-Assessment Checklist included in the tentative budget is provided by the State Chancellor's Office. It is used for accreditation and helps show that the District is fiscally sound.

Trustee Mohr said he appreciates the effort that went into demonstrating how the educational plans of the Colleges are connected to the District Strategic Plan.

Trustee Holober said the Board previously adopted a goal and formula to increase the amount of money in the District's reserves. He asked where this would be reflected in the tentative budget. Vice President Marquez said she does not believe it is included in the tentative budget. She will refer the question to Executive Vice Chancellor Kathy Blackwood and ask that she respond to the entire Board.

Trustee Holober said he recalled that in past years, the District was funding the growth of the reserve for post-retirement benefits through an annual allocation from the general fund. He asked if the District is augmenting that reserve with new money being set aside for retiree benefits, separate from movement of funds into the dedicated, irrevocable trust. Chancellor Galatolo said Executive Vice Chancellor Blackwood will follow up with the Board on this question.

Trustee Holober noted that payment of benefits is part of the cost of hiring people and that granting raises creates a ripple effect because retirement benefits are connected to people's earnings. He said that for a future report, he would be interested in knowing how much of the \$4.8 million increase in the STRS and PERS budget is due to State mandated contribution increases vs. the District hiring employees and paying better.

Trustee Schwarz asked if there is an indication of the timeline for receiving RDA funds. Vice President Marquez said the timing for receiving one-time funds is not known at this time. She said Executive Vice Chancellor Blackwood will update the Board as information becomes available. She noted that the District is receiving ongoing RDA funds.

Trustee Goodman thanked staff for their thorough report.

President Mandelkern said he appreciates that each College has made sure that their innovation funding was laid out in detail and that it is tied to specific Strategic Plan goals and strategies. He said he believes the one element that is still missing is quantitative metrics, i.e. how progress toward goals is measured. This would enable the District and Colleges to track whether the desired outcome was achieved and, therefore, judge the effectiveness of the investment.

Commenting on the SparkPoint program at College of San Mateo, President Mandelkern said it is unfortunate that there is a need to provide a food pantry for District students, but he is pleased that the Colleges are doing so.

After this discussion, the motion carried, all members voting Aye.

#### **APPROVAL OF 2018-2022 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (16-6-101B)**

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the Plan. Trustee Holober said he recalls that this is an annual approval as required by the State Chancellor's Office and is a "wish list" of projects for which funding would be requested if State funding was available. Chancellor Galatolo confirmed that this is the case. President Mandelkern emphasized that this is not a priority list of planned projects. He said he believes it would be a good practice to tie these projects, along with projects in the Capital Improvement Plan, to specific goals in the Strategic Plan.

Trustee Mohr said the opening paragraphs describing each project are well written and informative. He said this would be a natural place to reference the Strategic Plan goals.

After this discussion, the motion carried, all members voting Aye.

#### **ACCEPTANCE OF SHUTTLE GRANT FUNDS IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS SHUTTLE PROJECT AND APPROVAL OF CONTRACT WITH MV TRANSPORTATION AS OPERATOR OF THE SERVICE (16-6-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Goodman to accept the grant funds as detailed in the report. Trustee Goodman noted that the shuttle will provide access between the Daly City BART Station and Skyline College. He asked if there was any consideration for providing access between the College and Colma, San Bruno or South San Francisco. President Stanback Stroud said this access was included in the initial request; however, SamTrans expressed concern about the impact on existing ridership.

Trustee Mohr noted that the grant will cover a two-year period and the District will contribute approximately \$250,000 per year. He asked about the plan to follow up after the two-year period. President Stanback Stroud said Skyline College will have opportunities to reapply for the grant. In addition, the College is building a plan of sustainability into its process. Over the two-year period, the College will examine the effectiveness of and demand for the shuttle.

Trustee Schwarz congratulated all those who worked to secure the grant. She said it is the first step in trying to solve the massive transportation issue. She said the “last mile” is still a problem. Trustee Schwarz said SamTrans advertised a reduced cost pass for the summer which could provide a cost savings for students who attend summer school.

President Mandelkern said transportation is a significant issue and is of great concern to students. He said he would like to see metrics and goals established for this and other projects so that their effectiveness can be measured. President Stanback Stroud concurred and said an evaluation strategy is in place. President Mandelkern asked that the evaluation be shared with the Board and that it include a comparison of other transportation options.

After this discussion, the motion carried, all members voting Aye.

**DISCUSSION OF TRUSTEE ELECTIONS AND APPROVAL OF CONTRACT WITH DOLINKA GROUP FOR DEVELOPMENT OF TRUSTEE AREA BOUNDARIES (16-6-103B)**

It was moved by Trustee Mohr and seconded by Trustee Goodman to approve the contract with Dolinka Group. President Mandelkern said this item concerns two separate but related issues: a potential move from odd to even year elections and a potential change to a by-trustee area election method.

Discussion of Change in Timing of Elections

President Mandelkern said Senate Bill 415 might require the District to move its elections from odd years to even years. Trustee Holober said it appears that the District will be required to make this change because voter turnout during the odd-year elections was at least 25% less than the average voter turnout within the District for the previous four statewide general elections, which is the threshold specified in SB 415. William Tunick of the Dannis Woliver Kelley law firm agreed that this is a safe assumption. Trustee Holober said this will increase the cost for an individual, especially a non-incumbent, to run for office because the number of voters a candidate needs to reach in a statewide general election is significantly larger. President Mandelkern said the cost will be partially offset if the Board opts to change to a by-trustee area election method.

President Mandelkern noted that the change to even-year elections will negate a vote by mail option because this method can be used only for election cycles in which there is not a statewide or federal race.

President Mandelkern said, and Mr. Tunick agreed, that the change to even year elections would be accomplished by extending the terms of all current trustees by one year. Mr. Tunick said that by January 1, 2018, the District must adopt a plan to move its elections to even years no later than November 8, 2022. The change could be made as early as the next election cycle, in which case the trustees who would be up for reelection in 2017 would have their terms extended to 2018 and those up for reelection in 2019 would have their terms extended to 2020. Trustee Schwarz noted that this will force incumbents who did not plan to run for reelection to have their terms extended for an extra year. President Mandelkern said officeholders always have the option to leave office. Trustee Goodman said this might be a consideration when determining the timing of the move to even-year elections. In response to a question from Trustee Goodman, Mr. Tunick confirmed that SB 415 requirements do not apply to special elections.

Mr. Tunick outlined the procedure for the shift to even-year elections. He said the Board must adopt a resolution to change from odd-year to even-year elections. The resolution must be submitted to the Board of Supervisors for approval no later than 240 days prior to the date of the currently scheduled election, e.g. March of 2017 if changing from the November 2017 election to the 2018 statewide general election.

The Board discussed the optimal timing of the move to even-year elections. It was agreed that the implementation of SB 415 will be brought to the next business meeting as an action item. At that time, the Board will discuss further whether the move will be effective for the 2018, 2020 or 2022 statewide general election.

Change of Election Method/Contract with Dolinka Group

President Mandelkern said there are three things to consider under this item: (1) whether a majority of the Board wants to consider moving to by-trustee area elections; (2) if so, a decision on whether to approve a contract with the recommended demographer for development of trustee area boundaries; and (3) if approved, Board expectations of the vendor.

Trustee Mohr said he believes it is imperative that the District move to by-trustee area elections. He said the Board of Supervisors led the way and other districts will follow. He said he believes it is in the interest of the public to begin the

process and to take time to consider the populations in the various communities served by the District. All Board members agreed with the need to address the issue and move forward with engaging a demographer. It was also agreed that if the Board decides to implement by-trustee area elections, it would be advisable to do so for the 2018 election cycle in order to allow time to study the factors involved and hold public hearings.

The Board discussed items that they believe should be addressed in conversations with the demographer. They include the optimal number of Board members (five, seven or nine) and criteria for drawing boundaries, i.e. current boundaries of cities, school districts, Board of Supervisors, County Office of Education, along with respect for incumbency. Mr. Tunick said the two strict criteria that must be considered from a legal standpoint are (1) having nearly equal total population numbers per district and (2) consideration of race and ethnicity when drawing maps. He said it is then a matter of using traditional redistricting criteria, one of which may be consideration of incumbency. Mr. Tunick suggested that the first meeting with the demographer be a criteria-setting meeting that would provide the demographer guidance for drawing maps using various criteria. Upon the request of Board members, staff will conduct a survey of similar-sized districts in the State to determine the size of the Boards of Trustees, the size of the population in the districts, the number of students served, and the criteria used to draw boundaries.

During discussion, the Board agreed that: (1) the process will start anew, without using maps from the previous demographer; (2) there will not be a subcommittee as there was during the previous consideration of redistricting; and (3) public forums will be held with a schedule to be determined.

The Board discussed the proposals received from two firms for the development of trustee area boundaries. President Mandelkern said there is a considerable cost difference between the proposals. He said the cost for the services of National Demographics Corporation are considerably higher than costs for the recommended firm, Dolinka Group. Gohar Momjian said she, along with Kathy Blackwood, Sue Harrison, Jamillah Moore and Eugene Whitlock served on a committee which conducted the interview process. She said a major consideration was the availability of in-person presentations at Board meetings, for which National Demographics Corporation charges extra. President Mandelkern said he would support the recommendation to award a contract to Dolinka Group. Trustee Holober said the proposals and reviews were thorough and he also supports the approval of a contract with Dolinka Group. Trustee Holober said Dolinka Group's proposal includes an optional element to conduct a CVRA analysis to look for evidence of racially polarized voting within the District. He said the Board opted not to conduct a CVRA analysis when it last considered redistricting. He said adoption of a by-trustee area election method would eliminate any potential litigation having to do with racially polarized voting. He added that preliminary numbers showed no evidence of racially polarized voting. The Board agreed that a CVRA analysis should not be included in a vendor contract.

After this discussion, the motion to approve the contract with Dolinka Group carried, all members voting Aye. The Board agreed that Dolinka Group should be invited to attend the meeting of July 27 to discuss criteria for the drawing of maps and to review the calendar included in Dolinka Group's proposal.

**APPROVAL OF CONTRACT AWARD FOR PEST CONTROL SERVICES TO ORKIN SERVICES OF CALIFORNIA, INC. (16-6-104B)**

It was moved by Trustee Goodman and seconded by Trustee Holober to approve the contract as detailed in the report. The motion carried, all members voting Aye.

**APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH SAN MATEO UNION HIGH SCHOOL DISTRICT REGARDING SKYLINE COLLEGE MIDDLE COLLEGE (16-6-105B)**

It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the Memorandum of Understanding. The motion carried, all members voting Aye.

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.40, MEETINGS OF THE BOARD; 6.39, PRESENCE OF NON-STUDENTS ON DISTRICT PROPERTY; 6.50, STUDENT TEACHERS AND INTERNS; AND 8.14, BOND OVERSIGHT COMMITTEE (16-6-106B)**

It was moved by Trustee Holober and seconded by Trustee Mohr to approve the revisions as detailed in the report. The motion carried, all members voting Aye.



## **INFORMATION REPORTS**

### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2016 (16-6-3C)**

The Board accepted the report.

### **THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2015-16 (16-6-4C)** **COMMUNICATIONS**

The Board accepted the report.

### **PERSISTENCE: PATHWAY TO COMPLETION (16-6-5C)**

Interim Vice Chancellor Moore said the three Colleges are working toward student success and the commonality that they share is that of persistence, defined as the rate at which students persist to the subsequent semester. The written report sets the foundation for what the Colleges are doing and provides details about the connection to the District Strategic Plan. In response to the Board's request, the Colleges are beginning to articulate how they will measure what they have accomplished. The charts that are included in the written report show the Colleges' historical success rates, defined as completion of courses with a grade of A, B, C or P (Pass). Vice Chancellor Moore said the College Presidents will provide a brief overview of the programs and strategies they are implementing to address persistence and completion.

Interim President Hughes discussed the strategies and initiatives that Cañada College believes will help improve the persistence and success rates of all students, with particular emphasis on first year students. The College implemented the "First Year and Beyond: Start Strong, Stay Strong, Finish Strong" initiative which aligns with the District Strategic Plan, particularly goals 1, 2 and 3. President Hughes discussed the three phases of the initiative – Start Strong, Stay Strong and Finish Strong – and outlined goals, interventions and outcomes associated with each phase.

President Claire discussed the Year One program at College of San Mateo, through which the College intends to significantly improve persistence, success and completion by focusing on new students in collaboration with the local high schools and adult schools. President Claire said there is a positive correlation between student engagement and student success; the earlier the student engagement, the greater the likelihood of success. He outlined the various strategies to encourage student engagement and outlined the goals of the program in terms of persistence and completion.

President Stanback Stroud said Skyline College has undertaken the development of the Skyline College Promise, a commitment whereby students can "Get in. Get through. Get out...on-time!" This involves a two-pronged approach of (1) removing financial barriers that have limited access to higher education through the Promise Scholarship, and (2) redesigning the processes, procedures and programs of the College to promote student success, persistence and on-time completion. President Stanback Stroud outlined the planning process that resulted in the Skyline Promise, along with the strategies and planned evaluation in terms of access, success, retention and completion.

Vice Chancellor Moore presented a new proposal designed to increase student success. First year students would sign an agreement in which they would agree to take at least twelve units, complete a student education plan, declare a major, complete a FAFSA form, maintain satisfactory academic progress, and maintain a 2.0 GPA. The students would in turn receive financial support through a "Trustee Success Grant" program. Sources of funding for the grants would be Foundation funds, innovation funds, Auxiliary Services funds, revenue from International Education, the general fund, and philanthropic funds. Vice Chancellor Moore said staff would like to bring more information on this proposal for the Board to consider at a future meeting.

Chancellor Galatolo said that approximately two-thirds of the District's students receive free tuition through Board of Governors (BOG) grants. The State provides a backfill of apportionment for these grants for revenue limit districts. Chancellor Galatolo said a Districtwide Trustee Success Grant program would provide support for District students not through the Board of Governors, but through the local Board of Trustees, assuring that the criteria reflect the values of the local community and of the District Strategic Plan.

President Mandelkern said the Trustee Success Grant program is an interesting concept and he would like to hear more about it. He said he would like to add the requirement that students must be residents of San Mateo County as part of the criteria.

Trustee Mohr said the presentation on persistence is one of the most significant he has heard since being a member of the Board. He said success and persistence rates have not changed over time because certain factors are more important than others, including taking at least twelve units, receiving financial assistance, receiving ongoing support from a peer group, etc. He said the District receives \$49 million more per year than revenue limit districts. He said he believes these additional resources should be used to work toward a substantial increase in persistence, success and completion Districtwide. Trustee Mohr said the presentation indicated that the Presidents are working toward this and that they embrace accountability in terms of reporting how well strategies are working and where more needs to be done.

Trustee Schwarz said she attended two commencement ceremonies and heard students state that they would not have succeeded without support programs such as EOPS, Mana, Puente, etc. She said the concept of the Board supporting students financially is exciting and she looks forward to hearing more about it.

Trustee Holober asked for clarification about whether the proposal calls for waiving fees or for providing grants of money to students. Chancellor Galatolo said it calls for waiving fees; however, the program could be expanded at a later time to address the cost of textbooks, transportation and housing. Trustee Holober said student support programs appear to be an important factor. He said an analysis of the factors that cause students to not persist at the Colleges would help determine whether the focus should be more on student support services or on financial support. President Stanback Stroud said research indicates that persistence involves a combination of the two factors and that removing one impacts the results. Trustee Mohr said the type of preparation students have coming out of high school is critical. He said persistence and success rates will not change unless drastic action is taken and the plans presented by the Presidents provide an opportunity to take such action.

Student Trustee Zheng said having a structure for students coming out of high school is critical. He said he believes that more student support services and financial assistance will help students persist when they come to the Colleges.

President Mandelkern said the presentation was one of the most valuable and significant in his tenure on the Board as it directly and fundamentally addressed student success. He said that for twenty-four years, the success rate in the District has been approximately 70%. He said it is important to show a path to change and to use metrics to examine each intervention separately and assess which work in terms of gain. He said the three Colleges must work collaboratively and replicate best practices across the District. President Mandelkern said that as a community supported District receiving approximately \$49 million more per year than a revenue limit district, it is imperative to demonstrate the benefits that are being achieved with the extra investment.

### **INSTITUTIONAL EFFECTIVENESS GOALS (16-6-6C)**

The Board accepted the report. Chancellor Galatolo took the opportunity to thank Interim President Hughes for her outstanding work at Cañada College. He welcomed President-Elect Moore and said she will enjoy working with the dedicated faculty and staff of Cañada College.

Vice Chancellor Moore thanked the Board for their enthusiasm and engagement in looking at ways to solve the barriers to access, equity and outcomes. She said that during her career in higher education, she has not seen another district that has focused on outcomes as this Board has done. She commended the Board for their foresight in developing a Strategic Plan in the way they did and said this will take the District from good to great. Vice Chancellor Moore said she is excited to be a part of this organization and thanked the Board for the great opportunity to serve as President of Cañada College.

### **COMMUNICATIONS**

None

### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Zheng said he is pleased to have the opportunity to serve on the Board. He reminded the Board that he will be traveling to China during July. He said he will help Provost Jing Luan with orientation activities while he is in China.

Trustee Holober congratulated Vice Chancellor Moore on her new role as President of Cañada College and said he knows that she will do an outstanding job.

Trustee Schwarz welcomed Student Trustee Zheng to the Board and said he will be a great asset. She said she appreciates that he will be an advocate for the District while he is in China. Trustee Schwarz thanked Interim President Hughes for

the wonderful work she has done at Cañada College. She congratulated President-Elect Moore and thanked her for her outstanding service to the District as Interim Vice Chancellor. She said President-Elect Moore is an asset to the District and will do well at Cañada College.

Trustee Mohr said Interim President Hughes practices her profession at the highest level. He thanked her for the wonderful job she has done at Cañada College. Trustee Mohr congratulated President-Elect Moore. He said she knows how to relate to people and listen and said she will be an outstanding President at Cañada College. Trustee Mohr thanked the District's student leaders for standing firmly and in solidarity with the LGBT community of Orlando, Florida following the recent evil attack that took place.

Trustee Goodman welcomed Student Trustee Zheng to the Board. He thanked Interim President Hughes for her service to Cañada College and congratulated President-Elect Moore. Trustee Goodman said he was given a tour of the Bay Area Pathways Academy (BAPA) program yesterday. He said the program provides a tremendous opportunity for the community in terms of providing pathways and feeds directly into the District Strategic Plan. He encouraged his fellow Board members to visit the program if they are able to do so. Commenting on the tragedy in Orlando, Trustee Goodman commended the Board and others in the District for being advocates and allies of the LGBT community. He said he is proud of the work being done in the District to make all communities within the Colleges feel safe and free to express themselves. He said it is important to continue this work as there are still people who have the beliefs that lead to incidents such as the one that occurred in Orlando.

President Mandelkern welcomed Student Trustee Zheng to the Board. He said he met with Student Trustee Zheng and appreciated the opportunity to get to know him better. He commended Student Trustee Zheng for taking the initiative to act as an ambassador for the District while in China. President Mandelkern thanked Diana Bennett for her service as District Academic Senate President. He said she has represented faculty extraordinarily well. President Mandelkern thanked Interim President Hughes for her service at Cañada College. He said the feedback from the Cañada College community on her tenure there has been extremely positive. He said he knows that Interim President Hughes will act as a resource to President-Elect Moore to help with a smooth transition. President Mandelkern congratulated President-Elect Moore. He said the work she has done on the implementation of the District Strategic Plan has been outstanding. He said the District is fortunate to have her as the next President of Cañada College. President Mandelkern said he agrees with the comments made by Trustees Mohr and Goodman regarding the District's support of the LGBT community. He said the community is only as strong as the support it shows for every member of the community. He said he is proud to be part of a District that shows compassion, caring and support for its entire community.

#### **ADJOURNMENT**

The meeting was adjourned by consensus at 9:24 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 13, 2016 meeting.

Thomas Mohr  
Vice President-Clerk

**BOARD REPORT NO. 16-7-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel, (650) 358-6883

**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**

**Skyline College**

**Tammy Robinson**                      Dean of Global Learning Programs & Services                      Global Learning  
Programs & Services

Reassigned from the position of Interim Dean of Global Learning Programs and Services (Grade AD of the Management Salary Schedule 20) into this administrative assignment at the same grade, effective July 1, 2016, replacing Richard Soyombo.

**Andrea Vizenor**                      Director of Career and Workforce Programs                      Business, Education  
& Professional Programs

Reassigned from the position of Director of Retail, Hospitality and Tourism Program (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule (35) into this academic supervisory assignment at grade 192E of the same salary schedule, effective June 13, 2016, replacing Rajesh Lathigara.

**B. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

**Caroline Ouyang**                      Transition Coordinator                      Athletics, Kinesiology, Dance, Library  
(Grant funded by the Adult Education Block Grant)                      & Learning Resources

New full-time, 12-month temporary, grant-funded classified employment, effective June 27, 2016. This is a new position that was Board approved on April 5, 2016.

**Jaime Huston-Sylvester** Basic Skills Counselor Counseling

New temporary academic employment, effective August 15, 2016.

**Stephen Soler** Office Assistant II (Grant funded by SSSP) Counseling

New full-time, 12-month temporary, grant funded classified employment, effective July 5, 2016. This is a new position that was Board approved on February 18, 2016.

### College of San Mateo

**Stephanie Martinez** Administrative Assistant Office of the Vice President of Instruction

New full-time, 12-month classified employment, effective June 27, 2016, replacing Deborah Laulusa.

**Melina Boyd** Transition Coordinator Academic Support & Learning Technologies  
(Grant funded by the Adult Education Block Grant)

New full-time, 12-month temporary, grant-funded Classified employment, effective June 20, 2016. This is a new position that was Board approved on April 5, 2016.

**Kamran Eftekhari** CIS Instructor Business/Technology

New Contract I status academic employment, effective August 15, 2016, replacing Stacey Grasso.

### District Office

**Cassandra Jackson** Human Resources Manager Human Resources

New full-time, 12-month classified supervisory employment, effective June 20, 2016, replacing David Feune.

**Hugo Zarco-Vargas** Custodian Facilities

New full-time, 12-month classified employment, effective June 15, 2016, replacing Miguel Melgoza.

**Otto Sanchez** Custodian Facilities

New full-time, 12-month classified employment, effective June 20, 2016, replacing Jose Mendoza.

### Skyline College

**Marco Wehrfritz** Laboratory Technician (Fabrication Lab) Science, Math, Technology

New full-time, 12-month classified employment, effective July 1, 2016. This is a new position that was Board approved on April 5, 2016.

**Linda Truong** Office Assistant II Global Learning Programs and Services

New full-time, 12-month classified employment, effective June 6, 2016. This is a new position that was Board approved on April 5, 2016.

**Mitchell Xiong** Staff Assistant Academic Support & Learning Technologies

New full-time, 12-month classified employment, effective July 11, 2016. This is a new position that was Board approved on April 5, 2016.

**Stacy Nojima** Transition Coordinator Language Arts  
(Grant funded by the Adult Education Block Grant)

New full-time, 12-month temporary, grant-funded classified employment, effective July 18, 2016. This is a new position that was Board approved on April 5, 2016.

**Nicholas Langhoff** Instructor, Engineering Science, Math, Technology

New Contract I status academic employment, effective August 15, 2016. This is a vacant position. Nicholas Langhoff was previously employed as temporary faculty.

**Jarod Feiner** Instructor, English Language Arts

New Contract I status academic employment, effective August 15, 2016. This is a vacant position. Jarod Feiner was previously employed as adjunct faculty.

**Raymon Gutierrez** Retention Specialist Academic Support  
(Funded by the Basic Skills Initiative) & Learning technologies

New full-time, 12-month temporary classified employment, effective June 20, 2016. This is a new position that was Board approved on March 16, 2016.

**Rika Fabian** Instructor, Sociology Social Sciences

New Contract I status academic employment, effective August 15, 2016, replacing Michael Moynihan. Rika Fabien was previously employed as adjunct faculty.

**John Calavitta** Instructor, English Language Arts

New Contract I status academic employment, effective August 15, 2016, replacing Paula Silva.

**Kayla Crittendon** Athletic Trainer Kinesiology, Athletics, & Dance

New part-time (48%), 10-month classified employment, effective July 19, 2016. This is a new position that was Board approved on May 11, 2016.

## 2. Re-Employment

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****College of San Mateo**

**Michael Vargas** Counselor Counseling

Reassigned from a full-time, 12-month Program Services Coordinator - Degree Audit position (Grade 27 of the Classified Salary Schedule 60) into this full-time Contract 1 academic employment position of the Regular Faculty Salary Schedule (80), effective August 15, 2016.

**District Office**

**Randy Burris** Utility Engineer Facilities Planning & Operations

Reassigned from a full-time, 12-month Groundskeeper position (Grade BA of the Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade DD of the same salary schedule, effective June 13, 2016.

**Miguel Melgoza** Utility Engineer Facilities Planning & Operations

Reassigned from a full-time, 12-month Custodian position (Grade AA of the Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade DD of the same salary schedule, effective June 13, 2016, replacing Jonathan Fuentes.

**Jose Mendoza** Utility Engineer Facilities Planning & Operations

Reassigned from a full-time, 12-month Custodian position (Grade AA of the Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade DD of the same salary schedule, effective June 13, 2016, replacing Matthew Rizzo.

**Jessica Pulido** Project Coordinator II (Measure H) Facilities Planning

Reassigned from a full-time, 12-month temporary Administrative Assistant (Measure H) position (Grade 27 of the Classified Salary Schedule 60) into this full-time, 12-month temporary position at Grade 38 of the same salary schedule, effective September 6, 2016. This is a new position that was Board approved on April 5, 2016.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT****Skyline College**

**Denise Hum** Professor Science, Math, Technology

Transferred from a full-time, 10-month faculty position at Cañada College into this full-time, 10-month faculty position, effective August 15, 2016.

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

1. Recommend a change in staff allocation to add one full-time, 12-month Instructional Technologist position (Grade 190S of the Classified Professional/Supervisory Salary Schedule 40) in the Office of Vice President of Instruction, effective July 14, 2016.

2. Recommend a change increase in staff allocation from part-time (.48 FTE) to one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) in the International Education Program, effective July 14, 2016. This position was previously Board approved on February 17, 2016.
3. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist-A2B/Transfer Program (Funded by the A2B Grant) position (Grade 24 of the Classified Salary Schedule 60) in the Student Services-A2B/Transfer Center, effective July 14, 2016. This position is a temporary position funded by the A2B Grant, effective July 14, 2016 through September 30, 2017 or the expiration of the funding.

**College of San Mateo**

4. Recommend a change in staff allocation to add one full-time 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) in Admission & Records (International Education Program), effective July 14, 2016.

**Skyline College**

5. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position (Grade 18 of the Classified Salary Schedule 60) in the Counseling Division (EOPS/CARE), effective July 14, 2016.
6. Recommend a change in staff allocation to add one part-time (48%) 12-month Program Services Coordinator-Study Abroad position (Grade 27 of the Classified Salary Schedule 60) in the Global Learning Programs and Services Division, effective July 14, 2016.
7. Recommend a change in staff allocation to increase one part-time Office Assistant II position from 80% of full-time, 10-months to 100% of full-time, 12-months in the EOPS/Counseling department effective July 1, 2016. Accordingly, recommend an increase in assignment for the incumbent, Guillermo Alonzo.
8. Recommend approval of a temporary increase in staff allocation for one part-time, 10-month Instructional Aide II at Skyline College in the Academic Support and Learning Technologies Division for summer session 2016, effective June 1, 2016. This temporary increase will cover the eight-week summer session.

Allocation

Instructional Aide II

Incumbent

Jessica Belluomini

Assignment

34 days

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**College of San Mateo**

Stacey Grasso

Professor

Business/Technology

Retired as Professor Emerita, effective May 27, 2016 with 15 years of service. Not eligible for District retiree benefits.



**Eileen O'Brien** Counselor Counseling

Retired effective May 27, 2016 with 15 years of service. Not eligible for District retiree benefits.

**2. Resignation**

**Cañada College**

**Rosalina Mira** Project Director – Upward Bound Student Services

Resigned effective June 30, 2016.

**Skyline College**

**Kent Gomez** Counselor Counseling

Resigned effective May 27, 2016.

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

**Patrick Wolff** Music Creative Arts & Social Science

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

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

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

| <i>Location</i> | <i>Division / Department</i> | <i>No. of Pos.</i> | <i>Start and End Date</i> |            | <i>Services to be performed</i>  |
|-----------------|------------------------------|--------------------|---------------------------|------------|--|
| Cañada College  | Counseling/Student Services  | 1                  | 07/05/2016                | 08/31/2016 | <b>Office Assistant II:</b><br>Responsible for assisting with the following: answer main phone line for main campus and for counseling department; first point of contact for in person traffic for the college; maintain SARS scheduling of counseling, orientations and assessment appointments; give individual assessment results (staff only); assist in the increase of Jams and special assessments; assist with online and paper college applications; assist with welcome center activities. This position will provide coverage for previously approved vacation for Welcome Center staff. |

|                                       |  |    |            |            |  |
|---------------------------------------|--|----|------------|------------|--|
| Cañada College                        | ESO/ALL                                  | 1  | 07/01/2016 | 12/31/2016 | <b>Office Assistant II:</b><br>Develop fliers and brochures for ESO/LearningCenter/A2B/SparkPoint Programs and Services.   |
| Cañada College                        | Science and Technology                   | 1  | 07/01/2016 | 09/30/2016 | <b>Program Services Coordinator:</b><br>Responsible for the STEM Speaker Series. Lead coordinator for the program, which plans and executes the Fall 2016 events, up to 9 speakers during the semester. The program is grant funded and is part of the STEM Center efforts to support STEM education and success at Cañada College. This position will arrange speakers, create outreach strategy, serve as a liaison with faculty and staff, and manage student assistants. |
| Cañada College                        | Science and Technology                   | 1  | 07/14/2016 | 12/31/2016 | <b>Retention Specialist:</b><br>This position supports retention efforts of MESA and the STEM Center at Canada College. This person will work as part of the team to support students pursuing STEM majors, including providing workshops and individualize attention related to academics, support services, scholarships and internships.  |
| College of San Mateo & Cañada College | Student Services/Health Center           | 1  | 07/01/2016 | 06/30/2017 | <b>Health Services Physician:</b><br>The College Physician provides the following services: oversees the practices of the nurse practitioner, provides medical advice and treatment, writes prescriptions as needed and maintains documentation of treatment and services provided.  |
| College of San Mateo                  | Enrollment Services/A&R                  | 2  | 08/01/2016 | 12/31/2016 | <b>Admissions &amp; Records Assistant II:</b><br>Assist students at the A&R Counter, answer telephones, and assist students with registration.   |
| District Office                       | Auxiliary Services Operations-Bookstores | 15 | 07/01/2016 | 12/31/2016 | <b>Bookstore Cashier/Clerk:</b><br>This position will assist with pricing, stocking shelves, cashiering, customer service, merchandise shipping preparation and other duties as assigned to assist in preparing the bookstore before, during and after peak periods. There will be a need for 5 positions at each college.   |

|                 |  |   |            |            |   |
|-----------------|--|---|------------|------------|---|
| District Office | Facilities   | 1 | 07/01/2016 | 12/31/2016 | <b>Project Coordinator II:</b><br>There is currently a variety of short term projects that need the assistance of a temporary Project Coordinator to handle. This position will be needed at 50% of full time.      |
| Skyline College | Science/Math/Technology (Energy Systems Technology Management) | 1 | 07/01/2016 | 09/30/2016 | <b>Program Services Coordinator:</b><br>Provide marketing support for the Energy Systems Technology Management program through Prop 39 funds.   |
| Skyline College | Science/Math/Technology (Physics & Geology)                    | 1 | 07/01/2016 | 12/31/2016 | <b>Lab Technician:</b><br>Provide intermittent assistance with lab set up and maintenance in Physics and Geology. Days/hours vary with student need and will be most utilized during midterm and final preparation. |
| Skyline College | Science/Math/Technology (Biology, Biotech, Chemistry)          | 2 | 07/01/2016 | 12/31/2016 | <b>Lab Technician:</b><br>Assist the lab techs during intense instructional times such as lab tests, complex experiments and student check in and check out.  |
| Skyline College | Science/Math/Technology (Respiratory Therapy)                  | 1 | 07/01/2016 | 12/31/2016 | <b>Instructional Aide II:</b><br>Assist with lab assignments and skills testing during specific labs.   |
| Skyline College | Science/Math/Technology (Energy Systems Technology)            | 1 | 07/01/2016 | 12/31/2016 | <b>Instructional Aide II:</b><br>Support instruction and lab set up for construction course held at Capuchino High School.  |
| Skyline College | Science/Math/Technology (Emergency Medical Technician)         | 4 | 07/01/2016 | 06/30/2017 | <b>Instructional Aide II:</b><br>Oversee skills testing during specific labs and provide supervision for Instructional Aide I for the EMT program as required by accrediting agencies.                              |
| Skyline College | Science/Math/Technology (Allied Health)                        | 2 | 07/01/2016 | 12/31/2016 | <b>Instructional Aide II:</b><br>Assist students needing supplemental instruction/tutoring in the surgical careers and allied health programs.  |

|                 |  |   |            |            |   |
|-----------------|--|---|------------|------------|---|
| Skyline College | Science/Math/Technology (Emergency Medical Technician) | 6 | 07/01/2016 | 06/30/2017 | <b>Instructional Aide I:</b><br>Assist with skills testing during specific labs for the EMT program as required by accrediting agencies.  |
| Skyline College | Business, Education and Professional Programs          | 2 | 07/01/2016 | 12/31/2016 | <b>Cosmetology Instructional Aide:</b><br>Supervise students during practical application experiences in the lab and oversee students during client services. They also assist faculty in classes assisting in closely monitoring students and providing supervision to ensure students success and safety. |
| Skyline College | Social Sciences/Creative Arts                          | 2 | 08/17/2016 | 05/31/2017 | <b>Accompanist:</b><br>Need for an accompanist for Voice and Choir classes.   |
| Skyline College | VPSS   | 1 | 7/1/2016`  | 12/31/2016 | <b>Staff Assistant:</b><br>Provide temporary administrative support for the VPSS office. Will work up to 3-4 days per week during peak times.   |

**BOARD REPORT NO. 16-7-1CA**

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

**ADOPTION OF RESOLUTION NO. 16-14 ESTABLISHING 2016-17 BUDGET LIMITS**

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2016-17 worksheet has been available in the Chancellor's Office since June 14, 2016, and provides the basis for approval of Resolution No. 16-14.

The appropriations limit for 2015-16 totaled \$142,676,483. The limit increased to \$146,399,349 for 2016-17 with application of the inflation factor of 1.0537 and the population FTES change factor of 0.9738, as provided by the California State Department of Finance. The decrease in the FTES factor is due to a decrease in enrollment, which resulted in a decrease in our reported FTES. The calculated appropriations limit for 2016-17 is \$11.3 million higher than the appropriations subject to that limit.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 16-14 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2016-17 appropriations limit at \$146,399,349 as described in the attached Gann Limit Worksheet.

**RESOLUTION NO. 16-14**

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

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

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

**WHEREAS**, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2016-17 fiscal year; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2016-17 fiscal year has been duly calculated; and

**BE IT FURTHER RESOLVED** that the level of expenditure of local taxes required to fund the 2016-17 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY PASSED AND ADOPTED this 13<sup>th</sup> day of July 2016.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Thomas Mohr, Vice President-Clerk  
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES**  
**GANN LIMIT WORKSHEET**  
**2016-2017**

DISTRICT NAME: San Mateo County Community College DistrictDATE: June 14, 2016**I. 2016-17 APPROPRIATIONS LIMIT:**

|  |                      |
|--|----------------------|
| A. 2015-16 Appropriations Limit  | <u>\$142,676,483</u> |
| B. 2016-17 Price factor: 1.0537  |                      |
| C. Population factor:  |                      |
| 1. 2014-15 Second Period Actual FTES   | <u>17,963</u>        |
| 2. 2015-16 Second Period Actual FTES   | <u>17,493</u>        |
| 3. 2016-17 Population change factor<br>(line C.2. Divided by line C.1.)                                      | <u>0.9738</u>        |
| D. 2015-16 Limit adjusted by inflation and population factors<br>(line A multiplied by line B and line C.3.) | <u>\$146,399,349</u> |
| E. Adjustments to increase limit:  |                      |
| 1. Transfers in of financial responsibility  |                      |
| 2. Temporary voter approved increases  |                      |
| 3. Total adjustments - decrease  | <u>( -0- )</u>       |
| SUB-TOTAL  | <u>\$146,399,349</u> |
| F. Adjustments to decrease limit:  |                      |
| 1. Transfers out of financial responsibility   |                      |
| 2. Lapses of voter approved increases  |                      |
| 3. Total adjustments - decrease  | <u>( -0- )</u>       |
| G. 2016-17 Appropriations Limit  | <u>\$146,399,349</u> |

**II. 2016-17 APPROPRIATIONS SUBJECT TO LIMIT:**

|   |                      |
|---|----------------------|
| A. State Aid ( General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence ) NOTE;<br>SEE INSTRUCTIONS PAGE FOR CHANGE IN ITEMS INCLUDED. | \$ 1,323,293         |
| B. State Subventions ( Home Owners Property Tax Relief, Timber Yield tax, etc.)   | 408,600              |
| C. Local Property taxes   | 132,350,033          |
| D. Estimated excess Debt Service taxes  |                      |
| E. Estimated Parcel taxes, Square Foot taxes, etc.  | -                    |
| F. Interest on proceeds of taxes  | 1,000,000            |
| G. Local appropriations from taxes for unreimbursed State, court, and federal mandates  | <u>( -0- )</u>       |
| H. 2016-17 Appropriations Subject to Limit  | <u>\$135,081,926</u> |

**BOARD REPORT NO. 16-7-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790  
Joe Fullerton, 358-6848

**ADOPTION OF RESOLUTION NO. 16-15 AUTHORIZING SUBMITTAL OF APPLICATION(S)  
FOR ALL CALRECYCLE GRANTS FOR WHICH THE SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT IS ELIGIBLE**

The Facilities Sustainability team is applying for the CalRecycle Beverage Container Recycling Grant Program and is requesting funds to enhance recycling bins and education and awareness programs to increase SMCCCD landfill diversion rate and work towards meeting the purpose of AB 341 (75% of solid waste generated be source reduced, recycled, or composted by 2020). The Resolution is a requirement of the Grant application since we are subject to a governing body.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 16-15 authorizing submittal of application(s) for all CalRecycle grants for which the District is eligible.



**RESOLUTION NO. 16-15**

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

---

**RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL  
CALRECYCLE GRANTS FOR WHICH SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT IS ELIGIBLE**

**WHEREAS**, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recover (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District authorizes the submittal of application(s) to CalRecycle for the Beverage Container Recycling Grant Program; and

**BE IT FURTHER RESOLVED** that the Executive Vice Chancellor is hereby authorized and empowered to execute in the name of the San Mateo County Community College District all grant documents, including but not limited to applications, agreements, amendments and requests for payment, necessary to secure grant funding and implement the approved grant project; and

**BE IT FURTHER RESOLVED** that these authorizations are effective for five years from the date of adoption of this resolution.

**REGULARLY PASSED AND ADOPTED** this 13<sup>th</sup> day of July, 2016.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_

Thomas Mohr, Vice President-Clerk  
Board of Trustees

San Mateo County Community College District

July 13, 2016

**BOARD REPORT NO. 16-7-1C**

**DISCUSSION OF STUDENT TRANSPORTATION**

**There is no printed board report for this agenda item.**