

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 23, 2011**  
**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.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

11-3-2            [Minutes of the Study Session of March 9, 2011](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**PRESENTATIONS**

11-3-2C            [Garden Construction Plans at College of San Mateo](#)

11-3-3C            [Presentation of Green Building Award Plaque, Certificates of Recognition and Commendation](#)

11-3-4C            [Constitution of a Trust Committee to Revise the Faculty Evaluation System](#)

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

11-3-5C            [New Programs and Partnerships Lead to Student Success: College of San Mateo Accounting Students Tell Their Stories](#)

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

### **NEW BUSINESS**

- 11-3-3A      [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.*

- 11-3-1CA      [Ratification of January and February 2011 District Warrants](#)

#### **Other Recommendations**

- 11-3-1B      [Vote to Elect Members to the California Community College Trustees \(CCCT\) Board](#)
- 11-3-2B      [Approval to Support Measure C, the Jefferson Union High School District Parcel Tax Initiative](#)
- 11-3-100B      [Contract Award for Skyline College Cosmetology Department Purchase of Drying and Styling Chairs](#)
- 11-3-101B      [Contract Award for Skyline College Cosmetology Department Equipment Purchase](#)
- 11-3-102B      [Approval of Revisions to District Rules and Regulations: Policies 2.04, Delegation of Authority \(for deletion\); 2.12, Employee Rights and Protection; 5.07, Non-Represented Employees: Health Benefits and Leaves; 7.05, Admission of Non-immigrant Aliens; 7.73, Student Grievances and Appeals; 8.00, Fiscal Management; 8.02, Delegation of Authority; 8.03, Authorized Signatures; 8.08, Attendance Accounting; 8.11, District Budget; 8.12, Specially Funded Programs \(for deletion\); 8.13, Public Safety on District Property; 8.15, Purchasing; 8.17, Revolving Cash Fund; and 8.45, Transportation on District-Sponsored Events](#)
- 11-3-103B      [Adoption of Resolution No. 11-4 Implementing Government Code Section 53094 to Exempt the Capital Improvement Project at College of San Mateo from Application of City and County Zoning Ordinances](#)
- 11-3-104B      [Proposed Fee Increase for San Mateo Athletic Club Community Members](#)
- 11-3-105B      [Request for Supplemental Authorization of Districtwide Unit Price Contract for Hazardous Materials Abatement](#)

### **INFORMATION REPORTS**

- 11-3-6C      [Budget Update](#)

## **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

## **RECESS TO CLOSED SESSION**

### 1. Closed Session Personnel Items

- A. Public Employment: **Cañada College** – Director of University Center, Instruction Office;  
**Skyline College** – English Instructor, Language Arts

### 2. Conference with Labor Negotiator

Agency Negotiator: Harry Joel

Employee Organizations: AFSCME, AFT and CSEA

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
March 9, 2011, San Mateo, CA**

**The meeting was called to order at 6:03 p.m.**

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

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College Vice President, Student Services Robin Richards and District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the minutes of the February 23, 2011 meeting of the Board. The motion carried, all members voting "Aye."

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

Tricia Gardner, a student at College of San Mateo, made the following statement:

"It has come to our attention that the garden, building 20, and the greenhouses at CSM are being considered for removal, replaced by a parking lot. This is concerning to many students, faculty, staff, and San Mateo County voters who voted on bond measures that are funding the construction projects. This decision does not only affect the Horticulture program. 43% of the science classes at the school use this as an educational resource. By converting educational facilities, like the gardens and buildings, to a parking lot on this area of the campus, the administration is choosing to take away an educational resource that is not only precious to students and faculty, but invaluable to the local biodiversity. One of the three Physics lab rooms will be replaced by a new, combined Botany and Horticulture lab to make up for the loss of building 20, decreasing the capacity of the Physics classes by a third. This parking lot will begin a domino effect impacting students in multiple departments, significantly stripping them of the tools and resources they need to learn. It looks like our curriculum is being directed by construction plans and we feel this isn't right. Shouldn't the construction be dictated by the curriculum to help improve our campus and our learning environment? We are urging the board to do whatever is in their power to go back to the original plan to renovate building 20 and improve the garden area, not destroy it. Thank you."

Estrella Benavides, also a student at CSM, said she is concerned that many students will not have the opportunities she has now if places that people need to improve their knowledge are cut down. She is also concerned about the effect on animal life. She said it is her understanding that the greenhouse and lab will be combined with the Physics Department and she believes this will create overcrowded conditions which are not healthy for students or teachers. She said she and other students do not believe there is a need for the number of parking spaces shown in the new plan. She said the proposal is totally different than the original plan and said students do not have access to the new proposal. She asked that students be fully informed and that the Board reconsider the revised plans.

President Holober explained that during "Statements from the Public on Non-Agenda Items," the Board listens to statements and comments but is not permitted to engage in discussion about issues that are not on the agenda. He said he believes the Board will soon receive the results of a Program Improvement and Viability study on the Horticulture program which will provide more information prior to the Board making a decision. Trustee Miljanich added that the District is experiencing very difficult budget times. Difficult decisions must be made and input from many people

will be involved in the decision making process. She said that, regardless of the outcome, the Board and administration always appreciate people coming forward and giving their viewpoints.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (11-3-1A)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the actions in Board Report No. 11-3-1A. The motion carried, all members voting "Aye."

### **RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2011-12 ACADEMIC YEAR (11-3-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the actions in Board Report No. 11-3-2A. Vice President Mandelkern, noting the March 15 deadline for teacher layoff notices, asked if there are plans for layoffs in the District and if the budget situation is stable enough to support the re-employment as detailed in the report. Chancellor Galatolo said there are no plans for layoffs at this time. He said there are many unknowns about the budget but he does not believe it is a mistake for the Board to approve the contracts. President Holober said that layoffs have always been a last resort and have been avoided. He said the Governor's budget proposal is based on the assumption that there will be a June ballot measure extending temporary tax increases. If this occurs, the District's deficit will be approximately \$5.8 million. If there is not a ballot measure or if it does not pass, the State budget will be balanced with cuts only and the District's deficit will be approximately \$17 million. President Holober said that if the Governor's proposal does not pass, the District might not be able to avoid layoffs. He said he does not like the repercussions of the Governor's proposal but sees no alternative and will support it. After this discussion, the motion carried, all members voting "Aye."

## **INFORMATION REPORT**

### **SECURITY PROCEDURES AND THREAT ASSESSMENTS (11-3-1C)**

President Holober recognized John Beiers who was recently appointed County Counsel. Mr. Beiers said he is honored that the San Mateo County Board of Supervisors appointed him to his new position. He joined the County Counsel's office in 1995 and was named a school attorney approximately six months later by then County Counsel Tom Casey. He has been representing school districts, and eventually SMCCCD specifically, for 16 years. One of his priorities is to make sure that the strong relationship between the County Counsel's Office and the District continues. Chancellor Galatolo congratulated Mr. Beiers and said he has been an outstanding attorney for the District on multiple occasions.

Chancellor Galatolo said the issue of security procedures and threat assessments was brought forward by the Board in response to events such as the shootings at Virginia Tech University, the firing of shots at a Florida school board meeting, and the shooting of Congresswoman Giffords in Arizona. Jared Laughner, the man charged in the Arizona shooting, was a former student at Pima Community College. The report will focus on what the District has done in creating standard operating procedures through the combined security forces; what staff do in regard to threat assessment and crisis action; the ongoing education of students with regard to safety; and what leverage and latitude the Board has, recognizing the need to maintain the privacy rights of students. Chancellor Galatolo distributed an article about the amendment of FERPA regulations in 2009 which makes it easier to share confidential information when it will help protect the community or an individual from danger.

Vice Chancellor José Nuñez said that in 2009, security was consolidated Districtwide with the creation of the Public Safety Department. A Director of Public Safety was appointed and all Public Safety Officers were provided training. Uniforms, vehicles and equipment were standardized. Mike Celeste, Director of Public Safety, said that duties of Public Safety Officers include: parking enforcement and citations, escort service, medical emergencies and first aid, handling of dangerous situations, earthquake/fire/evacuations, community policing, liaison with local law enforcement and fire departments, lost and found, and emergency preparedness. Officers deal with many issues day-to-day, including directing of traffic, helping students whose vehicles break down, and graffiti.

Mr. Celeste said a Department of Public Safety policy manual was developed with the help of a company named Lexipol. The manual was approved by CSEA and was put into effect in November 2010. All officers are trained on the policies contained in the manual. Policies include use of force, firearms, discipline, report preparation, patrol functions, racial profiling, and hazardous materials response.

Mr. Celeste discussed the Jeanne Clery Disclosure Act, which requires all colleges and universities to keep and disclose information about crime on and near their campuses. Schools are required to publish an annual report, provide timely warnings about crimes that pose an ongoing threat, and keep a public crime log. Crime statistics must be reported to the U.S. Department of Education which collects and disseminates the statistics. Failure to comply with the Clery Act may result in fines. The statistics over the past three years show that the three District campuses are quite safe. Trustee Miljanich asked which incidents are included in the crime statistics report. Mr. Celeste said there are a limited number of categories which require reporting and they do not include minor, day-to-day incidents.

Mr. Celeste said there are several means of providing public safety alerts in case of emergencies or crime alerts; these include emails, AlertU emergency text messaging, the Emergency Announcement System (EAS), Public Safety patrol and the Public Safety website homepage. San Mateo County also provides an alert system via email and text. The Public Safety Department maintains a close working relationship with the County Sheriff's Office, local police and fire departments, and the Office of Emergency Services.

Mr. Celeste said emergency procedures are posted on the campuses, including in all classrooms, and at the District Office. He described the procedures that are followed when a campus lock-down is necessary. The lock-down following the 2009 shooting at Skyline College took 20-25 minutes as the Public Safety Department waited for authorization from the College president. After debriefing, there was agreement that Public Safety Officers will be allowed to make the call to lock down buildings.

Mr. Celeste discussed Public Safety technology. There are 338 video cameras and 434 access control readers Districtwide. The UHF radio system has been upgraded and allows communication among Public Safety personnel, Facilities personnel and others at the campuses. President Claire said the radios were very helpful during the most recent blackout at College of San Mateo. Vice President Mandelkern asked if the UHF radios allow communication with local police and fire departments. Mr. Celeste said they do not at this time; however, the radio system can be put into local law enforcement personnel's car radios. Current technology would also allow local law enforcement agencies to access security cameras so they could view incidents on the campuses as they are occurring. Discussions are taking place with local agencies regarding these issues.

Mr. Celeste showed security camera videos which captured incidents of public safety vehicles being vandalized at Cañada College and theft at the San Mateo Athletic Club at College of San Mateo. He said the video cameras have been very helpful in other instances as well. Vice Chancellor Nuñez noted that footage from the video cameras is not continually watched but is viewed in response to reports of incidents.

Jennifer Hughes, Vice President of Student Services at College of San Mateo, said each campus has a Threat Assessment Team, comprised of the Chiefs of Public Safety, the Vice Presidents of Student Services and the Psychological Services counselors. Depending on the circumstances, others may be brought into the team, e.g. disabled students counselors, College nurses, veterans counselors, and faculty. Examples of threats that may be reported to the team include threats of violence to oneself or others, display of firearms (real or facsimile), stalking, harassment, and threatening correspondence (letters, email, social networking sites). The team also might hear about concerning or troubling behavior such as mood swings, incoherency, and significant change in weight or personal hygiene. If a reported threat is in violation of District policy or the Student Code of Conduct, disciplinary procedures are followed. If a student is suspended or expelled, appropriate faculty and staff at all of the Colleges are alerted, along with Public Safety personnel. Where there is concern about harm to anyone on campus or the protection of lives or property, the Education Code allows for interim suspensions of 10 days, pending a hearing. If the threat does not violate policy or the Student Code of Conduct, the Threat Assessment Team will monitor the situation and will meet periodically to provide status reports and perhaps implement intervention strategies such as referrals to support services within the College or to outside agencies. The Team will also have continuing discussions with Public Safety. President Claire added that there is no hesitation to call in local police when necessary. Trustee Miljanich asked if the Team also addresses threats or troubling behavior by faculty and staff. Vice President Hughes said that in

these instances, the Team seeks assistance from Harry Joel, Vice Chancellor of Human Resources and Employee Relations, and said he has been very helpful in determining how to address situations.

Robin Richards, Vice President of Student Services at Cañada College, said reports of threats are received from Public Safety and through emails and conversations with people who are concerned about a situation. The lack of a central mechanism for collecting and organizing information has been problem. In response, research was done on reporting software which would allow sharing of information among the campuses. Public Safety, the Vice Presidents and IT personnel previewed software packages and chose one to purchase, with the hope of implementing it this summer. It is integrated with Banner and will allow online incident reporting and customized incident routing.

Vice President Richards said training has been conducted on each of the campuses and includes identification of what behaviors should be reported, how to report, and when to call 911. Training on the new software package will also be provided to staff who will be involved in entering information into the new system. Trustee Schwarz said it would seem reasonable to train almost everyone because people need to know what to do immediately in threatening situations. Vice President Hughes said that existing training emphasizes the message that people should not delay reporting and gives them key departments to call. Vice President Richards said that, in addition to training that anyone can attend, training materials are sent out via all-campus mail. President Claire added that all-College trainings are provided at least once or twice per year and are open to all employees.

Joe Madrigal, Vice President of Student Services at Skyline College, said a key concern in reporting is the response time. He reviewed the incident report and debriefing of the 2009 shooting at Skyline and found that the response time from the San Bruno Police Department took only several minutes. He said it is critical to respond according to procedure. Since November, there have been 15 incidents of disruptive behavior at Skyline. Vice President Madrigal described three incidents, how they were reported and actions that were taken in response. He noted that the issues of threats and disturbing behaviors have become more complicated because of the use of technology. For example, an incident was reported in which two students were chatting via the Internet and threats were made relating to the students' presence at Skyline. Trustee Miljanich asked how authorities on campus became aware of this incident. Vice President Madrigal said that one of the students reported it. Vice President Mandelkern said a similar incident occurred at a local high school. He asked if the District is proactive in monitoring the mention of a College on social network postings. Mr. Celeste said searches of sites are complaint-driven rather than proactive. He said that whenever a call comes in regarding a disruptive student, he reads that student's posts on Facebook.

Vice President Mandelkern said he appreciates that the balance is tilted toward safety of students and of the campuses. He said the procedures are good in terms of removing immediate threats and for following disciplinary procedures. However, he questioned what is being done to make sure students get the help they need and asked if there is a process for notifying outside agencies, parents and/or families. Vice President Hughes said the District is limited in what it can do. Students are encouraged to seek psychological help but, unless a student has agreed to seek help as part of an expulsion agreement, the District cannot mandate that a student get help. Chancellor Galatolo said that in the Arizona shooting incident, Pima Community College did a good job internally but failed to take it beyond the boundaries of the district. He said SMCCCD has made a decision to go beyond the boundaries to the limits that state and federal laws permit.

John Nibbelin of the County Counsel's Office said the overarching legal template for dealing with disclosure of information is the Family Educational Rights and Privacy Act (FERPA), which states that students have a right to privacy of their educational records. Exceptions can occur which allow disclosure of information without student consent. Generally speaking, it is acceptable to call local law enforcement if there is a significant threat that a student will harm himself/herself or others. Cases become more difficult when there are pieces of information coming from different places, none of which constitutes an immediate threat but which, in totality, create a disturbing picture. Prior to 2009, exceptions to disclosure were narrowly construed, causing administrators to be nervous about disclosing information. The regulations as amended in 2009 clarify that if a case of threat can be reasonably articulated, information may be disclosed to appropriate parties such as law enforcement agencies, parents, and mental health professionals. The Supreme Court has ruled that a district cannot be sued by students who feel their rights have been violated; the risk under FERPA is the loss of funding if a district is found to be routinely violating students' rights.

Vice President Mandelkern asked what types of troubling behavior would rise to the level of being a threat and, therefore, allow disclosure. Mr. Nibbelin said the correct question to ask is whether the behavior constitutes an emergency. The totality of the situation should be examined to determine whether a student's behavior constitutes something that could be emergent, even if not immediate. Mr. Nibbelin said it is best to err on the side of safety. Vice President Mandelkern noted that an emergency situation does not necessarily include behavior that is "off" and he would prefer to see allowance for more expansive disclosure. However, he is pleased to learn that individual students cannot sue for FERPA violations if they believe their privacy rights have been violated.

Trustee Miljanich said there is a certain amount of subjectivity involved in determining whether a situation is an emergency. Mr. Nibbelin agreed and read from the amended FERPA regulations: "If, based on the information available at the time of the determination, there is a rational basis for the determination, the Department of Education will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination."

Trustee Hausman said the presentation was very good and illustrated the extent to which sensitivity and judgment are required. She said she is encouraged by all of the measures that have been put in place across the District. Mr. Nibbelin said he is impressed with the maturity and wisdom exhibited by District personnel. President Claire said the Threat Assessment Teams possess a collective wisdom that allows people to make judgment calls. President Stanback Stroud said she has found it helpful to ask staff to pretend to look into the future and ask what they would wish they had done if someone at the College was the next "cover story" on campus violence.

President Holober asked to what extent students are oriented about what behaviors are appropriate and acceptable. Vice President Hughes said the Student Code of Conduct is shared during orientation and the Public Safety Department is invited to come to the orientations. She said it is incumbent upon the institutions to let students know what is acceptable and how to go about resolving conflicts in a positive way. President Holober asked to what extent a lack of experience and maturity due to age is considered. Mr. Nibbelin said it is proper to consider this in situations that are not emergencies. Vice President Mandelkern said faculty and staff are also involved in safety issues and he hopes the institutions are reaching out and educating them on how the process works. President Stanback Stroud said she believes there is increasing awareness of the issue and that administrators are committed to making sure faculty and staff know the protocols. She noted that faculty tend to be youth friendly and sensitive to students but must be able to make a distinction when behavior is dangerous.

Vice President Mandelkern thanked all of the presenters. He urged everyone to continue to think holistically about the impact of these issues on the entire community and to be concerned about what a student might do not just within the campus walls, but in the larger community.

President Holober announced that the meeting will be adjourned in memory of Gary Klippert, who worked as a media technician for the District from 1999 to 2003 and as a public safety officer from 2003 to 2010 when he retired.

### **RECESS TO CLOSED SESSION**

President Holober said that during Closed Session, the Board will consider the personnel items listed as 1A on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA.

The Board recessed to Closed Session at 8:15 p.m.  
The Board reconvened to Open Session at 9:31 p.m.

### **CLOSED SESSION ACTIONS TAKEN**

President Holober reported that at the Closed Session just concluded, the Board voted 5-0 to approve the items listed as 1A on the printed agenda.

### **ADJOURNMENT**

It was moved by Vice President Mandelkern and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:34 p.m. in memory of Gary Klippert.

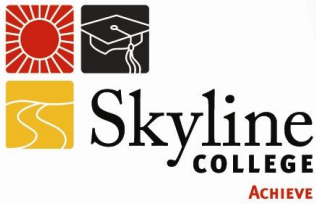


Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 23, 2011 meeting.

Dave Mandelkern  
Vice President-Clerk



# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**  
**March 23, 2011**

## **SKYLINE SHINES**



### **PTK - Beta Theta Omicron Wins First Place**

This past weekend, Beta Theta Omicron, Skyline College's Phi Theta Kappa chapter, won The 2011 Nevada/California Distinguished Chapter Award. During 2010, chapter members brought hands-on science laboratory experiments to 7th and 8th grade classes at local middle schools. Chapter members planned this project between January and March. They developed lab experiments to complement the Science Framework Standards and reached teachers who want lab experiments in their classrooms through the County Office of Education. They began working in classrooms in May. The project won the Honors in Action Project and Honors in Action: Science award. For their College Project, chapter members planned and implemented the 2010 Relay for Life at Skyline. The chapter's combined scores on their Honors in Action and College Project reports was the highest of the 98 Nevada/California chapters and earned The Distinguished Chapter Award. The chapter also won the Regional Yearbook Award and Clara Ricarte received the Regional Distinguished Member Award. Prizes were awarded at the Regional Convention in Foster City. *(Thanks to Christine Case for her contribution to the article and photo.)*

Pictured in the above photo are: Beta Theta Omicron at the Regional Convention. From left: Katrina Cheung, Jong Hoang, Charity Walton, Ashley Good, Ashley Zuniga, Casey Fortier, Clara Ricarte, Harvey Chong.

## Kymerly Jackson Awarded 2011 Black Music Award

Kymerly Jackson, a new instructor in Music this year and local Jazz, Funk, Soul and R&B artist, won the coveted 2011 Black Music Association and Academy of America's Best Jazz Artist Spotlight Award - amidst well-earned accolades for her achievements in music. The red carpet award ceremony took place on January 30, 2011 at Kimball's in Oakland, CA.



Kymerly Jackson's stage and recording companions have included: Gerald Albright, Jeff Lorber, Donnie Osmond, Stevie Wonder (see the *Hotter Than July* album liner notes), Karen White, Dwayne Wiggins, Pete and Juan Escovedo, El DeBarge, Norman Brown, Ricardo Scales, Walter Beasley, The Gap Band, HipHop activist Boots Riley and the Coop and Kev Choice - among many others.

However, it is in her capacity as a solo artist, that KJ (with her band Urban Legends) truly demonstrates her genius as a dynamic entertainer, instrumentalist, vocalist and composer. In 2010, KJ and Urban Legends played to thousands of delighted SF and Oakland

Pride celebrants. And, her Jazz Funk Fusion skills had Yoshi's (SF and Oakland) standing room only audiences on their feet. She is a uniquely gifted woman who has been recognized within an industry that doesn't offer many coveted slots to female instrumentalists.

Kymerly teaches MUS 680SA, From Jazz to Hip Hop on Tuesdays and Thursdays in room 1107 at 2 p.m. Kymerly holds two Masters Degrees, one in Educational and another MFA in Performance and Literature, Flute. She is in the proposal writing stage of her studies in the Mills College Educational Leadership Doctoral Program. (Thanks to Donna Bestock for her contribution to this article. Information was also provided by the press release site, *Briefingwire.com*)

**WOW! Voices Now**  
A Morning of Readings & Refreshments

WOMEN ON WRITING  
**WOW**  
Skyline

Saturday, March 5, 2011  
9:30 a.m. - 12:15 p.m.  
Building 6, Room 6202  
Free Admission

Acclaimed authors Li Miao Lovett and Alison Luterman kick off the program by reading their work, followed by an Open Reading

For more information, contact  
Kathleen McClung at [mcclungk@smccd.edu](mailto:mcclungk@smccd.edu)

Skyline COLLEGE

## WOW Voices Now Inspires a Packed House

Novelist Li Miao Lovett and poet Alison Luterman presented their award-winning work and provided guidance on creative writing Saturday, March 5 at WOW Voices Now: A Morning of Readings and Refreshments. Skyline creative writers Gale Frances and Robyn Graham received the ISA Award for achievement in writing from WOW founder Marijane Datson. Both students read their poetry to the appreciative audience of over 75 professional and aspiring writers and avid readers. John Saenz of Skyline's Learning Center read new work during the Open Readings, along with twelve other writers from throughout the Bay Area.

Li Miao Lovett, author of *In the Lap of the Gods* and contributor to many publications, is a long-time participant of WOW conferences

at Skyline College. Before embarking on her writing career, she worked at College of San Mateo and attended a flex day writing workshop led by Skyline's creative writing professor Katharine Harer over ten years ago. "I remember feeling very inspired by the workshop," Li announced. "A small bit of encouragement goes a long way!"

WOW Steering Committee members include Connie Beringer, Katharine Harer, Kathleen de Azevedo Feinblum, Marijane Datson, and event coordinator Kathleen McClung. Thanks also to Skyline Bookstore Manager Kevin Chak and WOW Ambassadors Priscilla Schwartz, Valerie Malliet, Georgia Gero, Ellen Woods, and Lisa Melnick. (Thanks to Kathleen McClung for her contributions to this article. Photos by Lisa Melnick.)



## Sue Lorenzo Selected as Skyline College's Classified Employee of the Year

In response to the call for Classified Employee of the Year nominations by California Community Colleges' Board of Governors (BOG), Skyline College selected Sue Lorenzo and recommended to the SMCCCD Board of Trustees that she be forwarded to the BOG as a nomination from the District. Sue was honored at the Board of Trustees meeting along with nominees from Cañada College and College of San Mateo. She received a certificate and monetary award in recognition of her service from the Board of Trustees. Cañada College's nominee, Rachel Corrales, was selected to be forwarded to the BOG as the nominee from SMCCCD. Please congratulate Sue on her award and thank her for the 12 years of dedicated service she has provided to the students, staff and faculty of Skyline College.



## Skyline College Alumna A Finalist in Gates Foundation Community College Completion Competition

The Bill and Melinda Gates Foundation is among the ranks of institutions and organizations focusing on increasing college completion. Recognizing that many don't follow the traditional and linear academic trajectory to complete a college degree, the Gates Foundation is seeking to inspire nontraditional students. The Gates Foundation launched a competition for students to submit their nontraditional education stories of success. Students were invited to also share their frustration as a nontraditional student trying to obtain a post-secondary degree so that others can learn from their examples.

Skyline College alumna Ashley Good was one of the top five finalists in the contest sponsored by the Gates Foundation as part of their ongoing initiative to boost college completion. Melinda Gates wrote that "While the path of a nontraditional student can be uneven and challenging, earning that postsecondary degree is an incredible feat. We hope others can learn from these great examples." Ashley is currently completing her baccalaureate at Stanford University. For more information on Ashley's story, please go to the following link:

<http://www.ccompletioncorps.org/ptk/success-stories> (Thanks to Chris Case for her contribution to this article.)

## Daly City Council Member Canepa Comes Home to Skyline College

David J. Canepa, a current Daly City Council Member and alumnus of Skyline College, recently visited the campus and met with new college president, Dr. Regina Stanback Stroud.



Canepa received an AA degree in Criminal Justice from Skyline College and transferred to the University of San Francisco. He graduated from USF with a degree in Political Science and an emphasis in Legal Studies and Peace & Justice. Canepa said that his instructors at Skyline College taught at a very high level and prepared him for a career in government. Canepa has been a member of the Daly City Council since December 2008 and has also worked as a Legislative Aide/Field Representative for the California State Senate and the California Assembly. Canepa is also a member of the President's Council at Skyline College.

Canepa believes that Skyline College opens the door for opportunities to all members of the surrounding community. He said, "If you provide people with an opportunity, they will go for it." Canepa looks forward to continuing to partner with Skyline College in order to offer new and exciting opportunities to everyone. (Thanks to Christianne Marra for her contribution to this article.)

## Skyline College Professor George Wright Interviewed on Comcast Sports

Dr. George Wright, History Professor, will be on Comcast SportsNet Chronicle Live discussing racial dynamics underlying San Francisco Bay Area media's treatment of African Americans. Greg Pappa, sports commentator, will host a panel discussion that includes Dr. Wright and co-panelist Monte Poole of the Oakland Tribune and Lowell Cohn, a columnist for the Santa Rosa Press Democrat. Out of frustration with the ways in which commentators were talking about or to Mike Singletary, who is African American and the former coach of the San Francisco 49ers. Professor Wright was invited during this African American Heritage and Black History Month in response to a letter he wrote to Pappa after witnessing treatment of Singletary that deeply troubled him. The show airs tonight at 5 p.m. on your Comcast SportsNet station. For more information about Dr. George Wright visit his site at <http://www.smccd.edu/accounts/wrightg/> (Thanks to Dr. George Wright for his contribution to this article.)



## Interim Dean of SMT: Ray Hernandez

When Mike Williamson became Interim Vice President of Instruction he left some big shoes to fill in the Science, Math and Technology Division. There was an internal search and Ray Hernandez was selected and his name is to be forwarded to the Board Trustees for action at their next meeting. Ray has been with Skyline College more than 14 years, initially serving as a Respiratory Therapy faculty member, and later becoming director of the program. Ray has served as Skyline College and District Academic Senate President. Ray began his tenure as interim dean of Science, Math and Technology on March 1, 2011. The hiring process for the interim position will be in Spring 2012. Professor Diana Bennett will take Ray's place as District Senate President.

## Bendix Brakes "The Passion that Drives You" Scholarship Recipient

Out of 400 entries Dana Kaplan was one of the eight winners of the Bendix Brakes "The Passion That Drives You" scholarship. Not only was she awarded \$2500 for the 2011-2012 school year, but she is also in the running for the grand prize trip for two to an NHRA race in 2011! Dana will be identified in an upcoming press release that will announce all of the winners as well as the grand prize winner. She wrote a winning essay about where her passion for cars drives her using the activities that the Heart Wrenchers have planned as a catapult towards her own personal goals. She is really excited and looking forward to the future. She states that she, "could not have achieve one quarter of what I have without Skyline College, especially one Julia Johnson." Dana is the Vice-President of the Heart Wrenchers, the Automotive Technology Women's Club at Skyline College. She also works part-time for Pat Garage in SF. (Thanks to Rick Escalambre for his contribution to this article.)



## CCCAA 2009-2010 Scholar Team Awarded to Skyline College Men's Basketball



Skyline College will receive the 2009-10 CCCAA (California Community College Athletic Association) Scholar Team Award in the sport of Men's Basketball. The Scholar Team Award is the highest academic team achievement award given by the CCCAA. Skyline College is one of eighteen teams being honored in a variety of sports for academic achievements during 2009-2010 academic year.

The 2009-2010 Skyline College team had a cumulative 3.26 grade point average with two members of the 14 man squad earning a perfect 4.0 grade point average. In addition, all 14 members of the team completed an average of 12 or more units per semester. Only four other teams have ever earned this award over the last decade. Through the hard work of the players, Head Coach Justin Piergrossi, his staff, the Scholar Athlete Learning Community and the academic and support services on campus, the team was able to achieve this

academic milestone. This academic recognition is the greatest our program has ever achieved in its 40+ year history and is representative of the importance Coach Piergrossi places on the results he receives not only on the court but in the classroom as well.

Coach Piergrossi said, "I am very proud of our team's academic achievement. This recognition is a reflection of our players' commitment to being true student-athletes. We could not have achieved this honor without the support from our administration and campus community. The entire college should take pride in this significant accomplishment." Athletic Director Joe Morello stated "Success in an athletic program is sometimes oversimplified as being just wins and losses. This recognition is reflective of Skyline College's commitment to the development of the total student athletically and academically. Of the 92 community colleges that sponsored the sport of Men's Basketball in 2009-2010, we were the best team academically. I'm exceptionally proud."

All 2009-2010 Scholar Teams and individual award winners will be honored by the CCCAA during their Spring Convention scheduled March 29, 2011 – April 1, 2011 at the Marriott in San Mateo. *(Thanks to Joe Morello for his contribution to this article.)*

## PROGRAMS

### Packed Orientation to Early Childhood Education Field



On Saturday, January 29, a packed house of ECE students and community professionals spent the morning learning about the field of Early Childhood Education (ECE). Nearly 150 people were welcomed by Business Dean Don Carlson and ECE Department Chair Kate Williams Browne. ECE Program Services Coordinator Cecelia Rebele outlined the agenda, which included a welcome breakfast and literature table, a keynote panel of directors including our own Skyline College CDC Director Tina Watts, CSM's Director Louise Piper, Daly City Imagination Station's Raeli Aguirre, CCLC-Electronic Arts Director Tyrone Jones, and Half Moon Bay's Holy Family Children's Center Director Caren Burgess. Two workshops were offered by Career Center Coordinator Virginia Padron and San Mateo ECE Mentor teachers Carolina

Arteaga, Sonia Bon, Teresa Campbell, Elaine Francisco, Dileepa Gunatileka and Tacey James. Thanks to Cañada College ECE colleagues Val Goines and Sue Eftekhari for their assistance and ECE faculty Shawna Whitney, Paul Proett, and Penny Blair for bringing their students. (*Thanks to Cecilia Rebele for her contribution to this article.*)

### **Theatre Club's "Date Night" Turns Out Highest Bidders**

Theatre Club's unique fundraiser for Valentine's Day had a surprisingly large turnout. Friday's "auction" sold the individual members of the club to the highest bidder for a "date night" the following week. The lucky auctioneers were able to take their dates to dinner and a movie, hosted by the club in the theatre on Valentine's Day night. The event was well received by the student body, and the quad was filled with excited attendees who were willing to donate money to Skyline College's proud Thespians.

Theatre Club has to raise the money required to put on its shows. In the past, the ASSC has been gracious enough to donate a good share of the money required to cover those production costs, but the club would like to find ways to become more "self-sustaining" without the need to receive funds from the student council. "Valentine's Date Auction" arose from that aspiration and turned out to be a profitable idea. The club managed to raise \$435 which will be used to help pay for the royalties involved in their spring production of "The Complete Works of William Shakespeare... Abridged." Other creative fundraisers are sure to follow in the coming months to help pay for lumber, paint, props, costumes and a variety of other production costs affiliated with live performances as well as a means to promote the club in general. Keep an eye out for more fundraising hijinks from the most "dramatic" club on campus! (*Thanks to Alan Ceccarelli for his contribution to this article.*)



### **Food Assistance for Students in Need**

Students are increasingly presenting themselves to the college with the most basic of needs being unmet: food for themselves and their families. They may need your support in connecting them with resources that can make a difference. A new service is available at Skyline College that can lead to their acquisition of emergency supplemental nutrition. SparkPoint San Mateo Center at Skyline College is partnering with Second Harvest Food Bank to provide a Food Pantry on the Skyline College campus for people in need of food. The Food Pantry will be open by appointment only every Thursday from 2 p.m. to 4 p.m., except for scheduled college holidays. If participants are not able to come during that time, we will work to accommodate them.

They may call or email to make an appointment: (650)738-7035 or [sparkpointfoodpantry@smccd.edu](mailto:sparkpointfoodpantry@smccd.edu). Please contact William Watson at [watsonw@smccd.edu](mailto:watsonw@smccd.edu) for more information. (*Thanks to William Watson for his contribution to this article.*) *Photo supplied by freefoto.com.*



## Professor Melissa Michelitsch and Nick Langhoff Make a Dynamic Duo at the Math Refresher Workshop

On Saturday, February 12, over 40 students and six student tutors gave up a gorgeous day in the California sun to practice the math skills that they will need to succeed in Chemistry with their peers. The six-hour workshop which was led by Professor Michelitsch and Nick Langhoff, drew in students from six different Chemistry sections from CHEM 192, CHEM 210, and CHEM 410. Students took a quiz at the start of the day and another before they left to track their progress. The average improvement over the course of the day was nearly 20% across all students participating. The CHEM 410 (Chemistry for Allied Health) students represented the largest contingent and saw an improvement of over 23% on their afternoon quiz.

The students were so determined to make the most of their day that they chose to work through all of the scheduled breaks. Professor Michelitsch says "This workshop was supported by a Partnership for Excellence grant. Both the students and faculty are extremely appreciative of the opportunity that these funds created for them to succeed."

The evaluations were enthusiastically positive with 100% "strongly agreeing" that they would recommend the workshop to a friend and 94% agreeing that they felt more confident having participated. Nearly all stated that they were glad to have the chance to work with other students from other sections and courses. The following comments are quoted from some of the student evaluations of the workshop:

"I recommend this kind of workshop for all science classes. The teachers do not have time to answer basic skills questions in classroom. So, this workshop is the perfect solution for those students [who] are behind on the program."

"This workshop boost [sic] my confidence and helped me decide not to drop because practice and help made me more confident for chemistry. ☺"

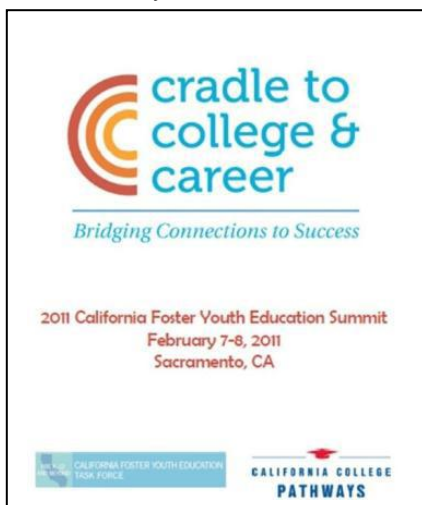
"I thought the workshop really allowed me to understand things much better with learning with other students who also wanted to do better in chemistry. Definitely worth the Saturday because I know this will help me in the long run."

*(Thanks to Professor Melissa Michelitsch for her contribution to this article. )*

## Skyline College Staff Bring Promising Practices Insight From Foster Youth Summit

On February 7-8, Financial Aid Office Foster Youth Liaison, Jocelyn Vila, attended the 2011 California Foster Youth Education Summit: Cradle to College & Career held in Sacramento. This statewide education summit focused on ensuring positive educational and career outcomes for foster youth. The summit highlighted practices which strengthen and ensure successful transition at every stage of educational development from early childhood to postsecondary education. The summit provided a special opportunity for educators and policymakers to hear from foster youth firsthand. Welcome and Opening Remarks were presented by Assembly Member Julia Brownley and Chancellor Jack Scott, California Community Colleges. The two day summit had over 50 breakout sessions with key topics, including: policies affecting students in foster care and successful transitions from foster care to college and career. The summit concluded with a special hearing at the State Capitol focused on educating key legislators on the educational needs for students in foster care. Contact Jocelyn at ext. 4390 for more information on serving and supporting foster youth at Skyline College.

*(Thanks to Jocelyn Vila for her contribution to this article.)*



**Jocelyn Vila**



## Queer Kiss-In

On Valentine's QUEER KISS-IN Day, The Gay-Straight Alliance sponsored a Queer Kiss-In to promote the theme "Love is Love!" On the rainy holiday, approximately ten couples – some same sex and some allies – gathered in the cafeteria to kiss and be a part of non-violent protest against both the subtle and overt discrimination that same sex couples and other LGBT people live with. The club also had a table that included information about the history of the Kiss-In as a nonviolent protest and was selling Valentine balloons. Many students and staff members stopped by the table to express their support for the event. The GSA meets Wednesdays at noon in room 6205. (Thanks to A.J. Bates for his contribution to this article.)



## Financial Education Workshops at Skyline College

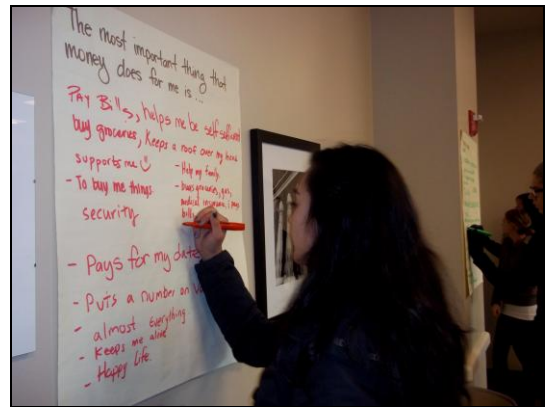
The Financial Aid Office and SparkPoint San Mateo Center at Skyline College are collaborating to present a series of campus wide Financial Education workshops that are open to all students, staff, and community members. The first two workshops in the series, Budgeting and Saving, were presented on February 15th and 16th. Participants attending the workshops: learned how attitudes towards money affect spending plans; discussed the importance of considering wants vs. needs when trying to stick to a budget; and gained tools to start creating individual / household budgets and to track current spending habits. Co-facilitated by Jocelyn Vila, Financial Aid Program Services Coordinator, and Melanie



Espinueva,

SparkPoint San

Mateo Center Counselor, these workshops utilize a curriculum located at CashCourse.org which was developed by the National Endowment for Financial Education. Financial Education workshops occur twice each month through the month of May. The next workshops covering the topic of Credit Do's and Don'ts will take place on March 15 from 12:30-2:30pm and March 16 from 5:00-7:00 pm in Building 6, Room 6202. Students, staff and community members are encouraged to RSVP to attend future workshops on Skyline College's website homepage, [www.skylinecollege.edu](http://www.skylinecollege.edu), by clicking on the link titled "Financial Literacy Workshops". These workshops are funded in part by a grant from United



Way of the Bay Area with funding from the Silicon Valley Community Foundation. For more information, contact Melanie Espinueva in the SparkPoint San Mateo Center at 650-738-7033. (Thanks to Jocelyn Vila and Melanie Espinueva for their contribution to the article and photos)

## Skyline College Expands Clean Energy Programs

Skyline College is a sub-grantee for a Department Of Labor grant awarded to the San Mateo County Workforce Investment Board. Skyline was instrumental in writing and submitting this two million dollar award of which Skyline will receive \$656,000 over the next three years. The grant, Home Energy Retrofit Occupations (HERO), is directed at occupations in Energy Efficiency. This includes curriculum in Home Energy Auditing and Sales, Energy Retrofitting and Energy Efficiency for Real Estate Professionals. These courses are all being developed under Environmental Science and Technology.

Pictured are members of the HERO Team. L-R: Rita Gulli, Project Director; Aaron Wilcher, Project Coordinator; Anjana Richards, Workforce Development Director Green and Sustainable Programs; Bruce Greenstein, Energy Efficiency faculty. Not pictured is Lindsey Virdeh, Project Coordinator for High School Programs. This team will also be setting up a planning group for Earth Day Activities in April. The first planning meeting will be March 14 at 2:00 p.m. in room 6203. Everyone is invited to attend. *(Thanks to Mike Williamson for his contribution to this article.)*

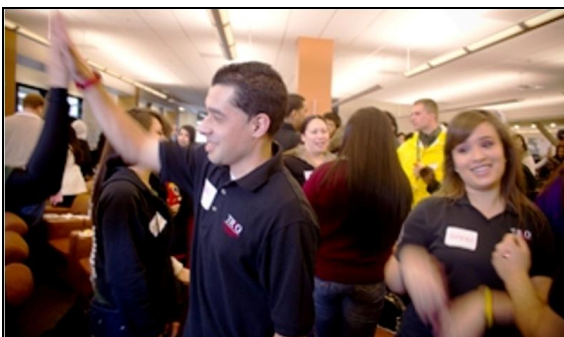


## Skyline College, Cañada College and CCSF Host National TRiO Day!

In February, TRiO programs across the nation celebrated 40+ years of helping students achieve their academic goals. On Saturday, February 26, Skyline College, Cañada College, and City College of San Francisco came together to host the first *National TRiO Day: First Generation Leadership Conference* at Cañada College. It's the first multi-campus TRiO conference held in the San Mateo County Community College District. With over 70 students in attendance, they took advantage of the opportunity to hear from TRiO alumni who have transferred to a four-year college or university. In addition, workshops in Leadership, Educational Transitions, and Financial Planning (facilitated by Skyline College's Melanie Espinueva and Adolfo Leiva of SparkPoint San Mateo Center) were highlighted. The event was a major success motivating and encouraging students from



disadvantaged backgrounds to graduate, transfer, and make a difference in the community. A special thanks goes out to Skyline College's TRiO staff and students for their part in helping organize the event, SparkPoint San Mateo Center for facilitating the Financial Planning workshop and hosting the morning refreshments, and lastly, administrators Connie Beringer and Mike Williamson for their support with this event. The conference was funded in part by Chancellor's Office, California Community College through a grant managed by Skyline College. *(Thanks to Nohel Corral for his contribution to this article.)*



## Download the Latest E-books and Audio Books From the Library!

Did you know that you can now access e-books and audio books through the Skyline College Library website? With a PLS (Peninsula Library System) card, Faculty, staff and students can check out e-books and audio books that can be downloaded to digital devices such as iPhones, iPads, Android and BlackBerry devices. The e-books and audio books may be checked out for up to three weeks, just like checking out print materials. When the digital books are due, they are automatically “returned,” so there are never overdue fines. To access library e-books and audio books, go to the library website ([skylinecollege.edu/library](http://skylinecollege.edu/library)) and click on “[eBooks & Audio Books](#)” under “[QuickLinks](#)” on the left side of the home page. The [PLS Overdrive Digital Books Site](#) and the [Northern California Digital Library](#) have both e-books and audio books, while [MyiLibrary](#) provides audio books exclusively. The titles available through these sites tend to be recent popular fiction and non-fiction books.



For academic books in digital format, the Skyline College Library's website provides links to several online book libraries that provide complete full-text books free to the public. The most extensive of these is the [Hathi Trust Digital Library](#), where one can search the full text of over 1.5 million fully viewable books in 30+ of the nation's great research libraries, including U.C., Yale, Princeton and the New York Public Library. Select “Full view only” before searching to limit your search to books that can be viewed in full-text.

One other source for online books that all faculty should look at is the [College Open Textbooks](#) site, which brings together information on free and open textbooks and course materials in one location. It is designed specifically for California's community-college faculty to encourage the use of open-source textbooks that are free for students. Do these new digital book services sound exciting? Overwhelming? Too cool for school? Whatever the reaction, the library is here to support access to the entire information universe. For questions about these or any other library or information services, please come by and talk to a librarian or call the reference desk at 738-4312. By the way, they still have the latest and greatest books in print here on the library shelves. Come on in and check it out. These are just a few of the many services available through the Skyline College Library. *(Thanks to Eric Brenner for his contribution to this article.)*

## OUTREACH

### Hermanos FAFSA Workshop Once Again A Success



The 2<sup>nd</sup> annual Hermanos FAFSA Workshop was once again a success, thanks to the successful collaboration between the Hermanos/Hermanos Program, the Financial Aid Office and South San Francisco High School (SSFHS). The workshop was held on Monday, February 28th at South San Francisco High School. It provided students and parents with information about the financial aid process, including grants and scholarships. The workshop was conducted in English and Spanish, and welcomed Spanish speaking families from SSFHS. More than 35 students and parents attended the event, and received assistance with completing the online FAFSA. Most of the students who attended the event will be the first in their families to attend college and are in need of financial assistance to cover educational expenses.

Many thanks to those who volunteered for this event, including Jackie Belli, SSFHS College Advisor; Jocelyn Vila, Financial Aid Program Services Coordinator; Campus Ambassadors: Jorge Murillo, Jose Milan and Tiffany Ong; Luis Escobar, Hermanos Program Instructor and Darlene Cardenas, Hermanas/os Coordinator for joining forces for this important event. For more information about the Hermanos/Hermanos Program contact Darlene Cardenas at [cardenasd@smccd.edu](mailto:cardenasd@smccd.edu). For more information about future FAFSA workshops contact Jocelyn Vila at [vilaj@smccd.edu](mailto:vilaj@smccd.edu). (Thanks to Darlene Cardenas for her contribution to this article.)



### Financial Aid Office Does Outreach With Tongan Community

The Financial Aid Office conducted a workshop and presentation at the First Tongan United Methodist Church of San Bruno on Saturday, February 26, 2011. Jocelyn Vila, Financial Aid Program Services Coordinator, gave a presentation to middle school and high school students, as well as their parents. Students received valuable information about various financial aid opportunities available to them as they prepare for college.

Jose Milan, Campus Ambassador shared his experiences as a college student. Jose talked about the benefits of receiving financial aid and being a part of the Puente and TRIO Programs at Skyline.



The students asked Jose many questions and were impressed by Jose's friendliness and helpfulness. The energy and enthusiasm of the students and parents were evident as they invited Jocelyn and Jose to conduct presentations on an annual basis. A special thanks to Jocelyn Vila for coordinating this event and to Jose Milan for doing an exceptional job in preparing the necessary materials for this event. To request or schedule a financial aid presentation, please contact Jocelyn Vila at ext. 4390. (Thanks to Jocelyn Vila for her contribution to this article and photo.)

## South San Francisco Hermanos/Hermanas Attend New Student Orientation



More than 15 students from the Hermanas and Hermanos Program at South San Francisco High School attended new student orientation on Wednesday, March 2 at Skyline College. Students learned about general education requirements, course registration, transfer planning and career and technical education programs and student services. The Skyline College Hermanas and Hermanos students also attended the orientation, and shared their personal experience about college life. All students toured the campus, with special visits to the Transfer Opportunity and Career Center, Learning Center, and SparkPoint Center.

The Hermanas and Hermanos are grateful to the guest speakers who provided additional information about student services and campus and community resources: Nohel Corral, Learning Center; Jeff Acidera, EOPS; Jenny Carreno, Employment Development Department; JT Farinas, San Carlos Workforce Services; Adolfo Leiva, Workforce Development; and Virginia Padron, Career Center. Darlene Cardenas, Coordinator of the Hermanas and Hermanos Program, organized this event. *(Thanks to Darlene Cardenas for her contribution to this article.)*



## Campus Ambassadors Conduct Campus Tours and Help Motivate High School Students

On February 16, over sixty students from the San Francisco Unified High School District (SFUSD) visited Skyline College for a campus tour. Educational Advisors from PACT, Inc. and Seven Tepees Youth Program of San Francisco accompanied the students. PACT, Inc. and Seven Tepees are dedicated to improving the lives of promising low-income and first generation college students. The campus tours were led by Campus Ambassadors Noah Brown, Jorge Murillo, Jose Milan and Tiffany Ong. The students visited key departments such as Student Services, the Learning Center and Student Activities. The students received valuable information about the steps to enrollment and the financial aid process. The Campus Ambassadors shared their college experience. They also discussed their career and transfer goals and encouraged the group to pursue their goals through higher education. Thanks to the Campus Ambassadors for leading the tours and to Jocelyn Vila, Financial Aid Program Services Coordinator for coordinating the tours. *(Thanks to Jocelyn Vila for her contribution to this article.)*

In the photo at right: Campus Ambassador, Jorge Murillo with Seven Tepees Site Coordinator Amy Tat and students from John O'Connell High School.



In the photo at left: Campus Ambassador Jose Milan with PACT, Inc. Educational Advisors Valerie Robinson and David Cook with high school students from SFUSD.

At right, Campus Ambassadors Noah Brown and Tiffany Ong with high school students from SFUSD.

*(Photos taken by Jocelyn Vila.)*



## CAPITAL IMPROVEMENT PROJECTS

### New Banners to Mark Key Areas and Pathways

Last year after receiving many excellent suggestions for naming the main quads and pathways on campus, the Board of Trustees approved the names Cypress, Lupine, Mission Blue Butterfly, Ocean View, and Raven for the paths. Colorful metal banners have been placed outside the core campus area to serve as visual cues along the paths.



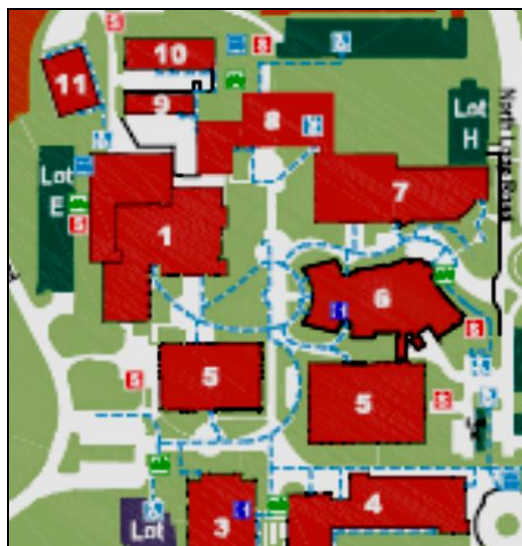
Theater banner being installed – Photo by Regina Stanback



### New Bike Racks Installed on Campus

Bike racks have been installed in multiple locations throughout the campus. The racks have been installed adjacent to Buildings 1,3,4,6 and 8.

A section of the campus map showing the green bicycle symbols is provided.

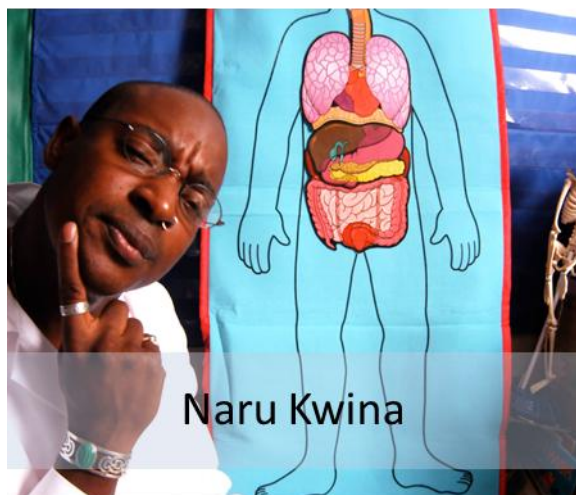


Legend	
	Student Parking
	Staff Parking
	Visitor Parking
	Parking Permit Dispenser
	Smoking Area
	Accessible Parking
	Accessible Elevator
	Rack/Wheelie Stop
	Bicycle Parking
	Pay Phones
	Universal Access Route

## EVENTS

### Rock the School Bells, March 26, 2011

The *Rock The School Bells* conference is a student-led, student-organized event aimed to educate and empower youth, students, and the communities at-large about the importance of higher education and personal development through the use of hip-hop. They will be hosting their 4th annual *Rock The School Bells* hip-hop conference on **Saturday, March 26, 2011, from 9:00 a.m. - 4:00 p.m.** providing an array of educational workshops such as Hip-Hop & Social Justice; Sex, Drugs, & Hip-Hop; and It Ain't Hard To Tell: Documenting Hip-Hop in Communities thru Film.



The highlight presentation is on Hip-Hop Entrepreneurship featuring panelists such as Davey D; Naru Kwina, CEO of HipLearning; Mike

Kelly, producer of MC Hammer & Chaka Khan, and many others. Youth and students will also engage in hip-hop cultural art forms such as various dance styles, spoken word, and creative writing. The conference will be followed by an evening show from 7:00 p.m. -10:00 p.m. filled with a variety of hip-hop performances.



The show will include recognition of recipients of the Rock The School Bells Creative Arts Scholarship.

Proceeds from conference registration and concert ticket sales will go to the Rock The School Bells Educational Fund. Donations may be made to the scholarship fund through [www.smcccfoundation.org](http://www.smcccfoundation.org) and click Give Direct. Type "Rock The School Bells" in the comment box. For more information, please contact Nate Nevado at [nevadon@smccd.edu](mailto:nevadon@smccd.edu). (Thanks to Nate Nevado for his contribution to the article and photos)

### Students Speak Out, March 29, 2011

Two upcoming Skyline campus events will provide students with the opportunity to increase their communication skills and have their voices count regarding the important topic of college completion. The first event, a dialogue facilitator training scheduled for March 22<sup>nd</sup> from 2 – 5pm, focuses on training students in dialogue and small group facilitation skills. This is a great opportunity for students to increase their leadership and communication skills. Certificates of completion will be offered to all participants. Trained students will act as facilitators for the following week's Skyline Student Forum and have an opportunity to facilitate at a Target 2020 Mobilize.org summit.

A second annual Skyline Student Forum will be held the following week on Tuesday, March 29<sup>th</sup> from 11am - 2pm, titled *Students Speak: Our Future, Our Success*. This forum focuses on student driven solutions to improve college completion rates. Students will learn basic dialogue skills and apply these communication skills to identifying solutions and supporting peers in their goals of college completion. Hand-held key pad polling will be used to collect data and ideas from students as they discuss key questions around barriers and ideas for increasing their ability to complete college. Lunch will be provided.



Both events are funded by a Partnership for Excellence grant. For more information please contact Jennifer Mair, adjunct faculty in the Speech Communication Department at [mairj@smccd.edu](mailto:mairj@smccd.edu). (Thanks to Jennifer Mair for her contribution to this article.)

## Skyline Students Speak: Our Future, Our Success



Attend the Skyline Student Forum focused on *student driven solutions* to meet the challenges of completing college.

**Tuesday, March 29, 2011**  
**11:00 a.m. – 1:50 p.m.**  
**Building 6, 2<sup>nd</sup> floor**  
**FREE lunch provided**

For information,  
email  
[mairj@smccd.edu](mailto:mairj@smccd.edu)



### **President's Breakfast , March 31, 2011**

The 11<sup>th</sup> annual President's Breakfast, hosted by the Skyline College President's Council will be held on **March 31, 2011 from 7:00 a.m. - 8:30 a.m.** at the South San Francisco Conference Center located at 255 South Airport Boulevard. The goal of the event is to raise President's Innovation Funds that then are granted to faculty and staff for innovative proposals in support of the mission, vision and values of the college. All staff, faculty, administrators and the public are invited. For those unable to attend, but would still like to support faculty and staff with a tax-deductible contribution to the fund, there are several ways to do so including payroll deduction, sending a check payable to San Mateo County Community Colleges Foundation or using Visa/MasterCard. Please contact the President's Office for more information at ext. 4111.



# College of San Mateo

*Executive Report to the Board of Trustees • March 23, 2011*



## ***SAVE THE DATE - APRIL 14***

### ***COLLEGE CENTER RIBBON CUTTING***

Excitement is mounting on CSM's campus in anticipation of the opening of the new flagship building, College Center. Although the building will open for business on April 11, the official Ribbon Cutting and Open House is scheduled for April 14, 2011 at 2:30 pm in College Center Plaza.

Festivities include performances by the jazz band, student dance troupes, student club displays and demonstrations. Guests will be invited to take

self-guided tours of the building with program staff stationed in each area to speak with guests and answer questions about their new location. Refreshments will be funded by a generous donation from McCarthy Building Companies, Inc.

## ***CSM ESTABLISHES ATHLETIC HALL OF FAME –***

### ***1<sup>ST</sup> INDUCTEES TO BE HONORED IN FALL***

In fall 2011, the college will unveil CSM's Athletic Hall of Fame to honor generations of men and women who have contributed to the college's rich athletic history. The Hall of Fame Plaza, currently being designed, will be located just outside the Gymnasium. Nominations are currently being accepted for the first class of inductees through May 1. A ribbon cutting ceremony for the new hall will take place on the afternoon following a home football game and will be combined with the first induction ceremony.

Members of the planning committee responsible for developing the nomination criteria and process are: **Andreas Wolf**, dean; **Nicole Borg**, head softball coach; **Tim Tulloch**, assistant football coach; and **Fred Baer**, sports information director. The photo at right is a conceptual image of the Plaza.





### ***CSM STUDENT SLATED FOR INTERNSHIP IN ARCTIC***

CSM student **Luis Alvarez** (photo) has been selected as an intern for the San Mateo Arctic Research Telescope (SMART) Project to participate in an astronomy research project that will include field travel to the High Arctic. SMART Project is a collaboration of four organizations: Mars Institute, SETI Institute, San Mateo County Astronomical Society and CSM. Luis's initial project is to assist in a feasibility study at a remotely operative astronomical observatory located at the Haughton Crater, Devon Island, Nunavut (High Arctic), Canada. His passion for science is clearly expressed in his reaction to this outstanding opportunity, "This project is my first step into the realm of research, and the real world in regards to my career so I want to make this,

along with every other venture I go into, a project that I give 150 percent of myself plus more!" He is majoring in astrophysics and chemistry and currently enrolled in 21 units.

### ***CSM CREATES PRESENCE IN DOWNTOWN SAN MATEO***

As part of the college's community outreach efforts, the **Community Relations & Marketing Department** has partnered with the San Mateo Downtown Association to develop a CSM presence in the downtown business area. One of the most recent developments is a college display in the window of the Walgreens storefront on East 3<sup>rd</sup> Avenue. The window display, which rotates among various groups, currently features six CSM alumni (including Claire Mack and Jon Miller) and their profiles. Other items in the display include a laptop showing scenes of the college, marketing materials promoting college events and CSM sports memorabilia. CSM's display will run through April 11. *(Note: a sample of an alumni feature in the display accompanies this report)*



### ***COLLEGE RECEIVES WORKFORCE DEVELOPMENT GRANTS FOR ELECTRICAL TECHNOLOGY PROGRAM***

CSM has been awarded two grants through the California Community Colleges State Chancellor's Office for \$300,000 and \$148,000 respectively, under the Economic and Workforce Development Program. These funds were part of a statewide pool targeting training for employment in the utility industry. The CSM portion of the pool was designated for use in refurbishing one of the electronics labs in Building 19 in support of the Electrical Power Systems and Instrumentation (EPSI) program launched in January 2010. Although the EPSI is still a relatively new program, it has received endorsements from PG&E, East Bay Municipal Utility District and San Francisco Public Utilities Commission. The college is currently working on creating "stackable credentials" that will include current certificate of achievement, associate degree and eventually a bachelor's degree.



### ***COLLEGE CENTER HOSTS BUSINESS SUMMIT AS FIRST OFFICIAL EVENT***

On March 19, the second annual business summit sponsored by The EDGE (Economic Development Growth Enterprise) became the first official event held in the new College Center. The summit brought together leaders from the business community to provide feedback and input to that will be incorporated into The EDGE's priorities. The EDGE is an initiative of the San Mateo Area Chamber of Commerce formed in 2010 to drive the sustained vitality of the business community located on the Peninsula.



### ***COLLEGE WELCOMES HIGH SCHOOL SENIORS AND PARENTS TO CONNECT TO COLLEGE***

On April 22, CSM will host Connect to College: A Night of Information for High School Seniors and Parents from 6-8:30 pm in the Theatre. This very popular annual event will feature presentations and perspectives by students, faculty and university representatives and an engaging panel of successful CSM transfers and graduates. It includes refreshments and drawings for prizes. The college received generous support from local businesses for refreshments and other resources for the event. Connect to College is coordinated by CSM's Community Relations & Marketing Department.

### ***KUDOS***

★ **Andres Gonzales**, Professor of ESL and anthropology and a specialist in pre-Columbian Mesoamerican civilizations, will lead 10-person tours on March 20, 27 and April 10 at the de Young Museum in Golden Gate Park. Professor Gonzales will conduct tours of *Olmec: Colossal Masterworks of Ancient Mexico*, featuring over 1000 objects drawn primarily from Mexican national collections. The Olmec are best known for the creation of colossal heads carved from giant boulders that have fascinated the public and archaeologists alike since they were discovered in the mid-19th century. The monumental heads remain among ancient America's most awe-inspiring and beautiful masterpieces today.



★ **Kristine Kratt**, a graduate of the horticulture certificate program, will be a presenter at the American Institute of Floral Designers Symposium on July 3-9 in San Francisco. The title of her show is *EVENTFLASH: Successful Happenings in Floral Trends and Technology.*

★ Horticulture alum, **Pico Soriano**, is the owner of Pico Designs, a company that specializes in floral bridal work. His company was recently honored as Floral Design Winner by *Bay Bella Bridal Best of the Bay 2010*. The *Best of the Bay* website describes Pico Designs as "one of San Francisco's most sought after floral designers."

★ CSM alum **Chris Delaney** who played baseball for the bulldogs in 1997-99, will be inducted into the San Francisco Prep Hall of Fame on May 21. Delaney, a graduate of San Francisco's George Washington High School, is currently a teacher/moderator at St. Ignatius College Preparatory.

★ CSM student-athlete **Andrea Chan** won three of five events to capture the overall championship in the Northern California Women's Swimming Pentathlon at Ohlone College on February 26. Chan is a graduate of Mills High School.

★ Brother and sister duo **Josh** and **Nikki Uikilifi**, graduates of Mills High School, helped CSM to dominate the throwing events at CSM's home track opener on February 24. Nikki won three throwing events – shot, discus and hammer – and placed third in the javelin. Josh took first in the hammer throw, and second in the shot put and discus throw.

★ In response to the devastating earthquake and tsunami, the **Associated Students of CSM** is sponsoring a “Japan Disaster Relief” effort. ASCSM is collecting monetary donations (cash and check); all proceeds will be forwarded to International Medical Corps.



### ***STUDENT SUCCESS STORY: ALEX GUIRIBA*** ***PART BEAR, PART BULLDOG***

On the advice of his high school counselor, **Alex Guiriba** scrapped the idea of going to a local state university and enrolled at CSM. According to Alex, that was some of the best advice he ever received.

For Alex, a graduate of Terra Nova High School, attending CSM proved to be a defining experience in his life. CSM helped him to develop from a mediocre high school student to a highly successful college student. As with many college freshmen, Alex was undecided about his career goal, but was inspired by the great variety of courses that he could take at CSM and eagerly began to choose classes that interested him while fulfilling his general education requirements. Propelled by his new-found interest in school and the motivation to do well in classes, Alex found his GPA was rising.

“The people who work at CSM made a huge difference in my life – they want students to be successful. My professors believed in my ability and they challenged me to aspire to a higher level. It really helped to know that I had their support.” When the time came to decide on a transfer institution, his counselor suggested that he consider UC campuses. Alex aimed high and made UC Berkeley his number one choice. For his hard work at CSM Alex was rewarded with a letter of acceptance to Berkeley.

“CSM gave me the opportunity of a lifetime, making it possible for me to attend UC Berkeley, and, it prepared me to compete academically and be a successful UC student.” By spending his first two years at CSM, Alex found he had many more college options open to him than when he graduated from high school and he admits he made a more educated choice. As he looks back over the course of his college education, Alex says, “While I was privileged to have the chance to attend Berkeley, a world class institution, it was at CSM that I experienced the most academic growth; CSM made it all possible.”

While attending UC Berkeley, Alex was a student volunteer in the University's Office of Multicultural Recruitment and Retention where he was involved in outreach to local schools and community colleges. Based on his successful transfer experience, Alex understood the value of attending a community college. He was effective in convincing his supervisor that UC Berkeley needed to expand its outreach efforts to community colleges, a practice which continues today.

After earning his B.A. degree in sociology from Berkeley, Alex returned to CSM as a full time employee in the Public Relations Office where he continues to work in outreach and recruitment as a liaison with high schools and the

community. Alex's passion for his work is evident. When speaking with members of the community, he does so as someone who has 'been there' and shares his first-hand experience explaining how CSM can make a huge difference in the lives of students. Alex's enthusiasm about CSM is compelling; in fact, some of his co-workers refer to him as "Mr. CSM."

Sitting down for this interview, Alex wore his typical work attire: CSM shirt with a "Cal" cap. When asked if he is a Cal bear or CSM bulldog at heart, he is very much the diplomat: with a big smile, he responds, "Don't ask me to choose. I love both institutions!"



## Damion Caldwell

Licensed Social Worker

“CSM gave me a valuable foundation which has served me well beyond athletics.”

Damion Caldwell chose to attend CSM to play football. After playing two seasons at CSM, he transferred to Eastern Washington University where he earned a B.S. degree in developmental psychology. Damion has worked for several social service agencies, completed a master’s in social work from San Francisco State University. He recently established a nonprofit organization, Walkthrough Inc., which provides mentoring to community college football players throughout their journey to achieve the highest level of academic and athletic success. However, his story is far from finished.



A REPORT TO THE  
SMCCCD BOARD OF  
TRUSTEES

**SPECIAL  
POINTS OF  
INTEREST:**

- The baseball team leads the Coast Conference with a 4-1 record and is ranked 11th in NorCal.
- “Digital Eclectic is on display at the Cañada Gallery.
- High school students are signing up for the Priority Enrollment Program.

**INSIDE THIS  
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**Reaches**  
**1,000**  
**Friends**

# Cañada College

VOLUME 1, ISSUE III

MARCH 23, 2011

## Lucy Carter Named Director of the University Center



Woodside resident Lucy Carter has been appointed to direct the Cañada College University Center

Dr. Lucy Salcido Carter has joined Cañada as the new director of the University Center. Carter's position is federally funded through an earmark designed to support University Center development.

"I'm excited to be working at Cañada," Carter said. "I've been a student at the school for the past six years. I have enjoyed taking art history and studio art classes here."

Carter has a master's degree in Spanish and Portuguese from New York University and spent

time studying in Brazil. She also has a law degree from Stanford University. She is the daughter of a Mexican mother and a New Jersey born father and speaks Spanish.

"My law degree has helped me understand public policy and with that knowledge, I strive to improve people's lives by developing and supporting better programs, services, and laws," she said.

Carter most recently worked as a consultant for nonprofit organizations, public agencies, and

private foundations helping them build innovative policies and programs. Before her consultant work, Carter served as a program officer at the David and Lucile Packard Foundation, where she managed a multi-million-dollar grant portfolio, developed partnerships with local and national policy leaders, and authored articles for the foundation's journal.

The Woodside resident was attracted to Cañada's University Center because of the incredible

**(Continued on Page 3)**





Cañada is preparing for another study abroad opportunity, this time in Costa Rica studying the country's incredible biological diversity. The trip will take place next January and be led by Biology Professor Carol Rhodes and Anthropology Professor Jessica Einhorn. Students will have the opportunity to visit a range of ecosystems, including coastal beaches, volcanic highlands, rain forests, as well as a coffee plantation. Students will experience the unique ecosystem of a mountainous cloud forest from the viewpoint of its canopy and assist with restoration of a natural preserve.



Ramos is a veteran who returned to school to study engineering. He is currently taking 21 units in mathematics and engineering and tutors.

## Cañada Student Rachel Rankin named to California All-Academic Team

Rachel Rankin is not your typical college student. The 18-year-old San Carlos resident has been attending Cañada College for the past four years and will earn her high school diploma at the same time she is preparing to transfer to UCLA, UC Berkeley or the University of San Diego this fall.

She has also been named to the prestigious Phi Theta Kappa All-California Academic Team as a first-team member. Fellow Cañada student, Nick Dozet, was named Honorable Mention. The ceremony to recognize the team was held in Sacramento on March 21. In addition, Rankin has been named a PTK Coca-Cola Gold Scholar and will receive a \$1,500 scholarship. She is also eligible to be named a New Century Scholar that would earn her a \$2,000 stipend. "I'm honored at being named to the state's top academic team for community college students," said Rankin, who is studying economics and applied mathematics. "It's exciting for me because my experience is a little different."

Home-schooled since first grade, Rankin began attending



Cañada as a high school freshman. "At first, it was a little intimidating," she admitted. "But once I got to know people and became involved in school, I was comfortable." While she was taking courses to fulfill the requirements to obtain a high school diploma, she was also taking college-level courses.

Rankin said her mathematics professors and her economics teacher, Paul Roscelli, helped her adjust. "I always felt com-

fortable in my math classes and my professors were mentoring me which made it easier. I love the professors at Cañada. They relate the coursework to my future career. I never once thought, 'how am I going to use this when I graduate from school?'"

At Cañada, Rankin became involved with Phi Theta Kappa, the national honor society for community colleges, along with Cañada's Honors Transfer Program, the Christian Club, and MESA (Mathematics, Engineering, Science Achievement). She also tutors other students in math, economics, music theory and English.

Rankin said she hopes to use her education in the future to help businesses solve economic issues.

Would Rachel advise other students to begin college at 14? "It worked for me but I'm not sure it's the best path for every student," she said. "It was easier for me because Cañada provides a safe, welcoming environment for students. I always felt comfortable in class and around older students."

## Cañada Student to Intern at Berkeley Lab

Alexander Ramos, a Cañada student studying electrical engineering, has been selected for an internship at Lawrence Berkeley National Lab where he will assist with the lab's laser safety program.

"I'm pretty excited about the opportunity," Ramos said.

Lasers are routinely used in research at the LBNL. The primary objective of the LBNL Laser Safety Program is to ensure that no laser radiation in excess of the maximum permissible exposure limit reaches the human eye or skin. The lab's laser management system/activity hazard docu-

mentation interface is being upgraded to provide laser hazard and protection information in a more real-time scenario for users. Ramos will visit all laser labs to confirm laser specification and then assist in entering the data onto the new interface. Ramos wants to transfer to Cal.

CAÑADA STUDENT NATALIE WILLS TO SING AT PTK ANNUAL CONVENTION

At last year's Phi Theta Kappa Annual Convention organizers forgot to ask someone to sing the national honor society's theme song to close the convention. That's when Cañada College student Natalie Wills stepped in.

"They asked if I would sing the song and I learned it in one hour," she said. "It was nerve-wracking singing a new song in front of hundreds of people but it was also exciting."

This year, conference organizers didn't make the same mistake. They immediately asked Natalie if she could sing again.

"I'm excited," she said. "I have a little more time to practice this year."

Natalie has been singing since she was six and learned to play the flute, piano, bass guitar and acoustic guitar. She's been writing songs for the past six years and has released an album titled "God Knew" which is available on iTunes.

Working with PTK, she distributes a portion of the album sales to the non-profit CORA (Community Overcoming Relationship Abuse).



Natalie Wills has been chosen by Phi Theta Kappa to sing the organization's theme song at this year's national convention.

Natalie is studying sociology at Cañada and is planning to transfer in the fall. Her top schools are U.C. Berkeley, the University of Pennsylvania, Stanford, and Georgetown.

"Natalie has been an amazing student and she has a talent for music" said Paul Roscelli, faculty advisor for the PTK program at Cañada. "She did a wonderful job with the organization's theme song

last year on such short notice so I'm not surprised they invited her back this year."

Willis said it's an honor to be asked to sing again but she's more proud that she's been able to use her musical talents to help raise money for a local charity she believes in. "It's been great to work with members of PTK to help CORA. That's been very rewarding."

*Natalie Wills uses her musical talents to help raise money for CORA, a local charity focused on relationship abuse.*

**(Continued from Page 1)**

opportunity it provides students.

"Our goal is to strengthen the existing partnerships that have been built and to generate new partnerships that will expand the offerings available to our students through the University Center."

"The University Center allows people in the mid-peninsula to complete a bachelor's degree with our partner universities without having to leave their community. Dr. Carter brings to us vision and leadership to enhance opportunities for students to further their educational goals through the Center's offerings," said Dr. Sarah F. Perkins, Vice President of Instruction.

Carter will help move the University Center forward through development of the Center for International and University Studies. This will include fundraising. "As the district begins to expand its international student population, there will be additional opportunities to move the University Center forward."

Carter said she is eager to meet with faculty to gather ideas and input as she works on developing opportunities for students to earn their bachelor's degree with Cañada's partner universities. She can be reached in Building 22, Room 107, by phone at 650-306-3399, or by e-mail at car-

terl@smccd.edu.

Cañada College President Tom Mohr said Carter is a critical addition to a very important component of the college mission. "Lucy's experience in philanthropy and program development will help the University Center. She can foster existing relationships with partner institutions while building new relationships that expand the programs available to our students."

**VROC Center Opens Doors**

The Veteran Resource & Opportunity Center celebrated a grand opening and ribbon cutting ceremony on March 23.



Student Body President Darnell Spellman was in the spirit for St. Patrick's Day. Spellman agreed to dress as a leprechaun if the college Facebook Page reached 1,000 Friends by St. Patrick's Day. "We are encouraging students to use Facebook to learn about college activities," he said. "Almost everyone has a Facebook account so it's a good source for info."

Nearly 70 percent of the students entering Cañada are the first in their family to attend college.



## Cañada Students Sweep Interior Design Contest

Cañada College Interior Design students conquered the annual Interior Design Student Career Forum again this year, winning two first-place awards and an honorable mention. Yvonne Fan placed first in the Residential Lighting Design competition and Kirsten Malone placed first in the Kitchen Design competition. Sabrina Alfin received honorable mention in the Kitchen Design competition. "This is the 11th straight year that at least one of our students has placed in one of the design competitions at the forum," said Professor Nancy Wolford, director of the Interior Design Program at the college. "I'm not sure any other program in the state can say that. Needless to say, I'm extremely proud of all of our students what they have accomplished."

Malone said competitors in the Kitchen Design competition were asked to design a contemporary, open plan kitchen/living area for a Twin Peaks home in San Francisco. The design needed to comply with

National Kitchen and Bath Association design guidelines and drafting standards and had to comply with state lighting requirements. In addition, competitors were asked to incorporate "green" materials and energy efficient appliances into the design.

"We were required to adhere



to the principles of accessible design to accommodate the client's mother who was wheelchair bound," said Alfin. "The space also needed to accommodate a high chair for the couple's young daughter, storage and eating areas for the family dog, and a space for

casual eating and bill paying." Alfin said communicating the entire plan on two 18-inch by 24-inch boards was the most difficult aspect of the project. "It took a lot of planning to lay out all of the visuals and information while still making the boards aesthetically pleasing," she said.

Malone said it was intimidating to put her work in a public forum to be judged. "I think the hardest part of the competition was finding the confidence to enter."

All three students said design classes at the college were crucial to their success at the competition.

"Nancy Wolford has implemented a really comprehensive program at Cañada that has a lot of depth," Malone said. She said the Kitchen Design and Presentation Technique classes were especially helpful. Alfin said the Kitchen Design class taught by Deb Norris required a final project that was far more detailed and involved than the competition required.

## Peer Mentor Program to Assist First Generation College Students

A new program designed to help first generation students adapt to college is seeking 12 current Cañada students willing to act as peer mentors for the upcoming fall and spring semesters.

"Beating the Odds" is specifically designed to support first generation students entering Cañada this fall. Mentors will

provide incoming students the tools needed to become successful academically.

"Mentors can gain valuable work experience, increase their leadership skills, and helps students who are in need of strong support services," said Chameeta Denton, the adjunct faculty member coordinating the program. "We are

looking for students who are willing to serve as positive role models for our incoming first generation students."

Peer mentors will work approximately four hours per week and earn \$10 to \$12 per hour. There is also the possibility of earning a student assistant position.

San Mateo County Community College District

March 23, 2011

**BOARD REPORT NO. 11-3-2C**

**GARDEN CONSTRUCTION PLANS AT COLLEGE OF SAN MATEO**

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

**BOARD REPORT NO. 11-3-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**PRESENTATION OF GREEN BUILDING AWARD PLAQUE,  
CERTIFICATES OF RECOGNITION AND COMMENDATION**

The College of San Mateo Health and Wellness Building (Building 5) is the winner of a 2011 Sustainable San Mateo County Green Building Award. The Sustainable San Mateo County Award recognizes businesses, community groups, city programs, and individuals that have demonstrated an outstanding commitment to bringing sustainable practices to their work and the community in San Mateo County. The Green Building Award highlights environmentally friendly design in architecture and recognizes the architects, builders, and owners of selected green buildings in San Mateo County. Winners were honored at an evening benefit on March 10.

President Holober will present College of San Mateo President Mike Claire with a plaque presented by Sustainable San Mateo County, Recycleworks, and AIA San Mateo County. In addition, President Holober will present Certificates of Recognition from Congresswoman Jackie Speier, State Senator Leland Yee and Assemblymember Jerry Hill, along with a Commendation from the San Mateo County Board of Supervisors.

**BOARD REPORT NO. 11-3-4C**

TO: Members of the Board of Trustees

FROM: District Academic Senate / AFT 1493, San Mateo CC Federation of Teachers

PREPARED BY: Diana Bennett, District Academic Senate President and CSM Academic Senate President  
Nina Floro, Skyline AFT Chapter Co-Chair  
Ray Hernandez, Past District Academic Senate President  
Monica Malamud, AFT Local 1493 President

**CONSTITUTION OF A TRUST COMMITTEE TO REVISE  
THE FACULTY EVALUATION SYSTEM**

The San Mateo County Community College District (District) faculty evaluation system presently in use is both outdated and inadequate; the policy, procedures and forms were adopted in the early 1990s. Since then, faculty roles, teaching methods, delivery systems, programs, and expected outcomes have changed. As noted in the recent Accreditation Commission for Community and Junior Colleges (ACCJC) comprehensive and mid-term reports, implementation of a well crafted evaluation system for faculty who teach in distance modality is urgently needed. And finally, the current procedures and tools have proved inadequate for evaluating non-teaching responsibilities performed by faculty with responsibilities outside of the classroom. Thus we have determined that there is an urgent need to revise and update faculty evaluation procedures and tools in order to meet the needs of today's students and in order to maintain/ensure the quality of the faculty who teach them.

A comprehensive and systematic approach must be taken in the revision of the faculty evaluation system and must:

- evaluate current system and tools;
- research evaluation systems and tools from other districts throughout the state;
- discuss current issues having impact on the evaluation system;
- consult with District faculty and administrators;
- revise current system and evaluation tools; and,
- develop new policies, procedures, evaluation tools for areas not addressed in current system.

The District's faculty evaluation system should support the Board's core values by ensuring that highly qualified faculty members deliver the high quality education that makes student success possible.

The District Academic Senate and AFT recommend formation of a Trust Committee comprised of four faculty members who will be provided three units per semester of release time. This will allow the most qualified faculty to participate in research and revision of the faculty evaluation system. Two faculty members will be appointed by the District Academic Senate (Senate) and two by AFT 1493, San Mateo CC Federation of Teachers (AFT). The work involved will take between two and three semesters to complete. Additional faculty who are needed to serve for an extensive period of time will be compensated per hour at the special rate on the faculty salary schedule. This Trust Committee must be set up and begin its work as soon as possible.

Attached is a statement that includes more detailed information regarding the rationale for this recommendation.

**Faculty Evaluation Trust Committee Statement**  
**DATE: 12/14/2011**

## **I. Background**

This statement was developed as a joint project between the District Academic Senate Governing Council (Senate) and the AFT 1493, San Mateo CC Federation of Teachers Executive Committee (AFT). The San Mateo County Community College District (District) faculty evaluation system presently in use is both outdated and inadequate; the current system and forms were adopted in the early 1990s, almost two decades ago. Since then, faculty roles, teaching methods, delivery systems, programs, and expected outcomes have changed. Thus, there is an urgent need to revise and update faculty evaluation procedures and tools in order to meet the needs of today's students and in order to maintain/ensure the quality of the faculty members who teach them.

Inconsistencies and deficiencies in the evaluation system and forms have resulted in an erosion of the effectiveness of faculty evaluations. Faculty and administrators who have used the current procedures and tools have found them to be cumbersome and confusing. Procedures are often not followed and evaluation tools are used inadequately or incorrectly. Furthermore, faculty evaluation procedures as they are now written have led to an increase in complaints and questions coming from all sides—evaluatees, evaluators, and administrators. Also, in the existing system, the requirement for training and orientation is explicitly stated only for those involved in regular (tenured) faculty evaluations and not for those in other categories of the evaluation system, including contract (tenure track) faculty and adjunct (part-time) faculty. It is clear that training/orientation is needed for all participants so that the evaluation policies and procedures are understood and evaluations are administered fairly. Most notable in the deficiencies and inconsistencies of the current evaluations guidelines, however, is that the procedures and tools do not adequately address the evaluation of teaching beyond/outside the traditional classroom (i.e.—online and telecourses), contemporary and/or untraditional teaching methods, as well as non-teaching responsibilities carried out by faculty in positions and with roles outside the classroom. Such roles/responsibilities include but are not limited to those carried out by counselors, librarians, distance education instructors, and non-teaching faculty such as school nurses, program directors/coordinators, and faculty involved in vocational/ career technical education.

## **II. Historical Perspective – Original Trust Committee:**

AB 1725, which was signed into law in 1988, included a mandate that community college districts establish local procedures for the following:

- faculty service areas;
- equivalencies for faculty not meeting minimum qualifications;
- faculty hiring;
- administrator rights to a faculty position; and,
- faculty evaluation (for adjunct faculty, tenure track faculty and regular faculty).

Shortly after the passage of AB 1725 the District established a Trust Committee with the mandate to develop the policies, procedures and tools to be used for faculty evaluation. The Trust Committee included both faculty and administration – six faculty members and three administrators. Of the faculty members, three were chosen by the Senate, and three were chosen by the AFT. The Senate had one representative per college, as did the AFT. Once formed, this committee worked for two years in order to complete its charge. At that time the Senate and AFT agreed that the new procedures would be jointly developed. It was also agreed that AFT had primary responsibility and final say on faculty evaluations, FSAs and administrators' retreat rights, and the Senate was primarily responsible for and had the last word on faculty hiring procedures and minimum qualifications.

In order to develop these procedures, members of the Trust Committee examined existing models, consulted with colleagues across the state, engaged in discussions with faculty in the district, weighed pros and cons of different options and proposals, and, ultimately, reached agreement on the procedures to be proposed for use in the district. To accomplish this task, each of the six faculty members was given three units of release time per semester, for two years. Additionally, they were paid for meetings held during the summer.

### **III. Work Involved**

For the revision of the faculty evaluation system to be effective, a comprehensive systematic approach must be taken to:

- evaluate current system and tools;
- research evaluation systems and tools from other districts throughout the state;
- discuss current issues having impact on the evaluation system;
- consult with District faculty and administrators;
- revise current system and evaluation tools; and,
- develop new policies, procedures, evaluation tools for areas not addressed in current system.

It is clear that current evaluation tools have become inadequate. Teaching and learning have evolved and pedagogy has changed over the years. Additionally, technology has enhanced faculty's ability to provide instruction and support for their students. Constitution of a new Trust Committee, dedicated to this task, would allow for a comprehensive evaluation and revision of the district's current evaluation policies, procedures, and tools. Because there is a wealth of knowledge and resources that can be utilized from districts throughout the state, the Trust Committee would need sufficient time to research existing systems, acquire sample documents, reviewing the information, dialogue with peers, and to identify and agree upon best practices.

Of critical importance is that many of the current evaluation procedures and documents, such as forms and surveys, do not apply equally well to faculty in all instructional/non instructional roles. For example student survey questions and classroom observation forms do not adequately address faculty who function as counselors, librarians, or program coordinators. Furthermore, procedures and forms do not currently exist to evaluate faculty of distance education courses. Faculty roles today extend beyond traditional classroom instruction. The Trust Committee would be able to revise the procedures and tools to simplify and organize them so they are easily applied to each certificated group—regular, tenure track, and adjunct faculty, including distance education faculty.

The recent Accreditation Commission for Community and Junior Colleges (ACCJC) comprehensive and mid-term reports have also addressed the need for a review and revision of the evaluation procedures and tools. Two specific areas of concern noted in the ACCJC reports were distance education and Student Learning Outcomes (SLOs). The colleges have identified plans for continuing expansion of distance education. In the College of San Mateo's Institutional Self Study for Reaffirmation of Accreditation (2007), plans for improvement related to Standard II.A.2.c. (high-quality distance education) include the creation of "evaluation instruments for distance learning that parallels the existing evaluation instrument for classroom teaching" (p. 144). While the Distance Education Advisory Committee (DEAC) has been working towards creating these tools, the Trust Committee would be able to ensure these procedures and tools are seamlessly and effectively integrated into the whole evaluation system. Additionally, the accreditation standard II.A.1.c. requires that SLOs be included in faculty evaluation, even though there is no clear direction as to how this should occur. In the District and state-wide there has been much debate about whether SLOs should be integrated into faculty evaluation and if they are included, how it could be done without compromising the evaluation system and authentic assessment of SLOs. Any action or decision-making concerning this important issue should not move forward without exhaustive conversation and consultation by a Trust Committee.



The work involved will take the new Trust Committee between two and three semesters to complete. Phase I will consist of reviewing the current policies, procedures and tool, researching other models, dialoguing within the committee, consulting with college senates and administrators, and conducting open forums. The committee will then begin work on its initial draft. Phase II will consist of completing a preliminary draft proposal that can be shared and vetted with faculty across the District through college senates and other forums. This phase will need sufficient time to go through the faculty-wide collaborative processes requiring several drafts before creating the final document, which will be presented to the District Trustees for consideration.

#### **IV. Request for Release Time**

Revision of the existing faculty evaluation procedures, including the development of appropriate evaluation tools, will involve a considerable amount of work. According to the Education Code, the involvement of faculty in this system is not only necessary but also critical. In fact, section 87663 (f) of the Education Code states that “In those districts where faculty evaluation procedures are collectively bargained, the faculty's exclusive representative shall consult with the academic senate prior to engaging in collective bargaining regarding those procedures.”

Faculty members on the new Trust Committee will require sufficient time to complete this task effectively and must be appropriately compensated for their work. In theory, one could think of two options for compensating faculty, a) a stipend (i.e., extra pay beyond regular pay) or b) release time. It is strongly felt that release time is most appropriate to allow faculty members on the Trust Committee to accomplish the goals of the committee. Regular faculty members must carry a full-time load; for teaching faculty members this translates into 15 FLCs (Faculty Load Credits) per semester. These individuals must also hold office hours during which they are available to students. Increasingly, faculty have been holding “virtual office hours” above those posted often responding to student emails no matter what time of the day or night it may be. Non-teaching faculty are also required to carry out specific duties within their faculty load. Counselors, for example, are normally fully booked with student appointments, librarians must be present in the library, nurses need to be available to students during their posted hours, and child development center coordinators must administer programs and supervise staff to name a few.

In addition to primary duties such as teaching, grading, and meeting with students, counseling and advising, faculty members have a wide variety of other obligations. One major obligation is that they must participate on District, college, division, and department committees all of which require regular meetings. As the District has fully embraced the shared governance ethic required in AB1725, faculty have been included in an increasing number of committees; new committees are created regularly, but it is rare for a committee to be disbanded. Faculty who are members of committees must obviously attend their own committee meetings, and in their desire to be informed and participate in the shared governance process they must attend other committee meetings as well.

Another faculty responsibility includes curriculum development and program review. While new curriculum is developed annually to keep programs in tune with current trends, Title 5 requires that every course and program be reviewed and revised at least every six years. The process of curriculum development requires, among other things, that faculty maintain currency in their discipline, review new textbooks, collaborate with discipline colleagues throughout the district, experiment with new teaching techniques and approaches, consult with community advisory committees, and examine similar courses at transfer institutions in order to facilitate articulation.

As just mentioned, faculty need to maintain currency in their discipline and this involves regular professional development. Faculty attend and present at conferences and workshops within the District, throughout the state, and nationally. They represent their disciplines on state-wide committees and participate on inter-

segmental projects to help facilitate the transfer system. And they read and publish original work in professional journals. Finally, they also enroll in college courses, and complete advanced degrees all the while carrying out their faculty obligations.

Another unique aspect of the full-time faculty position is their responsibility to support the integrity of the Senate. In this regard they must participate in hiring, evaluating and advocating for other faculty – adjuncts, tenure-track faculty and regular faculty. This involves participation on hiring committees, Senate committees, AFT obligations and faculty evaluations which involve classroom observations, portfolio reviews, meetings, and the completion of documentation.

While some of the significant duties of faculty have been outlined, there are many others. Here is a short list: faculty serve as advisors to student clubs, organize events, bring speakers to campus, met with high school teachers in their discipline, mentor new faculty, attend community events, do outreach to high school students, and attend campus events.

We recommend that the new Trust Committee be comprised of four faculty members who will be provided three units of release time per semester over two to three semesters. This number is small enough to constitute a good “working” committee, and large enough to ensure representation from all three colleges as well as different types of faculty. Given the variety of tasks that faculty perform on a regular basis and time requirements and constraints of each task, it is obvious that faculty members who are selected to serve on the Trust Committee will be challenged to carve out time to effectively complete the required work. The other option – offering a stipend does not seem adequate because it would limit the pool to only those faculty members who are interested in overtime work. The Senate and AFT leadership believe that only by offering appropriate release time for each faculty member per semester will the newly-formed Trust Committee be able to accomplish its task in a reasonable amount of time, drawing from the most qualified faculty members for the job.

The committee may need to invite additional faculty members to participate as necessary. For example, if there were no adjunct faculty on the committee, one would be included when dealing with adjunct evaluations. If these additional faculty members were needed for an extensive period of time, then they would receive pay at the special.

## **V. Impact**

The District can only be as good as the faculty that it attracts and the dedication with which this faculty teaches and inspires students. Students, eager to learn, cannot be brought to their full potential if their faculty are not competent and enthusiastic or are unable to guide them in the right direction. A high quality and effective faculty is one of the most important factors in improving the quality of education.

Accountability should be expected from all faculty members with a consistent, comprehensive evaluation system, including both teaching (in different modalities) and non-teaching responsibilities. The current evaluation system is outdated and is routinely being criticized by faculty, deans and administration for being open to bias and fault.

It is essential the faculty evaluation system be transparent for evaluators and evaluatees. The District can only achieve this goal by improving the quality of its academic culture through reassessing the current evaluation system and the tools needed to carry out that system. This will reduce the number of questions and complaints while helping to maintain a higher level of competent faculty.

The District’s allocation of resources and its system for faculty evaluation should demonstrate its capacity to fulfill the Board’s core values and Cañada, Skyline, CSM’s mission, while improving the quality of education,

and responding to future challenges and opportunities. As duly elected representatives of the District faculty body, the Senate and AFT recognize the need to compose a Trust Committee and ensure the needed resources to effectively and comprehensively revise the faculty evaluation system. A strong faculty evaluation system is necessary in order to meet the needs of today's students and in order to maintain and ensure quality of the faculty who teach them.

San Mateo County Community College District

March 23, 2011

**BOARD REPORT NO. 11-3-5C**

**NEW PROGRAMS AND PARTNERSHIPS LEAD TO STUDENT SUCCESS:  
COLLEGE OF SAN MATEO ACCOUNTING STUDENTS TELL THEIR STORIES**

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

**BOARD REPORT 11-3-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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. CHANGE IN STAFF ALLOCATION**

**College of San Mateo**

Recommend a change in staff allocation to add a 48% 11-month Instructional Aide II position in the Language Arts/Communications Division. This position will assist students in the Communications Lab (formerly known as the Speech Lab).

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

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Humanities & Social Science	1	4/4/2011	4/11/2011	<b>Instructional Aide II:</b> Assist with excavations and basic lab analysis in site management and coordination of Anthropology field techniques; field equipment maintenance; completion of level and unit records, soil profiles, inventory, and cataloging of artifacts, site security, and backfilling.

San Mateo County Community College District

March 23, 2011

**BOARD REPORT NO. 11-3-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF JANUARY AND FEBRUARY 2011 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of January and February 2011 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period January 1, 2011 through February 28, 2011 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2011  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
018763	01/06/11	Associated Std -Canada	12,740.89	Interbank Fund Transfer
018766	01/06/11	Intermountain Electric Company	18,113.67	Skyline & Cañada Electrical Projects
018879	01/13/11	Constellation NewEnergy Inc.	20,548.51	Utilities
018880	01/13/11	Constellation NewEnergy Inc.	26,247.87	Utilities
018881	01/13/11	Constellation NewEnergy Inc.	27,188.42	Utilities
018885	01/13/11	Goodman Marketing Partners Inc.	23,507.58	KCSM Mailing Services
018889	01/13/11	Public Broadcasting Service	34,085.00	Annual PBS Fees
019845	01/20/11	Associated Std-CSM	60,000.00	Interbank Fund Transfer
019846	01/20/11	CIS, Inc	49,730.00	Skyline and Cañada DSA Inspection Services
019847	01/20/11	Constellation NewEnergy Inc.	31,137.72	Utilities
019850	01/20/11	DRB Management Services Corporation	22,502.50	Cañada Electrical Infrastructure Project
019857	01/20/11	Urtext	18,187.50	Skyline Design Management Services
020199	01/27/11	Bunton Clifford Associates, Inc.	34,831.23	Cañada Architectural Services
020202	01/27/11	Constellation NewEnergy Inc.	16,011.81	Utilities
020207	01/27/11	GRD Energy Inc.	20,445.00	Districtwide Design Commissioning Services
020209	01/27/11	Intermountain Electric Company	53,205.00	CSM & Cañada Electrical Projects
020213	01/27/11	NetVersant Solution II LP	13,333.33	Districtwide Monthly Monitoring Fees
020215	01/27/11	Siemens Industry, Inc.	36,893.15	Districtwide Fire Alarms Services Fees
020216	01/27/11	SM County Community College District	30,000.00	Replenish Flex Spending Account
020217	01/27/11	Keenan & Associates	24,907.00	CSM Construction Insurance Fees
435247	01/03/11	Comp View, Inc.	10,928.45	CSM Projectors Purchase
435248	01/03/11	Dell Computers	25,899.20	CSM Printers Purchase
435260	01/03/11	Public Empl Ret Sys	1,175,643.08	Health Insurance Monthly Premium
435261	01/03/11	VALIC	27,782.36	Tax Shelter Annuities
435268	01/06/11	Brand Athletics	35,020.85	CSM PE Football Uniforms Purchase
435272	01/06/11	Dell Computers	56,281.04	Cañada Computers Purchase
435285	01/06/11	Pac Gas & Elec Co	12,534.07	Utilities
435286	01/06/11	Pac Gas & Elec Co	20,001.35	Utilities
435304	01/06/11	Xap Corporation	14,211.15	CSM Admission Application Maintenance Services
435325	01/06/11	Vavrinek, Trine, Day & Co.	22,150.00	Districtwide Audit Fees
435327	01/06/11	Wells Fargo Bank	278,598.86	Districtwide Procurement Card Payment
435361	01/10/11	CalPERS	473,419.05	Cal PERS Contribution Advance
435366	01/10/11	SM County Community College District	27,511.07	Replenish Flex Spending Account
435383	01/13/11	BNBuilders	31,405.25	CSM Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2011  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
435389	01/13/11	Comp View, Inc.	64,106.28	CSM & Skyline Projectors Purchase
435392	01/13/11	Dell Computers	181,670.85	Districtwide Computer Purchase
435405	01/13/11	Melody Toyota and Melody Scion	17,600.00	Skyline Toyota Hybrids Purchase
435411	01/13/11	Peninsula Library System	10,888.00	Districtwide Library Databases Annual Fees
435413	01/13/11	Pro Power Inc.	18,034.18	CSM Equipment Purchase and Installation Services
435420	01/13/11	Schindler Elevator Corporation	13,730.64	Districtwide Elevators Maintenance Services
435440	01/13/11	Hartford Life & Accident Insurance Co.	31,835.45	Life Insurance Premiums
435441	01/13/11	Melody Toyota and Melody Scion	38,043.28	Skyline Toyota Hybrids Purchase
435445	01/13/11	S.M.C.S.I.G.	148,281.48	Dental Premium
435446	01/13/11	S.M.C.S.I.G.	18,574.91	Vision Premium
435474	01/20/11	Swinerton Management & Consulting	16,848.98	Program Management Services
435476	01/20/11	Commercial Energy of Montana, Inc.	56,560.80	Utilities
435481	01/20/11	Cumming Corporation	10,319.00	Districtwide Project Coordinating Services
435483	01/20/11	Dell Computers	16,741.33	District Computer Purchase
435497	01/20/11	Krueger International	364,429.24	CSM Furniture Purchase
435515	01/20/11	Pac Gas & Elec Co	11,542.24	Utilities
435517	01/20/11	Pac Gas & Elec Co	18,545.96	Utilities
435521	01/20/11	Peterson Power Systems, Inc.	73,769.64	Skyline Facilities Equipment Purchase
435527	01/20/11	Scope City	10,424.99	Cañada Telescope Purchase
435529	01/20/11	Strata Information Group	50,504.00	ITS Consulting Services
435530	01/20/11	Swinerton Management & Consulting	320,130.69	Program Management Services
435556	01/20/11	State Board of Equalization	15,630.00	Quarterly Use/Sales Tax Payment
435589	01/24/11	Cornerstone Earth Group, Inc.	30,822.50	CSM Geotechnical Services
435597	01/24/11	Hensel Phelps Construction Co.	85,757.50	Skyline Construction Project
435598	01/24/11	Ford Lincoln Fairfield	19,715.26	Skyline Ford Hybrids Purchase
435602	01/24/11	Hensel Phelps Construction Co.	771,817.50	Skyline Construction Project
435613	01/24/11	McCarthy Building Companies	612,993.20	Cañada Construction Project
435614	01/24/11	McCarthy Building Companies	1,110,969.90	CSM Construction Project
435624	01/24/11	Pac Gas & Elec Co	20,356.09	Utilities
435629	01/24/11	Pitney-Bowes Inc.	20,000.00	Cañada Postage
435644	01/24/11	McCarthy Building Companies	123,441.10	CSM Construction Project
435645	01/24/11	McCarthy Building Companies	32,262.80	Cañada Construction Project
435657	01/24/11	Employment Development Department	156,393.26	Quarterly Unemployment Fee
435681	01/27/11	Comp View, Inc.	34,002.19	CSM & Skyline Projectors Purchase
435711	01/27/11	Pac Gas & Elec Co	25,115.56	Utilities
435714	01/27/11	Pac Gas & Elec Co	10,603.76	Utilities



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2011  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
435725	01/27/11	San Mateo Union High School District	32,870.00	CSM Middle College Salaries
435732	01/27/11	Associated Std -Canada	17,987.00	Quarterly Student Fees Reimbursement
435733	01/27/11	Associated Std-CSM	29,504.45	Quarterly Student Fees Reimbursement
435734	01/27/11	Associated Std-Skyline	29,389.20	Quarterly Student Fees Reimbursement
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
47285	01/19/11	U S Treasury - Union Bank	44,690.03	Federal Tax
J1103085	01/13/11	State Teacher Retirement - Cash Balance	34,296.58	STRS Retirement - Cash Balance
J1103378	01/31/11	State Teacher Retirement - County Paid	511,841.73	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
107687	01/06/11	MBS Textbook Exchange	107,843.68	Purchase of Inventory
107704	01/06/11	SM CC College District	157,417.74	Reimb. District November 2010 Salary & Benefits
107709	01/06/11	Pea Press	17,833.60	Purchase of Inventory
107728	01/21/11	Cengage Learning	37,684.07	Purchase of Inventory
107756	01/21/11	J. A. Majors Co.	16,496.27	Purchase of Inventory
107763	01/21/11	MBS Textbook Exchange	14,499.25	Purchase of Inventory
107764	01/21/11	McGraw Hill Companies	23,723.18	Purchase of Inventory
107767	01/21/11	MPS	11,193.03	Purchase of Inventory
107771	01/21/11	Nacscorp	17,476.93	Purchase of Inventory
107774	01/21/11	Pearson Education Inc.	41,408.42	Purchase of Inventory
107784	01/21/11	SM CC College District	157,488.54	Reimb. District December 2010 Salary & Benefits
107796	01/21/11	Roadway Express	10,176.70	Purchase of Inventory
Subtotal			8,661,284.92	64%
Warrant Issued ≤ \$10,000			4,816,514.40	36%
Total Non-Salary Warrants Issued			13,477,799.32	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JANUARY 1-31, 2011  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		435242-435743, 918295-921065, DD18718-20225	12,119,087.97	
District Payroll		67286-67993, DD50011736-50013083	5,210,804.31	
SMCCCD Bookstores		107659-107796, EFT#72730, EFT#72910	758,857.64	
		Total Warrants Including Salaries - January 2011	<u>18,088,749.92</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>District Accounts Payable</u>		
020376	02/03/11	Bunton Clifford Associates, Inc.	34,647.60	Cañada Architectural Services
020381	02/03/11	Krueger International	76,227.73	CSM Furniture Purchase
020383	02/03/11	Noll & Tam	29,055.05	CSM Architectural Services
020384	02/03/11	Performance Abatement Services, Inc.	24,628.00	Cañada & CSM Abatement Services
020385	02/03/11	Q Builders, Inc.	22,149.06	Cañada & CSM Construction Services
020387	02/03/11	SMC College Ed. Housing Corp.	101,046.89	Cañada and CSM Vista Monthly Rent Payment
020389	02/03/11	Sutro Tower Inc.	16,815.00	KCSM Transmitter Leasing Fee
020390	02/03/11	Urtext	20,187.50	Skyline Design Management Services
020391	02/03/11	VALIC Retirement Services Company	209,471.37	Tax Shelter Annuities
020508	02/10/11	Constellation NewEnergy Inc.	24,965.29	Utilities
020516	02/10/11	Schneider Electric Buildings Americas, Inc.	17,818.66	Districtwide Building Management Services
020519	02/10/11	SM County Community College District	22,684.60	Replenish Flex Spending Account
020520	02/10/11	SMCCCD Bookstore	35,323.95	Skyline EOPS Books Purchase
020598	02/17/11	Associated Std -Canada	32,196.57	Interbank Fund Transfer
020599	02/17/11	Associated Std-CSM	30,000.00	Interbank Fund Transfer
020600	02/17/11	Associated Std-Skyline	60,000.00	Interbank Fund Transfer
020605	02/17/11	Interline Brands Inc.	12,209.62	CSM & Skyline Custodial Supplies Purchase
020607	02/17/11	Krueger International	102,887.43	CSM Furniture Purchase
020610	02/17/11	Noll & Tam	23,477.80	CSM Architectural Services
020613	02/17/11	SMCCCD Bookstore	13,646.99	Cañada Middle College Books Purchase
021706	02/24/11	AMS.Net, Inc.	14,522.55	ITS Equipment Purchase
021707	02/24/11	CIS, Inc	39,680.00	Districtwide DSA Inspection Services
021710	02/24/11	GRD Energy Inc.	17,370.00	Districtwide Design Commissioning Services
021712	02/24/11	Intermountain Electric Company	29,500.00	CSM Electrical Services
021713	02/24/11	Krueger International	102,471.76	CSM Furniture Purchase
021714	02/24/11	NetVersant Solution II LP	38,333.33	Skyline Installation and Districtwide Monitoring Fees
021715	02/24/11	Official Payments Corporation	19,585.38	Student WebSmart Service Fees
435756	02/03/11	Atlas Sales and Rentals, Inc.	13,972.24	CSM Chillers Purchase
435765	02/03/11	BNBuilders	22,621.00	CSM Construction Services
435783	02/03/11	Dell Computers	15,878.93	CSM Computer Purchase
435804	02/03/11	James Ford, Inc.	20,000.00	Skyline Ford Hybrid Purchase
435813	02/03/11	Landscape Forms	53,172.28	CSM Outdoor Furniture Purchase
435827	02/03/11	Nelson, Richard	21,873.06	Skyline & Cañada Solar Compactors Purchase
435831	02/03/11	Pac Gas & Elec Co	13,474.89	Utilities
435849	02/03/11	SunGard SCT, Inc.	312,390.55	ITS Consulting Services
435865	02/03/11	American Federation of Teachers	42,211.46	Union Dues

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
435876	02/03/11	C S E A	11,689.31	Union Dues
435878	02/03/11	CalPERS	471,153.01	Monthly PERS Contribution Advance Payment
435898	02/03/11	Hartford Life & Accident Insurance Co.	31,514.05	Life Insurance Premiums
435899	02/03/11	Hartford Retirement Plans Service Center	43,567.13	Tax Shelter Annuities
435912	02/03/11	Public Empl Ret Sys	1,181,066.59	Health Insurance Premium
435917	02/03/11	S.M.C.S.I.G.	147,277.09	Dental Premium
435918	02/03/11	S.M.C.S.I.G.	18,503.27	Vision Premium
435948	02/07/11	John Plane Construction	92,462.00	Cañada Construction Projects
435956	02/07/11	Pankow Special Projects, L.P.	32,749.20	CSM Construction Project
435965	02/07/11	Strategic Energy Innovations	10,000.00	Skyline BayCEC contractor services
435978	02/07/11	Wells Fargo Bank	327,283.28	District Procurement Card Payment
436017	02/10/11	Cumming Corporation	20,638.00	CPD Project Coordinating Services
436024	02/10/11	Economic Modeling, LLC	12,000.00	Districtwide EMSI License Fees
436029	02/10/11	Foundation for California Community College	17,970.75	Skyline Green Innovation Challenge-Career Ladders Project
436039	02/10/11	Industrial Employers/Distributors Assoc.	10,437.58	District Labor Relations Services Fees
436085	02/10/11	Strata Information Group	14,777.41	ITS Consulting Services
436116	02/14/11	Commercial Energy of Montana, Inc.	55,541.91	Utilities
436121	02/14/11	John Plane Construction	30,261.00	Cañada Construction Project
436127	02/14/11	Pac Gas & Elec Co	20,502.99	Utilities
436135	02/14/11	Robert A. Bothman	81,134.82	CSM Construction Project
436139	02/14/11	Strata Information Group	50,504.00	ITS Consulting Services
436166	02/17/11	Aztec Technology	11,012.41	Skyline Containers Purchase
436181	02/17/11	Dell Computers	242,047.00	Districtwide Computer Purchase
436192	02/17/11	Krueger International	200,338.78	CSM Furniture Purchase
436193	02/17/11	Landscape Forms	52,190.28	CSM Outdoor Furniture Purchase
436202	02/17/11	Nelson, Richard	32,786.05	CSM Solar Compactors Purchase
436215	02/17/11	Perfect Sky, Inc.	15,975.00	Skyline Green Innovation Challenge-Career Ladders Project
436234	02/17/11	Toyota Material Handling	44,940.98	CSM Facilities Equipment Purchase
436239	02/17/11	WRNS Studio, LLP	10,618.00	Skyline Electrical Upgrade Project
436318	02/24/11	Krueger International	151,716.06	CSM Furniture Purchase
436335	02/24/11	Peterson Power Systems, Inc.	40,696.60	Cañada Generator Purchase
436368	02/24/11	Employment Development Department	14,551.44	Quarterly Unemployment Fee
436377	02/24/11	U.S. Postal Services	10,000.00	Skyline Postage
436432	02/25/11	McCarthy Building Companies	866,536.20	CSM Construction Project
436433	02/25/11	McCarthy Building Companies	576,992.95	Cañada Construction Project
436458	02/25/11	U.S. Postal Services	12,000.00	CSM Postage

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 FEBRUARY 1-28, 2011  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
81340	02/01/11	US Treasury - Union Bank	1,243,009.01	Federal Tax
81403	02/01/11	EDD - Union Bank	253,578.56	State Tax
60886	02/18/11	US Treasury - Union Bank	58,858.49	Federal Tax
J1103592	02/11/11	State Teacher Retirement - Cash Balance	32,719.66	STRS Retirement - Cash Balance
J1103853	02/28/11	State Teacher Retirement - County Paid	569,222.74	STRS Retirement - Defined Benefit
 <u>SMCCCD Bookstores</u>				
107812	02/11/11	Cengage Learning	182,700.84	Purchase of Inventory
107832	02/11/11	Follett Higher Education	10,273.41	Purchase of Inventory
107849	02/11/11	John Wiley & Sons Inc.	15,064.92	Purchase of Inventory
107856	02/11/11	MBS Textbook Exchange	209,355.59	Purchase of Inventory
107857	02/11/11	McGraw-Hill Companies	58,060.44	Purchase of Inventory
107860	02/11/11	MPS	22,570.79	Purchase of Inventory
107866	02/11/11	Nebraska Book Company Inc.	25,535.47	Purchase of Inventory
107870	02/11/11	Pearson Education Inc.	577,535.54	Purchase of Inventory
107877	02/11/11	Readycare/Frio	13,860.00	Purchase of Inventory
107891	02/11/11	Pea Press	11,798.01	Purchase of Inventory
107898	02/11/11	Vista Higher Learning	13,331.33	Purchase of Inventory
107905	02/18/11	SMCC College District	161,531.80	Reimburse District January 2011 Salary & Benefits
107906	02/18/11	SMCC College District	23,299.90	Purchase of Inventory
107916	02/28/11	Cengage Learning	38,502.68	Purchase of Inventory
107924	02/28/11	Douglas Stewart Company	10,577.80	Purchase of Inventory
107950	02/28/11	MBS Textbook Exchange	14,781.20	Purchase of Inventory
107951	02/28/11	McGraw-Hill Companies	59,869.38	Purchase of Inventory
107962	02/28/11	PEARSON EDUCATION, INC.	27,938.67	Purchase of Inventory
107974	02/28/11	SM CC College District	10,718.55	Purchase of Inventory
EFT# 89443	02/24/11	Board of Equalization	181,607.63	Sales Tax Prepayment
Subtotal			10,476,234.09	66%
Warrant Issued ≤ \$10,000			5,412,529.44	34%
Total Non-Salary Warrants Issued			<u>15,888,763.53</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		435744-436463, 921066-924030, DD20255-21721	11,829,454.30	
District Payroll		67994-68748, DD50013084-50014473	7,421,458.82	
SMCCCD Bookstores		107797-107986, EFT#72730, EFT#89443	<u>1,889,964.04</u>	
		Total Warrants Including Salaries - February 2011	<u><u>21,140,877.16</u></u>	

**BOARD REPORT NO. 11-3-1B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Barbara Christensen, Director of Community/Government Relations

**VOTE TO ELECT MEMBERS TO THE CALIFORNIA COMMUNITY  
COLLEGE TRUSTEES (CCCT) BOARD**

The election of members to the CCCT Board of the Community College League of California will take place between March 10 and April 25. There are eight, three-year vacancies on the Board.

The Board of Trustees of each League member community college district shall have one vote for each of the eight vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The eight candidates who receive the most votes will serve three-year terms.

The twelve trustees who have been nominated for election to the CCCT Board are listed on the attached sheet in the Secretary of State's random drawing order. Also attached are biographic sketches and statements of candidacy for each of the twelve candidates.

Ballots must be signed and returned to the League office, postmarked no later than April 25.

**RECOMMENDATION**

It is recommended that the Board vote to elect members to the California Community College Trustees Board.

2011 CCCT BOARD ELECTION  
CANDIDATES IN RANDOM DRAWING ORDER

1. Tina Park, Los Angeles CCD
2. Jim Moreno, Coast CCD
3. David Wheeler, Yuba CCD
4. Stephen Castellanos, San Joaquin Delta CCD
5. \*Laura Casas Frier, Foothill-DeAnza CCD
6. Nancy C. Chadwick, Palomar CCD
7. \*Mary Figueroa, Riverside CCD
8. Robert Jones, Los Rios CCD
9. Michael Davenport, Gavilan CCD
- 10.\*Paul J. Gomez, Chaffey CCD
11. Greg Bonaccorsi, Ohlone CCD
12. Pauline Larwood, Kern CCD

\* Incumbent





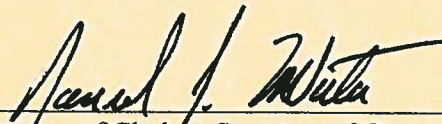
# CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the LOS ANGELES Community  
College District nominates TINA PARK to be a  
candidate for the CCCT Board.

This nominee is a member of the LOS ANGELES Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office postmarked no later than February 15, 2011 along with the nominating ballot and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Tina Park DATE: February 9, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

**\*Advocate the importance of the growth within the California Community College System which contributes toward a vital solution for transforming the current economic crisis.**

**\*Promote the increase in student transfer rates and on-going preparation for our student success best practices.**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

**I believe my passion and commitment to our California Community College System will bring a fresh, new dynamic perspective to the Board.**



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: Tina Park Date: February 9, 2011  
 Address: 417 S. Westmoreland Avenue, #401  
 City: Los Angeles Zip: 90020  
 Phone: 213/268-9796 213/891-2044  
(home) (office)  
 E-Mail: tinadpark@gmail.com

**EDUCATION**

Certificates/Degrees: A.A. - Queensborough Community College  
B.A. - Hofstra University

**PROFESSIONAL EXPERIENCE**

Present Occupation: Business Entrepreneur  
 \_\_\_\_\_  
 Other: Auditor Accountant  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Los Angeles Community College District  
 Years of Service on Local Board: Since 2009  
 Offices and Committee Memberships Held on Local Board: Standing Committees: Budget and Finance, External Affairs, Infrastructure, and Student Affairs.  
Ad Hoc Committee on Public/Private Partnerships

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**National Activities** (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIVIC AND COMMUNITY ACTIVITIES**

**Former Life Coach at Landmark Education Center**  
**Leader of Asian American Pacific Islanders Small Business Association**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER**

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\_\_\_\_\_



# CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Coast \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ Trustee Jim Moreno \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Coast \_\_\_\_\_ Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

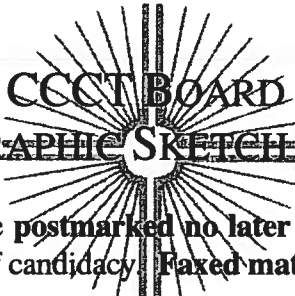
CANDIDATE'S NAME: Trustee Jim Moreno DATE: January 27, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Given the demands of the global market, CCCT and the League should continue to focus on career technical education matters to support our economy. We must demonstrate leadership by building alliances with industry, developing cutting edge curricula, and maintaining ties to businesses in order to provide the greatest opportunities.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

My many years of public service experience, years as Chair of our District's Career Technical Education Committee and expertise in budgeting will afford me the opportunity to advocate for the needs of our colleges, to stress the importance of workforce development, and to connect with industry leaders on all levels.

The logo features a central sunburst design with rays emanating from a central point. Overlaid on this design is the text "CCCT BOARD" in a bold, serif font, with "BIOGRAPHIC SKETCH FORM" in a similar font below it. The text is centered and partially obscured by the sunburst lines.

**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office ~~postmarked~~ **no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. ~~Faxed material will not be accepted.~~

**PERSONAL**

Name: Trustee Jim Moreno Date: January 27, 2011

Address: 15261 Stanford Lane

City: Huntington Beach Zip: 92647

Phone: (home) 714-892-3939

(office) 714-438-4848

E-Mail: jmoreno@ccc.edu

**EDUCATION**

Certificates/Degrees: Graduate Degree in Public Administration, Cal State Northridge; Bachelor of Arts, California State Long Beach

**PROFESSIONAL EXPERIENCE**

Present Occupation: Coast Community College District, Vice President, Board of Trustees

Other: Served as Chief Deputy to a Member of the Los Angeles County Board of Supervisors

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Coast Community College District

Years of Service on Local Board: Elected to the Board in November 2006, Re-Elected November 2010

Offices and Committee Memberships Held on Local Board: Board President, 2009; Board Clerk; 2010; Board Vice President 2011; Chair, Board of Trustees Budget and Audit Committee; Chair, Board of Trustees Career Technical Education Committee; Member; Political Action Committee for the Orange County School Boards Association

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*)

Member, Advisory Committee on Education Services, 2008-Present;

National Activities (*ACCT and other organizations, boards, committees, etc.*): ACCT National Conference, Member ACCT, Workshop Presenter, National Leadership Summit, Fall 2009

**CIVIC AND COMMUNITY ACTIVITIES**

Member, Coastline Community College Paralegal Advisory Board, Past Chairman, Citizen Participation Advisory Board of the City of Huntington Beach, Volunteer at the Live Oak Adult Literacy Program, Member of the CHP Community Advisory Board

**OTHER**

Author, " Establishing Budget Transparency at the Coast Community College District" within ACCT Trustee Quarterly, Winter 2009; Author, Op-Ed, " State Budget Raises Student Fees at Coast Community Colleges," July 29, 2009; Author, Op-Ed, " Colleges Need Support from Residents, State," Daily Pilot Newspaper, October 13, 2009



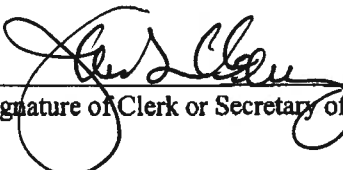
# CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Yuba Community  
David Wheeler  
College District nominates \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the Yuba Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: David Wheeler DATE: February 14, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I believe we will need to focus on several issues: Allowing for growth in FTES, and  
insuring our students, the public, and ourselves, that available funding is utilized  
in the most productive manner. We must look "outside the box" for new technology,  
calendar scheduling, etc., in order to achieve this.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

A Community College Professor for 35 years, I have served in, and have extensive  
knowledge of most areas of the college community: teaching, administration, union  
negotiations, etc. I live in close proximity to Sacramento; have excellent connections  
to state legislators, available time, and the energy to pursue our goals.



National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

Active member 1977-2010, Kennedy Center, American College Theatre Festival, various committees, boards, etc. Awarded the first Kennedy Center, American College Theatre Festival, Award for Excellence in Theatre Education, 1997.

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**CIVIC AND COMMUNITY ACTIVITIES**

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**OTHER**

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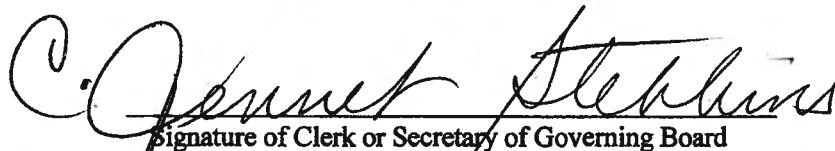
# CCCT BOARD NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2011, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the San Joaquin Delta Community  
College District nominates Stephan Castellanos, FAIA to be a  
candidate for the CCCT Board.

This nominee is a member of the San Joaquin Delta Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
Signature of Clerk or Secretary of Governing Board  
Jennet Stebbins,  
Clerk of the Board

# CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2011 along with the nominating ballot and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Stephan Castellanos DATE: 2/13/2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Community Colleges continue to face budget challenges. It will be important for  
CCCT and the League to provide support in the area of advocacy, and to fight to  
assure that the role of community colleges in developing workforce is maintained  
and that they receive a fair share of education funding.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Board effectiveness is key to institutional success and strong advocacy. I am  
committed to working toward the goal of strengthening boards, Board/CEO  
relationships and advocating at every level. As a former California State Architect I  
understand State government and the legislative process. I also have maintained  
relationships in government.

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office ~~postmarked~~ no later than February 15, 2011, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: Stephan Castellanos Date: 2/13/2011

Address: 8115 S. Highway 26

City: Valley Springs Zip: 95252

Phone: 209-786-2630 209-462-2873  
(home) (office)

E-Mail: stephancastellanos@mac.com

**EDUCATION**

Certificates/Degrees: Bachelor of Architecture  
\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

Present Occupation: Architect  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: San Joaquin Delta

Years of Service on Local Board: 2 years

Offices and Committee Memberships Held on Local Board: \_\_\_\_\_

CEO Search Committee

\*Chair

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc) CCLC Advisory Committee on Education Services

\*Member

American Institute of Architects, California

\*President

\*Vice-President

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

American Institute of Architects

\*Secretary

\*Board Member

Collaborative for High Performance Schools

\*Board Member

**CIVIC AND COMMUNITY ACTIVITIES**

San Joaquin Hispanic Chamber of Commerce

\*Member

City of Stockton Cultural Heritage

\*Past Member

\*Chair

US Green Building Council

\*Board Member

**OTHER**

\_\_\_\_\_  
\_\_\_\_\_  
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# CCCT BOARD NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2011, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Foothill De Anza Community  
College District nominates Laura Casas Frier to be a  
candidate for the CCCT Board.

This nominee is a member of the Foothill-De Anza Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Laura Casas Frier DATE: January 30, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Support statewide model for early assessment of college readiness and a careful, thoughtful, well researched approach to measurement of student progress

Work toward systemic change of CCC funding model while staying true to its mission

Support success of CCC students during fiscal crisis

Support local control and flexibility of funds

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Past experience, community action and multiple advocacy roles demonstrate my commitment to education. My personal and heartfelt belief is that excellent academic preparation and student success along with a well-run community college system is worth fighting for. I will be a voice on the CCCT Board toward that end.

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

### PERSONAL

Name: Laura Casas Frier Date: 1/30/2011

Address: 11626 Par Avenue

City: Los Altos Zip: 94024

Phone: (home) (650) 917-8382 (office) cell (650) 906-1514

E-Mail: lauracasafrier@aol.com or casasfrierlaura@fhda.edu

### EDUCATION

Certificates/Degrees: Juris Doctorate, University of Santa Clara, School of Law '82

Bachelor of Arts in Political Science, California State University, Northridge '78

### PROFESSIONAL EXPERIENCE

Present Occupation: Education Advocate - Member of several non-profit boards related to education

Other: Senior Legal Claims Representative - American International Group, an international commercial liability carrier

Legal Claims Representative - Allstate Insurance

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Foothill - De Anza Community College District Board

Years of Service on Local Board: 2005 - Present

Offices and Committee Memberships Held on Local Board:

President - 2008

Audit and Finance Committee - Past Member

Foothill - De Anza Foundation Board of Directors - Member

Bond Oversight, Audit and Finance Committees - Board sub-committee representative, review community member applicants

Trustee Scholarship Committee - Member

Foothill Entrepreneur Center, College Business Plan Competition - Judge since 2007

Asian Pacific American Leadership Institute (APALI) - Advisory Board and Speaker

Puente Project, statewide academic preparation program - mentor since 1999

*State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*

Appointed to the California Community College Trustees Board in 2011

California Community College League, Advisory Committee on Legislation, Chair 2010-2011, member since 2003

Nominating Committee of California Community College Trustee Officers for 2011-2012

Community College League's Advocacy Days - Team Leader for Foothill - De Anza District

Puente Project - Speaker at statewide conference

*National Activities (ACCT and other organizations, boards, committees, etc.):*

ACCT Conference - Board representative for the Foothill - De Anza District

Children Now, National organization where children are a public policy priority - Board member and Audit and Finance committee member,

HOPE - Hispanas Organized for Political Equality, a graduate of the HOPE Leadership Institute, 1999

HOPE - Advocacy team in Washington, DC promoting Federal Legislation

### CIVIC AND COMMUNITY ACTIVITIES

ALearn is a non-profit organization committed to helping under-represented students get to and succeed in college - Board member

Los Altos Community Foundation, Scholars Program - Scholarship Review Committee member and mentor to assigned college student

PTA 6<sup>th</sup> District, Santa Clara County - Past Legislative Director

PTA, Los Altos -Mountain View Council, Present Legislation Chair

**OTHER**

Harbour Community - Founder and Past Board member - Battered women's shelter, protecting families and enrolling victims in community colleges.

Adelente Higher Education Conference - Past Chair (five years), designed to encourage high school girls to persue higher education.




**CCCT BOARD  
NOMINATION FORM**

**Must be returned to the League office postmarked no later than February 15, 2011, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the PALOMAR Community  
College District nominates NANCY C. CHADWICK to be a  
candidate for the CCCT Board.

This nominee is a member of the PALOMAR Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office postmarked no later than February 15, 2011 along with the nominating ballot and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: NANCY C. CHADWICK DATE: January 11, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

- 1) Legislative Agenda for Prop 98 Mandated Funding, Property Tax Backfill Mandate,  
Budgetary Hold Harmless Provisions, Suspension of 75/25 and 50% Rules, and  
Career Technical Education & Basic Skills Funding
- 2) Transfer Policy and Student Success Measures
- 3) Green Campuses and Sustainability Policy

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

- 1) Community College Board of Trustees President
- 2) Nearly 30 years in higher education with experience in budget and planning, capital planning,  
academic management, and adjunct clinical faculty
- 3) Retired from the University of California with service on four campuses: UC Los Angeles,  
UC Riverside, UC Davis Medical Center, and UC San Francisco



**CCCT BOARD  
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office postmarked no later than February 15, 2011, along with the nominating ballot and statement of candidacy. Faxed material will not be accepted.

**PERSONAL**

Name: Nancy C. Chadwick Date: January 11, 2011  
 Address: 5059 Nighthawk Way  
 City: Oceanside Zip: 92056  
 Phone: (760) 945-5365 \_\_\_\_\_  
(home) (office)  
 E-Mail: nancychadwick@cox.net

**EDUCATION**

Certificates/Degrees: Bachelor of Arts, University of Kansas; Master of Social Work, Catholic  
University; Master of Public Administration, California State University, Sacramento

**PROFESSIONAL EXPERIENCE**

Present Occupation: Retired from the University of California; 30 years in higher education  
 \_\_\_\_\_  
 Other: Public social agencies for ten years in supervision and management  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Palomar Community College District  
 Years of Service on Local Board: Elected 2002; re-elected 2004; re-elected 2008  
 Offices and Committee Memberships Held on Local Board: \_\_\_\_\_  
President of the Board 2004-05; 2008-09; Secretary to the Board 2003-04, 2007-08;  
Real Estate Committee 2002-11; Palomar Foundation Board 2000-02  
 State Activities (CCCT and other organizations boards, committees, workshop presenter;  
 Chancellor's Committees, etc) \_\_\_\_\_  
CCLC Advisory Committee on Legislation 2008-09, 2009-10, 2010-11  
 \_\_\_\_\_  
 \_\_\_\_\_



**National Activities** (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIVIC AND COMMUNITY ACTIVITIES**

Served on Boards of Directors for Public Television and Public Foundations  
Chaired City Planning Commission and Redevelopment Design Review Organization  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER**

Association of Community College Trustees  
American Association for Women in Community Colleges  
California Women Lead  
Mana  
Run Women Run  
\_\_\_\_\_  
\_\_\_\_\_




# CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Riverside Community  
College District nominates Mary Figueroa to be a  
candidate for the CCCT Board.

This nominee is a member of the Riverside Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Mary Figueroa DATE: February 11, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

\* Expanding workforce curriculum and partnership development to lead the economic recovery of the state.

\* Increasing the student retention rate and thereby increasing the success of the most diverse student population in higher education.

\* Increasing faculty diversity reflective of student population and community demographics.

\* Supporting basic skills efforts for student success.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

First in my family to graduate from high school and attend college, I experienced firsthand the value of education to an individual's life. Working 21 years in the prison system, I have professionally observed the consequences of the lack of education and its resulting negative economic impact on the community.

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## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2011, along with the nominating ballot and statement of candidacy. Faxed material will not be accepted.

### PERSONAL

Name: Mary Figueroa Date: February 11, 2011

Address: 1258 Shakespeare Drive

City: Riverside Zip: 92506

Phone: 951/780-4962 951/317-2648  
(home) (office)

E-Mail: maryfig50@sbcglobal.net

### EDUCATION

Certificates/Degrees: University of California, Riverside (1979) - B.A.,  
Chicano Studies/Political Science

### PROFESSIONAL EXPERIENCE

Present Occupation: Retired - California Department of Corrections: Correctional  
Counselor (21 years)

Other: Victim Witness Advocate: District Attorney's Office; Riverside Unified  
School District: Substitute Teacher; City of Riverside Summer Youth Employment:  
Placement Counselor; Inter-Tribal Council of California: Community Outreach  
Specialist

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Riverside Community College District

Years of Service on Local Board: 16 years (1995)

Offices and Committee Memberships Held on Local Board: President (6 terms); Vice

President (1 term); Secretary (2 terms); Chair, Governance, Personnel &

Labor, Planning & Development; Vice Chair, Academic Affairs & Finance committees

State Activities (*CCCT and other organizations boards, committees, workshop presenter;*  
*Chancellor's Committees, etc*) Member, ACCT Latino Trustee Association; Member, ACCT;

CCCT Board Member (second term); California Community College League Board  
of Trustees

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

ACCT Pacific Regional Nominating Committee, 2010. ACCT Workshop Presenter, Toronto, Canada (2010).

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**CIVIC AND COMMUNITY ACTIVITIES**

See attached bio

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**OTHER**

California Department of Corrections (CDC) Statewide Chair - Women's Liaison Council. CDC - Equal Employment Opportunity Committee.

National Latino Peace Officers Association member and Board of Directors, local Riverside Chapter.

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\_\_\_\_\_

## MARY FIGUEROA

Mary Figueroa was first elected to the Riverside Community College District Board of Trustees on November 7, 1995, having emerged from a crowded field of 11 candidates and one open seat. Winning re-election in 1999, 2004, and in November of 2008 for a fourth term as a member of the Board of Trustees, she has held the position of President for six total terms as well as serving as past Vice President and Secretary of the Board. Committee assignments have included Finance and Audit, Personnel and Labor Relations, Academic Affairs and Student Services, Planning and Development, and the Legislative Committee. In 2007, Ms. Figueroa was elected to a statewide position on the California Community College Trustee Board (CCCCT), one of 21 directors elected from 72 statewide governing boards of which she is currently serving her second term. Additionally, as of 2011 she is now a member of the California Community College League Board of Directors.

Ms. Figueroa knows that providing the best possible education ultimately benefits the local community and society overall, but especially those students motivated to seek and achieve their goal through education. Ms. Figueroa's community involvement began at the age of 16, when she volunteered for a local election campaign in order to earn high school credit in a government class. From there, she became involved in the neighborhood youth organizations formed in the 1970's to deal with local community gang activity and police conflict. Her community organization involvement includes past and/or present membership in:

- Eastside Social Services Center Advisory Board
- Action Before Crisis Committee
- Riverside Youth Development Council
- Inland Community Design Center
- Riverside Area Rape Crisis Center Board of Directors
- City of Riverside Human Relations Commission
- San Geronio Girl Scout Council Board of Directors
- Blueprint for Volunteer Diversity Planning Committee
- American Diabetes Association Board of Directors
- LATINO Network
- Greater Riverside Hispanic Chamber of Commerce Board of Directors
- Riverside Mayor's Use of Force Panel
- State of California Attorney General's Civil Rights Commission on Hate Crimes
- Eastside Think Tank
- National Latino Peace Officers Association
- Community Settlement Association Board of Directors
- American Association of University Women
- NAACP
- RCC Friends of Forensics Board of Governors
- LaVista Recovery & Wholeness Center for Women Board of Directors
- University of California, Riverside Chancellor's Community Advisory Committee for School of Medicine
- UCR School of Medicine Dean position Search Committee
- South Coast Air Quality Management District/Environmental Justice Advisory Group
- UCR Chancellor's Campus Council on Climate, Culture and Inclusion

Ms. Figueroa is retired from the State of California Department of Corrections/California Institution for Men, where she served as a correctional counselor for 21 years. Ms. Figueroa has been employed by the Inter-Tribal Council of California, Inc., as an Outreach & Community Specialist; the Riverside County

District Attorney's Office as a Victim Witness Advocate in the Sexual Assault and Child Abuse Unit; RUSD as a Substitute Teacher; City of Riverside as a Placement Counselor in the Summer Youth Employment Program; and with the Riverside County American Red Cross.

Ms. Figueroa realizes that having received her high school diploma from John W. North High School (1974) and graduation from the University of California, Riverside with a B.A. in Chicano Studies and Political Science (1979) has provided her with the self esteem and confidence needed to return her services to the community. Having grown up in the Eastside of Riverside, to a single mother, but with the family support and additional mentoring from individuals who have crossed her life, Ms. Figueroa advocates that given the opportunity, every child can be a success. Ms. Figueroa believes that she is a living example of that concept.

## CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95814

The governing board of the LOS RIOS Community College District nominates ROBERT JONES to be a candidate for the CCCT Board.

This nominee is a member of the LOS RIOS Community College District governing board which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed is the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Brice W. Harris, Chancellor and Board Secretary  
January 19, 2011



## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than **February 15, 2011**, along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

<b>CANDIDATE'S NAME:</b> Robert Jones	<b>DATE:</b> February 1, 2011
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**What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)**

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Provide leadership to reconcile established institutional purposes and available resources with affordable student access and shifting public priorities. Engage other individuals, organizations and agencies of government to protect and expand high values and effective programs of instruction for transfer, CTE and basic skills.

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**What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)**

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Four decades of practical experience as a student, professor and administrator in all three of California's public higher education systems. Substantive competence in public higher education policy and fiscal affairs; and conversant with key socio-economic and demographic variables related to strategic planning and advocacy.

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## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League Office **postmarked no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

<b>PERSONAL</b>	
<b>Name:</b> Robert Jones	<b>Date:</b> February 1, 2011
<b>Address:</b> 9130 River Look Lane	
<b>City:</b> Fair Oaks	<b>Zip:</b> 95628
<b>Phone:</b> 961.3061 (home)	<b>Office:</b> Same
<b>Email:</b> rgjones@csus.edu	

<b>EDUCATION</b>
<b>Certificates/Degrees:</b> AA: Contra Costa Community College; MA: San Francisco State University; Post Graduate: Harvard and UC Santa Barbara Universidad Nacional Autonoma de Mexico

<b>PROFESSIONAL EXPERIENCE</b>
<b>Present Occupation:</b> Vice President Emeritus, California State University Sacramento; Trustee, Sacramento Valley Conservancy
<b>Other:</b> Four decades of practical experience as a student, professor and administrator in all of California's systems of public higher education (UC Office of the President and UC Santa Barbara; CSU Chico, SF, Dominguez Hills, and Sacramento; Colleges of San Mateo, Lassen, Shasta and Contra Costa)

<b>COMMUNITY COLLEGE ACTIVITIES</b>
<b>College District Where Board Member:</b> Los Rios
<b>Years of Service on Local Board:</b> Four
<b>Offices and Committee Memberships Held on Local Board:</b> Participant in District's 2010 Strategic Planning Process and Interest Based Alliance governance courses

<b>State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.):</b>
Member of CCLC's Commission on the Future; active participant in CCLC's legislative advocacy initiatives

**National Activities (*ACCT and other organizations, boards, committees, etc.*):**

District representative for ACCT's Annual Legislative Summit in Washington, DC

**CIVIC AND COMMUNITY ACTIVITIES**

Former member of Fiscal Sustainability Commission for the California State Parks

**OTHER**

I have been an active participant in the reaccreditation of our campuses; strategic planning for future enrollment; budget review and authorization; the appointment and review of campus presidents; the full restoration of seamless student transfer to California's public universities; and affordable access to job training programs.



Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Gavilan Joint Community  
College District nominates Michael Davenport to be a  
candidate for the CCCT Board.

This nominee is a member of the Gavilan Joint Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

A handwritten signature in blue ink that reads "Steven M. Kinsella". The signature is written in a cursive style and is positioned above a horizontal line.

Signature of Clerk or Secretary of Governing Board



## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2011 along with the nominating ballot and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Michael Davenport DATE: 1/31/11

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Provide a model that is resilient to economic and political tides resulting in stable and predictable resources that directly drives Student Success. Reduce the achievement gap and influence the method of calculation to provide a clear measure. Critically assess students for "right placement" to increase completion rates.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Experienced in vetting a fiscal model that has proven predictability and leveling of economic swings protecting resources for Students, Faculty, and Operations. Also, I have over 15 years professional experience in innovating, analyzing, and certifying measures and metrics that will be used to drive clear and defensible achievement gap assessment.



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2011, along with the nominating ballot and statement of candidacy. Faxed material will not be accepted.

**PERSONAL**

Name: Michael Davenport Date: 1/31/11  
 Address: 1961 Alpet Dr  
 City: Morgan Hill Zip: 95037  
 Phone: (408) 623-2432 (home) (office)  
 E-Mail: miked@myxhome.com

**EDUCATION**

Certificates/Degrees: B.S. CIS/Physics, M.S. Software Engineering

**PROFESSIONAL EXPERIENCE**

Present Occupation: Manager, Business Operations, Cisco Systems  
 Other: Chief of Staff, Engineering at Cisco Systems  
Director/Board Member, Pauchon Foundation  
Director/CEO Bae Enterprises, Inc.

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Gavilan Joint Community College  
 Years of Service on Local Board: 2  
 Offices and Committee Memberships Held on Local Board: Chair, Budget, Clerk

State Activities (CCCT and other organizations boards, committees, workshop presenter;  
 Chancellor's Committees, etc)

National Activities (ACCT and other organizations, boards, committees, etc.): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

Director, Rotary Morgan Hill  
President, Morgan Hill Hometown Holidays  
Vice Chairman, Pauchon Research Foundation  
President + CEO, BWC Enterprises, Inc.  
Past Planning Commissioner, City of Morgan Hill  
Past President, Jackson Home + School Club

**OTHER**

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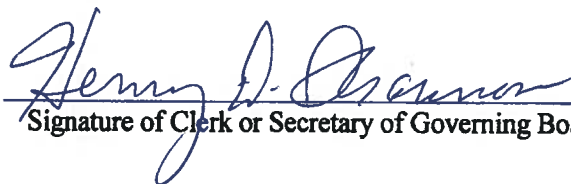


Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**


Community College League of California  
 2017 "O" Street  
 Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Chaffey \_\_\_\_\_ Community  
 College District nominates \_\_\_\_\_ Paul J. Gomez \_\_\_\_\_ to be a  
 candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Chaffey \_\_\_\_\_ Community  
 College District governing board, which is a member in good standing of the Community College League of  
 California. The nominee has been contacted and has given permission to be placed into nomination.  
 Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
 \_\_\_\_\_  
 Signature of Clerk or Secretary of Governing Board





**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Paul J. Gomez DATE: February 11, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The major issues are identified in the recently completed "A Report of the Commission on the Future of the Community College" of the Community College League of California. Working with the Chancellor's Office, CCLC and its member organizations should develop a work plan to advocate for implementation of Commission recommendations.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

My experience and understanding of the mission and core purpose of community colleges, both nationally and statewide, offer a perspective that would add to the Commission's focus on "Success, Equity, and Success." This value supports the Commission's call for fuller economic and political participation through greater educational attainment by Californians.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: Paul J. Gomez Date: February 11, 2011

Address: 8545 Calle Carabe

City: Rancho Cucamonga, CA Zip: 91730

Phone: 909-985-2914 909-238-6444  
(home) (office)

E-Mail: paul.gomez@verizon.net

**EDUCATION**

Certificates/Degrees: - Associate of arts degree, Bakersfield College, 1970

- Bachelor of arts degree, California State University, Los Angeles, 1971

**PROFESSIONAL EXPERIENCE**

Present Occupation: - Retired; City of Ontario, CA; City Manager's Office and Public Works Administration; 26 years

- City of South El Monte, CA; Community and Planning Assistant; 2 years

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Chaffey Community College District, Rancho Cucamonga, CA

Years of Service on Local Board: 20 1/2 years

Offices and Committee Memberships Held on Local Board: \_\_\_\_\_

President, (3 terms); Vice-President, (7); Clerk (2), Board Liaison-District Budget; Member, ad-hoc committee on Trustee Orientation, and Continuing Education and Development Program; Chair, Presidential Search Committee, (2)

*State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc* - California Community College Board (CCCT), present

- Member, K-12 and community college committee on statewide vocational education

- Workshop presenter: "Combating Illiteracy: Basic Skills and Developmental Education"

- Member, ACCJC accreditation team, (2)

- Past vice-president, and treasurer, California Association of Latino Community College Trustees (CALCCT)

- Chair, planning committee; CCLC Partner Conference (Associations of Latino & African American & Asian Pacific American Trustees); Riverside, CA; 2001

**National Activities (ACCT and other organizations, boards, committees, etc.):** \_\_\_\_\_

- ACCT board member, 2001-2007

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- ACCT board committees: Finance and Audit, Governance and Bylaws, Member Communications and Education, and Public Policy

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- Workshop presenter: "Effective Board Governance: Policy Governance, Traditional Models, and Adaptations"; ACCT Annual Congress; Toronto, Canada; 2010

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- Past president, Association of Latino Community College Trustees (ALCCT)

**CIVIC AND COMMUNITY ACTIVITIES**

- Founder and board member emeritus; The Esperanza Scholarship Foundation/Dollars for Scholars; awards academic scholarships and academic support programs to high school graduates and college-going students

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- American Association of University Women, Ontario-Upland-Rancho Cucamonga branch, "Status of Women Award," 2008

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- Past president; Kiwanis Ontario Parkway Club; Ontario, CA; 2004-05

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- Congressional "Community Leadership Award," 2004

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- Vice-president, Genealogical Society of Hispanic America-Southern California branch (GSHA-SC), 2011

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**OTHER**

- Veteran, U.S. Army, 1965-68; Ft. Ord, CA, 1965-66; Republic of South Vietnam, 1966-67; and Ft. Bliss, TX, 1967-68

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- Founding member; Inland Valley Trustees & CEO Association; consisting of the following CCDs: Chaffey, Riverside, Imperial, Palo Verde, Desert, Antelope Valley, San Bernardino, Mt. San Jacinto, Copper Mountain, Victor Valley, and Barstow

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- Founding member; San Gabriel/Foothill Association of Community Colleges; consisting of the following colleges: Chaffey, Citrus, Glendale Community, Mt. San Antonio, Pasadena City, and Rio Hondo

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## CCCT BOARD NOMINATION FORM

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Ohlone Community  
College District nominates Greg Bonaccorsi to be a  
candidate for the CCCT Board.

This nominee is a member of the Ohlone Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Greg Bonaccorsi DATE: February 14, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

It is my position that the League must continue to be a strong advocate for and coordinate its actions with other allied agencies for publicly funded California Community Colleges so that these institutions of higher education can continue to meet the demands of our ever-increasing and diverse student population.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

My background as a public school teacher and a life-long public education advocate have prepared me well by providing the context and the connections needed to focus on meeting student needs through the goals of the CCCT Board of the League. Now is the time for action.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: Greg Bonaccorsi Date: February 14, 2011

Address: 4494 Burke Way

City: Fremont Zip: 94536

Phone: (home) (510) 793-6326 (office) (510) 656-3500 Extension 38030

E-Mail: greg4ohlone@yahoo.com

**EDUCATION**

Certificates/Degrees:

BA in Biology with a Minor in Mathematics (1986) -- Humboldt State University, Arcata, California

California Single-Subject Clear Credential in Biology with Supplementary Authorizations in Mathematics, General Science, and Music (1987) -- Humboldt State University, Arcata, California

Specialist Certification in Gifted and Talented Education (1991), Fremont Unified School District, Fremont, California

**PROFESSIONAL EXPERIENCE**

Present Occupation: Honors and Non-Honors Science Teacher, William Hopkins Junior High School Fremont Unified School District, Fremont, California (1989 - Present)

Other: President, Fremont Unified District Teachers Association/CTA/NEA (2000 - 2005)

Elected Delegate, California Teachers Association State Council of Education (2002 - Present)

Elected Chair, California Teachers Association Professional Rights and Responsibilities Committee (2009 - Present)

Elected Alternate to the National Education Association Board of Directors (2004 - 2010)

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Ohlone Community College District

Years of Service on Local Board: 2008 - Present

Offices and Committee Memberships Held on Local Board: Vice-Chair, Ohlone CCD Board

Member, Policy Sub-Committee to the Ohlone CCD Board of Trustees

Member, Ohlone Foundation Board

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc* \_\_\_\_\_)

None

\_\_\_\_\_  
\_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

None

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIVIC AND COMMUNITY ACTIVITIES**

Member, City of Fremont Redevelopment Appeals Board

Past Member, Fremont Unified School District Financial Advisory Committee

Member, Tri-Cities Democratic Forum

Member, League of Women Voters for Fremont, Newark, and Union City

Member (On-Leave), Ohlone Wind Orchestra

Past Member, Fremont Youth Symphony Board of Directors

\_\_\_\_\_

**OTHER**

Who's Who Among America's Teachers (1995)

Member, California State Parks Foundation

Member, The Marine Mammal Center

Member, The Honor Society of Phi Delta Kappa

Member, The Honor Society of Phi Kappa Phi

\_\_\_\_\_  
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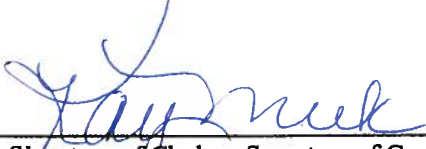


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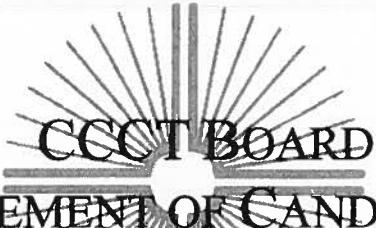
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Kern \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ Pauline Larwood \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Kern \_\_\_\_\_ Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board





CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2011** along with the nominating ballot and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Pauline Larwood DATE: February 10, 2011

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Community colleges turned away 140,000 students in 2009-10. This negatively impacts the health of the California economy. Increased funding must be found to address this need.

We must improve student success by implementing best practices that promote student retention, course completion, degree attainment, transfer, and workforce readiness.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Effective leadership, workable solutions, and teamwork have been hallmarks of my 24 years in public service. I will utilize these years of successful experience to work together with CCCT board members, district leaders, and other state leaders to address the issues of inadequate funding and student success.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2011**, along with the nominating ballot and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: Pauline Larwood Date: February 10, 2011

Address: 3709 Harmony Drive

City: Bakersfield Zip: 93306

Phone: (home) 661-871-6090 (office) \_\_\_\_\_

E-Mail: plarwood@bak.rr.com

**EDUCATION**

Certificates/Degrees: BA - Fresno State University; MA - California State University, Bakersfield; Life Elementary Credential, Secondary Credential

\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

Present Occupation: Retired

\_\_\_\_\_

Other: Executive Director, Smart Growth Coalition of Kern County, 1999 - 2005; Owner, Larwood Associates Consulting, 1995 - 2007; Adjunct Professor, Bakersfield College, 1995 - 2000; Member of the Kern County Board of Supervisors, 1983 - 1994; Teacher: 1970 - 1974, 1981

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Kern Community College District

Years of Service on Local Board: Twelve

Offices and Committee Memberships Held on Local Board: President, Vice-President, Clerk, Legislation Chairperson, and member of the Finance Committee

\_\_\_\_\_

\_\_\_\_\_

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) \_\_\_\_\_

Member of the California Community Colleges Board of Governors from 2005 - 2010; Workshop Presenter: CLASS (California Leadership Alliance for Student Success) at the November, 2010 CCLC Annual Conference

\_\_\_\_\_

\_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

Member, Board of Directors, Valley Fever Americas Foundation, 1998 - ; Chairman, Valley Fever Vaccine Policy Advisory Committee, 2007 - ; Government Review Council of Greater Bakersfield Chamber of Commerce, 1998 - 2010; Rotary Club of Bakersfield, 2001 - Present; League of Women Voters, 1995 - Present; American Association of University Women, 1972 - Present

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**OTHER**

Community Recognition: California State University, Bakersfield Alumni Hall of Fame, 2009; Woman With a Heart for Bakersfield, 2007; Woman of Distinction, CEWAER 2003; Lifetime Achievement, Regional Award of Merit by the Kern Council of Governments, 1995; Larwood Grove established by P.G.&E. and the California Releaf Foundation in honor of Pauline Larwood's support for Kern County Aviation and the Environment, 1994; James S. Gilstrap Award, Independent Oil Producers Agency - for promoting understanding between government and the oil industry; Woman of Distinction, Soroptomist International of Bakersfield, 1993; John W. Doubenmier Award, American Society of Public Administrators, Bakersfield Chapter, for distinguished service in public administration; Paul Harris Fellowship in recognition of community service, East Bakersfield Rotary Club; 1989 Distinguished Leadership Award for Excellence in Public Planning from the California Chapter of the American Planning Association; 1989 Recipient of the California Clean Air Award from the American Lung Association of Kern County; 1987 Outstanding Alumna of the School of Arts and Sciences, California State University, Bakersfield; 1981 Recipient of the Barbara Leask Award, Bakersfield Chapter of the American Association of University Women; 1970 Phi Kappa Phi; Academic Honorary Society

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**BOARD REPORT NO. 11-3-2B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL TO SUPPORT MEASURE C, THE JEFFERSON UNION  
HIGH SCHOOL DISTRICT PARCEL TAX INITIATIVE**

The Jefferson Union High School District proposes to levy and collect \$96 per parcel annually for four years. The funds will be used to:

- Preserve excellence in core academic programs such as reading, writing, math, and science;
- Minimize class size increases in all grades and layoffs for dozens of teachers and school employees;
- Continue teacher professional development by providing training programs and activities that support high quality teaching;
- Help protect arts and music instruction, course offerings and electives that provide a well-rounded education, challenge students, allow students to be highly competitive for colleges and university admissions, provide career vocational education that prepares students for the workforce and provide instructional support for those struggling with the basics;
- Reduce the impact of deep budget cuts by providing a stable local funding source that cannot be taken away by the State or other school districts.

No money will be used for administrators' salaries and a provision will be made for senior exemptions

District accountability will be ensured by providing for independent community oversight and independent financial audits of revenues and expenditures.

**RECOMMENDATION**

It is recommended that the Board support Measure C and that staff inform the administration of the Jefferson Union High School District of the Board's support.

**BOARD REPORT NO. 11-3-100B**

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

**CONTRACT AWARD FOR SKYLINE COLLEGE COSMETOLOGY  
DEPARTMENT PURCHASE OF DRYING AND STYLING CHAIRS**

The Skyline College Cosmetology Department will move into its new quarters in Building 4 in June 2011. The freshman and senior hair labs were designed as part of the architectural solution to the program's requirement. Styling and drying chairs are being purchased to replace the existing worn chairs and integrate with the architectural design.

The District facilitated a public bid in February 2011. The District received four proposals that met the qualification criteria and were qualified to bid on this proposal. The four vendors submitted the following bids on March 2, 2011:

<b>Vendor</b>	<b>Bid Proposal</b>
KB Beauty	\$83,189
Salon Centrix	\$84,944
West Coast	\$98,333
Belvedere	\$98,275

KB Beauty was the apparent low bidder. Following bid submissions, staff conducted due diligence on the proposed bid and found that KB Beauty conducts business throughout California with a positive reputation.

This purchase will be funded out of bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for the Skyline College Cosmetology Department for the purchase of drying and styling chairs to KB Beauty in the amount not to exceed \$83,189.00 excluding sales tax.

**BOARD REPORT NO. 11-3-101B**

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

**CONTRACT AWARD FOR SKYLINE COLLEGE COSMETOLOGY  
DEPARTMENT EQUIPMENT PURCHASE**

The Skyline College Cosmetology Department will move into its new quarters in Building 4 in June 2011. The new Esthetician Lab is being outfitted with esthetician beds and skin care units to provide training with modern equipment. The new Spa Lab is being outfitted with massage tables to support expansion of the popular massage program

The District facilitated a public bid in March 2011. The District received five proposals that met the qualification criteria and were qualified to bid on this proposal. The five vendors submitted the following bids on March 14, 2011:

<b>Vendor</b>	<b>Bid Proposal</b>
Select Spa	\$144,380
Salon Equipment	\$149,940
KB Beauty	\$159,113
Bodyworkmall	\$168,830
West Coast	\$228,142

Select Spa was the apparent low bidder. Following bid submissions, staff conducted due diligence on the proposed bid and found that Select Spa conducts business throughout California with a positive reputation.

This purchase will be funded out of bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for the Skyline College Cosmetology Department for the purchase of cosmetology equipment to Select Spa in the amount not to exceed \$144,380 excluding sales tax.

**BOARD REPORT NO. 11-3-102B**

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:**  
**2.04, DELEGATION OF AUTHORITY (for deletion)**  
**2.12, EMPLOYEE RIGHTS AND PROTECTIONS**  
**5.07, NON-REPRESENTED EMPLOYEES: HEALTH BENEFITS AND LEAVES**  
**7.05, ADMISSION OF NON-IMMIGRANT ALIENS**  
**7.73, STUDENT GRIEVANCES AND APPEALS**  
**8.00, FISCAL MANAGEMENT**  
**8.02, DELEGATION OF AUTHORITY**  
**8.03, AUTHORIZED SIGNATURES**  
**8.08, ATTENDANCE ACCOUNTING**  
**8.11, DISTRICT BUDGET**  
**8.12, SPECIALLY FUNDED PROGRAMS (for deletion)**  
**8.13, PUBLIC SAFETY ON DISTRICT PROPERTY**  
**8.15, PURCHASING**  
**8.17, REVOLVING CASH FUND**  
**8.45, TRANSPORTATION ON DISTRICT-SPONSORED EVENTS**

In the continuing effort to review and update District Rules and Regulations, the above referenced policies are recommended for revision as shown on the attached.

The deletion of Policy 2.04 is recommended because its contents have been incorporated into Policy 8.02 (there are currently two policies titled "Delegation of Authority").

The revisions to Policy 2.12 include language on domestic partner rights and whistleblower protection which are not currently addressed in any policy.

Policy 5.07 is new. Health benefits and leaves of absence for other groups are addressed in the appropriate sections, but currently are not included in the section on Non-Represented Employees.

The revisions to Policy 7.73 are in response to the Board's request that the language include appeal procedures for students.

The deletion of Policy 8.12 is recommended because it references programs which no longer exist.

The remaining revisions are primarily updates in language and additions of relevant regulatory codes.

All revisions were approved by the District Shared Governance Council at its March 7, 2011 meeting.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to the above referenced policies, as shown on the attached.

**2.04 Delegation of Authority**

1. ~~In accordance with the Education Code and established Board policies, the Chancellor may delegate to authorized personnel of the District powers and duties entrusted to him/her by the Board. The Chancellor shall be responsible to the Board for the execution of such delegated powers and duties.~~
2. ~~Subject to established administrative procedures, the Presidents of the Colleges are responsible to the Chancellor for the development of all aspects of the educational and student services program at their Colleges and for the administration and operations of the Colleges.~~

~~**Reference:** Education Code 70902(d)~~

~~(Revised 5/09)~~

~~(Incorporated into Policy 8.02)~~



## 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection

1. Any employee shall have:
  - a. The ~~civil~~ right that the employee has as a private citizen to support or oppose any political issue or candidate. Such activities must be conducted on the employee's own time and must not interfere with District or College operations. The employee shall take reasonable steps to clarify that he/she is acting in an individual capacity and that the position of the employee with respect to a political issue or candidate does not represent the position of the District.
  - b. The right to inspect materials in the employee's personnel files in accordance with provisions of the Education Code and ~~appropriate~~-applicable collective bargaining agreements.
  - c. The right to an appropriate process for resolution of any public charge against the employee which is taken under consideration, as well as ~~protection from~~-appropriate process with respect to any action based solely on charges lodged anonymously.
  - d. The right to appear before the Board of Trustees, consistent with the Board's policies and legal requirements. The employee ~~shall~~-may apply for such appearance through the Chancellor who will make necessary arrangements for such appearances. The process set forth herein shall not limit the employee's right to address the Board through applicable open meeting laws, including, for example, the Brown Act.
  - e. Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees shall also have the right to refuse to join or participate in the activities of employee organizations, although the employee may be required, by terms of the collective bargaining agreement, to pay a service fee.
2. Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Insofar as permitted by California law, former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent. Therefore, all references to "spouses" in the District's policies and procedures shall be read to include registered domestic partners as permitted by California law.
3. The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy. The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. Furthermore, District employees shall not:
  - (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
  - (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering

## 2.12 Employee Rights and Protection, Domestic Partners, and Whistleblower Protection (continued)

with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this anti-retaliation policy, including discipline of those who violate it, up to and including termination of employment.

**References:** Education Code Sections 87160-87164; Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2598); Family Code Sections 297-299

(Revised ~~5/09~~-xx/11)

**5.07 Non-Represented Employees: Health Benefits and Leaves of Absence**

1. All non-represented employees who are permanent regular full-time or regular part-time employees and who are employed at least 18.75 hours per week are eligible for health and welfare benefits.
2. The District will provide each eligible employee and eligible dependents with benefits described below:
  - a. Medical insurance: The District will provide each eligible employee and eligible dependents with one of the PERS Medical plans that are available for the employee's selection. The Plans are fully described in the Employee Benefits Brochure available on the District website downloads.
  - b. Dental insurance: The District will provide each eligible employee and eligible dependents with dental benefits provided through Delta Dental Insurance. The available plans are described in the Employee Benefits Brochure described in paragraph 2.
  - c. Life Insurance: The District will provide each eligible employee with a term life insurance policy as described in the Employee Benefits Brochure.
  - d. Disability Insurance: The District will provide each eligible employee with disability insurance to cover disability after an employee's sick leave is exhausted as described in the Employee Benefits Brochure.
  - e. Vision Insurance: The District will provide each eligible employee and eligible dependents with vision benefits through the Vision Service Plan (VSP) as described in the Employee Benefits Brochure.
3. The cost for providing the medical benefits shall be shared by the District and the employee, based upon the monthly medical cap that has been established. The costs for benefits listed in paragraphs 2(e b) through 2(e) above shall be borne by the District.
4. The District shall establish procedures for employee leaves of absence as authorized by law. Such leaves shall include but are not limited to:
  - a. Illness leave for all classes of permanent employees;
  - b. Vacation leave;
  - c. Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated;
  - d. Leave of absence to serve as an elected member of the legislature;
  - e. Use of illness leave for personal necessity;
  - f. Work-related illness/injury leave;
  - g. Jury service or appearance as a witness in court;
  - h. Military service;
  - i. Family and medical leave.

5.07 Non-Represented Employees: Health Benefits and Leaves of Absence (continued)

5. Vacation leave for non-represented employees shall not accumulate beyond two times the annual accrual. Employees shall be permitted to take vacation leave in a timely manner to avoid accumulation of excessive vacation.
6. In addition to the above-described leaves of absence, the Board of Trustees retains the power to grant leaves with or without pay for other purposes or for other periods of time.

**References:** Education Code Sections 7000 et seq., 87036, 87037, 87700, 87701, 87763 et seq., 87766, 87768.5, 87784, 88193, 88207, 88210; Government Code Section 12945

xx/11

### 7.05 Admission of Non-immigrant Aliens

1. Non-immigrant aliens who are ~~on a visa type precluding them~~ **precluded** from establishing domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may enroll in any College in the District as a ~~part-time student not to exceed six units each semester~~ **non-resident**. Applicants in this status must:
  - a. Meet all applicable general admission requirements as set forth in Rules and Regulations, Section 7.01.
  - b. Present ~~his/her passport with~~ evidence that the passport and Visa are dated to ~~cover~~ **permit study for** the duration of the program of study for which enrollment is being requested.
  - c. **Enrollment may be subject to Visa limits on units.**
2. ~~Non-immigrant aliens holding a B-1 or B-2 Visa are not eligible to enroll in credit classes at any College in the District.~~
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.
4. Non-immigrant aliens who are eligible to establish domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may be admitted to any of the Colleges in the District without restriction **and shall be eligible to establish residency for purposes of fee assessment.**
5. All non-immigrant aliens shall be subject to residency classification in accordance with the California Education Code, and the California Code of Regulations, Title 5. Students classified as non-residents will be required to pay non-resident tuition.

**References:** Education Code, Sections 68040, 76140; Title 5, Sections 54000, 54045 et seq.

(Revised xx/11)

### **7.73 Student Grievances and Appeals**

The San Mateo County Community College District shall establish and maintain a uniform system of student grievances and appeals, which shall afford procedural due process to students in the review and appeal of College and District decisions or actions.

1. An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board levels.
2. In order that the student may have the opportunity to appeal a decision not satisfactorily resolved at the initial level, the steps outlined below may be taken. At any time during the progress of the procedure outlined below, informal resolution of the problem may be sought by mutual agreement.

#### **a. Step 1: College Level Process**

- i. Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate an appeal ~~in accordance with the procedure set forth below to a Grievance Committee.~~
- ~~ii. Initial Review/Appeal The initial appeal must be filed with the manager, or appropriate committee, for the area in which the dispute arose. This individual or committee shall be identified in the Student Handbook. In presenting an appeal, the student shall submit a written statement to include, where appropriate, the following information:—~~
  - ~~1. A statement describing the nature of the problem and the action which the student desires taken.—~~
  - ~~2. A description of the general and specific grounds on which the appeal is based.—~~
  - ~~3. A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.—~~
  - ~~4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.—~~
    - ~~a. The designated manager or committee chairperson shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision shall be provided to the student, normally within ten working days of receipt of the student's written appeal. In the event that the appeal is not granted, the student shall be advised of his/her further rights of appeal.—~~
- ~~iii.ii. Appeal to the President~~
  1. If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (~~District Level Appeal to the Chancellor~~).
  2. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the President within five working days after receipt of the decision made in response to the appeal to the Grievance Committee.
  - ~~3. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the President's decision shall be provided to the student, normally within ten days of receipt of the student's written appeal. In the event that the appeal is not granted, the student shall be advised of his/her further rights of appeal.~~

## 7.73 Student Grievances and Appeals (continued)

b. **Step 2: ~~District Level Appeal to the Chancellor~~**

If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor-~~Superintendent~~ within five **working** days after receipt of the decision of the President.

~~The Chancellor-Superintendent shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor-Superintendent shall be mailed to the student, normally within ten working days of receipt of the student's written appeal. In the event that the appeal is not granted, the student shall be advised of his/her further rights of appeal.~~

c. **Step 3: Board of Trustees Level**

- i. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board of Trustees within five working days after receipt of the decision of the Chancellor-~~Superintendent~~.
- ii. The Board shall provide the student with a hearing, if requested, and shall review the appeal. ~~Participants in previous hearings may be directed to appear before the Board.~~ A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, normally within 20 working days following the hearing. The decision of the Board is final.

**3. Timelines**

- a. If by the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.
- b. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
- c. The designated time periods in this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

(Revised xx/11)

**8.00 ~~Business Operations~~ Fiscal Management**

1. The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in title 5, Section 58311, including:
  - a. Adequate internal controls exist.
  - b. Fiscal objectives, procedures and constraints are communicated to the Board of Trustees and employees.
  - c. Adjustments to the budget are made in a timely manner, when necessary.
  - d. The management information system provides timely, accurate and reliable fiscal information.
  - e. Responsibility and accountability for fiscal management are clearly delineated.
2. The District shall establish and maintain an efficient organization for managing and reporting financial information and providing supportive services to the Colleges and District in the areas of budget preparation, ~~contracts~~, investments, payroll, accounts payable and receivable, revolving cash fund, student financial aid, programs funded by external sources, general ledger accounting, ~~insurance~~ **risk management**, purchasing, financial management of bookstores and cafeterias, **public safety** and plant and facilities operations.
3. The District Administrative Services Office, under direction of the ~~Associate Executive Vice~~ Chancellor, is responsible to insure that all federal, state, county, and District procedures are adhered to and that the necessary accounting and audit records are monitored and maintained within approved guidelines ~~and according to the California Community Colleges Budget and Accounting Manual~~.
4. ~~The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District, including a quarterly report showing the financial and budgetary condition of the District.~~

**References:** Education Code Section 84040(e); Title 5, Section 58311

(Revised xx/11)



## 8.02 Delegation of Authority

The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

In accordance with the Education Code and established Board policies, the Chancellor may delegate to authorized personnel of the District powers and duties entrusted to him/her by the Board. The Chancellor shall be responsible to the Board for the execution of such delegated powers and duties. Subject to established administrative procedures, the Presidents of the Colleges are responsible to the Chancellor for the development of all aspects of the educational and student services program at their Colleges and for the administration and operations of the Colleges.

Whereas the California Education Code, Public Contract Code and Government Code include a number of provisions governing contracts and the delegation of authority as prescribed by those provisions, it is the express policy of the Board of Trustees that those codes are to be followed when addressing the contractual needs of the District. The following policies of the Board of Trustees are to address specific delegation requirements necessary to conduct efficiently the business of the District.

1. Contracts: Pursuant to Education Code §81655 the Board delegates to the Chancellor ~~Superintendent~~ and the Executive Vice Chancellor, or their designees, the power to enter into contracts on behalf of the Board of Trustees for work or services in amounts not to exceed ~~\$50,000~~ the amount specified in Public Contracts Code Section 20651, provided expenditures are within the Board-approved budget for the District. This delegation shall not be used as authority to enter into any contract that is subject to the competitive bid requirements of the Education and Public Contract Code. Any contract entered into pursuant to this delegation shall be in writing and in a form reviewed and approved by either the Chancellor ~~Superintendent~~ or Executive Vice Chancellor. No contract made pursuant to this delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until the same has been approved or ratified by the Board, said approval to be evidenced by a motion passed and adopted.
2. Purchasing: Pursuant to Education Code §81656 the Board delegates to the Chancellor ~~Superintendent~~ and the Executive Vice Chancellor, or their designees, the authority to purchase supplies, materials, apparatus, equipment and services in an amount not to exceed the limits pursuant to section 20651 of the Public Contract Code, provided the expenditure is within the Board- approved budget for the District. Purchases shall be made in accordance with applicable Education and Public Contract Code, District purchasing and administrative procedures. All transactions entered into with the authority delegated shall be reviewed by the Board of Trustees as part of the warrants report.
3. Public Works Projects: Pursuant to Education Code §81656 the Board delegates to the Chancellor ~~Superintendent~~ and the Executive Vice Chancellor, or their designees, the authority to contract for Public Works Projects defined as construction projects, maintenance repairs and remodeling of existing facilities in an amount not to exceed the limits pursuant to §20651 of the Public Contract Code, provided the expenditure is within the Board-approved budget for the District. Purchases shall be made in accordance with applicable Education and Public Contract Code, District purchasing and administrative procedures. All transactions entered into with the authority delegated shall be reviewed by the Board of Trustees as part of the warrants report.
4. Purchase of Books: Pursuant to Education Code §70902(d) the Board delegates to the Chancellor ~~Superintendent~~ and the Executive Vice Chancellor, or their designees, the authority to purchase any all supplementary textbooks, library books, and educational films and visual materials, test materials,

## 8.02 Delegation of Authority (continued)

workbooks, instructional computer software packages or periodicals, in any amount needed for library services or resale by the College Bookstores, and all perishable foodstuffs and seasonal commodities needed in the operation of District food services, provided the expenditure is within the Board-approved budget for the District. Purchases shall be made in accordance with applicable Education and Public Contract Code, District purchasing and administrative procedures. All transactions entered into with the authority delegated shall be reviewed by the Board of Trustees as part of the warrants report.

5. Procurement Card: Pursuant to Education Code §81656 the Board delegates to the officers or employees of the District the authority to use their duly issued District procurement cards to make purchases of goods and services from retail commercial outlets, vendors and contractors for District purposes, subject to the several limitations set forth hereafter. The Board further delegates to the Chancellor-~~Superintendent~~ and the Executive Vice Chancellor authority to grant District procurement card privileges to certain agents of the District.

District officers, employees, and agents of the District to whom a procurement card has been issued shall be subject to the procedural, transaction, and monetary limits and restrictions set forth by the Chancellor-Superintendent in the issuance of the card.

Provided, however, this delegation of authority shall be subject to the following further limitations:

- a. Purchases shall only be for goods and services lawful to be purchased for District purposes.
  - b. Purchases shall only be from retail commercial outlets, vendors and contractors legally authorized to conduct business with the District.
  - c. Purchases shall only be for District purposes, which means the purchases shall only be used in the course of the employee's work for the District and shall not be for any personal or non-work purpose.
  - d. This delegation shall be effective only as to a District employee's use of a card duly issued to that person, and only for such length of time as the card remains duly issued to that person; and is further subject to District current "Procurement Card Policies and Procedures" that is incorporated by this reference.
  - e. All transactions entered into with the authority delegated shall be reviewed by the Board of Trustees as part of the warrants report.
  - f. In the event of malfeasance in office, the District employee using the card shall be personally liable for any and all moneys of the District paid out as a result of the malfeasance. For the purposes of this delegation, malfeasance shall include any use of the card beyond the limits set forth herein.
6. Change Orders: The Chancellor-~~Superintendent~~ and the Executive Vice Chancellor are each authorized to execute change orders which, individually or cumulatively, change the cost of a construction project in amounts not exceeding the greater of that specified in Public Contract Code §20651 or §20656, whichever is applicable to the original contract, or ten percent (10%) of the original contract amount. The Board shall review all change orders executed pursuant to this delegation and authorization as part of the warrants report or as part of the construction review and reporting process.

## 8.02 Delegation of Authority (continued)

7. Notice of Completion and Acceptance of Work: The Chancellor-~~Superintendent~~ and the Executive Vice Chancellor, or their designees, are delegated the authority to execute and file a “Notice of Completion and Acceptance of Work” on behalf of the San Mateo County Community College District. Such notices shall be reported semiannually to the Board for information.
8. Claims against the District: The Chancellor-~~Superintendent~~ and the Executive Vice Chancellor, or their designees, are each empowered on behalf of the District to give written notice, as required by the Government Code, to persons filing untimely or insufficient claims against the District. Further, the Chancellor-~~Superintendent~~ and the Executive Vice Chancellor, or their designees, are each empowered on behalf of the District to settle claims against the District that do not exceed \$25,000.
9. Rentals/Use Permits: The Chancellor-~~Superintendent~~ and Executive Vice Chancellor, or their designees, are each empowered to execute appropriate documents for the use or rental of District facilities, equipment and materials by individuals, organizations and entities if the facility is less than a whole building and the use period is for a period of one year or less.
10. Contract/Community Education: The Chancellor-~~Superintendent~~ and the Executive Vice Chancellor, or their designees, are each empowered to enter into contracts on behalf of the District for Contract Education and Community Services Classes. An information report on such contracts and community education activities will be presented to the Board annually.
11. Application/Acceptance of Grant Funds: The Chancellor-~~Superintendent~~ and the Executive Vice Chancellor, or their designees, are each empowered to approve submission of applications for external grant and donor funds. They are empowered to accept external funds for all renewal projects and for programs and services that currently exist within the District and require an in-kind match only or a dollar match of \$50,000 or less. All applications for external funds will include application for direct, direct support and indirect costs associated with the grant program as might be permitted by the granting entity. A report on funds accepted will be made semi-annually to the Board.
12. Surplus Equipment: Following Board action to declare equipment surplus, the Chancellor-~~Superintendent~~ and the Executive Vice Chancellor, or their designees, are each empowered to dispose of surplus equipment in compliance with applicable law and regulations

**References:** Education Code Sections 70902(d), 81655, 81656; Public Contract Code Sections 20651, 20656

(Rev. ~~September 2003~~ Revised xx/11)

**8.03 Authorized Signatures**

- 1 The Chancellor is authorized to sign all District documents, according to Board policy and the Education Code.
- 2 College and District administrators are authorized, within District- and Board-approved guidelines and the line item budgets, to initiate and approve for payment documents as identified in this policy and in Section 8.02. All such disbursements shall be ratified by the Board on the District Warrants Report.
- 3 The following shall be considered District authorizations for payment when signed by the designated authorized person. Until the authorized person has signed the appropriate document, no authorization exists.

Authorized to sign

- |    |  |   |
|----|--|---|
| a. | Classified and certificated hourly timesheets                            | Responsible College/District administrator                                  |
| b. | Certificated or classified personnel salary placement                    | Chancellor, Executive Vice Chancellor, Chief Financial Officer, or designee |
| c. | Lease agreements for use of off-campus facilities                        | Executive Vice Chancellor, Chief Financial Officer, <b>or designee</b>      |
| d. | Independent contracts, up to the amount authorized in the Education Code | Executive Vice Chancellor, Chief Financial Officer, or designee             |
- 4 The following shall not be considered official District documents until signed by the designated authorized person:

Authorized to sign

- |    |   |   |
|----|---|---|
| a. | Applications, reports, contracts, and other documents for categorically and specially funded programs | Chancellor, Executive Vice Chancellor, or Chief Financial Officer |
| b. | Assurance of compliance with federal Department of Health and Welfare Civil Rights regulations        | Chancellor or Executive Vice Chancellor                           |
| c. | Receipt of merchandise/services   | Responsible College/District administrator                        |
| d. | Required state reports (attendance, costs, HEGIS, etc.)   | Chancellor, Executive Vice Chancellor, or College Presidents      |

## 8.03 Authorized Signatures (continued)

	<u>Authorized to sign</u>
e. Reports required by San Mateo County or the County Office of Education	Executive Vice Chancellor, Chief Financial Officer, or designee
f. Use of facility permits	College President, Executive Vice Chancellor, Chief Financial Officer, or designees
5. District warrants and draws on account funds shall be signed by the Chancellor, Executive Vice Chancellor, Chief Financial Officer, or Director of General Services.	
a. District warrants shall be submitted to the Board for approval or ratification as required monthly.	
b. The Chancellor will designate, subject to the approval of the Board, how and by whom checks will be signed on student body funds, cafeteria, bookstores, and other Board authorized funds and accounts.	
c. District warrants and other financial instruments may be signed by facsimile signature of authorized signatory.	

(Revised ~~9/08~~ xx/11)

**Reference:** Education Code Sections 85232 and 85233

**8.08 Attendance Accounting**

1. In accordance with regulations specified in the Education Code and in Title 5 of the California Administrative Code, the Chancellor ~~Superintendent~~ shall file attendance reports as required by the Office of the Chancellor of the California Community Colleges which shall serve as the basis of the District's claim for State support.
2. Uniform procedures to be followed by each College shall be established for documentation of all required course enrollment, attendance, and disenrollment information. Such procedures shall include rules for retention of support documentation which will enable an independent determination regarding the accuracy of tabulations submitted to the State Chancellor's Office. The procedures must provide for accurate and timely attendance and contract hour data and shall be so structured as to provide for internal controls.

(~~11/83~~Revised xx/11)

### 8.11 District Budget

1. The District budget is a financial plan for the operation of the District and its Colleges for the fiscal year in accordance with Board-adopted educational **short- and long-term** goals and objectives.
  - a. College and District functions and services shall be performed within the Board-approved line item budget.
  - b. The approved plans for programs, services, personnel, facilities, and finance, all correlated and interdependent, shall be reflected in the annual budget.
  - c. Each budget shall contain all proposed expenditures and all estimated income for the fiscal year, compared to the last completed fiscal year.
2. The Board shall adopt ~~preliminary, publication tentative,~~ and final budgets at the time and in the manner prescribed by ~~the Education Code Title 5 and the California Community Colleges Budget and Accounting Manual.~~
  - a. A budget calendar shall be developed to serve as a guide to the Board and administration for the orderly development of the budget, **in accordance with law.**
  - b. The Chancellor ~~Superintendent~~ has overall responsibility for the management of the District's budget.
  - c. Each College shall operate within the allocations of the current budget. The President of each College is responsible for operating the College within the limitations placed by the budget.
  - d. The ~~Assistant Superintendent for Administrative Services~~ **Chief Financial Officer** is responsible for the general management of the budgeting, budget controls, and the accounting programs of the District. College administrative responsibilities include: adherence to guidelines established by the District Administrative Services Office; compliance with time deadlines; and following generally accepted accounting principles.
  - e. All funds received, including bookstore, cafeteria, Associated Student organizations, trust accounts, etc., shall be considered District funds and shall be administered according to guidelines set by the District Administrative Services Office.
3. The Board authorizes the establishment and maintenance of a general fund. All District monies not required to be placed in a special fund or account shall be deposited in the District's general fund, **which is maintained in authorized accounts, including those maintained by the County Treasurer, Local Agency Investment Fund, and those authorized by trust and debt instrument agreements** ~~which is maintained by the County Treasurer.~~ The general fund may be used for general purposes including, but not limited to, the cost of operations and capital outlay expenditures.
4. The Board authorizes a ~~special reserve~~ fund for expenditures for long-range building maintenance, purchase of new equipment or replacement of equipment, repair of operating maintenance systems, major/minor construction (remodeling), and any other capital outlay items as defined by the California School Accounting Manual.

## 8.11 District Budget (continued)

5. The Board authorizes the establishment and maintenance of a community education fund for accounting and control of income and expenditures involved in fee-based, noncredit programs.
6. The Board authorizes a health fee fund to comply with a mandate by the State Chancellor to report student health fee income and expenditures. The College President shall be responsible for the provision of health services, within the constraints of the health fee fund.
7. The Board authorizes a child development fund for accounting and control of income and expenditures involved in the child care and development programs. The College President shall be responsible for operation of the Child Care Center in accordance with the Board-approved budget.
8. The Board authorizes a student aid fund for accounting and control of federal and state allocations for ~~BEOG, SEOG, NDSL, and nursing loans and scholarships as well as District collections of NDSL loans~~ loans and scholarships. The College President shall be responsible for operation of the financial aid programs and offices within available funding.
9. The Board authorizes the establishment and maintenance of ~~bookstore and cafeteria~~ auxiliary accounts. The ~~College President~~ Chief Financial Officer shall be responsible for the efficient operation of the ~~College bookstore and cafeteria~~ auxiliaries.
10. The Board authorizes the establishment and maintenance of student organization accounts at each College. The College President shall be responsible for the proper administration of each student organization account.
11. Budget transfers and revisions shall be submitted to the Board for ratification semi-annually. Budgetary transfers will be authorized only when expenditures in certain (object) accounting classifications are in excess of the amounts budgeted and there are amounts in other object classifications that will not be required for expenditures in those classifications.
12. All transfers from contingency accounts shall be submitted to the Board for approval semi-annually. ~~Transfers from the reserve for contingencies to any expenditure classification must~~ must be approved by a two-thirds vote of the members of the Board.
13. The ~~Assistant Superintendent for Administrative Services~~ Chief Financial Officer shall be responsible for the proper accounting of all funds and accounts.

**References:** Education Code Section 70902(b)(5), Title 5 Sections 58300 et seq.

(Revised xx/11)



## ~~8.12 Specially Funded Programs~~

~~1. The Board authorizes establishment of the following special programs within the District's budget:~~

~~a. Instructional equipment and equipment replacement~~

~~b. Districtwide Program Improvement~~

~~c. Major maintenance~~

~~d. Major/minor construction~~

~~e. Safety~~

~~2. Instructional Equipment and Equipment Replacement: The instructional equipment and equipment replacement program is designed to provide a systematic approach to the purchase of new and the replacement of obsolete equipment. The program provides a multiyear schedule for purchase of equipment to avoid serious financial impact in any one year. The useful life of equipment shall be predetermined when possible and equipment shall be replaced on a long term scheduled basis or as needs become apparent.~~

~~a. Responsibility for budgeting for equipment needs is shared by the Chancellor's Office and the Colleges.~~

~~b. Instructional equipment includes any equipment that is part of the education process used in classrooms, laboratories, media centers, and other locations, as well as other equipment used to produce instructional materials.~~

~~c. During the budget process, the Board shall annually allocate funds not less than .7 percent of the prior year's expense of education for the Districtwide instructional equipment and equipment replacement program. These monies will be distributed among the Colleges on an FTES basis.~~

~~3. Program Improvement Fund: Program Improvement Fund proposals should be directed toward improvement of educational programs and activities currently in operation. Strengthening of programs, as defined for these projects, includes curriculum improvements, delivery process improvements, learning technique improvements, and the improvement of basic skills instruction. Proposals may involve faculty or staff from at least two of the Colleges and should have Districtwide impact. All proposals shall be approved by the appropriate College Committee, Vice President, and President before recommendations are submitted to the Board for final approval. Three specific areas for program improvement will be encouraged:~~

~~a. Demonstrable need for the program improvement within priorities for Districtwide development.~~

~~b. Specific relationships to implementation of College priorities and the District Master Plan.~~

~~c. Programs that are designed to have a substantial impact on major curriculum areas of the District.~~

~~4. Major Maintenance Projects: The District shall fund major maintenance projects (predictive maintenance) on an annual basis, which will protect and keep the plants functional. Maintenance projects are those involving repairs or replacement to retain facilities for their original use. Remodeling to change the use of a facility is not included in the major maintenance program.~~

### ~~8.12 Specially Funded Programs (continued)~~

~~a. — The District's maintenance program is established to: 1) Provide for the health and safety of those using District facilities. 2) Protect District facilities. 3) Allow continued use of facilities. 4) Maintain the aesthetic appearance of the facilities.—~~

~~b. — Responsibility for planning and budgeting maintenance projects shall rest with the Director of Facilities Planning and Operations, under the direction of the Associate Chancellor.—~~

~~c. — The Director of Facilities Planning and Operations shall develop a ten-year plan detailing suggested life expectancies of District facilities and a program of generally accepted preventative maintenance standards. These plans will be general guides used in establishing the maintenance schedule and may be adjusted, based upon actual conditions existing each year.—~~

~~d. — The budget for major maintenance projects shall be determined by the Board annually as part of the budget development process.—~~

~~e. — General maintenance (minor) under the amount of \$1,000 shall be the responsibility of College staff and under the College's budgetary control. Major maintenance projects in the areas of heating, air conditioning, roofs, plumbing, floors, painting, parking lots, and roadways shall be scheduled by the Director of Facilities Planning and Operations in consultation with College staff, within established guidelines.—~~

~~5. — Major/Minor Construction Projects: Major/minor construction projects shall be coordinated by the Director of Facilities Planning and Operations within established District guidelines. Funds for major/minor construction shall be approved by the Board on an annual basis. All major/minor projects will be approved by the Board on an annual basis prior to commencement of planning or scheduling of the projects.—~~

~~6. — Proposed alterations/remodeling of space modifications of any District facility shall be reviewed and approved for architectural and aesthetic compatibility by the Associate Chancellor.—~~

~~7. — Safety Programs: The District shall fund projects on an annual basis, which will protect the health and safety of the District's faculty and staff.—~~

~~a. — These projects will have Districtwide safety implications.—~~

~~b. — Safety projects shall be funded from the savings realized from the District's participation in the San Mateo County Schools Insurance Group and the difference between each year's premium costs for workers' compensation insurance.—~~

~~c. — The Districtwide Safety Committee and the College Safety Committees will provide recommendations and priorities on the projects to be accomplished from this program through the Director of Facilities Planning and Operations, under the direction of the Associate Chancellor.—~~

~~d. — After approval by the Chancellor's Cabinet, the Chancellor Superintendent shall present the projects to the Board for approval.—~~

~~(Rev. 2/94)—~~

### 8.13 Public Safety on District Property

1. The Board is committed to a safe and secure District work and learning environment. To that end, each College shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and staff. The campus safety plan shall include availability and location of public safety personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.
2. The District shall maintain a Public Safety Service to provide for the safety and security of persons and facilities under the District's jurisdiction at each District location. The District Public Safety Service is not a police force or a primary law enforcement agency. The Service is assigned responsibility for enforcing parking regulations; protecting persons from injury and property from vandalism, fire, theft and other hazards; and other related duties as determined by the College administration.
3. In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District may employ electronic surveillance in and around buildings, parking lots and roadways. The District ~~does not intend to~~ will not use electronic surveillance to monitor employees' work or work habits, ~~unless suspected criminal activity is observed.~~
4. When electronic surveillance is employed, surveillance devices may be monitored and reviewed by personnel authorized by the College President or Chancellor. If suspicious activity is observed, District staff will respond appropriately and may call local law enforcement for assistance. If criminal activity is suspected, the records may be turned over to the appropriate law enforcement authority. Digital records will normally be maintained by the Public Safety Offices for a period of up to three months and then destroyed.
5. In order to provide Public Safety Services, the District may employ or contract with any or all of the following: (a) ~~security-public safety~~ officers, who may or may not also be sworn peace officers; (b) security services from a private firm; (c) security services from government law enforcement agencies; and (d) safety assistants.
6. Every public safety officer who works more than 20 hours per weeks shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). If an officer is required to carry a firearm, he or she shall also satisfy the training requirements of Section 832 of the Penal Code. Every public safety officer shall meet other requirements set out in Education Code Section 72330.5.
7. ~~Security-Public Safety~~ Officers and contracted officers from outside agencies (either private or governmental) may be authorized by the College President to wear firearms on College property, or on or about other grounds or properties owned, operated, controlled or administered by the District. Such authorization may be granted only after the officer presents proof of successful completion of firearms training as prescribed by the California Commission on Peace Officer Standards and Training. ~~Under no circumstances shall Safety Assistants carry, display or possess firearms on District properties or other grounds under the control or administration of the District.~~ The Chancellor shall be notified if the College President authorizes a ~~Security-Public Safety~~ Officer to carry firearms.

## 8.13 Public Safety on District Property (continued)

~~8. Safety Assistants may be assigned duties of traffic control, parking enforcement, escort services, crowd control, building security and other duties assigned and supervised by College Security Officers.~~

~~9.8. Security-Public Safety Officers and Safety Assistants~~ must wear the official uniform prescribed by the District at all times while on duty. The District shall provide uniforms for the officers in conformance with the collective bargaining agreement governing employment of classified employees. Contracted Security Officers from outside agencies (private or governmental) shall wear uniforms acceptable to the District at all times while on duty. Clothing other than the prescribed uniform may be authorized by the appropriate administrator when circumstances dictate the need.

~~10.9.~~ A ~~security-policy~~ manual shall be developed for use by those employed as ~~Security-Public Safety Officers and Safety Assistants~~ in the District.

~~11.10.~~ The Public Safety Department shall annually produce an Annual Security Report, in compliance with the Clery Act.

~~12.11.~~ The Director of Public Safety or a designee will develop timely warning and immediate notification protocols for the San Mateo County Community College District to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the college community. These warnings will be distributed if the incident is reported either to San Mateo County Community College District Public Safety Department directly or to San Mateo County Community College District Public Safety Department indirectly through a campus security authority or local police department.

~~13.12.~~ Firearms or other weapons shall be prohibited on any college or district center 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.

**References:** Education Code Sections 67380(a)(4) and 72330.5; Penal Code Sections 626.9 and 626.10

(Revised ~~11/07~~ xx/11)

### 8.15 Purchasing

1. The purchasing function is centralized in the Department of General Services, at the Chancellor's Office, under the direction of the ~~Associate-Executive Vice~~ Chancellor.
2. Administrators are responsible for identifying supply, equipment, and service requirements, preparing bid specifications; and, in conjunction with the Department of General Services, for evaluating bids.
3. The Department of General Services is responsible for maximizing District savings through judicious, timely, and ethical purchase of materials, equipment, supplies, and services. The Department of General Services shall:
  - a. Select vendors.
  - b. Provide purchasing services to all divisions, offices, and locations that are part of the District.
  - c. Authorize purchase agreements for materials, equipment, supplies, and services.
  - d. Effect necessary cost savings programs where feasible.
  - e. Develop the process for competitive bidding, consistent with the quality of materials and services and suitable for the intended use.
  - f. Comply with all provision of the California Education Code, Government Code, Public Contract Code and Board policies.
  - g. Maintain a purchasing calendar for the acquisition of materials, equipment, supplies and services.
4. Procurement cards shall be issued to authorized employees, through an agreement with a Board approved financial institution, for purchases made on behalf of the District. Such purchases shall be in accordance with assigned parameters for individual card usage. The Board shall not assume responsibility for non-District purchases made contrary to Board policy and the administrative procedures of the District.
5. The Board shall not recognize an obligation incurred by any staff member when the obligation is incurred contrary to Board policy and the administrative procedures of the District.
6. The ~~Associate-Executive Vice~~ Chancellor or designee shall sign all purchase orders.

(Revised ~~6/97~~ xx/11)

### 8.17 Revolving Cash Fund

1. A revolving cash fund in an amount not to exceed \$25,000 ~~shall~~ may be established in a checking account of a local bank ~~and the District may establish petty cash funds out of its existing accounts.~~
2. The ~~Associate-Executive Vice~~ Chancellor or designee is authorized to sign papers, checks, and drafts in connection with this fund.
3. The District revolving cash fund may be used for:
  - a. Convenience and efficiency in securing materials, services, or in paying expenses.
  - b. Advances or reimbursement for conference attendance or travel properly approved and in the interest of the District.
  - c. Reimbursements for tuition fees and other user fees in accordance with refund policies of the District.
  - d. Mileage payments.
  - e. Small expenditures for which the formal warrant procedure would be excessively expensive.
  - f. Reimbursements for approved expenses paid out of pocket.
  - g. Purchase orders requiring prepayment or cash with order.
  - h. Establishment of ~~revolving charge~~ petty cash funds as may be necessary for the efficient operation of the District.
  - i. Other minor expenditures as authorized by the Chancellor-~~Superintendent~~ or the ~~Associate-Executive Vice~~ Chancellor.
4. Each College shall have one revolving cash fund (petty cash) for emergency purchases in an amount not to exceed the limit set by the Chancellor-~~Superintendent~~ or the ~~Associate-Executive Vice~~ Chancellor.
5. Claims shall be allowed and payments made for materials or services only when supported by properly documented invoices detailing expenditures, ~~or when and~~ itemized on the ~~District Petty Cash Reimbursement Claim Form~~ ~~District conference claim forms~~. Claims shall indicate the date, description, purpose, and the item cost of expenditures.
6. The Board shall ratify such expenditures ~~monthly~~ as part of the bills and salaries report.

(Revised ~~9/99~~ xx/11)

### 8.45 Transportation on District-Sponsored Activities

1. Privately owned aircraft may not be utilized on any District business or for any District-sponsored activity because there is no District insurance for privately owned aircraft.
2. Except in an emergency, travel by District-owned or chartered automotive equipment must be approved by the appropriate College administrator at least three weeks prior to the date of the proposed trip.
3. District-owned or chartered vehicles may be used for field trips, athletic trips, and other activity trips where attendance of students or staff is required. However, use of District-owned vehicles for student transportation will be given priority.
4. All trips involving students ~~on~~ in District-owned or chartered automotive equipment shall be supervised by ~~a faculty member or trainer in each vehicle~~ the appropriate faculty or staff to ensure compliance with all District and College policies and procedures.
5. Persons who are designated to drive District-owned vehicles ~~(ten or more passengers including the driver)~~ on College-sponsored activities must have a clean driving record, as outlined in (6) below and possess a valid ~~California Class H~~ Class C, Commercial driver's license.
6. The drivers of any vehicles for College-sponsored activities must have a clean driving record (zero points). The names and driver's license numbers of requested drivers must be submitted to the Human Resources Department so that the requested driver's record may be checked by the DMV to determine if a clean driving record exists. Human Resources will approve or disapprove the request. ~~complete a "Request to Drive" form in triplicate. The original and first copy will be submitted to the District Administrative Services Office at least three weeks prior to departure so that the driver's driving records can be checked by the District's insurance carrier.~~
7. Student drivers in voluntary car pools will not be reimbursed for any expenses incurred when carpools are used as the means of transportation on field trips.
8. No ~~instructor~~ faculty or staff shall direct the use of student automobiles or assign passengers or otherwise exercise control over use of voluntary car pools on authorized field trips.
9. Voluntary student car pools, involving both the student driver and passengers, ~~will~~ are not ~~be~~ covered by the District's insurance. The District's insurance will cover all students during the actual period of the field trip, beginning when the responsible faculty ~~or staff~~ member begins the class/activity on location, and ends when the class/activity is officially terminated on location.
10. Class/activity begins when the ~~instructor~~ faculty or staff member convenes the class/activity on location and ends when the class/activity is terminated on location.
11. All persons participating in a field trip or District- or College-sponsored activity shall ~~be deemed to have waived~~ complete appropriate forms, which include waiving all claims against the District for injury, accident, illness, or death occurring by reason of the trip.
12. The College ~~Directors of Operations~~ Deans responsible for athletic programs shall be responsible for scheduling the use of District/campus-owned vehicles. ~~The appropriate College administrator is responsible for chartering vehicles and for submitting the~~ In the event that chartered vehicles are

8.45 Transportation on District-Sponsored Activities (continued)

required, the Deans responsible for athletic programs will make arrangements and submit appropriate documentation, prior to the trip, to the ~~District Administrative Services Office.~~ Office of the Vice President of Student Services.

(Revised ~~11/83~~ xx/11)



**RESOLUTION NO. 11-4**

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

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**RESOLUTION IMPLEMENTING GOVERNMENT CODE SECTION 53094 TO EXEMPT  
THE CAPITAL IMPROVEMENT PROJECT AT COLLEGE OF SAN MATEO  
FROM APPLICATION OF CITY AND COUNTY ZONING ORDINANCES**

**WHEREAS**, Government Code section 53094 authorizes the Board of Trustees of a community college district, by two-thirds vote, to render city and county zoning ordinances inapplicable to the proposed use of certain district property; and

**WHEREAS**, the Board of Trustees of the San Mateo County Community College District (the "District") has considered and approved the Capital Improvement Project at the College of San Mateo (the "Project"), which Project involves a number of improvements to the College of San Mateo campus, including enhancements to the college's entrance, pedestrian corridors, and plazas; internal traffic circulation improvements; renovation of existing buildings and demolition of obsolete ones; construction of new buildings; and renovation and construction of parking lots; and

**WHEREAS**, various components of the Project remain ongoing; and

**WHEREAS**, timely implementation of the Project is in the interest of the District and any delay and/or unanticipated delay would prejudice the District; and

**WHEREAS**, a question has now arisen whether certain components of the Project are subject to local zoning restrictions or regulations; and

**WHEREAS**, the District does not believe that the Project is subject to local zoning regulations; and

**WHEREAS**, nevertheless, to address any claims that local zoning regulations could potentially apply to the Project, the Board of Trustees has determined that it is in the best interests of the District to adopt this resolution to render all city and county zoning ordinances inapplicable to the Project under Government Code section 53094;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District hereby exempts the Project from city and county zoning ordinances to the extent allowed under Government Code section 53094.

The Board of Trustees directs staff to notify, within 10 days, the City of San Mateo and the County of San Mateo of this action.

**REGULARLY PASSED AND ADOPTED** this 23<sup>rd</sup> day of March, 2011.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 11-3-104B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Tom Bauer, Director of Auxiliary Services, (650) 358-6782

**PROPOSED FEE INCREASE FOR SAN MATEO ATHLETIC CLUB COMMUNITY MEMBERS**

The San Mateo Athletic Club (SMAC) opened to the public on April 1, 2010. At this time, we propose a very modest increase in the monthly dues for community and corporate members of no more than 5% effective May 1, 2011. The impact of this increase will have a minimal overall impact on a member's yearly rate and in many membership cases will be completely negated by referring just one new member and receiving a \$50.00 dues credit for doing so.

Increases in member dues for fitness facilities are traditionally implemented on an annual basis coinciding with the club's anniversary and are designed to address increased operating costs due to staff salary and benefit increases and increases in supplies and other vendor services. While we do our best to minimize the impact of these cost increases by creating efficient staffing levels and expense management protocols, some of these costs we do have to pass along to maintain and improve all aspects of club operations.

At this time, we are proposing an increase to only community and corporate members. There are no increases in the fees for faculty, staff or students at this time.

Included with this report are the current and proposed rates and a membership statistics report as of January 31, 2011 to illustrate the breakdown of our membership.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed rate increase for community and corporate members of the San Mateo Athletic Club.



# Membership Rates

## Club Hours

Monday through Friday 5:30 A.M.- 10 P.M.

Saturday and Sunday 7 A.M.- 7 P.M.

Rates valid April 1<sup>st</sup> – 30<sup>th</sup>, 2011

	Registration Fee	April Promotion	Monthly Membership Fee
<b>Individual</b>			
Individual	\$320.00	<b>\$145.00</b>	\$67.00/ <del>70.00</del> (36)
Couple	\$440.00	<b>\$185.00</b>	\$102.00/ <del>107.00</del> (60)
Family	\$560.00	<b>\$250.00</b>	\$122.00/ <del>128.00</del> (72)
<b>Community Member</b>			
Individual	\$200.00	<b>\$100.00</b>	\$59.00/ <del>62.00</del> (36)
Couple	\$320.00	<b>\$160.00</b>	\$94.00/ <del>99.00</del> (60)
Family	\$440.00	<b>\$200.00</b>	\$114.00/ <del>119.00</del> (60)
<b>Senior</b>			
Individual	\$150.00	<b>\$80.00</b>	\$49.00/ <del>51.00</del> (24)
Couple	\$240.00	<b>\$105.00</b>	\$78.00/ <del>81.00</del> (36)
<b>Corporate</b>			
Individual	\$150.00	<b>\$60</b>	\$ 49.00/ <del>51.00</del> (24)
Couple	\$240.00	<b>\$75</b>	\$ 78.00/ <del>82.00</del> (48)
Family	\$330.00	<b>\$95</b>	\$ 98.00/ <del>103.00</del> (60)
<b>Faculty/Staff</b>			
Individual	\$150.00	<b>\$55</b>	\$ 40.00
Couple	\$240.00	<b>\$65</b>	\$ 69.00
Family	\$330.00	<b>\$100</b>	\$ 89.00
<b>Student</b>			
Individual	\$ 75.00	<b>\$50</b>	\$ 35.00
Couple	\$120.00	<b>\$60</b>	\$ 56.00
Family	\$165.00	<b>\$75</b>	\$ 76.00

**Family:** Family rates defined as a household with two adults with two children/dependents, living at home, between the ages of 15-22. Children between the ages of 15-17 must be accompanied by an adult unless enrolled in a supervised program.

Each additional child is \$15.00 per month.

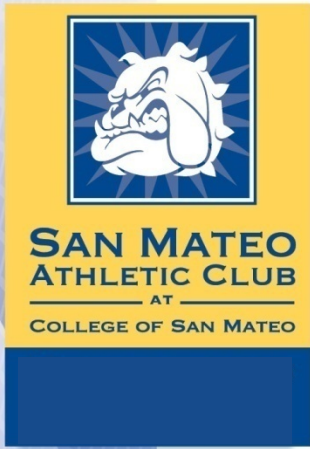
**Senior:** Age 62 and above. A senior couple rate will be extended when one individual is a senior and the other is not, however, this applies to those couples who are married or are domestic partners. It does not apply to a Senior and another adult living in the same household.

**Student:** Students are those with Minimum of six enrolled units, per semester, with student schedule verification.

**Student Couple:** A student couple rate will be extended when one individual is a student and the other is not, however, this applies to those couples who are married or are domestic partners. It does not apply to a student and another adult living in the same household.

**Parking:** A parking permit can be added to your membership for a rate of \$7.50 per month. This will provide unlimited parking and will be automatically assessed each month along with normal membership fees. There are also metered spaces available for \$2.00 per day.

Access to the swimming pool and some group exercise classes, including yoga and spin, are free to San Mateo Athletic Club members. Additional fees will be charged for personal training, Pilates classes, private swimming lessons, group swimming, youth aquatics, drop-in swimming and rental of the pool.



## Membership Statistics

Active Memberships through January 31<sup>st</sup>, 2011

		Memberships
<b>Community Member</b>		
Individual		624
Couple		353
Family		98
	<b>Total</b>	<b>1075</b>
<b>Senior</b>		
Individual		204
Couple		152
	<b>Total</b>	<b>288</b>
<b>Faculty/Staff</b>		
Individual		85
Couple		43
Family		3
	<b>Total</b>	<b>131</b>
<b>Corporate</b>		
Individual		162
Couple		47
Family		11
	<b>Total</b>	<b>220</b>
<b>Student</b>		
Individual		405
Couple		67
Family		14
	<b>Total</b>	<b>486</b>
<b>Grand Totals</b>		<b>2268</b>
<b>Active Members</b>		<b>3162</b>
Avg. per member per membership		1.39

**BOARD REPORT NO. 11-3-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**REQUEST FOR SUPPLEMENTAL AUTHORIZATION OF DISTRICTWIDE UNIT PRICE CONTRACT FOR HAZARDOUS MATERIALS ABATEMENT**

On January 28, 2009, under Board Report No. 09-01-106B, the Board approved a competitively bid, multi-year Unit Price Contract for Hazardous Materials Abatement work with Performance Abatement Services, Inc. (P.A.S.) of Richmond, CA. in the amount of \$1,500,000. For the past two plus years, P.A.S. has been working as a valuable business partner with the District and has done a tremendous job abating many of the older buildings on our three college campuses. They have created a safe workplace and have completed their projects effectively, on time and within the established scope and schedule totaling more than 60 separate work orders. They have remediated hazardous materials at CSM Buildings 15/17/12/34, Building 9 restrooms, Building 8 swimming pool equipment room and Buildings 21-24. At Cañada College, they performed abatement work at the Building 1 trainer room and fitness center and Skyline's Loma Chica and Building 1 specifically for theater stage lighting. They have also performed hazardous underground transite pipe removal and disposal at CSM and Skyline, assisting the Design Builders on those campuses.

The list of materials they have abated is far reaching, including the abatement and disposal of asbestos containing pipes and elbow insulation, flooring tile and mastic, plaster, concrete paint and acoustical ceiling materials. They have removed window and window caulking, repaired asbestos containing piping and conducted the removal of hazardous conduits, mercury containing fluorescent bulbs and ballasts, in addition to the removal of lead based paint, the removal of store front doors, window frame clean up, the abatement of epoxy paint on floors, base board mastic, the removal of concrete slabs, ceramic tile and drywall removal. In addition they have mitigated contaminated soils and performed removal of those soils, as well as off-hauling large portions of non-asbestos demolished materials.

The District has several buildings that will require hazardous materials abatement in the future, including CSM Buildings 1, 8, 19, 20 and 25-29, Skyline Buildings 1 and 2 and Cañada Buildings 1 and 13, and potentially other locations unforeseen currently. The annual run rate for the past two years is about \$750,000. Estimates on the existing facilities that require abatement lead the District to believe that an additional \$1,500,000 will be required over the term of the contract, which will expire in January 2014.

Abatement projects are funded by Measure A bond proceeds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the request for supplemental authorization with P.A.S. through January 28, 2014 for hazardous materials abatement in amount not to exceed \$1,500,000.

San Mateo County Community College District

March 23, 2011

**BOARD REPORT NO. 11-3-6C**

**BUDGET UPDATE**

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