

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

**December 15, 2010, 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 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.

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

10-12-1 [Minutes of the Regular Meeting of November 17, 2010](#)

10-12-2 [Minutes of the Special Meeting of November 20, 2010](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES

10-12-1C [Athletes as Readers and Leaders at College of San Mateo](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

ORGANIZATION OF BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Election of Representative of the Board to the County Committee on School District Organization
4. Appointment of Secretary for the Board
5. Appointment of Two Representatives of the Board to the San Mateo County Community Colleges Foundation Board (for two-year terms)

NEW BUSINESS

- 10-12-1A [Approval of Personnel Actions: 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.

- 10-12-1CA [Acceptance of Gifts by the District](#)
- 10-12-2CA [Ratification of September and October 2010 District Warrants](#)
- 10-12-3CA [Approval of Community Education Youth Program, Summer 2011](#)

Other Recommendations

- 10-12-1B [Adoption of District Academic Calendar for 2011-2012](#)
- 10-12-100B [Public Hearing and Approval for Categorical Funding Transfers](#)
- 10-12-101B [Presentation to the Board by College Presidents and Approval of Plans for Measure G Monies at Cañada College, College of San Mateo and Skyline College](#)
- 10-12-102B [Approval of Revisions to District Rules and Regulations: Policies 2.13, Dissemination of Employee Information; 2.28, Safety; Injury and Illness Prevention Program; 3.30, Pay Period for Faculty; 3.35, Payroll Deductions \(Faculty\); 3.50, Suspension and Dismissal; 4.35, Payroll Deductions \(Classified\); 5.10, Managers: Employment and Reassignment; 5.15, Employment Requirements; 5.20, Academic Supervisors: Employment and Reassignment; 6.60, Nursing Program](#)
- 10-12-103B [Authorization and Utilization of Elk Grove Unified School District Contract for Custodial Supplies](#)
- 10-12-104B [Authorization and Utilization of the Foundation for California Community Colleges Contract for Districtwide Office Supply Purchases](#)
- 10-12-105B [Authorization and Utilization of Oakland Unified School District Contract for Districtwide Moving Services](#)
- 10-12-106B [Approval of Construction Consultants](#)

INFORMATION REPORTS

- 10-12-2C [District Financial Summary for the Quarter Ending September 30, 2010](#)
- 10-12-3C [Report on Funds Held in County Investment Pool](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 9, 2009 Meeting](#)
4. Naming of Officers for 2011
5. Adjournment

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: **Skyline College** – Director of Workforce & Grant Services, Business & Industry
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT, CSEA and AFSCME

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 17, 2010, San Mateo, CA**

The meeting was called to order at 4:30 p.m.

The Board recessed to Closed Session at 4:32 p.m.

The Board reconvened to Open Session at 6:07 p.m.

Board Members Present: President Patricia Miljanich, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Richard Holober and Karen Schwarz

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College Vice President of Instruction Sarah Perkins, District Academic Senate President Ray Hernandez and Associated Students of Cañada College President Darnell Spellman

Pledge of Allegiance

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that at the Closed Session just concluded, the Board voted 5-0 to approve the items listed as 1A and 1B on the printed agenda. No decision was made regarding the presidency of Skyline College; the Board will reconvene to closed session after this meeting to continue deliberations.

DISCUSSION OF THE ORDER OF THE AGENDA

President Miljanich said that in order to accommodate guests, it was requested that items 10-11-2C, Discussion of Potential Bond Measure, and 10-11-3C, Report on Funds Held in County Investment Pool, be placed immediately after "Statements from the Public on Non-Agenda Items." There were no objections from the Board.

MINUTES

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the study session of October 13, 2010. The motion carried, all members voting "Aye."

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the closed session special meeting of October 27, 2010. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said he sent an email to all District employees regarding the allocation and utilization of Measure G funds. The Colleges are developing plans to discuss how best to address their individual needs. They will bring their plans to the Chancellor's Cabinet to assure they meet the criteria of the ballot argument and to determine if there are ways to consolidate overlapping activities. At the December 15 Board meeting, the presidents will present their plans for review and approval by the Board. The Board will also be asked to modify the adopted District budget to reflect the allocations.

President Morrow said she is serving as a mentor for the Puente Program this semester. Today she spent time with student Amber Lincoln, who President Morrow believes has potential to be involved in student government. President Morrow said she is eager to help with a smooth transition after the new Skyline College president is selected.

President Claire said College of San Mateo has had recent visits from the Assistant Secretary of the Department of Housing and Urban Development, a Pulitzer Prize winning author and another well-known author. The Digital Media Program went through the Program Improvement and Viability process and, as a result, a new program has been approved. It has a common core curriculum which has eliminated redundancy and duplication. Many of the courses in the core curriculum are designed to fulfill lower division and transfer requirements. President Claire recognized Vice President of Instruction Susan Estes who very ably guided the process.

Vice President Perkins announced that the Cañada College women's golf team ranked third in NorCal. The women's soccer team has made it into the playoffs and will play the number one team on Saturday. The men's basketball team is

also off to a great start, having just defeated three other teams to win a tournament. The showing of the play “Sylvia” has concluded and Cañada is looking forward to presenting “The 25th Annual Putnam County Spelling Bee” in partnership with Notre Dame de Namur’s theatre program. Vice President Perkins acknowledged Mr. Spellman as the first Associated Students president to represent students at Board meetings and said he is doing a wonderful job at Cañada College.

Executive Vice Chancellor Keller said the Legislative Analyst’s Office noted that a \$25 billion budget shortfall is expected over the next 18 months. He noted the continuing impact of the triple flip and said the District is borrowing money in the form of Tax and Revenue Anticipation Notes.

President Hernandez said concerns were raised at the last District Academic Senate meeting regarding allocation of funds from Measure G. He had a positive discussion with Chancellor Galatolo regarding this issue and he appreciated Chancellor Galatolo’s Districtwide email. Faculty leadership from the three Colleges attended the fall 2010 Plenary Session of the State Academic Senate. The spring Plenary will be held in April in San Mateo County and President Hernandez invited Board members and Chancellor Galatolo to attend. Two College of San Mateo faculty members have been chosen to teach in the Teach Abroad Program. Beth Harrison will teach in London in fall 2011 and Diana Bennett will teach in Florence in spring 2012.

Professor Hernandez said SB 1440 was passed by the legislature in September and is on a fast track to be implemented for fall 2011. The State Academic Senate has taken the initiative to coordinate community college response and has approximately 14 disciplines now working collaboratively across the State on a model transfer curriculum. Five disciplines have come to agreement and the draft model curriculum has been posted for vetting. After December 1, feedback will be incorporated and the model curriculum will be shared with colleges for review and adoption, with the goal of having all 112 community colleges adopting the same curriculum. Vice President Mandelkern asked if the UCs and CSUs will approve the same model curriculum. Professor Hernandez said it is his understanding that the curriculum approved at the community college level must be accepted by the CSUs and UCs and that CSU and UC faculty are working on the curriculum in collaboration with the community colleges. Chancellor Galatolo said he believes most of the guaranteed transfers are connected with CSUs rather than UCs; Professor Hernandez said this is correct. President Miljanich asked if the new transfer degrees will override existing agreements with CSU campuses. Professor Hernandez said the new transfer degrees will not have any effect on current agreements. Vice Chancellor Jing Luan said AB 2302, authored by Assembly Member Fong, is a complementary bill to SB 1440. It requires the UC and CSU Systems to provide efficient and clear transfer pathways for community colleges.

President Spellman provided the names of Associated Students of Cañada College (ASCC) 2010-11 Executive Board and senators. He also named students who participate on College and District committees. There are 19 active student clubs and organizations, which is an increase over last year. ASCC students attended national and statewide conferences and joined College of San Mateo for a fall leadership retreat. Events sponsored by ASCC and student clubs include Welcome Week; fundraising for San Bruno Disaster Relief, Ritmo Latino, welcome party for the new Coordinator of Student Activities, a vigil for victims of suicide, Halloween Week, Spectrum Alliance move night, and Spirit Thursday. Goals for the 2010-11 academic year are to improve ASCC communication, to have more than one candidate for the student trustee position, to have a smooth transition into their new facility and to have a well-planned and eventful spring semester.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: GROWING THE WORKFORCE THROUGH FASHION – CAÑADA COLLEGE (10-11-1C)

Vice Chancellor Luan spoke of the escalating popularity and productivity of the Fashion Program and asked Vice President Perkins to introduce the presentation. Vice President Perkins said Workforce Development is a central mission of community colleges, allowing them to make direct connections with their communities to support economic development and growth and to help students and community members gain employment. She said there are three programs within the Design & Technology Creative Arts Center (DTCAC) at Cañada College; tonight’s presentation will focus on the Fashion Department, for which Cañada has received regional, state and national recognition. Vice President Perkins introduced Ronda Chaney, Fashion Design Program Coordinator. Professor Chaney said that both load and FTES have increased in the Fashion Department and that retention and success rates are high. Student demographics are different than the College as a whole, with fewer students identifying themselves as Hispanic and a large number (46%) answering “unknown.” Fifty-two percent of students are post-secondary degree. Concurrent enrollment is increasing slowly.

An annual Fashion Event is held each fall and includes a keynote speaker and open house; a fashion show is often included. This event brings in thousands of dollars which is used for student scholarships and to help purchase equipment and supplies. There is an annual Fashion Show in spring; all garments in the show are created by students.

Professor Chaney listed the names of Fashion Department students and the jobs they have secured in the fashion field. Job titles include pattern maker, designer, entrepreneur-store owner, manufacturer's rep, textile artist, merchandiser and instructor. Three students – Alicia Avarack, Michelle Yee and Grant Spencer – reported on their backgrounds, experiences in the program, employment gained as a result of the program, and future plans.

Professor Chaney said she and her colleagues are always looking for new ways to market the program; it is very active on Facebook and there are Fashion Department and Artistry in Fashion websites. Professor Chaney thanked Dean Linda Hayes for her support for this program and for Career/Technical Education across the District.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Mario Mihelcic, Admissions and Records Assistant and Veteran Certifying Official at College of San Mateo, showed photographs of the flag raising ceremony held at College of San Mateo on Veterans Day. The flag, which was flown over a military base in Iraq, was donated by Captain Justin Erickson of Foster City whose mother is a Business instructor at College of San Mateo. Mr. Mihelcic said a recent analysis of official death certificates on file at the State Department of Public Health showed that more than 1,000 discharged California veterans under the age of 35 died between 2005 and 2008; this is three times higher than the average number of California service members killed in Iraq and Afghanistan during the same period. The numbers were similar when looking at the Bay Area. Suicide represented approximately one in five deaths of young veterans and many other deaths resulted from risky behaviors which psychologists say are common symptoms of post-traumatic stress disorder (PTSD). College of San Mateo has been awarded a grant through the Zellerbach Family Foundation to work with students who have PTSD and traumatic brain injury. College of San Mateo is currently certifying approximately 200 veterans, an increase of 70% since the post-9/11 GI Bill went into effect two years ago. College of San Mateo plans to open a veterans' center in the fall of 2011. Mr. Mihelcic said he is honored to work with veterans and to work in a District which supports programs for veterans. Trustee Hausman thanked Mr. Mihelcic for his presentation. Trustee Schwarz said she attended the flag raising ceremony and it was a reminder that people should do something to honor veterans on the Veterans Day holiday.

DISCUSSION OF POTENTIAL BOND MEASURE (10-11-2C)

Chancellor Galatolo said that at the September 1, 2010 Board meeting, Vice Chancellor José Nuñez and his team briefed the Board on unmet facilities needs and how they are exacerbated by the State not passing anticipated bonds and the Lehman Brothers bankruptcy. Chancellor Galatolo requested that the Board begin a conversation about a general obligation bond to address the unmet needs and to consider authorizing staff to survey the community to see if there is support for a general obligation bond measure.

Trustee Holoher said it would be helpful for the Board to get a better sense of the dimension of the facilities needs. Chancellor Galatolo said the District lost approximately \$55 million in guaranteed funds because the State did not pass a bond measure during one cycle and another several million dollars when a second bond measure was not passed. In addition, the District lost approximately \$25 million due to the Lehman Brothers bankruptcy. Chancellor Galatolo said the District produced a facilities master plan in 2001 and revised it in 2006, and it is now time to look at the plan again. Possible projects included in the September 1 briefing include the renovation of Building 1 at Skyline College and a new science building at Cañada College, along with other improvements that were planned as part of State-funded projects but for which funding did not materialize. The State also has not provided instructional equipment or maintenance funds for many years. Chancellor Galatolo said he would recommend establishment of a fund from the proceeds of a general obligation bond that would allow the District to procure and replace instructional equipment well into the future. Chancellor Galatolo said he would recommend taking advantage of historically low interest rates and selecting a taxable bond which would provide the freedom and flexibility to use the proceeds from such a fund over an extended period of time, as well as the interest earned on the proceeds, to continue to address capital equipment needs. Chancellor Galatolo said the sizing of the bond would depend on the feedback from a survey of voters, and would probably be in the range of \$300-\$500 million. He said this would be a way for the community to support the District in its ability to complete the building of the campuses for 21st century teaching and learning and to insure that instructors have equipment which allows them to provide first-rate education.

Vice President Mandelkern asked if low-priced equipment, e.g. replacement of computers and printers for labs, would be considered capital equipment and if this type of equipment could be purchased with money in a sinking fund.

Chancellor Galatolo said much of the proceeds would be used for this type of equipment. Vice President Mandelkern asked what size the sinking fund would be based on anticipated annual purchases of equipment and factoring in the yield that would be earned on the money vs. the time over which it would be spread. Chancellor Galatolo said the size of the sinking fund is a function of how many years the outflow of resources would be available to pay for capital equipment expenditures and also some perceived amount of future value calculation. He would recommend a 10 to 15 year period and estimated the need to be \$8-10 million per year, resulting in an estimate of \$80-120 million in the instructional equipment and maintenance fund.

President Miljanich said the Board is grateful for community support for past bonds and for Measure G. She asked if it would be correct to inform the public that funds from a new bond measure would allow the District to serve more students or to serve students better. Chancellor Galatolo said there are constant changes occurring in new technology and devices and the Colleges cannot be effective institutions using outdated technology. He said that if new funding is not secured for capital equipment, at some time in the future he would have to ask the Board to allow the redirection of general fund money for equipment, which would be taken from funds used for direct classroom instruction. Executive Vice Chancellor Keller said the District needs local dollars to take the place of State funding which is drying up. Chancellor Galatolo said that *The Daily Journal* reporter Heather Murtaugh, in her newspaper article, did a good job of explaining how the State has walked away from its obligations. He said he is grateful to be in a community that has supported the District in the past and the District would again make a commitment to the public to spend bond proceeds efficiently and effectively.

Trustee Holober said the District suffered a \$25 million loss because the County Investment Pool was overinvested in Lehman Brothers and did not move the money out. Because of that loss, two classroom buildings will not be built. Trustee Holober said he believes taxpayers should be provided assurance that the money will not be invested in the County Pool until such time that they alter their investment guidelines. The community should be told how the District plans to invest the money in ways that do not allow for a repeat of the Lehman Brothers fiasco. Chancellor Galatolo referred to a chart provided to the Board showing a six year annual average rate of return, which indicates a steep degradation in 2008 and 2009. Chancellor Galatolo said he, Executive Vice Chancellor Keller and John Sheldon, managing director of Morgan Stanley, met with former Treasurer Lee Buffington regarding this issue and told him they wanted to pull the District's funds out of the County Pool; they were told they were not allowed to do so. Within three months of this meeting, the Lehman Brothers bankruptcy occurred and the District lost \$25 million. Many of the policies that led to the problem still exist and, therefore, the District is still exposed. Chancellor Galatolo said the District must seriously consider where and how to place the proceeds if a bond is issued.

Trustee Holober said the District has suffered 20% cuts in State support over the last two budgets and, as a result, has had to cut approximately \$25 million from the general fund. Voters have been supportive and understanding by passing Measure G, which will provide approximately \$6 million per year toward filling the gap. Trustee Holober said that if a sinking fund would allow the District to direct dollars to the classroom which would otherwise have to be used for equipment replacement, it would be a reasonable request to put before the voters. He said voters in San Mateo County have shown that they support education; in the November election, they supported education bond measures at the same time that there was a Statewide tide against government spending.

Vice President Mandelkern said the one of the programs which was scaled back during budget cuts was the Coastside campus, due partly to the cost of lease payments on the facility. He asked if one use of bond proceeds would be to enhance the District's presence on the Coastside. Executive Vice Chancellor Keller said that he, Director of General Services Jan Roecks and Arne Croce, former City Manager of San Mateo, have been investigating if there is interest on the part of Coastside agencies in sharing operations and facilities. In the past three to four weeks, they have engaged in conversations with the City Library, County Library System, County Planning Department, Health Department, Agriculture Department, the high school, senior center, local business people and the Chamber of Commerce to explore their interest in sharing responsibilities. They have found that all agencies are struggling with trying to provide services by themselves and are very interested in the possibility of a collective effort if the District is able to contribute funds along with the other agencies. There is a possibility of engaging all three Colleges in Coastside programs. Executive Vice Chancellor Keller said a preliminary report on the possibilities will be presented to the College Presidents and Chancellor in December, followed by a report to the Board.

Trustee Schwarz said her concern is whether the public will understand the need for a bond measure, given that they were recently asked to support Measure G. She said she would support a survey to gauge the public's views on the importance of furnishing buildings rather than issues such as budget cuts, tuition increases and difficulty getting into

classes at four-year universities. She said that while the community is supportive of education, people in the County are still struggling economically and it is important to see if they share the concern about finishing construction and keeping up with technology.

Trustee Hausman said that if a survey is done, it would be important to address the factor that voters were recently asked to support Measure G. Chancellor Galatolo said the reason for discussing the possibility of a bond measure at this time is that the passage of County Measure U provides for a mail-only election which could be moved up to March or April. Therefore, if a survey is to be conducted, it should be done soon. He said it is clear that there is a \$25 billion problem in the State and he is very concerned that, with cities and counties having secured protection of their funds, education is the last public agency that is exposed to reductions.

President Miljanich said it became clear during the last election cycle that some of the voters did not remember the Lehman Brothers bankruptcy. She said it would be important to update the public on the impact of that occurrence and to educate them about the impact on community colleges of cuts at the UC's and CSU's and the possibility that, for the first time, students in the County might have no access to higher education.

Vice President Mandelkern said he believes it is foolish and shortsighted to be cutting back on educational opportunities at the State level at the same time as trying to grow and drive the economy into recovery. Students are feeling the brunt of the cuts as they see their educational opportunities diminish. Vice President Mandelkern said he is grateful to voters for passing the past bond measures and Measure G. He said he is sensitive to the fact that the County is still in the midst of difficult times, with unemployment at 10% or higher in certain areas. However, the community is supportive of the educational services provided by the District and it is important to see what their wishes are regarding a new bond measure. It is incumbent upon the District to lay out the options, point out what would happen with and without a bond measure, and ask the public to weigh in. The District's job is not to tell the public what the right budget should be, but to make the best use of resources that the public is willing to provide.

Trustee Schwarz said that before the first bond was passed, the facilities had not been updated in a very long time. Now the public has seen many improvements and the results of a survey must show convincingly that the public is interested in further improvements to facilities and technology. Vice President Mandelkern said the public does not always understand the distinction between the use of proceeds from a general obligation bond and a parcel tax. He also said voters are seeing a long list of charges for school measures on their tax bills and there might be voter fatigue.

Trustee Holober said a decision about conducting a survey must be made very soon because of circumstances that affect the timing of an election; there will be a very limited time (perhaps one to two weeks) once the County sets the date for a special election for the decision to be made about whether to put a bond measure on the ballot. He said that, ultimately, only voters have taxing authority; all the District can do is submit a proposal it believes meets community needs and ask a supermajority of voters to say whether or not they will support it. Trustee Holober said it should be emphasized that the District has gone beyond providing quality education by adopting green building goals, which include renovating and rehabilitating existing facilities; providing local economic stimulus to the community; and hiring local community members. He said he would like to try again to provide opportunities to at-risk youth who could gain an entry point into a trade that would provide a middle class existence and allow them to live and succeed in the County.

Vice President Mandelkern agreed that the green building efforts have been superlative. He said that if there are opportunities to make capital investments that reduce operating costs, more dollars are freed up to go into instructional programs. Vice President Mandelkern said he has received feedback from local building trades groups that the District has provided a significant source of employment in the County and he believes this should be emphasized. He said he is open-minded on this measure and would like to hear what the public has to say.

President Miljanich said the Board seems to be in agreement with directing Chancellor Galatolo and staff to proceed with a survey; the Board agreed unanimously. Trustee Holober suggested that a subcommittee of the Board work with Chancellor Galatolo and staff in terms of the design and selection of a polling firm. Trustee Holober and Vice President Mandelkern agreed to serve on the subcommittee.

REPORT ON FUNDS HELD IN COUNTY INVESTMENT POOL (10-11-3C)

Vice President Mandelkern said that the outcome of the election for County Treasurer is still undetermined. Therefore, he will recuse himself if the discussion on this topic proceeds. Alternatively, the discussion could be tabled to a future meeting. The Board agreed unanimously to table discussion of this item.

NEW BUSINESS**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-11-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 10-11-1A. The motion carried, all members voting "Aye."

Other Recommendations**APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2011 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (10-11-1B)**

It was moved by Trustee Hausman seconded by Trustee Schwarz to approve the classes as detailed in the report. Vice President Mandelkern said one of the Board goals was to see if some courses that were cut due to budget cuts could be offered as Community Education courses; he asked if there has been progress on this goal. President Claire said College of San Mateo has been successful in converting a number of lifelong learning courses to Community Education and he thanked Jan Roecks, Director of General Services, and Lily Lau, Director of Community Education, for their help. Ms. Lau named several other courses that have been converted to Community Education classes. After this discussion, the motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 10-17 AUTHORIZING THE USE OF PROCEEDS OF THE DISTRICT'S GENERAL OBLIGATION BONDS TO PREPAY ITS OBLIGATIONS UNDER A LEASE AGREEMENT RELATING TO CAÑADA VISTA (10-11-100B)

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve Resolution No. 10-17. The motion carried, all members voting "Aye."

APPROVAL OF SUB-AWARD TO SAN FRANCISCO STATE UNIVERSITY AS PART OF THE CIPAIR GRANT FROM NASA TO CAÑADA COLLEGE (10-11-101B)

It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the sub-award as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF REVISION TO DISTRICT CONFLICT OF INTEREST CODE (10-11-102B)

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

CONTRACT AWARD FOR COLLEGE OF SAN MATEO NORTH GATEWAY PHASE I: LOAD CENTER #8 AND SITE WALL PROJECT (10-11-103B)

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the contract award as detailed in the report. Trustee Holober noted that the recommendation does not award the contract to the lowest bidder and asked for additional information. Rick Bennett, Executive Director of Construction Planning, said the District has an owner-controlled insurance program which has set safety standards. The first two bidders were nonresponsive because, while they were prequalified and met the safety standards, the subcontractors did not meet the required standards. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF SERVICE AGREEMENT WITH PERFECT SKY, INC. (10-11-104B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the service agreement as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF SERVICE AGREEMENT WITH THE COUNTY OF SAN MATEO ON BEHALF OF THE SAN MATEO COUNTY WORKFORCE INVESTMENT BOARD (10-11-105B)

It was moved by Trustee Schwarz and seconded by Vice President Mandelkern to approve the service agreement as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF SERVICE AGREEMENT WITH CONTRA COSTA COLLEGE OF THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT (10-11-106B)

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

APPROVAL OF SERVICE AGREEMENT WITH THE CAREER LADDERS PROJECT/FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (10-11-107B)

It was moved by Vice President Mandelkern and seconded by Trustee Holober to approve the service agreement as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF SERVICE AGREEMENT WITH LONG BEACH CITY COLLEGE (10-11-108B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the service agreement as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF REVISION TO DISTRICT RULES AND REGULATIONS: POLICIES 1.70, BOARD ACTION ON LEGISLATIVE ISSUES/POLITICAL ACTIVITY; 2.07, POLICY DEVELOPMENT; 3.00, APPLICABILITY OF CHAPTER III POLICIES; 3.05, DESIGNATION OF FACULTY; 3.15, EMPLOYMENT REQUIREMENTS; 3.20, EVALUATION OF FACULTY; 3.25, WAGES, HOURS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT; 3.40, FACULTY SUBSTITUTES; 3.80, SUMMER SESSION FACULTY EMPLOYMENT; 3.90, POST-RETIREMENT CONTRACT; 4.00, APPLICABILITY OF CHAPTER IV POLICIES; 4.05, THE CLASSIFIED SERVICE; 4.15, EMPLOYMENT REQUIREMENTS; 4.20, SUPERVISION OF CLASSIFIED EMPLOYEES; 4.22, CLASSIFIED STAFF DEVELOPMENT PROGRAM; 4.25, EMPLOYEES NOT MEMBERS OF THE CLASSIFIED SERVICE; 4.30, PAY PERIOD FOR CLASSIFIED STAFF; 4.40, CONTINUATION OF EMPLOYMENT; 4.45, DISMISSALS AND DISCIPLINARY ACTION; 5.01, DEFINITION OF NON-REPRESENTED EMPLOYEES; 5.04, NON-REPRESENTED EMPLOYEES: STAFF DEVELOPMENT PROGRAMS; 5.12, MANAGERS: RESPONSIBILITIES; 5.50, CLASSIFIED PROFESSIONAL/SUPERVISORY EMPLOYEES: EMPLOYMENT AND TRANSFER; 5.60, CONFIDENTIAL EMPLOYEES: EMPLOYMENT AND TRANSFER; 7.73, STUDENT GRIEVANCES AND APPEALS; 8.28, HAZARDOUS MATERIALS (10-11-109B)

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the revisions as detailed in the report. Regarding policy 1.70, Trustee Holober clarified that when the Board takes a position on a local or statewide ballot measure, it is informing the public of its position but is not advising the public to favor or oppose the measure.

Trustee Holober noted that in 3.05, the original sentence, "Reemployment and classification of faculty shall be in accordance with State law" was changed; "State law" was struck and replaced by "the collective bargaining agreement with the American Federation of Teachers (AFT), Local 1493." He said he would be concerned about the change unless there is an overarching statement somewhere in Rules and Regulations that everything contained therein will be in conformance with state and federal law. Vice Chancellor Joel said this is a good suggestion and he will investigate how to incorporate the statement in Rules and Regulations. Chancellor Galatolo said it would likely be placed in Chapter 1, at the beginning of Rules and Regulations. He suggested that the Board approve the policy with the understanding that staff will inform the Board about where the clarification is placed.

Noting that Policies 3.15, 4.15 and 4.25 all refer to a loyalty oath, Vice President Mandelkern asked if this is still required by California law. Vice Chancellor Joel said it is required.

Vice President Mandelkern said that a large portion of Policy 7.73 is struck and asked if the grievance and appeals process is captured somewhere else in Rules and Regulations. Vice Chancellor Joel said District staff are trying to separate procedures from policy and that this policy had lengthy procedures which did not belong in the policy. Skyline College Interim Vice President of Student Services Joe Madrigal said the procedure is included in class schedules and the student handbook. Vice President Mandelkern said that if the language is included in the policy, the Board has a chance to review and approve it and insure that the procedures are uniform across the Colleges. Since the Board does not approve procedures, it will be giving up oversight over the procedures which are currently included in the policy. Trustee Holober noted that the existing policy includes the right of students to appeal to the Board. Vice President Mandelkern added that the right to appeal to the Board is now vested in the policy by action of the Board; however, if the revisions are accepted and the language guaranteeing this right is moved to procedures, those procedures could be changed at the College level without the Board's knowledge or approval. Chancellor Galatolo said it is highly unlikely

that any procedure would not include the right to appeal to the Chancellor and the Board. President Claire said that in some cases, Title 5 dictates what must be included in the appeals process. President Morrow suggested that Title 5 language regarding student rights be checked. She also said it is her understanding that there is a strong commitment among the three Vice Presidents of Student Services that procedures be consistent among the Colleges and that the removal of procedures from policy was not intended to change the appeals structure. Trustee Holober said he is not comfortable with removing language guaranteeing the right of students to appeal to the Board. Trustee Schwarz added that if students' rights are not spelled out specifically, they could be subject to different interpretations under future boards, chancellors and presidents. Vice President Mandelkern said that he agrees with separating procedures from policy but believes that, in this case, the policy could be expanded to state that Title 5 regulations will be followed and that the right of students to appeal to the Chancellor and Board of Trustees will be retained. He said he also would be more comfortable if it was stated that the procedure will be the same at each of the Colleges. President Miljanich suggested that approval of the revisions in this policy be removed from the recommendation and the Board agreed unanimously. Chancellor Galatolo said staff will check the language in Title 5 and will bring revisions back which address Board concerns. After this discussion, the motion to approve the revisions, with the exclusion of Policy 7.73, carried, all members voting "Aye."

APPROVAL OF INCREASE FOR PARKING FINES (10-11-110B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the increase as detailed in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

UPDATE ON FUTURIS PUBLIC ENTITY TRUST FOR OTHER POST RETIREMENT BENEFITS (10-11-4C)

The Board accepted the report with no questions or comments.

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman attended a fundraiser for the Cañada Theatre Arts Department and enjoyed hearing students talk about what the program has meant to them. She also attended the Chancellor's Circle Donor Thank You event and said the room at Cañada Vista was beautifully set up and decorated. Trustee Hausman went to Baltimore for a meeting of the Holocaust and War Victim Tracing Committee of the Red Cross. The Committee works with Holocaust survivors who are searching for family members. This year marks the 20th year of the Committee's work and a major event was held and was attended by Red Cross contingents from around the world. In its 20 years in existence, the tracing project has touched 43,000 lives.

Vice President Mandelkern thanked his colleagues for their kind post-election comments. The gap has narrowed to 1,107 votes and a manual recount of one percent of the precincts will take place tomorrow morning.

Trustee Schwarz thanked the College Presidents for submitting their executive reports in advance so that they could be included in the board packet. She commented on the excellent report on Auxiliary Services provided by Tom Bauer at the last meeting. Trustee Schwarz attended the Chancellor's Circle Donor Thank You event, where she enjoyed the reading by author Bruce Henderson; the wonderful performance of "Sylvia" at Cañada College; the Cañada College Honors Transfer Program induction ceremony; and the flag raising ceremony at College of San Mateo on Veterans Day. She also attended a meeting of the County Committee on School District Organization, at which five new members were elected: Gregory Dannis and Carolyn Livengood from Supervisorial District 1, Virginia Bamford and Rudie Tretten from Supervisorial District 3, and Jacqueline Wallace-Green from Supervisorial District 4. Trustee Schwarz expressed concern about termites at Skyline College, as reported in President Morrow's executive report. Linda da Silva, Executive Director of Construction Planning, will follow up and report back on this issue.

COMMUNICATIONS

None

RECONVENE TO CLOSED SESSION

The Board reconvened to closed session at 9:07 p.m. to continue consideration of the item listed as 1C on the printed agenda.

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that at the closed session just concluded, the Board did not reach a decision on the selection of a President of Skyline College. The Board will hold a special closed session meeting on Saturday, November 20 at 10:00 a.m. to continue consideration of this item.

ADJOURNMENT

It was moved by Trustee Hausman and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:12 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 15, 2010 meeting.

Dave Mandelkern, Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
November 20, 2010
San Mateo, CA**

The meeting was called to order at 9:00 a.m.

Board Members Present: President Patricia Miljanich, Vice President-Clerk Dave Mandelkern,
Trustees Helen Hausman, Richard Holober and Karen Schwarz

Others Present: Chancellor Ron Galatolo

The Board recessed to Closed Session at 9:00 a.m.

The Board reconvened to Public Session at 11:00 a.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich stated that, during the Closed Session just concluded, the Board selected a candidate to be the president of Skyline College. An official notice will be released after the candidate has been informed of the decision and has accepted the position.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the December 15, 2010 meeting.

Dave Mandelkern
Vice President-Clerk



President's Report to the Board of Trustees

Victoria P. Morrow, Ph.D.
December 15, 2010

Plans for new vice president for instruction and other positions

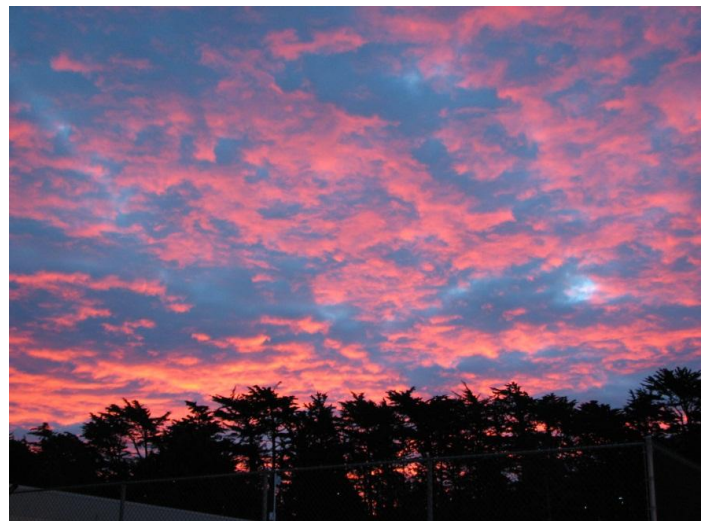
Regina Stanback Stroud, vice president for instruction and president-elect for Skyline, and President Vicki Morrow have been working together to make plans for her replacement as well as for other positions that are currently filled on an interim basis. Here are their plans, also published in a college wide email from President Morrow on December 2.

- **Vice President, Instruction:** The appointment of Regina Stanback Stroud to serve as the next President of Skyline College creates a vacancy in the Vice President of Instruction (VPI) position. President Morrow would like to work immediately with a committee to select an interim Vice President of Instruction to serve until the end of spring 2012. This one-and-a-half year appointment will allow the college a bit of stability and there will then be a full hiring process in spring 2012. The selection of the interim VPI will be made with the input of a committee comprised of faculty, staff and administrators. Because the college will need to have someone in place by January, the interviews will take place between December 15 -17, 2010. The interim position will be open to interested candidates within the district. If a Skyline College Dean is selected, a similar process will be implemented to select an interim Dean.
- **Vice President, Student Services:** Joe Madrigal will continue to serve as the interim Vice President of Student Services until the end of spring 2012, again providing for some continuity at the college. The college will engage in a full hiring process during that semester for this position.
- **Dean of Enrollment Services:** This position is being filled by Maria Escobar on an interim basis through June 2011. The process for selecting a permanent dean will be conducted during the coming spring semester. The college will engage in a full hiring process for this position.
- **Interim Director of the Learning Center:** This position is being filled by Nohel Corral on an interim basis through June 2011. The process for selecting a permanent replacement will be conducted during the coming spring semester. The college will engage in a full hiring process for this position.

SKYLINE SHINES

Skyline sky in the morning

Thanks to Professor Rick Escalambre for this beautiful shot of the sky above Skyline College at 6:40 a.m. on December 2.



Skyline honors veterans with *Operation Remembrance* on November 12

Skyline's Veterans Club and the Associated Students of Skyline College sponsored and organized *Operation Remembrance*, an event to recognize veteran students, held on November 12. The program commemorated Veteran's Day in the Skyline community and provided an opportunity to hear Skyline veteran students speak about their experiences in the armed forces. Sylvia Martinez spoke about her position as the Veterans Certified Official assisting Veterans in receiving their Education Benefits. Johnnie Stanton, the San Francisco Local Veteran's Employment Representative, shared the range of services that EDD offers Veterans at Skyline College through the SparkPoint Center. Skyline Counselor Carla Campillo acknowledged the college's veterans and asked everyone to stand and give a nice round of applause to them. Special thanks to Maria Climaco and Mason Feldman from Student Activities for planning the event. Pictured in the first photo is veteran student Ben Nievera, the middle photo includes students and Silvia Martinez enjoying pizza, and the third photo is veteran student Vincent Tuminello. Thanks to Christianne Marra for the photos.



Skyline Women's Soccer team qualifies for CCCAA Playoffs

Skyline College qualified for the first round of the California Community College Athletic Association (CCCAA) Women's Soccer playoffs. The playoffs are a single elimination tournament pitting the top 32 teams in regional and state competition. The Trojans finished second in the Coast Conference North Division with a 8-3-1 conference record and a 15-4-1 mark overall earning the 11th seed. In the opening round, Skyline played the Foothill College Owls who finished the season as champions of the Coast Conference South Division with a 11-1 conference record and a 15-3-2 mark overall earning a 6th seed. The Owls and Trojans met earlier this season

on October 12 with Foothill winning 2-0. The match took place at Cañada College on Saturday, November 20 on a day that saw 40+ miles per hour winds, hail and rain. The Foothill College Owls eliminated the Skyline Trojans 1-0. Skyline fought valiantly, however, and the team was buoyed by the knowledge that this was their third consecutive trip to the CCCAA playoffs. Congratulations to Coach Kevin Corsiglia and the squad on a great season.

Dragon mural is now complete

"Rồng gặp mây": "Dragon meets clouds" is the title of the new 42' x 23' mural design for the Right Wall of the Parking Lot E entrance to Building 1. Here is how Paul Bridenbaugh, Gallery coordinator and leader of the project, describes the mural:

It uses an abstracted form of a Vietnamese Dragon as a starting point for its design. One of the design challenges for this location is to create an image that will tie into the existing gallery mural thematically and visually, yet allow the new mural room for conceptual expansion. The design is specifically related to the location, and works around existing architectural features. The mural image has been designed to be seen primarily from an oblique, foreshortened angle, 'squishing' the image into a more compressed form. Note that unlike the first mural, there is no 'long-shot' opportunity for viewing this mural head-on, it can only be viewed from an oblique angle.

The mural area consists of 20 two-tiered vertical sections of concrete panels that average 2' wide by 23' high. The Dragon image is set against a light blue background with a pale yellow at the top. The Vietnamese Dragon is a Sky dragon, and the blue represents the Sky – the Dragon's abode. The yellow represents moonlight. The Dragons' body is filled with textile patterns from many cultures, representing the diversity of the Skyline College Community.



The mural location is ideally suited for a Dragon image. Revered all over Asia, Dragons are seen as benevolent, omniscient, and bring blessings and good fortune. They are commonly located to the right of an entrance to a room or building- this orientation is said to bring good luck to those who pass by. To flow the energy of the image into the entrance to Building 1, a poem by Song Dynasty Master Xuedou Zhongxian is painted above the doorway.

The Mural was designed and painted by Paul Bridenbaugh, with many thanks to the following volunteer artists for their help with drawing and painting the mural: Art Sato, Teena Makapugay, Alan Ceccarelli, Victoria Maung, Denise Wilkie, Aya Artola, Kim Centeno, Iat-Seng Lam, Elizabeth Wong, Beth Braunstein, Anna-Marie Vargas, Jamie Weinstock, Jessica Daniel, Lone Wang, Wasan Hasan, Olivia Asis, Phil Harris, Gaby Gerson, and Qing Liu. Thanks to student David Evans for the photo.

Skyline Concert Choir & Dance students offer “Tomorrow Will Be My Dancing Day”

The Skyline Concert Choir celebrated the holiday season with music about dancing on December 4. Professor Jude Navari was conductor and the program included works by Handel, Schubert, Elgar and Strauss Jr. There were also traditional folksongs and carols. The program culminated in collaboration with Skyline Dance students in Victorian-inspired costumes, directed and choreographed by Diana Cushway. Margaret Fondbertasse accompanied on the piano, and other guests artists were Laurie Ratliff, Steve Kennedy, and Ilka Barcala who joined the program. The Victorian hair design was provided by Skyline Cosmetology faculty and students. Thanks to Professor Art Takayama for this photo.



PROGRAMS

Controversy 101 event focused on law enforcement

On October 27, the first in a series of dialogues focusing on controversial issues opened to a packed house. Students viewed the award winning film documentary, *Operation Small Axe* and afterwards participated in a lively dialogue with a panel of speakers including Professor Steve Aurilio, Professor Michael Moynihan, and the film’s director, Adimu Madyun. The Oakland shooting of Oscar Grant and the Mehserle verdict were discussed as well as differences in perceptions of police. Controversy 101 is a contribution to the ongoing dialogue around tough issues. Some of these dialogues happen in the classroom, especially in courses that fall under the auspices of Social Science/Creative Arts (SSCA). Controversy 101 provides a means of engaging the broader campus community in these conversations as well as bringing SSCA classes together. Professor Tony Jackson is responsible for the overall organization of the events with the support of Phyllis Taylor and the ASTEP Psychology 100 students. The series is funded by the Associated Students of Skyline College.

Welcome Video Project completed for nonnative speakers of English

The Welcome Video Project was begun in spring 2010 as part of a need to speak directly to nonnative speakers and clearly delineate the steps to enroll at Skyline. The English Language Institute (ELI) recognizes that many nonnative speakers do not enter Skyline by following the processes the college has set for them; intimidated by lengthy forms and complex directions in English, they rely on friends and family members to guide them, but often at the expense of incomplete information. The ELI wanted a video that would illustrate the level of support that is provided to newcomers to help them navigate the college landscape. The video features the ELI and many of Skyline’s support services, but it especially highlights the importance of counseling and education planning. The video has been subtitled into Arabic, Chinese, and Spanish and provides clear guidance in all the phases of matriculation. ELI Coordinator Leigh Anne Sippel wrote and directed the video; production was done by [KM2 Communications](#), and captioning and translation by [Aberdeen Captioning](#). Many Skyline students and staff appear in the video, which resides on the ELI website at <http://www.skylinecollege.edu/programsstudy/languagearts/eli/index.html>.

Hermanas/os program holds 1st Annual Career Night

More than 50 Hermanas and Hermanos students attended the 1st Annual Career Night on Monday. The panelists for Career Night included experts in business and financial planning, communications, research, education and pharmacy. The students gathered additional information about the world of work, as well as career paths for different industries and professions. Moreover, students gained strategies for exploring majors and minors in college. The Hermanas/os Program would like to acknowledge the Chancellor's Office, California Community Colleges, for partially funding this event through a CTE Pathways Initiative grant to Skyline.

Skyline's MESA students to receive laptops to support their educational goals

California Community College MESA (Math, Engineering, Science Achievement) Programs have been awarded a U.S. Department of Commerce's National Telecommunications Broadband Technology Opportunities Program grant. This award of \$10.9 million will fund a three-year program to provide outreach, training and educational support in key communities throughout the state. Support will be provided to the California Community Colleges Chancellor's Office in its statewide efforts to provide laptop computers to community college MESA students who participate in community service. At Skyline College this will mean as many as 100 MESA students will receive laptops to support their educational goals. Skyline faculty members Stephen Fredricks, Pat Deamer and Christine Case were instrumental in this grant effort through their letters of support.



CITD continues to globalize Skyline College

On November 9, Skyline College's Center for International Trade Development (CITD) hosted an inbound trade mission from KwaZulu-Natal Province, South Africa. Delegation members Mr. Lester Bouah, General Manager, and Ms. Praline Ross, Project Manager, of the Trade and Investment branch of the KwaZulu-Natal provincial government began their fast paced day in the San Francisco Bay Area by spending the morning visiting Skyline College. In addition to familiarizing the Delegation with the CITD, Skyline College CITD Director, Richard Soyombo, ensured that the delegation also met with other Skyline College representatives to discuss other programs available at Skyline College/CITD. Professor Pat Deamer introduced the African Diaspora Program and was assured of a potential partnership with a university in the KwaZulu-Natal Province and the Vice President of Instruction met with the group to reassure them of both CITD's and Skyline

College's cooperation with regards to economic development and academic/cultural partnerships.

Pictured are (left to right) Mark Pretorius, Praline Ross, Olusegun Owolabi, Richard Soyombo, and Lester Bouah. The day continued as the CITD facilitated business match-making sessions between the inbound delegation and local business leaders, venture capitalists, and representatives of the San Francisco African American Chamber of Commerce, as well as the Greater San Jose Hispanic Chamber of Commerce. As a direct outcome of these meetings KwaZulu-Natal Trade and Investment will be working closely with representatives of both Chambers of Commerce in order to facilitate partnerships between South African firms and local US minority owned firms. Skyline College would like to recognize Richard Soyombo, CITD Director and Allison Mello, Program Services Coordinator for all of their hard work in hosting this successful and productive trade mission.

College of San Mateo

Executive Report to the Board of Trustees • December 15, 2010



FLAG RAISING CEREMONY HONORS VETERANS, SERVICE MEMBERS

CSM saluted its veterans, service members and their families on Veterans Day with a very distinguished and poignant flag raising ceremony. The ceremony was attended by an audience of approximately 300 that included many veterans, active duty military, local dignitaries and members of the college community. The cornerstone of the event featured a U.S. Army unit color guard raising an American flag that had been flown during active duty. The flag was donated by Foster City resident **Captain Justin C. Erickson**, son of CSM business instructor **Cynthia Erickson**.

The program included three speakers, **Richard Steffen**, a Vietnam veteran representing Congresswoman Jackie Speier's office, **Kathy Yeung**, a CSM student veteran, and Captain Erickson; each spoke about their individual military experiences. Following the flag raising, the audience participated in a moment of silence for those who died in service to the country. To set the tone for the event, a quartet of voice students performed *America the Beautiful* and the *Star Spangled Banner* a cappella. The children from the Child Development Center added a heartwarming touch as they carried small American flags and sat throughout the ceremony on best behavior. A reception sponsored by the Associated Students followed the ceremony. Thanks to **Mario Mihelcic**, admissions assistant, for coordinating the event.



CSM LEADERS HELP SAN MATEO KICK OFF HOLIDAY FESTIVITIES

On December 3, President **Mike Claire** and KCSM General Manager **Marilyn Lawrence** served as masters of ceremonies at the annual City of San Mateo Tree Lighting Ceremony held at the Century Theatre Plaza. The audience was entertained by several local choral groups and dance troupes. The event was hosted by the San Mateo Downtown Association in conjunction with the SM Fire Department.



CSM STUDENT BECOMES CHAMPION FOR DISABLED YOUTH

The November 29 edition of the *Daily Journal* carried a feature story about CSM student **Sarah Funes** who turned her own experience with disability into advocacy for disability rights. In high school, she joined the Youth Commission of San Mateo County, worked with the Commission on Disabilities and YO! Disabled & Proud. This past August, Sarah and a small group of American teens traveled to Syria to work with disabled youth through the Open Hand Initiative. The goal was to share the message that people with disabilities want to be treated just like everyone. They accomplished this by creating a Muslim superhero with a disability, the Silver Scorpion; Liquid Comics has reported working on a storyline for the character. Funes plans to continue her college education and become a civil rights attorney.



CLASSIFIED GROUP RAFFLE PARKING SPACES FOR SCHOLARSHIPS

The **Classified Staff Events Committee** held its annual raffle/fund raiser for student scholarships which netted \$520, an increase of 40 percent over the previous year's raffle. While the most sought-after prizes were the monthly parking spaces in the DaVinci Staff Parking Lot, winners were also pleased to receive gift certificates and items donated by **Rick McMahon** of Pacific Dining, **Bobby Coyle** of Drip Coffee, **CSM Bookstore**, **San Mateo Athletic Club** and members of the Classified Staff Events Planning Committee. Committee members are: **Nick Dellaporta**, **Dean Drumheller**, **Fauzi Hamadeh**, **Kathy McEachron**, **Mario Mihelcic**, **Ann Mitchell Calija**, **Munendra Sharma** and **Jane Wong**.

CSM PARTNERS WITH HILLSDALE HIGH SCHOOL FOUNDATION

During the 2010-11 academic year, CSM has partnered with the Hillsdale High School Foundation to provide 18 classes in art (ceramics, sculpture); music (advanced choir, orchestra, intermediate and advanced band); and American sign language at the high school site. This agreement restores many of the classes that had been eliminated due to the high school district's budget cuts. The college will receive approximately \$120,000 to cover the cost of salaries and benefits.



MIDDLE COLLEGE WELCOMES DANISH EDUCATORS

College of San Mateo and Middle College High School recently hosted a visit by two Danish educators who were interested in learning about community colleges and Middle College programs. The visitors were Kim Clausen, counselor, and Morten Overgard Nielson, math instructor, who work at the KVUC Adult School in Copenhagen, Denmark. *(Photo from left: Morten Overgard Nielsen, Middle College Principal Greg Quigley, Vice-President of Instruction Susan Estes., Kim Clausen and San Mateo Adult School Administrator Fred Thompson)*

HIGH SCHOOL BANDS HEADLINE AT CSM JAZZ FESTIVAL

The Music Department recently hosted the 14th Annual Jazz Festival featuring performances by 18 high school jazz ensembles and approximately 400 student-musicians from throughout the Bay Area. Following each performance the students received constructive feedback provided by guest adjudicators. Workshops on trumpet, saxophone, trombone and rhythm section were conducted by local professional musicians. International jazz guitarist **Bruce Forman** was special guest artist for this year's festival. Professor of Music **Mike Galisatus** coordinated the event.

KUDOS

★ The **Nursing Department** was recently informed that the Board of Registered Nursing has confirmed the program's continuing approval.

★ Sophomore **Najelah Najdawi** (photo) has become the most decorated female in CSM aquatics. A state qualifier as a swimmer in the spring, Najdawi became the first-ever All-American water polo player to play for the Bulldogs. Quite impressive for someone whose high school, El Camino in South San Francisco, didn't offer water polo.



★ The work of **CSM photography students** is on display in the exhibit, Many Lenses – Diverse Perspectives at Avenue 25 Gallery on 25th Avenue in San Mateo. It will run through January 7.

★ Congratulations to the **DSPS staff** for a very successful raffle that raised \$1,220 for the Assistive Technology Equipment Scholarship Fund as part of the celebration of Disability Awareness Month. Prizes included a beautiful handmade quilt, dinner for two to Broadway Grill, and a number of gift baskets.

★ **Head Baseball Coach Doug Williams** has been named 2009 Diamond Sports ABCA Regional Coach of the Year for Pacific Association Division. Doug will be recognized at the American Baseball Coaches Association's Hall of Fame Coach of the Year Banquet in January 2011 in Nashville, Tennessee. Congratulations Doug!

BULLDOGS CARRY ON THE TRADITION OF SUCCESS IN MLB

Over the years, numerous CSM baseball players have made their mark in the major leagues and the tradition continued during the 2010 season. Among the many CSM alums in professional baseball, three in particular have had notable accomplishments this season.



Scott Feldman is a pitcher with the reigning American League Champion Texas Rangers. He played for CSM during the 2002-03 seasons and posted a remarkable 25-2 cumulative record, with his only two losses coming in the State Championship tournament. Feldman signed with the Rangers in the 30th round in 2003. Despite dealing with major injuries, he made his debut in late 2005. In 2008 he was converted from reliever to starter and in 2009 he was named the Rangers' Pitcher of the Year with a 17-8 record. Although Feldman did not make his team's active roster for the 2010 postseason, he was part of the pitching staff throughout the regular season, helping the Rangers reach the playoffs. He started 22 games in 2010 and made seven bullpen appearances, contributing wherever he could.

Daniel Nava who was an All-State player at CSM made an impression in his MLB debut with the Boston Red Sox earlier this year. The first pitch Nava saw as a big leaguer was hit for a grand slam off of Phillies right hander Joe Blanton, becoming just the second person to accomplish this feat off the first pitch of their major league career.



Although not a player, another CSM alum received baseball broadcasting's most prestigious honor in 2010. **Jon Miller**, the play-by-play announcer for the World Series Champion San Francisco Giants and ESPN was this year's Ford C. Frick award recipient. Miller has been delighting local baseball fans for more than two decades. This past spring, Miller took time from his busy schedule to return to CSM to tape a video clip for the college's Support CSM campaign and be interviewed by broadcasting students for a segment of the student-produced newsmagazine *The Bay Today* (photo).

HOLIDAY FESTIVITIES AROUND CAMPUS

► In the spirit of community, the **CalWORKS, CARE, Child Development Center** programs and **EOPS Club** joined forces to organize a holiday gift basket drive to support thirty CSM students and their families. Gift baskets each with a minimum of \$75 worth of gift certificates to local stores will be distributed to the students during finals week.

► Food, music and plenty of good cheer were on hand yesterday as the college hosted a campus wide holiday reception and drawing. Various departments and programs throughout the college created and donated gift baskets which were prizes for the drawing. All of the funds raised will support a student scholarship.

► After a year off, the Horticulture and Floristry Department's very popular Floristry Holiday Sale returned to campus with arrangements, wreathes and fresh plants. The proceeds support the Floristry Club.

SOFTBALL TEAM ADOPTS ELEMENTARY SCHOOL

The Lady Bulldog softball team recently made news when it adopted Taft Elementary School in Redwood City through the Bay Area Women's Sports Initiative (BAWSI). BAWSI is a nonprofit group founded to partner collegiate student athletes with primarily low income elementary schools. Their mission is to get girls to play, interact and develop self-esteem. CSM's student athletes worked with sixty third through fifth graders on a variety of activities from hula hoop and jump rope games to relay races. Each week they featured a new Word of the Week; words included "commitment," "responsibility," "teamwork," and "respect" and they were incorporated into the activities. The players also gave each student journal for capturing their weekly learning experiences.



HEALTH & WELLNESS BUILDING RECEIVES PRESTIGIOUS LEED-GOLD RATING

CSM's Health and Wellness Building earned a coveted LEED-Gold designation by the U.S. Green Building Council and verified by the Green Building Institute. LEED (Leadership in Energy and Environmental Design) is the nation's preeminent program for the design, construction and operation of high performance green buildings. The 88,000 square foot building, completed earlier this year, incorporated a number of sustainable design and construction elements which qualified it for LEED-Gold rating.



In other construction related news, the design of CSM's new College Center received an Award of Excellence, from the Community College Facility Coalition's Professional Design Awards Program. President Mike Claire was presented with the award at the Coalition's reception held in Sacramento last month.

ALASKAN STUDENTS TREK TO CSM

Earlier this semester, CSM hosted a group of 18 high school students and their advisor came all the way from Alaska to visit and learn about the college. According to Alex Guiriba, program services coordinator, who led the group's tour, the students were especially interested in the new pool complex, something they don't often see in their home state!





Student Success Story: Jeff Lowenstein ***CSM provided path to his first choice university***

As a graduating senior at Serra High School, **Jeff Lowenstein** had been accepted to a number of colleges, including Loyola Marymount and Cal Poly San Luis Obispo but decided to attend CSM. His plan was to stay close to home and save money so that he could transfer to Santa Clara University (SCU), which was his top choice in a four-year university. At CSM, Jeff challenged himself by enrolling in tough classes. One of those classes turned out to be what he considers his most interesting subject: statistics, taught by **Professor Linda Phipps**. For many

students, an individual professor stands out as a favorite, and for Jeff, it was Professor Phipps.

“I would say looking back from high school through college, I do not remember a lot of my professors, but Linda Phipps stands out as the best one. Most people cringe when they hear the word statistics, but she made the class enjoyable and applicable and I often reference it as my best class in college. In my second semester Professor Phipps was my calculus instructor, and once again she did not let down; she challenged the class and each student, but taught the material so that it was understandable.”

After a year of study at CSM, Jeff was accepted to SCU as an economics major. He gives credit to Professor Phipps for the excellent preparation and foundation in statistics that proved to be a tremendous help in the many economics classes he took at SCU. “I still use what she taught me today, which is a credit to CSM and the caliber of faculty they have teaching.”

An additional benefit of Jeff’s community college experience is that CSM made it possible for him to attend the university that was his number one choice, even though he did not get accepted from high school. “That one year at CSM was so valuable that it allowed me to springboard on to my planned four-year institution and hit the ground running when I arrived.”

Jeff graduated from SCU with a B.S degree in economics. He currently owns his own business, Outsourcetit, a business processing outsourcing company working with corporate and government clients.

Addendum

Jeff has an additional connection with CSM: his father worked for the college in the early 1960s when it was located at Coyote Point. As a member of the facilities staff, Jeff’s dad helped the college move into its new College Heights campus in 1963, CSM’s current site. He worked for the college district until he passed away in 1980. For his years of service, the college district dedicated a special tree and plaque in his honor at Cañada College, where he also worked.

- Basketball team is one of four in the state to remain undefeated
- Measure G funding approved by campus committees
- Vending Commission considering applications for up to \$2,500 for student activities.

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Cañada College

VOLUME I, ISSUE VII

DECEMBER 15, 2010

Cañada Will Be A Smoke-Free Campus Jan. 1

Cañada College will become a smoke-free campus on Jan. 1 after the College Planning Council revised the campus smoking policy at its Nov. 4 meeting. The new policy will prohibit smoking on campus. Smoking will be allowed only in designated parking lots.

"The issue was brought to us by concerned students, staff, and faculty," said Cañada College President Tom Mohr. "We have discussed changing the procedure for the past year."

The College Planning Council discussed the issue at six different meetings. The Safety Committee also discussed the issue at numerous meetings. On Sept. 2, the College Planning Council appointed a Smoking Task Force which included two representatives from the Safety Committee, two from the Associated Students of Cañada College, one representative from the College Planning Council, and five representatives from the campus at

large. This group was charged with collecting information and recommending a policy.

Students were actively engaged in



More than 60 percent of the campus participating in a survey felt smoking should be completely banned.

the discussion. The Student Activities Coordinator brought the topic to ASCC for discussion and the ASCC board appointed representatives to the Smoking Task Force. ASCC representatives attended the College Planning Council meeting to show support for the proposed smoking policy.

On Oct. 8, the Smoking Task Force distributed an online Smoking Survey to faculty, staff, and students via the college website, Facebook, Twitter, and e-mail. A total of 651 responses were received with the following results:

- 38 percent did not want smoking and tobacco products allowed on campus, including the parking lots
- 22 percent felt smoking and tobacco products should be restricted to parking lots
- 39 percent felt smoking and tobacco products should be allowed only in designated smoking areas.

"The survey showed that a clear majority - 60 percent - felt smoking and tobacco products should not be allowed on campus," Mohr said. "The results of the survey coupled with the numerous discussions on the topic have led us to make the policy change."

Orientation Now Mandatory for New Students

New students planning to earn an associate degree, certificate, or transfer to a four-year university are now required to attend orientation and advising prior to registering for classes. This does not affect students taking a single

course. After completing the assessment test, students can register on-line for any of the 10 scheduled orientation sessions.

During the orientation, students will complete in-class activities related to college, take a tour of

campus, meet individually with a counselor, log-on to WebSMART, and register for classes. The new orientation sessions have been largely welcomed by students who are learning about services offered at the college.

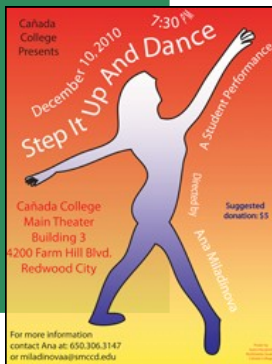


Denise Sheldon was a local high school star at Sacred Heart Prep

“Her experience and connections are exactly what we were looking for.”

President Tom Mohr

Student dancers thrilled the audience with a sparkling performance in the Main Theater



Denise Sheldon to Coach Volleyball

Former Sacred Heart Prep volleyball star and current USA Volleyball coach Denise Sheldon has been hired to resurrect the Cañada College volleyball program. The college placed the program on hiatus two years ago when it lost its coach. Sheldon will lead it into competition again next fall.

“This is really an exciting opportunity,” Sheldon said. “I’ve already started recruiting and I’ll begin teaching a class at the college in the spring.”

Sheldon played high school volleyball at Sacred Heart Prep and accepted a scholarship to Fordham University. After her first year at Fordham, Sheldon blew out her knee and came back to the Bay Area where she played one season at Cabrillo College, earning Junior College All-American honors. She finished her collegiate career at the University of Nevada in Reno.

“Denise Sheldon comes to us

highly recommended as an outstanding motivator, teacher of volleyball skills and communicator of young women,” said Cañada College Athletic Director, Mike Garcia. “We are extremely excited that Denise will lead the Lady Colt’s next season.”

Sheldon currently works with the Northern California Volleyball Association and USA Volleyball in their High Performance Program. “The program essentially finds volleyball players throughout the country who are the best in their age group,” she said. “The goal is to identify athletes early and teach them a common system of techniques and systems utilized by the U.S. National Team. I really enjoy working with motivated athletes of all ages and the HP program allows me to do that throughout the year.”

Sheldon is also the Director and Head Coach of Peninsula

Juniors Volleyball Club. It features nine girls’ teams and two boys’ teams. “I love that I am in a gym almost every day and at a tournament just about every weekend.”

The Bay Area is a hotbed for junior volleyball and Sheldon’s connections with the junior clubs and USA Volleyball will help in the recruiting process. “I’m familiar with many of the high school and club programs in the area. I expect there to be a lot of interest in the renewed Cañada program because it will give volleyball players on the Peninsula the opportunity to play volleyball in college and get an excellent education.”

Cañada College President Tom Mohr said he expects Sheldon to quickly build a competitive program. “Her experience and connections are exactly what we were looking for,” he said. “I couldn’t be happier with this hire.”

Dancers Thrill Audience With Performance

The annual Cañada College fall semester student dance performance was held last Saturday in the Main Theater. This year’s performance was titled “Step It Up and Dance!”

Dance instructor Ana

Miladinova said this year’s performance was particularly exciting because of the diversity in the dances. “We had jazz, modern, ballet, salsa, and hip-hop,” she said.

Many of the performers are enrolled in Miladinova’s Ballet, Jazz and Salsa dance classes. She said some have performed

before and some are beginners. “It is exciting to watch them practice,” she said. “It brings them happiness. Many students have been working for this since the beginning of the semester because they are passionate about dance. Their enthusiasm shows on the dance floor.”

Basketball Team is Red Hot and Rolling

The men's basketball team is one of only six teams in the state with an undefeated record and team is a serious contender for the state championship.

The have defeated several ranked teams, including Cabrillo College and De Anza.

"The team is playing very well right now," said Head Coach Peter Diepenbrock. "We are getting contributions from our big men as well as our outside shooters. This makes us a very difficult team to defend."

Three weeks ago, the Colts defeated De Anza 93-84 in overtime, to push their record to 6-0.

"That was certainly our toughest test of the season," said Head Coach Peter Diepenbrock. "De Anza has already beaten two highly respected programs in Riverside and San Jose City College this season."



Head Coach Peter Diepenbrock has the Cañada Colts off to their best start in years. This year's team has a chance to compete for the state title.

Two week ago, the Colts captured the Cabrillo Classic Tournament championship with a thrilling 74-73 victory over a team that was ranked fifth in Northern California and 10th in the state.

Cañada guard Peter Pappageorge was

named the tournament's Most Valuable Player while Josh Tueta was voted to the all-tournament team.

"It was a great effort by the team," Diepenbrock said. "To beat a team like Cabrillo on the road in their own tournament was great."

The Cañada Colts are now 8-0 in the pre-season and one of only four undefeated teams in the state

Spirit Thursday Celebrates Women's Golf

The final Spirit Thursday celebration of the Fall Semester acknowledged the success of this year's women's golf team.

The women's golf team won the Central Valley Conference Championship and finished third in the Nor-Cal Playoffs with two players qualifying for the State finals. Tenny Kachatourian finished 19th and Gardenia Latu finished 22nd at the State Championship Tournament. It is the second consecutive year that Head Coach Rick Velasquez and Assistant Coach Bob Warren were able to capture the conference championship and qualify multiple golfers to the state tournament.

In addition to the golf team's suc-

cess, Spirit Thursday also recognized the accomplishment's of the women's soccer team.

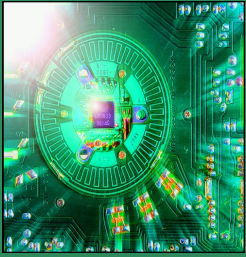
They qualified for the playoffs and faced the top-rated Santa Rosa Bear Cubs in the first-round. The Lady Colts played an excellent game and took Santa Rosa into overtime before eventually losing.

The Men's Soccer team just missed the playoffs and finished third with a record of 10-9-1. With numerous freshmen on the roster, the future is very bright for next year's Colts. Thanks to Head Coach Ruedi Graf, Assistant Coach Alan Roth, and all the hard working men soccer players for another successful season!



Members of the women's golf team serve burritos as part of the final Spirit Thursday celebration.

Focus Groups Help With Internet Navigation



The college is working with prospective students, community members, staff, faculty and current students to make sure the college website is user-friendly.

Cañada College is working to make sure its presence on the Internet remains customer-friendly by engaging focus groups comprised of prospective students, community members, current students, staff, faculty and administrators.

Participants in the focus groups are asked to complete a questionnaire assessing their use of the college website. They are then asked to perform some basic tasks that help measure how easy it is for them to find specific information on the site.

The project is being led by the Cañada Communications Office and Mike Habeeb, the former Public Information Officer at the College of San Mateo.

“We are lucky to have Mike help with this project,” said Robert Hood, Director of Marketing and Communications at Cañada College. “He is very familiar with the District and how our websites operate.”

Habeeb, Hood, and Roberta Chock, the schools webmaster, designed the assessment tools based on national standards for educational websites.

“If our users are having a difficult time navigating a portion of our site we want to know about it,” Hood said.

The college uses analytical tools to assess web traffic on a daily basis but knowing which pages are visited most often doesn’t always tell the whole story.

“Working directly with our users

gives us a complete picture of how the web is being used and how easy it is for them to find information,” Hood said.

While the focus groups help the college better understand site navigation, it doesn’t assess content.

“We know that our users want more content and they want content updated daily,” Hood said. “That’s our biggest challenge. Providing content requires resources that the college simply doesn’t have. Staffing for our Internet operations hasn’t changed in six years but the way people use the Internet during that time has changed dramatically.”

Holiday Gift Baskets Benefit Student Scholarships at Cañada College

The 2010 Classified Senate Holiday Gift Basket Scholarship fundraiser is underway and, as usual, there are a variety of exciting baskets to be raffled.

“This project is always very successful because the faculty, staff and administration are always so generous,” said Classified Senate President Roberta Chock. “This year there are some very unique baskets.”

The include:

- A Dell Notebook (photographed) featuring a flash drive and earbuds.
- A Christmas Tree gift basket featuring gift cards from Blockbuster, Chevron, Cold Stone Creamery, and other businesses.
- A Coach Basket featuring a purse, wallet, umbrella and keychain from Coach.

Tickets are \$1 each or 6 for \$5. The Drawing will be held Thursday, Dec. 16 at 1 pm in the Bookstore. Tickets can be purchased from the Bookstore or any Division Office.



Bookstore Display ‘Wows’ Customers

Professor Ken Fehrman and his students are at it again. This time, they’ve dressed mannequins in the Bookstore in white paper and they’re turning heads around campus.

“The students in my Fashion 228 Visual Merchandising class produced all of the winter Bookstore displays including the wreaths hanging outside the Bookstore,” Fehrman said. “All of the displays were created out of white paper of various textures and weights. The only non-paper object is the tree in the display over the art section.”

Fehrman said the assignment called for using only white paper and silver or gold glitter. For the wreaths outside the store, two purple bows were incorporated.

“It was great fun directing and working with the student on this particular project,” he said. “They are required to do a photo essay of the assignment.”

Fehrman’s classes have been decorating the Bookstore for several years.



Students in the Fashion 228 Visual Merchandising class were instructed to use only white paper and silver or gold glitter when preparing this project

Winter Math Jam Set

Students don’t want to spend any additional time in school so the opportunity to skip a math class is met with happiness.

The Winter Mini-Math Jam is a one-week program designed especially for students who placed into a college math course below pre-calculus and who want to advance to the next math level by scoring higher on the Math Placement Test at the end of Math Jam. The goal of Math Jam is to help students complete their Associates Degree and/or transfer requirements for a

four-year college/university in less time than previously possible.

The Winter Mini-Math Jam will be held from 9 a.m. to 3 p.m., Monday, Jan. 10 through Friday, Jan. 14. Students must be taking at least three units at Cañada College, have a valid student number (G-number), and it is open to all majors but priority is given to students in Science, Engineering and Mathematics.

This builds on the successful Summer Math Jam.

Measure G Spending Approved by Campus Committees

Cañada College has added some sections for the Fall Semester and is prepared to add a great deal more for Spring Semester through the use of Measure G funds.

“We have had exhaustive conversations with our campus community to come to a consensus on spending Measure G funds,” President Tom Mohr said. “Our primary goal was to add sections and get more students into the classroom.” Mohr said only a limited number of sections were added for Fall Semester due to the short turnaround time between the election and the start of classes. He said a significantly larger number will be added this spring.

“While the timeframe was tight, it was important to us that the process be transparent,” Mohr said. “We believe this was accomplished through the committees.”

San Mateo County Community College District

December 15, 2010

BOARD REPORT NO. 10-12-1C

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING
AND SUPPORT SERVICES:**

ATHLETES AS READERS AND LEADERS AT COLLEGE OF SAN MATEO

There is no printed report for this agenda item.

BOARD REPORT 10-12-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6767

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. APPOINTMENT

Skyline College

Regina Stanback Stroud College President Office of the President

Appointed to the position effective January 1, 2011.

B. REASSIGNMENT

Cañada College

Margie Carrington Interim Dean of Student Services Student Services

Extension of temporary administrative employment, effective January 1, 2011 through February 28, 2011. The Board previously approved this interim assignment on June 23, 2010 for the period July 1, 2010 through December 31, 2010. Reassigned from classified professional/supervisory status for this temporary position.

Rachel Corrales Senior Accounting Coordinator Operations

Reclassified from a full-time, 12-month Accounting Technician II in the Operations Office at Cañada College, effective September 1, 2010. The reclassification is the result of increased scope and level of responsibility and was agreed upon with CSEA.

District Office

Katherine Becker Production Coordinator General Services

Reassigned through the managed hiring process from a Production Coordinator position (Grade 36) at KCSM into this temporary position at the same level of the Classified Salary Schedule (60), effective November 1, 2010.

C. LEAVE OF ABSENCE

Skyline College

Grace Kong

Office Assistant II

Student Services

Recommend approval of a medical leave of absence without pay with benefits, effective December 2, 2010 through May 1, 2011.

Liza Erpelo

English Associate Professor

Language Arts & Learning Resources

Recommend approval of a pregnancy disability leave of absence, effective January 13, 2011, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

D. CHANGE IN STAFF ALLOCATION

Cañada College

Recommend an increase in staff allocation to increase one part-time (48%) 12-month per year Director of University Center position in the Vice President of Instruction Office (Salary Schedule 30) to 100%, effective September 2, 2010.

College of San Mateo

Recommend an increase in staff allocation to add one part-time (48%) 12-month per year Web Programmer Analyst position in the President’s Office (Grade 37 of Salary Schedule 60), effective January 1, 2011. The position will allow the College to extend its reach to students and reduce workload of faculty and staff.

E. 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>
District	Community Education	1	1/1/2011	6/30/2011	Office Assistant I: Assist with student registration, customer service, preparation and distribution of instructor materials and marketing materials.
Cañada	Enrollment Services	1	1/3/2011	1/7/2011	Admissions & Records Assistant II: Application and registration processing assist students at counter and by phone during peak registration periods.
Cañada	Enrollment Services	1	1/15/2011	5/31/2011	Admissions & Records Assistant III: Provide temporary assistance while the Degree Audit Program Services Coordinator participates in the Spring 2011 training and implementation of the new Degree Works program.
CSM	Admission & Records	1	1/15/2011	5/31/2011	Admissions & Records Assistant III: Provide temporary assistance while the Degree Audit Program Services Coordinator participates in the Spring 2011 training and implementation of the new Degree Works program.

CSM	President's Office/Community Relations & Marketing	1	1/1/2011	2/28/2011	Web Programmer Analyst: Provide programming script to support content/graphics integration for the CSM website; assist with development of CSM virtual tour; and build database application to support online sites.
Skyline	Enrollment Services	1	1/15/2011	5/31/2011	Admissions & Records Assistant III: Provide temporary assistance while the Degree Audit Program Services Coordinator participates in the Spring 2011 training and implementation of the new Degree Works program.
Skyline	Counseling Services	3	1/3/2011	1/31/2011	Office Assistant II: Provide comprehensive availability of staff at the front line of the information center in the One Stop area. Extension of positions previously approved on August 18, 2010.
Skyline	Counseling Services	1	1/3/2011	1/31/2011	Program Services Coordinator: Liaison between Hermanos program students and various campus departments; make referrals to various resources; conduct student follow-up; maintain files; make presentations; conduct workshops, etc. Extension of position previously approved on September 22, 2010.
Skyline	Counseling Services/DSPS	1	1/3/2011	1/31/2011	Instructional Aide II: Assist the instructor in DSPS classes. Extension of position previously approved on August 18, 2010.
Skyline	Counseling Services/DSPS	1	1/3/2011	1/31/2011	Office Assistant II: Provide evening test proctoring services. Extension of position previously approved on August 18, 2010.
Skyline	Financial Aid	1	1/3/2011	1/31/2011	Office Assistant II: Provide coverage at the front counter.
Skyline	Student Services/CARE & CalWorks	1	1/3/2011	1/31/2011	Program Services Coordinator: Serve as liaison between student program participants and campus departments; refer students to outside resources; follow up to determine student needs. Extension of position previously approved on July 28, 2010.
Skyline	Language Arts/Learning Resources	18	1/18/2011	6/30/2011	Instructional Aide II: Provide tutorial services to students; assist students in the use of instructional materials; assist with presentations and study groups. Each will work 5 to 10 hours per week. Extension of position previously approved on June 23, 2010.

BOARD REPORT NO. 10-12-1CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$250 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following gifts were received since the last report.

GIFT

DONOR

College of San Mateo Creative Arts/Ceramics

Books on Ceramics and Arts to be used in the classroom
Donor's estimated value: \$400.00

Denis Rauchman
18 Amesport Landing
Half Moon Bay, CA 94019

San Mateo County Community College District

December 15, 2010

BOARD REPORT NO. 10-12-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

RATIFICATION OF SEPTEMBER AND OCTOBER 2010 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of September and October 2010 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 September 1, 2010 through October 31, 2010 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2010
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
015809	09/02/10	Associated Std-CSM	50,000.00	Interbank Fund Transfer
015810	09/02/10	Bunton Clifford Associates, Inc.	35,494.33	Cañada Architectural Services
015811	09/02/10	CIS, Inc.	72,740.00	Districtwide DSA Inspection Services
015813	09/02/10	Constellation NewEnergy Inc.	17,988.92	Utilities
015818	09/02/10	Noll & Tam	31,866.40	Cañada and CSM Architectural Services
015821	09/02/10	SMC College Ed. Housing Corp.	26,350.00	Cañada Vista Monthly Rent
015822	09/02/10	SMC College Ed. Housing Corp.	36,253.00	College Vista Monthly Rent
015825	09/02/10	Sutro Tower Inc.	16,815.00	KCSM Transmitter Leasing Fee
015826	09/02/10	VALIC Retirement Services Company	184,406.37	Tax Shelter Annuities
015983	09/09/10	CleanSource, Inc.	11,194.55	Facilities Janitorial Supplies Purchase
015985	09/09/10	DRB Management Services Corporation	22,292.50	Districtwide Project Management Services
015987	09/09/10	Goodman Marketing Partners Inc.	22,403.99	KCSM Direct Mailing Services
015988	09/09/10	GRD Energy Inc.	12,200.00	Districtwide Commissioning Services
016797	09/16/10	Associated Std -Canada	13,202.24	Interbank Fund Transfer
016798	09/16/10	Associated Std-CSM	50,000.00	Interbank Fund Transfer
016803	09/16/10	Dovetail Decision Consultants, Inc.	19,050.47	Districtwide Site Furniture Design Standard Consulting Services
016804	09/16/10	Education Housing Partners, LLC.	14,706.94	Cañada Housing Project Consulting Services
016808	09/16/10	NetVersant Solution II LP	13,333.34	Districtwide Monitoring Services
016811	09/16/10	SM County Community College District	21,093.26	Flex Spending Account Reimbursement
016813	09/16/10	SMCCCD Bookstore	55,888.21	Books and Supplies for Skyline
016815	09/16/10	Urtext	19,062.50	Districtwide CPD Consulting Services
017076	09/23/10	AMS.Net, Inc.	35,107.71	Skyline and CSM Servers Purchase
017077	09/23/10	Associated Std -Canada	20,662.60	Interbank Fund Transfer
017079	09/23/10	CIS, Inc	17,795.00	Districtwide DSA Inspection Services
017082	09/23/10	Constellation NewEnergy Inc.	33,913.37	Utilities
017083	09/23/10	Cor-O-Van Moving & Storage Co.	10,493.28	CSM Moving Services
017088	09/23/10	NCS Pearson, Inc	15,695.00	Annual Gateway License, Hosting and Maintenance Fees
017089	09/23/10	NetVersant Solution II LP	13,333.34	Districtwide Monitoring Services
017090	09/23/10	Noll & Tam	10,173.85	Cañada and CSM Architectural Services
017094	09/23/10	SMCCCD Bookstore	22,323.61	Cañada Special Programs Book Purchase
017096	09/23/10	SMCCCD Bookstore	43,410.10	CSM Special Programs Book Purchase
432219	09/02/10	Bayside Heating & Air Conditioning	17,494.00	CSM & Skyline AC Services
432249	09/02/10	National Public Radio	12,000.00	KCSM Membership Fees
432255	09/02/10	Pac Gas & Elec Co	12,932.89	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2010
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
432256	09/02/10	Pacific Library Partnership	11,293.00	Annual Membership Fees
432259	09/02/10	Peninsula Library System	42,467.00	Annual Membership Fees
432268	09/02/10	Strata Information Group	50,504.00	ITS Consulting Services
432282	09/02/10	CalPERS	467,894.51	Cal PERS Contribution Payment
432294	09/02/10	Public Empl Ret Sys	1,095,209.56	Health Insurance Monthly Premium
432295	09/02/10	S.M.C.S.I.G.	18,580.94	Vision Premium Payment
432296	09/02/10	S.M.C.S.I.G.	144,499.38	Dental Premium Payment
432301	09/07/10	Wells Fargo Bank	295,297.68	District Procurement Card Payment
432303	09/09/10	Apple Computer, Inc	17,945.15	Cañada Computers Purchase
432319	09/09/10	County of San Mateo	570,016.29	Measure G Election Expenses Reimbursement
432333	09/09/10	Industrial Employers/Distributors Assoc.	10,437.58	District Labor Relations Service Fees
432366	09/09/10	Sedgwick Claims Management Services. Inc.	21,000.00	Annual Worker's Compensation TPA Service Fees
432377	09/09/10	Xap Corporation	14,211.15	Annual CCCApply Operations & eTranscript Fees
432389	09/09/10	Hartford Life & Accident Insurance Co.	31,331.57	Life Insurance Premium
432421	09/13/10	San Bruno Mun Util	12,744.12	Utilities
432437	09/13/10	Vavrinek, Trine, Day & Co.	15,500.00	Districtwide Auditing Fees
432449	09/16/10	Education Housing Partners, LLC.	211,820.00	Cañada Housing Project Consulting Services
432457	09/16/10	Hill-Rom	17,459.65	CSM Furniture Purchase
432458	09/16/10	HMC Architects	21,000.00	Skyline Architectural Services
432509	09/16/10	Employment Development Department	22,595.48	Monthly LEC Unemployment Fees
432629	09/20/10	Dell Computers	22,945.59	Skyline Computers and Printer Purchase
432699	09/23/10	Commercial Energy of Montana, Inc.	25,596.46	Utilities
432701	09/23/10	Dell Computers	25,157.04	District Computers Purchase
432707	09/23/10	Hensel Phelps Construction Co.	242,914.90	Skyline Construction Project
432710	09/23/10	Hensel Phelps Construction Co.	2,186,234.10	Skyline Construction Project
432717	09/23/10	McCarthy Building Companies	423,392.20	CSM Construction Project
432718	09/23/10	McCarthy Building Companies	4,017,917.70	CSM Construction Project
432721	09/23/10	Pankow Special Projects, L.P.	99,418.50	CSM Construction Project
432726	09/23/10	Rountree Plumbing, Heating Inc.	16,346.00	CSM Plumbing Services
432729	09/23/10	Siemens Enterprise Communications, Inc.	97,422.95	Phone System Annual Maintenance Services
432736	09/23/10	McCarthy Building Companies	444,785.30	Cañada Construction Project
432737	09/23/10	McCarthy Building Companies	22,283.80	Cañada Construction Project
432740	09/23/10	Weatherly Striping Company Inc.	26,211.60	Cañada Parking and Traffic Project
432745	09/23/10	Calif Water Service Co	20,011.80	Utilities
432747	09/23/10	Comm College League/Calif	32,862.00	2010 Districtwide CCLC Annual Dues
432748	09/23/10	Comm College League/Calif	11,463.75	2011 Athletic League Annual Dues For the Colleges

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2010
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
432755	09/23/10	Pankow Special Projects, L.P.	11,046.50	CSM Construction Project
432806	09/29/10	Bailey Fence Company Inc.	24,998.00	Skyline Fence Replacement Project
432812	09/29/10	Swinerton Management & Consulting	17,690.10	Program Management Services
432826	09/29/10	Pac Gas & Elec Co	13,013.27	Utilities
432829	09/29/10	Pac Gas & Elec Co	21,557.93	Utilities
432830	09/29/10	Pac Gas & Elec Co	29,334.09	Utilities
432835	09/29/10	Peralta Comm.College District	69,562.50	Skyline BayCEC contractor services
432844	09/29/10	Swinerton Management & Consulting	336,111.89	Program Management Services
432852	09/29/10	American Federation of Teachers	52,797.93	Union Dues
432855	09/29/10	C S E A	11,937.80	Union Dues
432856	09/29/10	CalPERS	475,819.73	Cal PERS Contribution Advance
432870	09/29/10	Hartford Retirement Plans Service Center	46,925.08	Tax Shelter Annuities
432888	09/29/10	Strata Information Group	50,504.00	ITS Consulting Services
<u>District Payroll Disbursement(excluding Salary Warrants)</u>				
72634	09/22/10	US Treasury - Union Bank	37,971.56	Federal Tax
80154	09/01/10	US Treasury - Union Bank	1,076,173.22	Federal Tax
80176	09/01/10	EDD - Union Bank	226,398.92	State Tax
J1100897	09/10/10	State Teacher Retirement - Cash Balance	33,185.66	STRS Retirement - Cash Balance
JE289672	09/30/10	State Teacher Retirement - County Paid	579,436.61	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
107091	09/08/10	ATI	14,785.33	Purchase of Inventory
107103	09/08/10	Cengage Learning	23,503.75	Purchase of Inventory
107124	09/08/10	Elsevier Publishing Co.	45,229.49	Purchase of Inventory
107138	09/08/10	John Wiley & Sons Inc.	13,279.14	Purchase of Inventory
107142	09/08/10	Kilgore International Inc.	14,026.79	Purchase of Inventory
107147	09/08/10	MBS Textbook Exchange	157,316.69	Purchase of Inventory
107149	09/08/10	McGraw-Hill Companies	70,171.18	Purchase of Inventory
107155	09/08/10	MPS	20,608.75	Purchase of Inventory
107162	09/08/10	Nebraska Book Co. Inc.	10,688.81	Purchase of Inventory
107169	09/08/10	Pearson Education Inc.	160,284.23	Purchase of Inventory
107181	09/08/10	Roaring Spring Paper Prod	10,841.91	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2010
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
107189	09/08/10	SMCC College District	144,944.27	Salary & Benefit July 2010
107192	09/08/10	Pea Press	12,812.81	Purchase of Inventory
107214	09/21/10	Cengage Learning	278,824.87	Purchase of Inventory
107234	09/21/10	Elsevier Publishing Co.	30,115.28	Purchase of Inventory
107258	09/21/10	MBS Textbook Exchange	21,522.31	Purchase of Inventory
107259	09/21/10	McGraw-Hill Companies	24,131.72	Purchase of Inventory
107263	09/21/10	MPS	11,728.50	Purchase of Inventory
107266	09/21/10	NACSCORP	10,191.91	Purchase of Inventory
107268	09/21/10	Nebraska Book Co. Inc.	69,819.83	Purchase of Inventory
107273	09/21/10	Pearson Education Inc.	380,930.40	Purchase of Inventory
107292	09/21/10	SMCC College District	168,426.24	Salary & Benefit August 2010
EFT# 95649	09/24/10	Board of Equalization	210,818.45	Sales Tax Payment For August 2010
Subtotal			16,837,914.97	75%
Warrants Issued ≤ \$10,000			5,720,137.75	25%
Total Non-Salary Warrants Issued			<u>22,558,052.72</u>	100%
District Accounts Payable	432202-432891, 914127-917000, DD15677-17197		18,407,379.26	
District Payroll	64303-65054, DD50006241-50007569		7,272,527.45	
SMCCCD Bookstores	107081-107304, EFT#95649		2,189,814.32	
Total Warrants Including Salaries - September 2010			<u>27,869,721.03</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2010
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
017228	10/04/10	Constellation NewEnergy Inc.	22,312.51	Utilities
017229	10/04/10	DRB Management Services Corporation	18,470.00	Districtwide Project Management Services
017231	10/04/10	Goodman Marketing Partners Inc.	28,641.46	KCSM Direct Mailing Services
017233	10/04/10	Noll & Tam	75,146.15	Cañada and CSM Architectural Services
017235	10/04/10	SMC College Ed. Housing Corp.	98,687.89	Cañada and College Vista Monthly Rent
017239	10/04/10	Sutro Tower Inc.	18,815.00	KCSM Transmitter Leasing Fee
017240	10/04/10	VALIC Retirement Services Company	221,935.04	Tax Shelter Annuities
017337	10/07/10	Bunton Clifford Associates, Inc.	41,101.73	Cañada Architectural Services
017338	10/07/10	CIS, Inc	56,285.00	Districtwide DSA Inspection Services
017345	10/07/10	NetVersant Solution II LP	18,394.41	Skyline CCTV System
017427	10/14/10	SM County Community College District	25,688.46	Flex Spending Account Reimbursement
017428	10/14/10	SMCCCD Bookstore	19,458.90	Books and Supplies for Skyline
017432	10/14/10	Xerox Corporation	14,195.58	CSM Copier Purchase
017506	10/21/10	Atlas/Pellizzari Electric Inc.	23,915.00	Skyline Electrical Project
017507	10/21/10	Bunton Clifford Associates, Inc.	24,118.36	Cañada Architectural Services
017508	10/21/10	Casey Printing, Inc.	71,972.71	Districtwide Schedules Printing Services
017509	10/21/10	CIS, Inc	35,495.00	Districtwide DSA Inspection Services
017510	10/21/10	Constellation NewEnergy Inc.	43,676.26	Utilities
017513	10/21/10	Dovetail Decision Consultants, Inc.	20,633.45	Districtwide Site Furniture Design Standard Consulting Services
017514	10/21/10	DRB Management Services Corporation	32,595.00	Districtwide Project Management Services
017515	10/21/10	GRD Energy Inc.	20,680.00	Districtwide Commissioning Services
017517	10/21/10	Little Giant Bldg. Maint. Co.	11,460.00	Skyline and CSM Cleaning Services
017519	10/21/10	NetVersant Solution II LP	11,239.18	Cañada Gateways Cameras Installation
017525	10/21/10	TRC Engineers, Inc.	10,828.75	Skyline Construction Project
017527	10/21/10	Urtext	21,750.00	Districtwide CPD Consulting Services
017611	10/28/10	Associated Std -Canada	24,607.09	Interbank Fund Transfer
017612	10/28/10	Associated Std-Skyline	30,000.00	Interbank Fund Transfer
017613	10/28/10	Atlas/Pellizzari Electric Inc.	10,551.00	Skyline Electrical Projects
017615	10/28/10	Computerland	52,300.00	Districtwide Software Purchase
017616	10/28/10	Constellation NewEnergy Inc.	23,479.10	Utilities
017622	10/28/10	Rodan Builders, Inc.	42,995.63	CSM Construction Projects - Retention Release
017625	10/28/10	SMC College Ed. Housing Corp.	103,387.89	Cañada and College Vista Monthly Rent
017627	10/28/10	SMCCCD Bookstore	29,989.06	Cañada Special Programs Book Purchase
017628	10/28/10	Sutro Tower Inc.	16,815.00	KCSM Transmitter Leasing Fee

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

OCTOBER 1-31, 2010

WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

017630	10/28/10	VALIC Retirement Services Company	225,102.62	Tax Shelter Annuities
432912	10/04/10	County of San Mateo	40,135.82	Skyline BayCEC contractor services
432913	10/04/10	Cumming Corporation	10,319.00	Districtwide Project Management Services
432923	10/04/10	McCarthy Building Companies	22,284.15	Cañada Construction Project
432966	10/07/10	B.T. Mancini Co. Inc.	19,342.00	CSM Construction Project
432978	10/07/10	County of Alameda	41,873.45	Skyline BayCEC contractor services
432999	10/07/10	Kleinfelder	10,793.14	CSM Materials Testing and Inspection Services
433003	10/07/10	Moodlerooms, Inc.	36,250.00	eCourses Power Hosting Package
433014	10/07/10	San Francisco State University	42,333.15	Cañada MESA Engineering Summer Institute Expense Reimbursement
433017	10/07/10	Schindler Elevator Corporation	13,222.89	Districtwide Elevators Maintenance and Repair Services
433021	10/07/10	SunGard SCT, Inc.	112,400.00	Districtwide Banner Maintenance and License Fees
433029	10/07/10	County of San Mateo	12,780.00	Districtwide Parking Income Allocation
433035	10/07/10	Public Empl Ret Sys	1,098,646.28	Health Insurance Monthly Premium
433036	10/07/10	S.M.C.S.I.G.	147,310.07	Dental Premium Payment
433037	10/07/10	S.M.C.S.I.G.	18,521.77	Vision Premium Payment
433039	10/07/10	U.S. Postal Services	10,941.74	Community Education Postage Purchase
433040	10/07/10	VALIC	22,000.00	Tax Shelter Annuities
433042	10/07/10	Wells Fargo Bank	320,371.29	District Procurement Card Payment
433044	10/14/10	Advance Soil Technology Inc.	10,315.00	Skyline Soil Testing Services
433085	10/14/10	Marin Community College District	20,053.90	Skyline BayCEC contractor services
433092	10/14/10	Pac Gas & Elec Co	25,975.83	Utilities
433094	10/14/10	Pac Gas & Elec Co	12,986.94	Utilities
433100	10/14/10	Redwood City-City Of	12,082.41	Utilities
433103	10/14/10	San Bruno Mun Util	19,324.22	Utilities
433114	10/14/10	AMS.Net, Inc.	11,406.09	Skyline and CSM Servers Purchase
433123	10/14/10	Employment Development Department	138,322.18	Monthly SUI Unemployment Fees
433127	10/14/10	Hartford Life & Accident Insurance Co.	31,187.74	Life Insurance Premium
433131	10/14/10	Marriott Walnut Creek	15,129.48	2010 3CBG Conference Banquet
433141	10/14/10	U.S. Postal Services	10,000.00	Skyline Postage Purchase
433194	10/18/10	Patterson Dental	28,220.34	CSM Dental Equipment Purchase
433212	10/18/10	Robert A. Bothman	136,134.00	Skyline Construction Project
433216	10/18/10	Sequoia Union High School District	21,000.00	Cañada Tech Prep Allocation
433217	10/18/10	Shannon - Leigh Associates	11,951.75	CSM Sitework Project
433223	10/18/10	AMS.Net, Inc.	116,912.45	Skyline and CSM Servers Purchase
433228	10/18/10	State Board of Equalization	16,434.00	Quarterly Use & Sales Tax Payment
433229	10/21/10	Action Sign Systems	10,163.55	CSM Fitness Center Signs and Banners
433241	10/21/10	Commercial Energy of Montana, Inc.	19,929.82	Utilities
433246	10/21/10	Dell Computers	17,207.27	Districtwide Computer Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

OCTOBER 1-31, 2010

WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

433248	10/21/10	Design Space Modular Buildings, Inc.	15,832.14	CSM Construction Trailer
433253	10/21/10	HMC Architects	33,000.00	Skyline Architectural Services
433274	10/21/10	Pac Gas & Elec Co	30,440.98	Utilities
433287	10/21/10	Robert A. Bothman	151,489.20	Skyline and Cañada Construction Projects
433308	10/21/10	WRNS Studio, LLP	83,736.90	Skyline Electrical Upgrade
433315	10/21/10	County of San Mateo	11,955.00	Districtwide Parking Income Allocation
433328	10/21/10	U.S. Postal Services	10,000.00	District Postage Purchase
433339	10/25/10	Hensel Phelps Construction Co.	146,758.10	Skyline Construction Project
433342	10/25/10	Hensel Phelps Construction Co.	1,320,822.90	Skyline Construction Project
433347	10/25/10	McCarthy Building Companies	889,145.85	Cañada Construction Project
433348	10/25/10	McCarthy Building Companies	3,515,334.30	CSM Construction Project
433352	10/25/10	Pac Gas & Elec Co	25,823.90	Utilities
433355	10/25/10	Pankow Special Projects, L.P.	53,287.20	CSM Construction Project
433358	10/25/10	San Francisco State University	27,550.74	Cañada MESA Engineering Summer Institute Expense Reimbursement
433363	10/25/10	McCarthy Building Companies	390,592.70	CSM Construction Project
433364	10/25/10	McCarthy Building Companies	46,797.15	Cañada Construction Project
433377	10/25/10	Vavrinek, Trine, Day & Co.	10,000.00	Districtwide Auditing Fees
433393	10/28/10	Carney Refrigeration	12,405.51	CSM Equipment Purchase and Installation
433430	10/28/10	Pac Gas & Elec Co	10,267.75	Utilities
433453	10/28/10	Wendt Industries Inc.	10,589.71	CSM Storage Lockers Purchase and Installation
433462	10/28/10	American Federation of Teachers	52,551.23	Union Dues
433464	10/28/10	C S E A	11,813.13	Union Dues
433466	10/28/10	Calif Water Service Co	15,306.58	Utilities
433491	10/28/10	Hartford Retirement Plans Service Center	72,690.16	Tax Shelter Annuities
433519	10/28/10	VALIC	22,000.00	Tax Shelter Annuities

District Payroll Disbursement (excluding Salary Warrants)

63602	10/20/10	US Treasury - Union Bank	51,662.85	Federal Tax
91550	10/01/10	US Treasury - Union Bank	1,366,114.77	Federal Tax
91587	10/01/10	EDD - Union Bank	296,368.46	State Tax
J1101172	10/12/10	State Teacher Retirement - Cash Balance	56,559.50	STRS Retirement - Cash Balance
JE291459	10/31/10	State Teacher Retirement - County Paid	577,389.32	STRS Retirement - Defined Benefit

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2010
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

		<u>SMCCCD Bookstores</u>		
107355	10/04/10	MBS TEXTBOOK EXCHANGE	30,801.61	Purchase of Inventory
107357	10/04/10	MCGRAW-HILL COMPANIES	30,428.44	Purchase of Inventory
107385	10/04/10	SM CC COLLEGE DISTRICT	15,861.44	Purchase of Inventory
107400	10/07/10	SM CC COLLEGE DISTRICT	14,495.14	Purchase of Inventory
107441	10/19/10	PEARSON EDUCATION, INC.	<u>67,555.93</u>	Purchase of Inventory
		Subtotal	<u>13,688,413.54</u>	86%
		Warrants Issued ≤ \$10,000	<u>2,289,080.48</u>	14%
		Total Non-Salary Warrants Issued	<u><u>15,977,494.02</u></u>	100%

District Accounts Payable	432892-433522,917001-917711, DD17214-17639	13,283,067.75
District Payroll	65055-65818, DD50007570-50008951	7,700,477.87
SMCCCD Bookstores	107305-107456	<u>333,957.15</u>
	Total Warrants Including Salaries - October 2010	<u><u>21,317,502.77</u></u>

BOARD REPORT NO. 10-12-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Lily C. Lau, Director of Community Education, 574-6179

APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAM, SUMMER 2011

The Division of Community Education requests approval of the College for Kids program for young people ages 8 to 14 in San Mateo County. The Division plans to offer the academic enrichment program at College of San Mateo and Skyline College as part of the District's community outreach activities.

The three-week College for Kids program will be offered at Skyline College from June 20 through July 7. The program will be offered at College of San Mateo from July 5 through July 21. The courses available at both locations will consist of: language arts, mathematics, sciences, creative arts, computers, multimedia and physical education. Classes will be taught from 1:30 p.m. to 4:45 p.m. Monday through Thursday with opportunities for students to select three of the available courses.

The fee for the College for Kids programs will be \$385 per participant. Scholarships will be available for those students needing assistance. The fees will cover the cost of instructors, student aides, supplies, and insurance. The programs will be self-supporting.

RECOMMENDATION

It is recommended that the Board approve the Community Education Summer Youth Program consisting of College for Kids at College of San Mateo and Skyline College, as detailed in the report.

BOARD REPORT NO. 10-12-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor Human Resources & Employee Relations, 358-6767

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2011-2012

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

The proposed calendar (attached) is designed to begin the 2011-2012 academic year in late August with a completion of the Fall 2011 semester prior to the winter holidays. The following details the features of the calendar, as do the attached documents.

Fall 2011: Classes begin August 17, 2011
Eighty-six (86) instructional days including five (5) days of final examinations
Two (2) professional growth flex days
Semester ends December 17, 2011

Spring 2012: Classes begin January 17, 2012
Eighty-nine (89) instructional days including five (5) days of final examinations
Three (3) professional growth flex days
Semester ends May 25, 2012

Tentative Summer Session: June 4 through July 7, 2012 for the five-week session
June 18 through July 28, 2012 for the six-week session
June 18 through August 4, 2012 for the seven-week session
June 18 through August 11, 2012 for the eight-week session
July 9 through August 11, 2012 for the second five-week session

RECOMMENDATION

It is recommended that the Board adopt the 2011-2012 District Academic Calendar as detailed in this report.



CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

Academic Calendar 2011–2012

FALL SEMESTER 2011 (86 Instructional Days including 5 Final Days, plus 2 Flex Days)

August	15, 16 Flex Days (No Classes)
August	17 Day and Evening Classes Begin
August	30 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	30 Last Day to Add Semester Length Classes
September	3, 4 Declared Recess
September	5 Labor Day (Holiday)
September	6 Census Day
September	9 Last Day to Drop Semester Length Classes Without Appearing on Record
October	7 Last Day to Apply for Degree – Certificate
November	11 Veterans' Day (Holiday)
November	12, 13 Declared Recess
November	15 Last Day to Withdraw from Semester Length Classes
November	23 Declared Recess – Evening Courses Only
November	24 Thanksgiving Day (Holiday)
November	25 – 27 Declared Recess
December	11 – 17 Final Examinations (Day and Evening Classes)
December	16 Day Classes End
December	17 Evening Classes End
December	23 – January 2 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2012 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	12, 13 Flex Days (No Classes)
January	14, 15 Declared Recess
January	16 Martin Luther King Jr. Day (Holiday)
January	17 Day and Evening Classes Begin
January	30 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	30 Last Day to Add Semester Length Classes
February	6 Census Day
February	10 Last Day to Drop Semester Length Classes Without Appearing on Record
February	17 Lincoln's Birthday Observed (Holiday)
February	18, 19 Declared Recess
February	20 Presidents' Day (Holiday)
March	2 Last Day to Apply for Degree – Certificate
March	9 Flex Day (No Classes)
April	2 – 8 Spring Recess
April	26 Last Day to Withdraw From Semester Length Classes
May	19 – 25 Final Examinations (Day and Evening Classes)
May	25 Day and Evening Classes End
May	26, 27 Declared Recess
May	28 Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2012

June 4 – July 7 First Five Week Session
June 18 – July 28 Six Week Session
June 18 – August 4 Seven Week Session
June 18 – August 11 Eight Week Session
July 4 Independence Day (Holiday)
July 9 – August 11 Second Five Week Session

2011-2012 ACADEMIC CALENDAR

FALL 2011						
July 2011						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2011						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December 2011						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
January 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SPRING 2012						
February 2012						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			
March 2012						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
May 2012						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SUMMER 2012						
June 2012						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
July 2012						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
August 2012						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

BOARD REPORT NO. 10-12-100B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor
 PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

PUBLIC HEARING AND APPROVAL FOR CATEGORICAL FUNDING TRANSFERS

The 2010/11 state budget provides for the flexibility of categorical funds for the 2010/11 budget year, providing that certain categorical funds may be used for the purposes of any other categorical program. The legislation requires a public hearing of the proposed transfers. The following changes are brought forward for the public hearing and Board approval. Due to the legislation allowing Districts to be deemed fully compliant with state regulations in any program that has transferred funds in or out of it, the District is transferring at least \$1 out of and into each program. Staff recommends approval of these transfers.

Program	Transfer To	Amount
Equal Employment/Staff Diversity	P/T Faculty Compensation	\$8,540
Apprenticeship	P/T Faculty Office Hours	\$1
PT Faculty Office Hours	P/T Faculty Compensation	\$1
PT Faculty Compensation	P/T Health Insurance	\$1
PT Faculty Health Insurance	Transfer/Articulation	\$1
Transfer/Articulation	Matriculation	\$1
Matriculation	Apprenticeship	\$1

RECOMMENDATION

It is recommended that the Board of Trustees approve transferring funds between the specified categorical funds. These budget transfers will be reflected in the Mid-Year Report.

BOARD REPORT NO. 10-12-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Mohr, President, Cañada College, 306-3238
Michael Claire, President, College of San Mateo, 574-6222
Victoria Morrow, President, Skyline College, 738-4110

**PRESENTATION TO THE BOARD BY COLLEGE PRESIDENTS AND APPROVAL
OF PLANS FOR MEASURE G MONIES AT CAÑADA COLLEGE,
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

In June 2010, voters passed Measure G, the District's parcel tax measure. The three Colleges have spent the past several months developing their initial plans for utilization of the Measure G funds. The three College Presidents will present and discuss these plans with Board of Trustees. Approximately \$6,000,000 will be generated each of the next four years from the Measure G special tax. After the plans were developed by the Colleges, the Presidents further discussed these plans in the Chancellor's Cabinet. In the process of working with faculty and staff, each of the Colleges has striven to develop a plan that responds to the expectations for the use of funds as put forward in the language of the Measure G ballot. The plans at each of the Colleges:

- Add class sections to the College schedule that enable students to progress toward the completion of their majors, degrees, and certificates.
- Develop student support programs that ensure the presence of necessary counseling, tutoring, and other forms of support that are fundamental to high levels of student success.
- Develop programs that address identified student needs and enable the College to move forward toward meeting its mission and goals.

The plans are attached to this report as follows:

Exhibit A – Cañada College
Exhibit B – College of San Mateo
Exhibit C – Skyline College

RECOMMENDATION

It is recommended that the Board of Trustees approve the plans for the use of Measure G funds and direct the Chancellor to prepare budget revisions necessary to reflect these plans.



OFFICE OF THE PRESIDENT

Date: December 17, 2010

To: Governing Board of the San Mateo County Community College District

From: Thomas C. Mohr, President
Cañada College

Re: Use of Measure G Funds

Cañada is immensely pleased to bring forward a plan for the expenditure of almost two million dollars of Measure G funds. These expenditures address substantially the most urgent academic and personal support needs of the 7500 students enrolled in the College. Particular attention has been paid to making it possible for students to enroll in courses appropriate to their academic preparation and goals and their advancement through the pathways that lead to completion of their majors and/or CTE certificates. Student support systems known to be critical to student success and completion of programs have been significantly strengthened and initiative taken to expand or develop programs where there are clear, identified, but unmet needs.

The process for the delineation of planned Measure G expenditures began immediately after Measure G was approved by the electorate and adhered closely since then to the college's formally adopted structures and processes for planning throughout the college. Deans, faculty and staff of each division revisited program reviews, discussed gaps in programs and developed recommendations to be considered by the two major planning bodies of the college, the Instruction Planning Council and Student Services Planning Council. Formal presentation of the plan was made and discussion conducted at general meetings of every division of the college. The College Budget Committee reviewed at numerous meetings all suggested expenditures before passing the plan forward to the College Planning Council for its final review and endorsement.

Information is provided below that gives perspective to the redemptive impact of Measure G funding and the strategies employed to bring redress to the problems engendered by the severe reductions imposed on the college by the State of California.

On behalf of the entire Cañada College community may I convey our deep gratitude to the electorate of the county for approving Measure G and to the Governing Board for its leadership and persistence in bringing the critical need for funding to public attention. The educational well being of Cañada students is greatly affected.

Sincerely,

A handwritten signature in black ink that reads "Thomas Mohr". The signature is written in a cursive, flowing style.

Thomas Mohr
President

Background

Over the past 2.5 years, Cañada College experienced overall budget reductions of over 22% resulting in a decrease in faculty and staff and over 40% reduction in adjunct faculty. These reductions had significant impact on the number of sections offered as well as causing a decrease in student services at the college.

The California State Community College System handed down significant reductions in student service support areas including: EOPS, DSP&S, Matriculation and CalWORKs – with some programs experiencing an over 50% reduction in funding. This reduction in services for students and the concurrent increase in demand for support left new students without the support they need to be successful.

Effective Practices:

Student access, Success and Persistence: Research indicates that large numbers of students entering the community colleges require developmental education. And, for these students to be successful, we need to provide them with the necessary courses and critical support services.

Among other activities, this includes:

- Offering sufficient developmental English, reading and math course sections and other courses for student to progress (e.g. transfer, career and technical education)
- Creating individual student education plans to keep students on track
- Creating and maintaining clear transfer pathways and clear Career/Technical pathways for students
- Providing mandatory orientation sessions which are in-depth and address needs of subgroups of students
- Creating an early alert system for students experiencing difficulty
- Establishing learning communities and promoting student engagement
- Expanding our strong honors program that outreaches to all eligible students
- Developing a case-management system for advising for the highest risk students (e.g. low income, veterans)
- Implementing bridge programs (e.g. Math Jan, LEAP) and mentoring programs
- Offering tutoring and supplemental instruction opportunities

By implementing these strategies, we hope to be able to significantly improve their fall to spring persistence rates.

Workforce Development: The #1 reason most students give for attending college is “to get a good job”. An organized method of connecting Cañada College to the local business and industry is essential to help students make the connection between college and career skills/opportunities. The college needs to be able to provide learning opportunities for students which meet the employers’ needs.

Problems Being Addressed Through Measure “G”:

- **Reduced Course Availability:**
 - Limited course availability for some basic skills students (e.g. math, English, ESL, and Reading sections were previously closed for 5 weeks)
 - Limited general education/transfer course availability for day and evening students (almost half of our students attend in the evening). For example, BIO 130 sections were completely full and there were only 2 sections of ENGL 100 and 1 section of Speech offered in the evening.
 - Limited career and technical education pathways due to declining section availability.

- Distance Education: Need to expand opportunities for additional sections, faculty development, and coordination
- Counseling: A lengthy waiting time for walk-in counseling services
- Articulation: Lack of articulation agreements with many of our primary transfer universities causing problems with students who are transferring
- Orientation: Limited up-front orientation and advising opportunities for new students (e.g. large orientation sessions with only one or two counselors providing limited advising)
- Special Populations: Lack of targeted support services for the students at highest risk of failure
- Bridge Programs: Limited space in our bridge programs (Math Jam, LEAP)
- Tutoring Support: Has had significant reductions both in staffing and in tutoring hours
- Workforce Development: A coordinator to develop programming and work with local business and industry to address workforce issues and meet with employers

Resource Plan	Amount	Type	Measure G Criteria	Percent of Total
<p>Instruction: One of the largest reductions was the number of sections. We increased the number of sections by over 21 for Fall 2010 and are planning to increase the number of sections by at least 53 sections for Spring 2011 as well as increase summer sections. These sections will open opportunity for students to take needed basic skills and general education courses. Having this access to courses increases opportunity for students to complete educational goals. In addition to these extra sections, we are developing a Friday night/Saturday College. Classes will be offered in 8 weeks using a hybrid format. In addition, distance education is increasing - particularly high quality coursework, and we will be expanding this area of instruction as well as workforce curriculum.</p>	\$957,350	Faculty	Restoring funding to offer an adequate number of classes & labs to meet growing student demand	50%
<p>Student Support: The additional student support will expand our library hours, increase the limited counseling services, address a critical need to improve our articulation with other colleges, expand our new student orientation program, provide necessary support for veterans, increase the number of students who complete the FAFSA and thus receive financial aid, expand tutoring, and further develop student communication.</p>	\$577,175	Faculty and staff	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs / Keeping libraries open and maintaining library services	30%
<p>Course and Program Innovation: The MATH JAM and LEAP programs, Workforce Development, Basic Skills Success Programming, Leadership Development, and Adjunct Faculty Professional Development are all necessary programs to improve access and success for our students.</p>	\$380,080	Faculty and Staff	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Preparing students to transfer to four-year colleges & universities</p> <p>Maintaining Core Academics</p>	20%
Total Measure G Request	\$1,914,605			100%

Resource Request	Amount	Type	Measure G Criteria	category
<p>Additional Sections: The largest budget reduction was reducing the number of sections. We increased the number of sections by over 21 for Fall 2010 and are planning to increase the number of sections by at least 53 sections for Spring 2011 and increase sections in the summer. These sections added will open opportunity for students to take needed basic skills and general education courses and will provide them with the access to complete their educational goals.</p>	\$819,250	Staffing	Restoring funding to offer an adequate number of classes & labs to meet growing student demand	1310
<p>CAC - Canada Accelerated College: to better serve our student needs regarding scheduling (particularly working adults), we are developing a Friday night/Saturday college. Classes will be offered in 8 weeks using a hybrid format (e.g. 4 hours in-person instruction and 2 hours on-line). This programming will allow greater access for students into general education courses and into pathways for transfer certification. It will also facilitate decreasing time to completion and will support students' ability to finish a transfer certificate or degree.</p>	\$38,700	Staffing	Maintaining core academics including science, English and mathematics; Restoring funding to offer an adequate number of classes and labs to meet growing student demand	
<p>Distance Education: distance education is increasing - particularly high quality coursework. In order to improve our offerings, including online degrees and certificates, it is essential to have both coordination of the activities and training for faculty. The access to course offerings on-line will be increased significantly which will assist students who cannot make traditional schedules work.</p>	\$99,400		Maintaining core academics including science, English and mathematics; Restoring funding to offer an adequate number of classes and labs to meet growing student demand	
Total for 1310	\$957,350			

Resource Request	Amount	Type	Measure G Criteria	category
Library Hours: Added hours to assist students with research projects will improve access and success.	\$38,000	Staffing	Keeping libraries open and maintaining library services	stud svc
Adjunct Counseling/Case Management: Through careful planning, we will be able to improve our counseling services to students in various groups where they have been reduced significantly. This includes counseling for basic skills students, disabled students, athletes, high school outreach and early alert interventions. Research indicates that more intensive counseling services, particularly with first generation students, has a positive impact on their success.	\$132,480	Staffing	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	stud svc
Articulation and Orientation: There is a critical need to improve both the articulation and orientation services provided for students. There are many courses which do not articulate to our primary feeder universities as we have not had the resources to work in this area. The improved articulation and orientation services will provide more complete information to students (i.e. about attending college, transferring) and will help them be more successful.	\$115,432	Staffing	Preparing students to transfer to four-year colleges and universities	
Veterans Support Services: With additional veterans attending college, it is necessary for the campus to improve the services provided. This includes both coordination of services and benefits at the campus veterans center (V-ROC) and providing additional psychological services.	\$53,789	Staffing	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	
100% FAFSA Initiative: Through specific services targeted at students seeking financial aid, our goal is to increase the number of students (financial aid eligible) to 100%. A number of outreach and promotion efforts will be made and specific counseling services for financial aid students will be provided. This initiative will increase accessibility to college through pairing students with appropriate aid.	\$50,474	Staffing	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	
Tutoring: The expansion of tutoring and creation of a peer mentoring program along with the addition of an instructional aide to help coordinate the program essential for student success. Tutoring supports access by providing academic support needed by students and the development of the peer mentoring program will be beneficial to the success of our students.	\$127,000	Staffing	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	
Student/College Communication Structure: It is critical that we maintain effective communications with our students and staff. This project will increase the ability for students to access information about college processes. Clear communication that is "user friendly" is critical for student access to the college.	\$60,000		Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	
Total for Student Support	\$577,175			

Resource Request	Amount	Type	Measure G Criteria	category
<p>Instruction/Bridge Programs: The MATH JAM an LEAP programs have proven to significantly improve student success by providing more intensive orientation to students prior to the beginning of the semester. There has been concern about improving writing skills as well and plans are underway to create a WORD JAM. These types of programs improve access to math courses for students who need some refreshing - for example MATH JAM helps students place into higher math courses thus decreasing their time to completion.</p>	\$160,000	Faculty and Staff	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs; Maintaining core academics including science, math and English	cpi
<p>Workforce Development: The college is missing out on numerous opportunities to expand workforce training for our students. This will provide a focus on the development of job training programs and create partnerships with area businesses. This will also assist in the development of curriculum for these courses. Because of the high demand in CTE areas, increasing student access to courses and programs is essential. Student success increases when programming meets both the student's needs and the community needs and students are able to obtain jobs as a result of their education.</p>	\$85,080	Faculty	Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting	cpi
<p>Basic Skills Success: The funding for our basic skills activities has been significantly reduced from our original allocation. It is important to maintain support services directed at improving the basic skills students - particularly those who are first generation.</p>	\$75,000	Faculty	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	cpi
<p>Student Leadership Program: Student engagement is an important aspect of student success. This Leadership Program will encourage our first generation students to become active in the campus community and provide skill development workshops where they can become successful.</p>	\$10,000	Staffing	Preparing students to transfer to four-year colleges & universities	cpi
<p>Increasing Adjunct Faculty Participation: Many programs need the involvement of the adjunct faculty but there are no resources to support their participation. This request would provide stipends for adjunct faculty to meet with and work with the departments and divisions on various initiatives that require their participation and input, such as curriculum development, student learning outcomes, assessment cycle work and program review.</p>	\$50,000	Faculty	Attracting and retaining qualified instructors	
<p>Total for CAN Innovation</p>	<p>\$380,080</p>			



**College of San Mateo
Plan for use of Measure G Funds
2010-11**

Summary

Attached is College of San Mateo's plan for the use of Measure G funds for the 2010-11 year. The total amount of the plan is \$1,860,000. I believe that the plan represents a balanced approach to provide resources to meet our most critical student needs. The college recognizes that Measure G funds represent one-time monies. Consequently, we have been very careful to ensure that we are investing in activities that can be scaled appropriately to meet future economic realities. The college's long-term goals with respect to Measure G funds are as follows:

- Use Measure G as operational "bridge funding" to maintain adequate course offerings and services and to grow offerings and services based upon budget availability.
- Preserve the current college ending balance for contingency purposes.
- Maintain a minimum LOAD of 570.
- Use Measure G to provide funding for expansion in strategic, high-priority areas as identified by the college's Institutional Planning Committee.
- Continue to make deliberate decisions about programs in accordance with the *Board Core Values and Principles* so that the college's fixed cost structure can ultimately absorb potential future budget reductions.

For the current year, the college proposes that the bulk of the funds be applied to maintain class offerings and to provide additional class sections in high-demand areas that are consistent with *Board Core Values and Principles*. Furthermore, student success is a key institutional priority for the college. As a result, some of the funding will be used to provide additional student services, which suffered dramatic reductions as a result of the latest round of budget cuts. The college also plans to use funds to make innovative, systemic changes that we believe will benefit students greatly. Finally, funds will be expended to provide a limited amount of supplies, particularly in instructional areas that have critical needs.

Process

The college used the following shared governance process to develop the proposal:

- 1) President's Cabinet requested that the instructional administrators add sections to the fall 2010 semester. The instructional administrators developed criteria which were based in part, upon broadly developed college "talking points" as well as waitlist and historical enrollment trend data.
- 2) The Budget Planning Committee (BPC) adopted a *Measure G Spending Framework* to help facilitate decisions about the expenditure of Measure G funds for the spring 2011 semester. This framework is consistent with the official Measure G criteria and was also reviewed by College Council.
- 3) The *Measure G Spending Framework* was distributed to all college employees and was also discussed at an all-college budget presentation in early November.
- 4) Specific proposals for additional course sections and other resources were developed at the division-level. These proposals were based upon the *Measure G Spending Framework*, the college's intuitional priorities, and program review.
- 5) After the proposals were developed at a division-level, the vice president of instruction and vice president of student services led joint discussions among the instructional and student services administrators and compiled a summary of all requests.
- 6) President's Cabinet reviewed all requests to ensure that the requests met the appropriate criteria. Based upon the requests, Cabinet developed an overall recommendation. Cabinet forwarded their recommendation to the Institutional Planning Committee (IPC). IPC is a shared governance committee with representation from all constituencies. IPC adopted the overall Measure G recommendation in late November.

The attached recommendation complies with the Measure G criteria as well as the college's *Measure G Spending Framework*. I concur with the attached recommendation and I am forwarding the recommendation to the chancellor and to the Board of Trustees for action.

College of San Mateo 2010-2011 Measure G Plan
Summary Page

Resource Plan	Amount*	Type	Measure G Criteria	% of Total
<p>Maintain and increase course offerings: The college reduced sections in FY 10-11 in anticipation of additional budget reductions. Measure G funds were used to maintain and to add sections in the fall 2010 semester. Measure G funds be used to for the same purposes in the spring semester.</p>	\$1,479,000	<p>Faculty</p> <p>Instructional Supplies</p> <p>Classified Staff</p>	<p>Restore funding to offer an adequate number of classes and labs to meet growing student demand.</p>	79.5%
<p>Student Services: The college has changed its student services model. However the current levels of services are not sufficient to meet student demand.</p>	212,000	<p>Faculty</p> <p>Classified Staff</p>	<p>Provide academic counseling programs and other student services to meet student demand and promote student achievement.</p>	11.4%
<p>Course and Program Innovation: The college has identified several innovative projects and also has provided funding for future innovative projects</p>	169,000	<p>Faculty</p>	<p>Preserving job training programs.</p> <p>Maintaining academic counseling programs and other student support services to promote student achievement, graduation, access to high-paying jobs</p>	9.1%
<p>Total Measure G Request</p>	\$1,860,000			

**College of San Mateo
2010-11 Measure G Resource Requests**

Resource Plan	Amount*	Type	Measure G Criteria	% of Total
<p>Maintain and increase course offerings. The college will maintain its 2009/10 level of course offerings and also expand offerings in well-documented, high-demand areas that are consistent with Board core values. Expanded course offerings will include online sections to replace the telecourse offerings that have been eliminated. Some library services will be restored to meet student demand at peak times.</p>	<p>\$1,365,000</p>	<p>Faculty</p>	<p>Restore funding to offer an adequate number of classes and labs to meet growing student demand.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>Maintaining core academics including Science, English, and Mathematics.</p> <p>Attracting and retaining qualified instructors.</p> <p>Keeping libraries open and maintaining library services.</p>	<p>73.4%</p>

*Amounts for staffing included estimated benefits

Resource Plan	Amount*	Type	Measure G Criteria	% of Total
<p>Additional Counseling Support: The college has streamlined its counseling model to better serve students. However, the current levels of available counseling hours are not sufficient to meet student demand for services. The college plans to increase general counseling availability, provide improved services for veterans, and to increase services in the DSPS program.</p>	<p>\$92,000</p>	<p>Faculty</p>	<p>Maintain academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs.</p>	<p>5.0%</p>
<p>Innovative Practices: Math Boost: Student success is a college institutional priority. One promising innovation to enhance student success is “Math Boost”, which is a program designed to help students better prepare for the math placement exam. The college has had some success in a small pilot program. As part of the college’s institutional planning process the college plans to expand this pilot study in the coming academic year.</p>	<p>44,000</p>	<p>Faculty</p>	<p>Maintain academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs.</p> <p>Preparing students to transfer to four-year colleges and universities.</p>	<p>2.3%</p>
<p>Critical Classified Staff Positions: The college defunded 29.0 FTE classified staff positions in the 2009-10 year. The college has been able to respond to the staffing reduction by changing business practices and by reducing services. However, it is clear that the college is lacking in classified staff support in some key areas. These areas directly support students. Several requests have been submitted and the college has prioritized these positions through the college’s planning processes. The college has identified approximately 3.0 FTE in classified positions in areas of student support and instructional program support.</p>	<p>192,000</p>	<p>Classified Staff</p>	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>Maintain academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs</p>	<p>10.3%</p>

*Amounts for staffing included estimated benefits

BOARD REPORT NO. 10-12-101B				
Resource Plan	Amount*	Type	Measure G Criteria	% of Total
<p>Unmet supply needs: The college supply budget has been reduced substantially. Several departments now have critical needs in order to continue to operate programs. At this point, only the most critical needs have been recommended for Measure G funding.</p>	\$42,000	Supplies	<p>Preparing students to transfer to four-year colleges and universities.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p>	2.2%
<p>Innovation Grants : Several innovative projects have been put on hold due to a loss of funds. These projects provide a direct benefit to students and enhance student learning in the areas of Basic Skills, Career and Technical Education, and Transfer.</p>	15,000	Faculty	<p>Preparing students to transfer to four-year colleges and universities.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>Attracting and retaining qualified instructors</p>	.8%

*Amounts for staffing included estimated benefits

Resource Plan	Amount*	Type	Measure G Criteria	% of Total
<p>Build Distance Education Capacity: The college has developed a Distance Education Plan as part of its integrated planning process. The college has identified a number of support activities that must occur in order to develop and sustain distance education efforts. The college will continue to collaborate with the District and our sister colleges to avoid duplication of effort in order to provide the necessary support to faculty and students.</p>	110,000	Faculty and Classified Staff		5.9%
<p>Total Request:</p>	\$1,860,000			

*Amounts for staffing included estimated benefits



Skyline College 2010-11 Measure G Plan

Victoria P. Morrow

December 8, 2010

Summary

The attached Skyline College 2010-11 Measure G Plan encompasses \$2,072,611. The plan represents a coherent approach to providing an excellent educational experience. The plan identifies the specific resources requested, the rationale for each and the Measure G criteria to which they relate. It includes a summary page, and then three major components: a component of instructional staffing for course sections; a component of support services to help students successfully secure and complete their needed courses, certificates and degrees; and a component of course and program innovation. The plan helps the college and its students to recover somewhat from the dire budget cuts made in the past two years, and at the same time to move forward on important work on student success.

Process used for developing the proposal

Late in the summer of 2010 when it was clear that Measure G had passed, some course sections were added to the fall schedule and resources were also designated for some urgently needed staffing in the One Stop. More significant numbers of additional sections were planned for the spring schedule, roughly an 8 percent increase, as well as continuation of the One Stop staffing.

Our approach to the remainder of the proposal was designed with the College Budget Committee (CBC). Over the course of five meetings in September, October and November, 2010, the Measure G ballot language was reviewed, guiding principles were established and it was agreed that the proposal process would mirror the college's usual budget process.

Proposals were developed in the divisions based upon the college's Strategic Plan, Educational Master Plan, unit work plans, program reviews and the intended uses of Measure G specified in the ballot language. The proposals were submitted to the vice presidents. They reviewed them, discussed them with me, and then compiled a combined college-wide proposal which was sent to the College Budget Committee (CBC). The proposal was discussed in detail by the CBC at early November meeting, revised in response to their feedback and then the proposal was recommended to me.

I concur fully in the recommendation and am forwarding it to the chancellor and the board of trustees for action.

Skyline College 2010-11 Measure G Plan
Summary Page

Resource Plan	Amount	Type	Measure G Criteria	Percent of Total
<p>1310-Additional Sections: One of the college's budget reduction strategies for FY 2010-2011 was to reduce the number of sections in the fall and spring. In anticipation of Measure G, some sections were restored in the fall. The budget for hourly instruction has been restored to allow the addition of more sections in Spring 2011 representing an 8% increase over Spring 2010.</p>	\$ 1,200,000	Faculty	Funding to cover an adequate number of classes & labs to meet growing student demand	58%
<p>Student Services: meet student demand in areas of (1) registration and admission services so students may enroll in classes, (2) EOP&S and Transfer Center Services, (3) Counseling services, (4) Financial Aid services and (5) expanded Library Hours.</p>	\$ 394,125	Classified Staff	Provide academic counseling programs & other student services to meet increased student demand and promote student achievement, graduation & access to high-paying jobs / Keeping libraries open and maintaining library services	19%
<p>Course and Program Innovation (CPI): Supplemental Instruction, program accreditation, Learning Communities, Math Academy, New Certificate Development and Adjunct Faculty participation</p>	\$ 478,486	Faculty and Classified Staffing	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Preparing students to transfer to four-year colleges & universities</p> <p>Maintaining Core Academics</p>	23%
Total Measure G Request	\$ 2,072,611			100%

Skyline College 2010-11 Measure G Plan
1310 Instructional Salaries

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Additional Sections: One of the college's budget reduction strategies for FY 2010-2011 was to reduce the number of sections in the fall and spring. In anticipation of Measure G, some sections were restored in the fall. The budget for hourly instruction has been restored to allow the addition of more sections in Spring 2011 representing an 8% increase over Spring 2010.</p>	\$ 1,200,000	Faculty	Funding to cover an adequate number of classes & labs to meet growing student demand	1310
Total for 1310	\$ 1,200,000			

Student Services

Resource Request	Amount	Type	Measure G Criteria	Category
Library: Expand hours and offer services to meet student demand.	\$ 13,960	Faculty	Keeping libraries open and maintaining library services	Student Services
Student Services: The college experienced significantly decreased service due to the reduction in program staffing. As soon as Measure G funds became available, Cabinet approved funding for some urgently needed student support services that are already in effect in the fall and planned for the spring. This proposal will enable the college to provide (1) registration and admission services so students may enroll in classes, (2) EOP&S and Transfer Center Services, (3) Counseling services, and (4) Financial Aid services.	\$ 380,165	Faculty and Classified Staffing	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	Student Services
Total for Student Services	\$ 394,125			

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Attracting Adjunct Faculty Participation: Many programs need the involvement of the adjunct faculty but there are no resources to support their participation. This request would provide stipends for adjunct faculty to meet with and work with the departments and divisions on various initiatives that require their participation and input, such as curriculum development, student learning outcomes, assessment cycle work and program review.</p>	\$ 50,000	Faculty	Attracting and retaining qualified instructors	CPI
<p>Business Program Accreditation: Currently, no business program in the California Community Colleges is accredited by the Accreditation Council for Business Schools and Programs. This is a request to undergo the process for Accreditation. It is a two-year process that includes a self-study and a site visit. The cost would cover dues and membership application and faculty hours for the application process. According to their website, ACBSP is the only accrediting body to offer accreditation to associate degree institutions. There are multiple benefits of accreditation for the institution, programs, students and faculty. Accreditation reinforces a commitment to continuous improvement, innovation, and scholarship. Additionally the process of preparing an accreditation self-study enhances the focus on quality of student learning and renews a commitment to the educational mission. Accreditation could also have an impact on the ACCJC accreditation and program review in that it is a confirmation of quality programming in specific divisions. Accredited status creates greater visibility for the institution and accreditation provides prestige and credibility when seeking funding resources from donors, foundations and governments. Finally, accreditation leads to more successful articulation of business credits.</p>	\$ 3,400	Dues & Membership	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Attracting and retaining qualified instructors</p>	CPI

**Skyline College 2010-11 Measure G Plan
Course and Program Innovation (CPI)**

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Business Program Accreditation: Currently, no business program in the California Community Colleges is accredited by the Accreditation Council for Business Schools and Programs. This is a request to undergo the process for Accreditation. It is a two-year process that includes a self-study and a site visit. The cost would cover dues and membership application. ACBSP is the only accrediting body to offer accreditation to associate degree institutions. according to the ACBSP web site at there are multiple benefits of accreditation for the instition, program, students and faculty. Accreditation reinforces a commitment to continuous improvement, innovation, and scholarship. Additionally the process of preparing an accreditation self-study enhances the focus on quality of student learning and renews a commitment to the educational mission. Accreditation could also have an impact on the ACCJC accreditation and program review in that it is a confirmation of quality programming in specific divisions. Accredited status creates greater visibility for the institution and accreditation provides prestige and credibility when seeking funding resources from donors, foundations, governments. Finally, accreditation leads to more successful articulation of business credits.</p>	<p>\$ 3,935</p>	<p>Faculty</p>	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Attracting and retaining qualified instructors</p>	<p>CPI</p>
<p>Innovation Projects: These projects will provide direct benefits to students by enhancing student learning and student success.</p>	<p>\$ 35,000</p>	<p>Faculty</p>	<p>All Criteria included</p>	<p>CPI</p>

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Business Entrepreneurship Certificate: The Business faculty would like to develop a Business Entrepreneurship Certificate Program in response to workforce demand. The Entrepreneurship Program would be both a certificate and an AS degree designed for students to understand how to start a small business and grow it. The capstone course is development of a business plan. Students who complete such degrees are also sought at by employers (not just individuals starting businesses) since they get a solid background in how small businesses are created and run from the product development, marketing, operations and finance prospective. In this current economic situation there is a great demand for entrepreneurial focused programs. We will partner with the National Association of Community College Entrepreneurs (NACCE), the Center for International Trade and Development (CITD) and the local Small Business Development Center (SBDC) to create a successful model that has ties with business, industry and local high schools.</p>	\$ 6,167	Faculty	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Preparing students to transfer to four-year colleges & universities</p>	CPI
<p>Early Childhood Education Program: The ECE Program is in need of additional staff hours to provide services to the students. The additional hours requested would be added to the grant provided hours to support the temporary classified hours of direct student service. These hours of service would be consistent with the level of service provided in the Cañada College program.</p>	\$ 7,294	Classified Staffing	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	CPI

**Skyline College 2010-11 Measure G Plan
Course and Program Innovation (CPI)**

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Digital Communications Certificate: The Computer Applications Office Technology faculty would like to develop a Digital Communications Certificate Program in response to workforce demand. Digital Communications allows people to learn computer graphics software and utilize it on a basic level in the office. They will be more prepared to create and updating information on an office webpage, designing an office newsletter, developing presentations for professionals, preparing marketing pieces. Many office assistants are being asked for this skill level on a basic level with the software available today in both Microsoft and Adobe. This certificate will be added to the Computer Applications and Office Technology area and provide the community with greater workforce training options.</p>	\$ 3,000	Faculty	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Preparing students to transfer to four-year colleges & universities</p>	CPI
<p>Basic Skills/College Success Initiative: funding has been significantly reduced from our original allocation. The coordinating committee has recommended that the programs be preserved to meet student demand in the areas of (1) Development and implementation of the Career 410 course - \$6,000; (2) Hermanos/Hermanos learning community – \$15,000 (3) First Year Experience Learning Community- \$8,000 (4) OnCourse faculty coordination and development – \$17,200; (5) Summer Counseling Institute – \$13,000; (6) Early Alert - \$18,000; (7) ASTEP Math Academy Counseling – \$42,000, (8) Tutoring - \$60,000; (9) Books for Developmental Education - \$20,000.</p>	\$ 199,200	Faculty and Classified Staffing	<p>Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs</p>	CPI

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Construction Management Certificate: A Construction Management Certificate would provide training for individuals interested in taking on management responsibilities in the construction industry. According to CNNMoney.com (July 24, 2009), Construction Management is among the top 15 lucrative jobs in the nation. Currently, no community college offers the certificate. A certificate is available from CSU East Bay, UC Berkeley, SJSU, and UC Davis as part of their continuing education or extension certificates, costing the student several thousand dollars to complete.</p>	\$ 12,334	Faculty	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Preparing students to transfer to four-year colleges & universities</p>	CPI
<p>English Speakers of Other Languages Certificate: The English Language Institute is interested in collaborating with the ESOL department to offer an ESL for Health Care Professions certificate. This certificate would use the existing Health Train curriculum in use by the Welcome Back Center of San Francisco, and it is geared towards developing the language proficiency used by health care professionals in a variety of health fields. The curriculum was designed specifically for holders of foreign medical degrees and is being used now by many foreign health professionals to forge pathways to rewarding careers in medical fields here in the U.S. The curriculum would comprise between 15 and 18 units. In addition to the curriculum, an additional course focusing on English for the professions (yet to be written) would be added. The certificate would demonstrate the holder's English language skills appropriate for the health care professions.</p>	\$ 12,500	Faculty	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Maintaining core academics, including Science, English & Mathematics</p>	CPI

**Skyline College 2010-11 Measure G Plan
Course and Program Innovation (CPI)**

Resource Request	Amount	Type	Measure G Criteria	Category
<p>The Leadership Academy – the Learning Center: The Leadership Academy is an innovative program designed to facilitate leadership skills amongst students. Using the concept of Theory to Practice, this initiative will be founded on the Social Change Model of Leadership Development (7 C's). This program will serve as a resource for students to build on their out-of-class experiences that many of the UC's and private schools look for. Having service learning be a component of the program will help create collaborative relationships on campus and in the community. The needs include (1) Workshop database services, (2) Certificates of Completion, (3) Medallions for graduation, and (4) general supplies.</p>	<p>\$ 9,650</p>	<p>Classified Staffing</p>	<p>Preparing students to transfer to four-year colleges & universities</p>	<p>CPI</p>
<p>Learning Community: The Math Academy has been successful in increasing student success in moving through the Algebra sequence to transfer. The number of students and multi-disciplinary nature of the program requires intense coordination similar to that of other learning communities. To date, no compensation for coordination has been provided. Additionally, the high success rates in the program are attributed to the model which includes counseling in the classroom along with supplemental instruction. The counseling has been covered by basic skills funding but the funding is significantly less than the original allocations and is currently more than \$80,000 under resourced. This is a request to continue with the Math Academy including the counseling portion. The cost for the counseling is included in the CSI/BSI request.</p>	<p>\$ 12,150</p>	<p>Faculty and Classified Staffing</p>	<p>Maintaining core academics, including Science, English & Mathematics Preparing students to transfer to four-year colleges & universities</p>	<p>CPI</p>
<p>Distance Education Coordination, training, development and support to increase online degrees and certificates. Components of this initiative will include coordination, training for online instruction, instructional design and support.</p>	<p>\$ 95,000</p>	<p>Faculty and Classified Staffing</p>	<p>Maintaining core academics, including Science, English & Mathematics Restoring Funding to offer an adequate number of classes and labs to meet growing student demand Preparing students to transfer to four-year colleges & universities</p>	<p>CPI</p>

**Skyline College 2010-11 Measure G Plan
Course and Program Innovation (CPI)**

Resource Request	Amount	Type	Measure G Criteria	Category
<p>Online Support Center - Center for Advanced Learning & Teaching (CALT): The college is in need of a technology center to assist faculty and students involved in on-line and hybrid courses. The center would offer testing services for on-line classes. The center would be supported by the requested hourly staffing and the existing CALT staff.</p>	\$ 15,345	Classified Staffing	<p>Providing modern classroom technology & computer labs for students</p> <p>Providing equipment and technology for science labs</p>	CPI
<p>Physical Education: Physical Education Program needs include equipment repair and additional equipment. (The additional equipment will be included in the overall equipment request.) The amount listed here addresses the equipment repair costs.</p>	\$ 3,000	Equipment Repair	<p>Providing modern classroom technology & computer labs for students</p> <p>Providing equipment and technology for science labs</p>	CPI
<p>Supplemental Instruction - English: Supplemental instruction supports and enhances classroom instruction by continuing the instruction outside of the scheduled class time with a trained SI leader. This intervention with basic skills students aids student learning, retention and success. Without SI, student success in basic skills classes (especially Eng 828 level) will be negatively impacted. Students will suffer decreased progress toward completion of the English requirement needed for degree completion and transfer.</p>	\$ 10,511	Classified Staffing	<p>Maintaining core academics, including Science, English & Mathematics</p>	CPI
<p>Total for Course and Program Innovation</p>	\$ 478,486			

BOARD REPORT NO. 10-12-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations,
574-6510

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 2.13, DISSEMINATION OF EMPLOYEE INFORMATION; 2.28, SAFETY; INJURY AND ILLNESS PREVENTION PROGRAM; 3.30, PAY PERIOD FOR FACULTY; 3.35, PAYROLL DEDUCTIONS (FACULTY); 3.50, SUSPENSION AND DISMISSAL; 4.35, PAYROLL DEDUCTIONS (CLASSIFIED); 5.10, MANAGERS: EMPLOYMENT AND REASSIGNMENT; 5.15, EMPLOYMENT REQUIREMENTS; 5.20, ACADEMIC SUPERVISORS: EMPLOYMENT AND REASSIGNMENT; 6.60, NURSING PROGRAM

In the continuing effort to review and update District Rules and Regulations, the above referenced policies have been added or amended.

Revisions to policies 3.30, 3.35, 3.50, 4.35, 5.10 and 5.20 are minor and primarily reflect updating of language to reflect current usage and the addition of references to relevant Title 5, Education Code and Government Code requirements.

Policy 5.15 is a new policy describing employment requirements for academic supervisors and managers; it is exactly the same as policies 3.15 for certificated employees and 4.15 for classified employees.

Policies 2.13 and 2.28 were previously removed from consideration because AFT believed they were negotiable items. Attorneys for AFT and the District have now reached agreement on these policies.

All of the revisions listed above were reviewed and approved by the District Shared Governance Council at its December 6, 2010 meeting.

Policy 6.60 is a new policy regarding the nursing program, and includes references to Education Code, Title 5 and Health and Safety Code requirements. This policy was reviewed and approved by the District Academic Senate and was presented as information to the District Shared Governance Council.

RECOMMENDATION

It is recommended that the Board approve the revision of the above referenced policies, as detailed in the report.

2.13 Dissemination of Employee Information

1. For employment verification inquiries, ~~the~~ District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
2. Upon the written permission of an employee, ~~any~~ information about the employee may be released ~~on the written request of the employee~~. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. ~~Except as otherwise authorized by law or in this policy,~~ disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
4. The District reserves the right to release ~~public~~ information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

(Revised ~~4/89~~ 12/10)

2.28 Safety; ~~Employee-Injury and Illness Prevention Program~~

1. It is the policy of the San Mateo County Community College District to provide a safe environment for students, employees and visitors ~~that is free from violence and threat of violence.~~ The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students.
2. The District strictly prohibits the ~~unauthorized possession of firearms and other weapons on its property~~-possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency. The District also strictly prohibits possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
3. The District prohibits any behavior that ~~is violent, menacing, intimidating, or otherwise~~ poses a threat to the safety of its students, employees, and visitors, and will implement investigative and disciplinary procedures immediately, as appropriate, in order to maintain a safe educational and work environment.
4. Employees and students shall be directly responsible for conducting themselves, at all times, in a manner that is consistent with current District Rules and Regulations.
5. ~~The Chancellor~~-District shall establish administrative procedures that assure that employees are informed regarding what actions could potentially pose a threat to the safety of its students, employees and visitors. The District also shall require ~~will be considered violent, menacing, or intimidating, and requiring~~ any employee who is the victim of any such conduct in the workplace, or is a witness to such conduct to report the incident and that employees be informed that there will be no retaliation for such reporting.
6. The ~~Associate-Vice Chancellor~~-**Human Resources & Employee Relations** will maintain a written Employee Injury and Illness Prevention Program which complies with all applicable sections of the California Labor Code; California General Industrial Safety Orders; California Department of Industrial Relations; California Occupational Safety and Health Act regulations; and related laws governing educational and workplace safety and security.
 - a. The program will promote safe practices among employees by emphasizing training in safety awareness, recognition of early warning signals of potential workplace violence, clear lines of employer/employee communication, use of safety devices and mechanical safeguards, implementation of timely response and investigation procedures, and regular program evaluation.
 - b. The program will include the method for identifying, reporting and evaluating hazards and potential and actual threats to safety, and the means for correcting unhealthy and potentially dangerous conditions and practices in a timely manner.
 - c. The program will be administered by the Office of ~~the Associate Chancellor~~ **Human Resources**.

2.28 Safety; Illness and Injury Prevention Program (continued)

The District's Injury and Illness Prevention Program is available online at:

<http://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Safety/INJURY%20ILLNESS%20PREVENTION%20PROGRAM%20PACKET%2042008.pdf>

References: Cal/OSHA: Labor Code Section 6300 et seq; 8 Cal. Code Regs. Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure, Section 527.8; and Penal Code Section 273.6, 626.7 and 12021); Title 8, Section 3203, Illness & Injury Prevention Program

(Revised ~~2/96~~ 12/10)

3.30 Pay Period for Faculty

1. Each employee will receive one monthly payroll warrant covering all payments due in the time period, distributed and payable on the last working day of the month. A pay period shall be the calendar month for regular faculty. All temporary faculty work will cover one month, but the pay period may vary based upon the classification of the work performed.
2. ~~Depending upon the faculty member's first date of employment,~~ the pay year for faculty is ~~September- August 1 to August- May 31 or September 1 to June 30.~~
3. Payments ~~may be~~ are made in ten (10) ~~or twelve (12)~~ annual payments ~~dependent upon an annual election made by each regular or contract member of the faculty.~~

(Revised ~~7/90~~ 12/10)

3.35 Payroll Deductions

1. Income Tax

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

2. Retirement Fund

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

3. Medicare

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

4. Other

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

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

(Revised ~~7/90~~ 12/10)

3.50 Suspension and Dismissal

1. The District shall suspend or dismiss members of the faculty only for causes specified in the Education Code and only according to procedures specified therein.
2. If the Board decides it intends to dismiss a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code.
3. In lieu of dismissal, the Board may impose a suspension for up to one year with a reduction or loss of compensation during the period of suspension.

References: Education Code Sections 87666 through 87681, 87669, 87681, 87732, 87740

(Revised ~~7/99~~ 12/10)

4.35 Payroll Deductions

1. Income Tax

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

2. Retirement Funds

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

3. Other

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

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

(Revised ~~9/89~~ 12/10)

5.10 Managers: Employment and Reassignment

1. It is the intent of the Board of Trustees to secure highly qualified persons for each management position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor-Superintendent, management positions shall be established by the Board of Trustees.
2. Appointments to management positions are made by the Board of Trustees based upon the recommendation of the Chancellor-Superintendent. The President of a College will make recommendations to the Chancellor-Superintendent for all College management appointments.
3. The selection process to be followed in hiring managers is specified in the Administrative Classified and Management Selection Procedures adopted by the Board of Trustees and maintained by the Office of Personnel Services Human Resources.

Educational managers must meet the minimum qualifications as required by law and any other local qualifications adopted by the Board of Trustees.

4. As provided by law, the Board may designate certain management positions to be part of the Classified Service.
5. Educational managers may be employed by a contract which may be extended upon the recommendation of the Chancellor-Superintendent. Those who are not employed by written contract shall be continued from year to year, unless appropriate notice is given in the manner prescribed by law.
6. District-tenured faculty members who are appointed to management positions will retain tenure as faculty members. All managers holding tenure in the District as of June 30, 1991, will continue to do so.
7. Individuals who do not hold tenure within the District and who are appointed to an educational manager's position shall be subject to tenure and reassignment provisions of the Education Code, and any other policies adopted by the Board of Trustees.
8. Managers may be reassigned from one District unit to another or from management status to faculty status should the needs of the District and students be best served by such a reassignment. Reassignment may be initiated by the Chancellor-Superintendent or requested by the affected manager. All reassignments will be made in accordance with the requirements of the Education Code and any other policies adopted by the Board of Trustees.

(Revised -6/92 12/10)

5.15 Employment Requirements

Prior to starting work and as a condition of employment, all employees who are not represented by an exclusive representative must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted by the County Office of Education within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing academic supervisors and managers shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the Federal, State, or any other regulatory agency.

References: Education Code Sections 87408.6

(12/10)

5.20 Academic Supervisors: Employment and Reassignment

1. It is the intent of the Board of Trustees to ~~secure~~ identify the most qualified person for each academic supervisory position to guarantee efficient and effective operation of designated programs within the District. Based on the recommendations of the Chancellor ~~Superintendent~~, academic supervisory positions shall be determined by the Board of Trustees.
2. Appointments to academic supervisory positions are made by the Board of Trustees based upon the recommendation of the Chancellor ~~Superintendent~~. In the case of College appointments, the President of the College will make recommendations to the Chancellor ~~Superintendent~~.
3. District-tenured faculty members who are appointed to an academic supervisory position will retain tenure as a faculty member. Reassignment to faculty status may be made upon the recommendation of the Chancellor ~~Superintendent~~ and approval by the Board of Trustees or upon request of the employee.
4. Individuals who do not hold tenure in the District and who are appointed to academic supervisory positions shall be subject to tenure and reassignment provisions in the Education Code. ~~and any other locally adopted policies.~~

(~~6/92~~ Revised 12/10)

6.60 Nursing Program

1. Students accepted into the nursing program who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements. These students only need to complete the coursework necessary for licensing as a registered nurse.
2. The District shall consider the following when screening nursing students:
 - a. Academic degrees or diplomas, or relevant certificates, held by the applicant
 - b. Grade point average in relevant coursework

References: Education Code Sections 66055.8, 66055.9, 70101, 70106, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060, et seq.; Health and Safety Code Section 128050.

(12/10)

BOARD REPORT NO. 10-12-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Director of General Services, 358-6879
Bob Domenici, Senior Buyer, 358-6728

**AUTHORIZATION AND UTILIZATION OF ELK GROVE UNIFIED SCHOOL DISTRICT
CONTRACT FOR CUSTODIAL SUPPLIES**

The District has worked primarily with Clean Source since 2005. Clean Source consistently has demonstrated good service and competitive pricing. The current contract with Clean Source through National Intergovernmental Purchasing Alliance expired on May 1, 2010.

The District researched several state and public contracts and discovered that Elk Grove Unified School District in Sacramento CA awarded its janitorial supplies contract to Clean Source in August 2009 with two (2) subsequent one (1) year extension options because of their competitive pricing. The District is interested in piggybacking on to the Elk Grove Unified School District contract awarded to Clean Source for the purchase of janitorial supplies used throughout the District. The District would like to continue to use Clean Source for custodial purchases.

This contract is valid from August 1, 2009 through August 31, 2012.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's piggybacking on to the contract from Elk Grove Unified School District with Clean Source for janitorial supplies through June 30, 2011. The District anticipates spending \$200,000 through June 30, 2011 plus applicable sales tax.

BOARD REPORT NO. 10-12-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Director General Services, 358-6752
Bob Domenici, Senior Buyer 358-6728

**AUTHORIZATION AND UTILIZATION OF THE FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES CONTRACT FOR DISTRICTWIDE OFFICE SUPPLY PURCHASES**

The District has worked primarily with Office Depot, an office products company, since 1992. The current contract with Office Depot through the U.S. Communities Purchasing Alliance expires on December 31, 2010.

The District researched several state and public contracts and discovered the Foundation for California Community Colleges awarded an Office Supplies contract to Office Depot in November 2010 for three (3) years with the option to extend the term for two (2) additional one (1) year terms. The District is interested in piggybacking on to the Foundation for California Community Colleges contract awarded to Office Depot for the purchase of office supplies used throughout the District. Office Depot, one of the nation's leaders in office products, has provided the District excellent pricing and service including:

- Online ordering
- Procurement card payment
- Departmental, just-in-time delivery
- Rebate

In addition to reducing the cost of office products, the District believes this contract has benefited employees by reducing the amount of time spent ordering and receiving office supplies.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's piggybacking on to the contract from the Foundation for California Community Colleges with Office Depot for office supply purchases. The District anticipates spending \$180,000 annually plus applicable sales tax.

BOARD REPORT NO. 10-12-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Director of General Services, 358-6879
Bob Domenici, Senior Buyer, 358-6728

**AUTHORIZATION AND UTILIZATION OF OAKLAND UNIFIED SCHOOL DISTRICT
CONTRACT FOR DISTRICTWIDE MOVING SERVICES**

The District has worked primarily with Cor-O-Van, a moving company for office moves, since 2002. Cor-O-Van has demonstrated good service and competitive pricing. The current piggyback contract with Oakland Unified School District expired June 30, 2010.

The District researched several state and public contracts and discovered that the Oakland Unified School District awarded its moving services contract to Cor-O-Van on August 12, 2010. The District is interested in piggybacking on the Oakland Unified School District contract awarded to Cor-O-Van for their competitive hourly rates.

The District plans on using this contract for planned moves associated with the CIP II program. This contract renewal is valid from August 12, 2010 through June 30, 2011. Bond funding is the primary budget source for these services.

Vendor	Hourly Rate 1 Van / 1 Man
Cor-O-Van	\$54.50
Graebel	\$55.00
Norcal	\$55.25

RECOMMENDATION

It is recommended that the Board of Trustees approve use of the piggyback clause in the contract from Oakland Unified School District with Cor-O-Van for moving services through June 30, 2011, recognizing that this firm will quote on a project-by-project basis. The District anticipates spending between \$150,000 and \$250,000 through June 30, 2011, based on potential move projects and historical expenses for these services.

BOARD REPORT NO. 10-12-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Rick Bennett, Executive Director, Construction Planning, 358-6752

APPROVAL OF CONSTRUCTION CONSULTANTS

To fulfill the requirements of its Capital Improvement Program, the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor's office.

Listed below are four prequalified consultants that the District expects to have under contract within the next six months in support of CIP2 planning, design and construction efforts.

Firm	Board Approval Requested	Activity/Projects
AEDIS Architecture and Planning	\$100,000	Exterior Building Color Program College of San Mateo
Allana Buick & Bers, Inc.	\$250,000	Feasibility Study for Alternative Energy Opportunities Districtwide
Bill Gould Design	\$100,000	Exterior Building Color Program College of San Mateo
Bunton Clifford Associates, Inc	\$200,000	Cañada College Architectural Services Modernization of Building 5/6

Funding sources for construction consultant services include general obligation bond funds, State scheduled maintenance funds, State hazardous materials program funds, and State funds approved for capital outlay projects.

RECOMMENDATION

It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$650,000.

BOARD REPORT NO. 10-12-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2010

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2010, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on November 15, 2010.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2009 and September 30, 2010.

	Amount		Difference	
	09/30/09	09/30/10	Amount	Percentage
INCOME:				
Enrollment Fees	\$ 4,311,346	\$ 4,049,956	\$ -261,390	-6.06
State Aid	10,452,740	261,935	-10,190,805	-97.49
Non-Resident Tuition	909,147	1,084,274	175,127	19.26
Property Taxes	142,016	80,987	-61,029	-42.97
Inter-Fund Transfer	0	0	0	N/A
Other Income	657,370	1,060,675	403,305	61.35
Total Income	\$16,472,619	\$ 6,537,827	\$-9,934,792	-60.31
% of Budget	15.19%	5.83%		
EXPENSES:				
Academic Salaries	\$10,078,691	\$ 9,048,675	\$-1,030,016	-10.22
Classified Salaries	4,946,554	4,859,027	-87,527	-1.77
Administrative Salaries	1,548,615	1,583,016	34,401	2.22
Fringe Benefits	6,258,695	6,235,967	-22,728	-0.36
General Supplies	416,898	506,855	89,957	21.58
Operating Expenses	1,907,427	3,182,386	1,274,959	66.84
Capital Outlay	6,194	3,362	-2,832	-45.71
Transfer Accounts	0	71,838	71,838	N/A
Total Expenditures	\$25,163,074	\$25,491,126	\$ 328,052	1.30
% of Budget	21.35%	20.87%		

Total General Fund Income decreased by 60.31% over last year, mainly due to the decrease in payment of State Apportionment Funds. Bills and salaries increased by 1.30% because of increase in operating expenditures.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing this same period for 2008-2009 and 2009-2010, are listed below:

Restricted General and Other Funds	Amount		Difference	
	<u>9/30/2009</u>	<u>9/30/2010</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$11,409,407	\$13,552,538	\$2,143,131	18.78
Total Expenditures	59,542,668	57,933,057	-1,609,612	-2.70

Revenue from the Other Funds increased because of an increase in payment from Student Financial Aid Fund. Expenditures compared with the prior year decreased primarily due to the payments to the Bond construction and Bond debt payment.

REPORT ON INVESTMENTS: As of September 30, 2010, the District had a deposit of \$21,352,382 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with local banks were 0.51%, 1.45%, 0.83% and 0.15%, respectively. These deposits consisted of the following sources:

<u>Investment Type</u>	<u>LAIF Investment</u>	<u>County Pool Investment</u>	<u>Money Market Investment</u>	<u>Special Deposit Bond</u>	<u>Total Investment</u>
General Fund	\$6,039,569	\$3,477	\$2,020,906	0	\$8,063,952
Capital Outlay Fund	0	0	0	5,000	5,000
Agency Fund	7,693,034	5,590,396	0	0	13,283,430
Total Investment	\$13,732,603	\$5,593,873	\$2,020,906	\$5,000	\$21,352,382

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCF5-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q1) Sep 30, 2010

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	113,080,954	114,207,833	113,826,726	111,240,463
A.2	Other Financing Sources (Object 8900)	982,466	641,061	7,518	41,939
A.3	Total Unrestricted Revenue (A.1 + A.2)	114,063,420	114,848,894	113,834,244	111,282,402
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,800,904	106,011,567	104,367,092	116,852,692
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,522,616	4,618,477	8,019,675	1,219,396
B.3	Total Unrestricted Expenditures (B.1 + B.2)	114,323,520	110,630,044	112,386,767	117,272,088
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-260,100	4,218,850	1,447,477	-5,989,686
D.	Fund Balance, Beginning	10,571,653	10,311,553	14,530,403	15,977,880
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,571,653	10,311,553	14,530,403	15,977,880
E.	Fund Balance, Ending (C. + D.2)	10,311,553	14,530,403	15,977,880	9,988,194
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9%	13.1%	14.2%	8.5%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	18,768	22,374	23,405	24,400
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		7,143,157	9,564,607	2,162,525
H.2	Cash, borrowed funds only		13,395,000	29,530,000	14,415,000
H.3	Total Cash (H.1 + H.2)	14,517,075	20,538,157	39,094,607	16,577,525
IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actual (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	112,240,463	112,240,463	6,496,549	5.8%
I.2	Other Financing Sources (Object 8900)	0	41,939	41,277	98.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	112,240,463	112,282,402	6,537,826	5.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,897,412	120,939,351	25,419,289	21%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,219,396	1,219,396	71,838	5.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	122,116,808	122,158,747	25,491,127	20.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,876,345	-9,876,345	-18,953,301	
L.	Adjusted Fund Balance, Beginning	15,977,880	15,977,880	15,977,880	
L.1	Fund Balance, Ending (C. + L.2)	6,101,535	6,101,535	-2,975,431	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8%	9%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (if multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify YYYY-YY)	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING SEPTEMBER 30, 2010

	<u>GENERAL FUND</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	4,155,399.08	9,229,700.12	29,304,898.58	210,104,253.28	125,231.71	545,338.78	
Cash inflow from operations:							
Year-to-date Income	6,537,826.09	4,449,061.07	414,065.35	1,696,557.13	181,154.09	6,295,967.76	515,732.82
Accounts Receivable	14,965,701.36	978,542.85	45,396.01	15,190,952.50	7,526.74	1,148,532.14	142,029.50
Deferred Income	(5,254,390.28)	(1,363,496.86)	-	(58,537.24)	(8,667.00)	(166,465.00)	(527.92)
Cash awaiting for deposit	126,823.38	-	-				
Total Income	20,531,359.63	13,293,807.18	29,764,359.94	226,933,225.67	305,245.54	7,823,373.68	657,234.40
Cash outflow for operations:							
Year to date expenditure	25,491,126.66	4,555,558.55	19,270,353.93	21,832,675.37	263,633.99	7,004,290.39	5,006,544.47
Advances / Prepaid	(93,095.76)	(3,349.26)	-	(3,425,698.66)	-	-	
Account Payable	526,227.63	1,154,833.65	4,711.38	11,595,716.31	(1,405.70)	880,651.65	3,218.11
Cash Balance From Operations	(5,392,898.90)	7,586,764.24	10,489,294.63	196,930,532.65	43,017.25	(61,568.36)	(4,352,528.18)
Other Cash inflow							
Medical Flex Plan / Revolv. Fund	(7,000.00)		25,000.00				
TRANS	14,415,000.00						
Trusts (JPA & 3CBG)							
Beg. Investment Balance							
LAIF Balance	6,023,297.80						7,672,308.35
County Pool Balance	-						9,963,649.15
Special Bond			-	5,000.00			-
C.O.P. & Others	2,016,312.43		197.60				
Total Beg. Balance	8,039,610.23		197.60	5,000.00			17,635,957.50
Y.T.D. Investment Balance							
LAIF Balance	6,039,568.61						7,693,033.67
County Pool Balance	3,476.50						5,590,395.65
Special Bond	-		-	5,000.00			-
C.O.P. & Others	2,020,905.75		197.60	-			
Y.T.D. Balance	8,063,950.86		197.60	5,000.00			13,283,429.32
Net Cash changes from Investment	(24,340.63)		-	-			4,352,528.18
Net changes from unrealized gain / (loss)	-		-	-			-
Cash Balance in County Treasury	8,990,760.47	7,586,764.24	10,514,294.63	196,930,532.65	43,017.25	(61,568.36)	-
Net Cash (Excluding TRANS & Trusts)	(5,424,239.53)	7,586,764.24	10,514,294.63	196,930,532.65	43,017.25	(61,568.36)	-

San Mateo County Community College District

December 15, 2010

BOARD REPORT NO. 10-12-3C

REPORT ON FUNDS HELD IN COUNTY INVESTMENT POOL

There is no printed report for this agenda item.

Minutes
San Mateo County Community College District Financing Corporation
December 9, 2009

The meeting was called to order at 10:35 p.m.

Present: President Karen Schwarz, Vice President Ron Galatolo, Secretary Patricia Miljanich, Treasurer Jim Keller, Directors Helen Hausman, Richard Holoher and Dave Mandelkern

Approval of Minutes of the November 24, 2009 meeting

It was moved by Director Mandelkern and seconded by Secretary Miljanich to approve the minutes as presented. The motion carried, all members voting "Aye."

Naming of Officers for 2010

The bylaws of the Financing Corporation specify that the individuals who act as the members of the District Board of Trustees shall constitute the Board of Directors of the Corporation. The President of the District Board shall be the President of the Corporation; the Chancellor of the District shall be the Vice President of the Corporation; the Vice President-Clerk of the Board shall be the Secretary of the Corporation; and the Executive Vice Chancellor of the District shall be the Treasurer of the Corporation. Therefore, the officers of the Financing Corporation for 2010 will be:

President: Patricia Miljanich

Vice President: Ron Galatolo

Secretary: Dave Mandelkern

Treasurer: Jim Keller

It was moved by Director Hausman and seconded by Director Mandelkern to approve the new officers. The motion carried, all members voting "Aye."

President Miljanich announced that the next scheduled meeting of the Financing Corporation will be held on December 15, 2010.

The meeting was adjourned at 10:40 p.m.