

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**April 25, 2012**  
**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**

12-4-3      [Minutes of the Study Session of April 11, 2012](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

12-4-3C      [Career Advancement Academies, presented by Skyline College](#)

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

**NEW BUSINESS**

12-4-3A      [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.*

12-4-1CA      [Ratification of January and February 2012 District Warrants](#)

## **Other Recommendations**

- 12-4-100B     Acceptance of Subaward for a Grant from the U.S. Department of Labor to the Santa Ana Workforce Investment Board for Cañada College
- 12-4-101B     Ratification of Student Trustee Privileges
- 12-4-102B     Approval of Revisions to District Rules and Regulations: Policies 1.05, Student Trustee; 6.10, Philosophy and Criteria for Associate Degree and General Education; 8.16, Construction Bids – Prequalification of Bidders; 8.38, Gifts and Donations; 8.54, District Organizational Memberships; 8.80, Community Use of District Facilities; and 8.85, Charges for Use of District Facilities
- 12-4-103B     Support for California Senate Bill 1220, Permanently Funding the Housing Opportunity and Market Stabilization (HOMEs) Trust Fund
- 12-4-104B     Approval of San Mateo County Community College District Proposed Board Goals for 2012-13

## **INFORMATION REPORTS**

- 12-4-4C        Update on 2013 Accreditation

## **COMMUNICATIONS**

## **STATEMENTS FROM BOARD MEMBERS**

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment: **Cañada College** – Instructional Aide II, Instruction/Learning Center; Librarian, Instruction/Library
  - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFSCME, AFT and CSEA
3. Conference with Legal Counsel – 1 Case of Existing Litigation:  
Citizens for a Green San Mateo v. San Mateo County Community College District et al.;  
Case # CIV50680

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
April 11, 2012  
San Mateo, CA**

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

**Board Members Present:** President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holober, Patricia Miljanich and Karen Schwarz  
Student Trustee Patiane Gladstone was absent due to illness

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, College of San Mateo President Michael Claire, Cañada College President Jim Keller and District Academic Senate President Fermin Irigoyen

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the minutes of the March 28, 2012 regular meeting of the Board. President Mandelkern requested that the sentence on page 4, paragraph 5 reading "The refinancing amount at that time was \$110,000" be changed to "The refinancing amount at that time was \$110,000,000." The motion to approve the minutes as amended carried, all members voting "Aye."

It was moved by Vice President Hausman and seconded by Trustee Miljanich to approve the minutes of the March 28, 2012 special closed session of the Board. The motion carried, all members voting "Aye."

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-4-1A)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in Board Report No. 12-4-1A. The motion carried, all members voting "Aye."

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2012-13 ACADEMIC YEAR (12-4-2A)**

It was moved by Trustee Holober and seconded by Vice President Hausman to approve the actions in Board Report No. 12-4-2A. The motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**SPRING 2012 CENSUS REPORT (12-4-1C)**

Vice Chancellor Jing Luan asked if there were any questions or comments regarding the report. Chancellor Galatolo said there are declines in the total headcounts at all three Colleges. He said the Colleges have been planning for this to mirror the substantial reduction in workload funding from the State. A further workload funding reduction of approximately six percent is anticipated for the coming year as well. President Mandelkern noted that Skyline College continues to emerge as the largest College in the District.

### **UPDATE ON KCSM-TV (12-4-2C)**

Jan Roecks, Director of General Services, said the future of KCSM-TV was discussed at ten Board meetings between 2009 and 2011. Because of severe budget cuts, the Board was forced to choose between support for academic programs that are core to the District mission and programs that are valuable but not core to the mission. In this context, the Board made clear its intent to have KCSM-TV operate without any subsidy from the general fund. Attempts to find ways to preserve the station without a subsidy were not successful and in June 2011 the decision to sell KCSM-TV was finalized by the Board.

The Request for Proposal (RFP) process was initiated. The RFP solicited bidders to acquire the assets of KCSM-TV and to take assignment of station licenses. Because the sale of KCSM-TV is unique and complex, a team was formed to direct the Request for Proposal (RFP) process. The team consisted of:

- Jan Roecks, Director of General Services
- Eugene Whitlock, County Counsel for the District
- Marilyn Lawrence, General Manager of KCSM
- Larry Miller, attorney specializing in FCC law with the law firm Schwartz, Woods and Miller

The team began by examining how other non-commercial television station RFPs were formatted and assembling the station's asset list, including the Sutro Tower lease.

In evaluating bids, the following items were considered:

- the price offered, proven source of funding and terms of financing
- the bidder must meet FCC rules for assignment of the KCSM-TV non-commercial licenses
- the bidder must meet the FCC's requirement of local representation and educational programming; educational programming must comprise at least fifty percent of the station's programming
- If the bidder can accept the transfer of equipment under terms of the Corporation for Public Broadcasting (CPB) Digital Distribution Funds grants, the value of such savings would be factored into the price

It is important to note that programming is not listed as an item that is considered. A seller cannot have any bearing on a buyer's programming; rather, it is the FCC's rules on educational programming that must be met for assignment of the license. According to Mr. Miller, "The FCC reviews the sales contract to assure that the selling licensee has not attempted to limit the buyer with respect to how the station will run in the future."

The team drafted the RFP and a draft Asset Purchase Agreement (APA), which is a contract the buyer is expected to sign after the sale is approved by the Board. The APA states that the buyer has contracted with the District to purchase the station and remains in effect until the licenses are assigned by the FCC. The team developed a comprehensive timeline incorporating the District bid process and the FCC process. They prepared the final documents, scheduled press notification, finalized distribution of the documents, scheduled a time and place for a mandatory pre-bid walk-through, and prepared the General Services website pages. The bid was released on December 7, 2011. It was legally posted in the newspaper. Twenty-six notices were sent via email to interested bidders and an additional three notices were sent via U.S. mail. Seven press agencies were made aware of the RFP and it was also posted on the General Services website.

A mandatory pre-bid meeting was held on January 10, 2012. Bidders were allowed to participate via telephone if they could not attend the meeting in person. Eight companies attended the meeting. Four District employees also attended, including a scribe who took notes of the meeting. The meeting included a walk-through of KCSM facilities – the master control room, studios and office space. All information from the meeting was posted on the General Services website after the meeting. Additional questions and answers by any bidder were posted on the website throughout the process.

The bid opening took place on February 14, 2012 and six bids were submitted. The names of the bidders were posted on the General Services website. The bidders were Community Educators of Orange County, which is affiliated with Daystar; FM Media, which is affiliated with Public Media Company; KAXT LLC in San Jose; KMTP, a television station based in San Francisco; LocusPoint Networks in Belmont; and San Mateo Community Television Corp., which is affiliated with Independent Public Media. Because some bidders were forming new

corporations to bid on KCSM-TV, they bid under new names and, as a result, it was unclear to some people who the bidders actually were.

The team conducted an analysis of the bids to ascertain whether they appeared to meet FCC rules for assignment of a license for a non-commercial television station and whether they met the local programming and educational programming requirements of the FCC. They looked at the price offered, source of funding and terms of financing. On March 12, Ms. Roecks issued a letter to the two top bidders, FM Media and San Mateo Community Television Corp. (whose affiliates are both headquartered in Colorado), asking them clarifying questions and asking them to submit their "best and final" offer by March 26. Ms. Roecks let the other four bidders know that they were not finalists but would be kept in mind in case neither of the other bids was successful. President Mandelkern asked what elevated these two bidders above the others. Ms. Roecks said the team considered factors such as where the companies are located, who the board members are (they must meet requirements for regional representation), pricing and funding sources. For instance, one of the companies submitted a high bid but did not have a funding source and, therefore, did not meet what the District is looking for.

Ms. Lawrence said that on March 13, the FCC issued a letter clarifying its non-commercial station ownership and programming requirements. The District extended the due date for final proposals to April 6 so that finalists could review and respond to the FCC letter in their proposals. President Mandelkern asked if the two finalists appear to meet the FCC requirements. Ms. Roecks said Mr. Miller has reviewed the bids and is confident that they both meet the FCC requirements.

The team is currently in the process of analyzing and negotiating details of the best and final offers and hopes to have this completed by the end of this week or early next week. After the negotiations are complete, they will bring a recommendation of the best offer to the Board; it is anticipated that the recommendation will be brought to the April 25 Board meeting. After Board approval, the team will begin drafting FCC documents to sell the station assets and transfer the licenses. The finalist will sign the APA and will put a deposit into an escrow account. Required documents will be submitted to the FCC and a public notice of the license assignment application submission will be broadcast on KCSM-TV on four different days. The FCC will issue a public notice setting a 30-day period for formal petitions to deny assignment of the licenses. The FCC will also conduct a full review of the proposed sale.

If the Board approves the sale on April 25, FCC approval will probably not occur before July. The licenses could be transferred as early as late August or early September. During this time, the team will continue to work with the finalist to make plans for the transfer. The RFP and APA allow the District to abandon the bid process if the FCC does not grant reassignment by January 2013.

Trustee Schwarz asked if there is history showing examples of the types of petitions that are submitted during the FCC's 30-day period. Ms. Lawrence said the FCC considers petitions which give reasons that the buyer is not qualified, e.g. the requirements for regional representation and educational programming.

Trustee Holober asked if the two finalists are non-profit, if they established separate corporations with boards in anticipation of bidding on KCSM-TV, and if the local corporations are controlled by the affiliates in Colorado. Ms. Roecks said both of the finalists are non-profit. They established local corporations which are affiliated with the parent companies but not controlled by them.

Trustee Holober said that, in addition to FCC regulations, there might be State laws regarding the bidding process. He said written legal advice in addition to that provided by the FCC attorney might be needed to make sure there are no conflicts and that the District did not miss any requirements. Ms. Roecks said that she has been working with Mr. Miller and County Counsel Eugene Whitlock since the beginning of the process and has also sought advice from Miguel Márquez, County Counsel for Santa Clara County. All three attorneys have expressed confidence that the District has done everything required. President Mandelkern said the issue of further legal advice will be addressed by the Board during its discussion after comments from the public.

Ms. Roecks said there is a public records request concerning the bids and the three attorneys have concurred that as soon as negotiations are final and there is no jeopardy of interfering with the negotiating process, the District

will release the requested information. Ms. Roecks is hoping the information will be available at the end of this week. Trustee Schwarz said it is important to emphasize that records should not be made public until the negotiations are complete because doing so could adversely affect the District's interests. Trustee Holober asked if the bidders will be disallowed from altering their bids after the bids are made public. Ms. Roecks said this is the case; however, they could withdraw their bids.

Vice President Hausman asked what will happen if something goes wrong with the bids of the two finalists. Ms. Roecks said that, in the worst case scenario, the District would begin the process anew. However, the District has tried to mitigate that possibility by working closely with the attorneys throughout the process. Trustee Schwarz complimented Ms. Roecks for working with the attorneys. She asked when the decision was made to consult Mr. Márquez. Ms. Roecks said he was consulted when the issue of having a 30-day public comment period at the District level was raised by a member of the public. Both County Counsels, without discussion with each other, provided the opinion that this is not required.

Tracy Rosenberg, Executive Director of Media Alliance, said she is concerned about the future of the assets and the broadcast licenses and in making sure the best possible outcome is achieved. She said it has been difficult to ascertain who the bidders actually are as they have formed new companies. She said she believes the District could have been more forthcoming with information. She said she is pleased that the request for information on the two top bidders will be honored. Ms. Rosenberg said she believes the public would be interested in the nature of the operational plans of the bidders, how local representation will be manifested, and what type of educational programming they will pursue. She said that after the bids are disclosed, she hopes the public will be given time to read the bids and provide meaningful input. She said there is a difference between meaningful input and the FCC's 30-day period to deny, as one is meant to allow conversation within the community and the other is a legal activity. Ms. Rosenberg said that Public Media Company is a successful broker on behalf of public television. However, the University of San Francisco tried to sell its radio station to this company and it has not gotten through the FCC after one year. She said that, while there are reasons for this and it cannot be assumed that the same thing would happen in another transaction, it is worth paying attention to what went wrong.

Fred Baer said he is involved in sports productions and has a very long history with community colleges and the District. He said he understands the District's financial concerns and educational priorities. However, he is concerned as a taxpayer about the millions of dollars invested in new high definition equipment and the new digital media center. Mr. Baer said he does not believe the District has explored all of the options for partnerships and leasing opportunities. These potential opportunities include the San Mateo Office of Education, the San Mateo County/Silicon Valley Convention and Visitors Bureau, Oracle, the West Coast Conference, EA Sports and Franklin Templeton. Mr. Baer said he believes the District should fully explore other options before selling KCSM-TV.

Victor Moore said he was educated at KCSM which has provided hands-on television studio production education for many students. He said the FCC requirement that fifty percent of the programming be educational is essential because corporations are not concerned with public service. Mr. Moore said the archives contain items that, if merchandised, might allow KCSM-TV to become a separate entity and buy itself out. He urged the Board to try to preserve the station or to make sure it goes to "clean hands."

President Mandelkern thanked the public speakers for their comments.

President Mandelkern said the Board will address whether any more detailed information is needed, the Board's timeline for making a decision, and whether an advice letter is needed from another attorney.

Trustee Holober said the sale of KCSM-TV is a unique situation and new for everyone. He said some members of the public have expressed concerns about the process and he would feel more certain if there was legal advice in writing regarding the procedures. He said the written advice would be important in case there is future litigation. Trustee Miljanich said she believes the opinions of these three attorneys, if secured in writing, would provide sufficient legal advice. She added that the threat of litigation should not force the Board to do something they should not do. After further discussion, the Board agreed that Ms. Roecks should request the opinions of Mr.

Miller, Mr. Whitlock and Mr. Márquez in writing. Ms. Roecks will ask the attorneys whether they believe the opinions they have expressed via email are sufficient or whether they should submit more formal written opinions. Trustee Miljanich said the public has a right to comment and should do so. However, during any bidding process, it is important to understand that the Board makes the final decisions and considers a myriad of critical factors. Trustee Miljanich said the Board must feel confident in the process itself and in the people in the District who shepherd the process. She said members of the public have expressed a variety of opinions, some of which are concerning to her, e.g. don't sell to particular types of stations. She said the Board needs to be clear that, even though this sale is complex, processes that are in place for all bidding are being followed.

President Mandelkern said the Board has a responsibility to the bidders and to the public to have a fair and transparent process. He said the Board also has a responsibility to San Mateo County residents to maximize the return on the sale of any asset. Ms. Roecks said details of the bids will be included in the recommendation and will include economic factors. She said the most important criterion is whether the FCC requirements are met. President Mandelkern asked if the Board can get information on the track record of the bidders in getting FCC approval. Ms. Roecks said she will ask Mr. Miller if this is permissible.

Trustee Miljanich said Ms. Roecks did a good job of letting the Board know what they can and cannot do. While the Board represents the constituents of the County and would like to please the public, they have legal limitations. Trustee Miljanich said she has heard a smattering of input from the public that she considers bigoted, e.g. comments about what they do not want to have on the station. She said she wants to make it clear that the Board does not have the legal right to select certain aspects of the purchase. Trustee Miljanich said her experience is that the Board works hard to be responsive to the public and to be professional and aggressive about knowing as much as they can before making decisions. President Mandelkern agreed, stating that the Board listens to public input and considers that input carefully, but ultimately makes decisions they feel are best for the District. Vice President Hausman said this is a sensitive and emotional decision and the Board is very cognizant of the concerns of the community and those in the District who have been intimately involved with KCSM-TV for many years.

President Mandelkern said that, although there is strong sentiment regarding not selling KCSM-TV, the Board has spent several years looking at alternatives, none of which have turned out to be feasible. There are now two options: (1) stop funding the station and shut it down, which would result in forfeiture of the licenses, and (2) transfer the licenses to another entity and get a return on the investment that has been made over nearly 50 years.

Trustee Holober said that three years ago, the Board made a decision requiring KCSM-TV to operate in the black or there would be no choice but to sell it. He said there was a time when money was more plentiful and financial support of the station did not seem to interfere with the mission of the District. However, as the direction of the State budget became evident and it was clear that the District would be forced to turn away more and more students, the Board understood the importance of looking at what the District's mission is. That mission is educating students first and foremost. The station is not essential for the broadcast program, which will continue. Trustee Holober said unfortunate choices must be made and it would be hard to tell taxpayers that the District will turn away more students in order to maintain the station.

Trustee Holober said his interest in getting legal advice is to make sure the Board understands not only the things they are required to do, but the things they are prohibited from doing. He said he is comfortable with examining the written advice of the three attorneys mentioned above to see if they provide enough information. Ms. Roecks said she will ask Mr. Miller to include a description of items that cannot be considered or entertained.

President Mandelkern said there are a number of fine District employees who may or may not have jobs after the sale of KCSM-TV. He asked if this can be considered in the bids. Ms. Roecks said the RFP asked bidders if they would consider employing the District's employees. Both of the top bidders responded that they would consider this.

Following discussion among Board members about the Board's timeline, all Board members agreed that the recommendation for the sale of KCSM-TV should be brought to the April 25 meeting as an action item. The Board noted that they can delay voting on the recommendation if they determine that more time is needed to get more information or to hear further public comments. This concluded the discussion on KCSM-TV.

Trustee Holober said he was shocked to hear of another episode, at Santa Monica Community College, in which college police pepper sprayed students who wanted to be heard at a Board meeting. He was disturbed at the attempt to severely limit the number of students permitted into the board room. He said he is glad that this Board would not operate in that manner. President Mandelkern said he agrees and was assured by Brian Tupper, Chief Public Safety Officer at College of San Mateo, that the District's Public Safety Department has a very different view on the use of pepper spray. Chancellor Galatolo said he has a very different view as well. Trustee Miljanich said it is her understanding that San Monica Community College has other larger venues that could have been opened. A brief discussion ensued about the Santa Monica Community College's proposed two-tier tuition system, which is the issue the students wished to address at the board meeting.

**RECESS TO CLOSED SESSION**

President Mandelkern said that during Closed Session, the Board will hold a conference with Agency Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA. The Board will also hold a conference with legal counsel regarding two cases of existing litigation as listed on the printed agenda.

The Board recessed to Closed Session at 8:10 p.m.  
The Board reconvened to Open Session at 9:15 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Mandelkern reported that at the Closed Session just concluded, the Board took no action.

**ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:20 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the April 25, 2012 meeting.

Helen Hausman  
Vice President-Clerk





## President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**  
**April 25, 2012**

### **ASSC Members head to ASACC Conference in Washington, DC**



*Right to Left: Commissioner of Publicity Mark Lipkin, Commissioner of Activities Juliana Franco, Senator Nina Turner, ASSC Senator Christian Etienne, and ASSC Senator Dean Kevin Santos*

On March 17-20 Associated Students of Skyline College sent four student representatives to the national lobby conference hosted by the American Student Association for Community Colleges in Washington, D.C.

Students attended sessions to educate themselves about growing cuts to Pell Grants, increasing interest rates on student loans, and the consequences community colleges are facing with growing budget problems in the United States. Students were able to meet with leaders in lobbying efforts as well as other political leaders including Ralph Nader and Senator Nina Turner. As students gained information and skills, they prepped to apply it on Monday as they met with the representatives from California to encourage them to support the students that attend Skyline College.

During meetings with aides from Senator Barbara Boxer's office and Congressman Sam Farr's office, the Student Representatives advocated for their fellow students by discussing current issues and trends as well as sharing personal stories and fears that access to education is slipping away from all except for the

financially elite. They ended their day with a lobbying meeting with Congresswoman Jackie Speier herself.

Students spent their weekend learning how to help students help themselves. They have returned with a renewed focus to keep the fight going here and hope to start initiatives to make their voices heard at the state and federal levels.

*(Article and photo provided by Meena Naik.)*

## **Skyline College International Students Program Welcomes Rotarians from Brazil**



Dr. Joi Blake, Vice President of Student Services, on behalf of Dr. Regina Stanback-Stroud, in partnership with the International Students Program and the Marketing and Public Relations Department welcomed a group of 5 Rotarians from Brazil. The group was hosted by the Pacifica Rotary Club who toured with the group around the Bay Area. The Brazilian Rotarians consisted of educators who were curious to learn about the educational system in the United States, as well as, Skyline College's International Students Program.

Dr. Joi Blake, Dr. John Mosby and Richard Soyombo provided a wealth of knowledge on the nuances of the United States educational system and how community colleges in our country provide a "safety net" for students so that all students, regardless of their ethnicity, gender or background, may reach their higher educational goals. Unfortunately, it was learned that this is not the case in Brazil, where socio-economic status dictates the ability to access higher education.

The group was particularly interested in the vast programs and certificates offered at Skyline College and were given the opportunity to tour the Cosmetology facility. Jaye Akin-Taylor, Project Director of the International Students Program provided the group with packages of information on the application process of International Students admission into Skyline College. A new and exciting partnership between the Pacifica Rotarians, the Brazilian Rotarians and Skyline College is currently in the works.

*(Article provided by Richard Soyombo and Jaye Akin-Taylor. Photo provided by Cherie Napier.)*

# Solar and Building Science Learning Center Grand Opening



*Pictured here: Model home instructional lab and Bruce Greenstein, Building Science Instructor and Coordinator*

Skyline College celebrated the grand opening of the new Solar and Building Science Learning Center. The Center is made possible by support from the San Mateo Community College District, the Department of Labor, and generous donations from industry partners such as SDI Insulation and Impact Energy. Located in Pacific Heights Room 120, the Center will house the solar technology program and new educational programs in energy efficiency. The Center includes classroom space, lab space for solar installation, and a model home instructional lab. This innovative lab, one of just a handful in the Bay Area, features all basic elements of a home including lighting, insulation, HVAC system, appliances, attic space and crawl space. The lab will be used to teach new construction techniques for retrofitting a home to be more energy efficient, and serve as a tool for energy efficiency assessments. The Center will not just be used for Skyline College Environmental Technology programs, but can also be used for community education and as a resource for other academic programs, colleges, schools and the PG&E Pacific Energy Center. Special thanks go to Bruce Greenstein, Julie Einboden, Aaron Wilcher, Rita Gulli, Peter Waring, Omer Thompson, SMCCD Facilities and Swinerton, and a number of other students, staff and faculty for their efforts to build this Learning Center and establish Skyline College as a premier location for Environmental Technology education.

*(Article provided by Anjana Richards. Photos provided by Christianne Marra.)*

## Skyline College Environmental Technology Faculty Train Union Tradespeople on Energy Efficiency Measures



On March 8, 2012 the Environmental Technology program at Skyline College and San Mateo County Building Trades Council celebrated the graduation of an energy efficiency and business management course. Students included HVAC technicians from Sheet Metal Local 104, electricians from IBEW Local 617, and the Northern California Carpenters. A handful of union business development representatives, training directors, and contractors also participated in the program.

The classes offered training en route to an industry-recognized certification from the Building Performance Institute (BPI). The credential signifies that a worker is trained in standards and best practices for conducting energy assessments for retrofits in single-family homes. Industry refers to the products and services as “whole-house home performance.”

The class also sought to train students in how to create and execute business plans for the home performance products and services. Policymakers in California have created new programs to encourage this work, and many traditional construction firms are testing out the industry as a potential source for profit. In 2008, the California Public Utilities Commission adopted an "Energy Efficiency Strategic Plan" that creates new codes and incentives to encourage this work through 2020.

Faculty members in Environmental Technology and staff from Green and Sustainable programs at Skyline College worked for most of 2011 on developing the class with the County of San Mateo's Workforce Investment Board as part of a \$2.5 million Department of Labor grant program called Home Energy retrofit Occupations (HERO). For more information, contact Aaron Wilcher, Faculty Program Coordinator, Environmental Technology via email at [wilchera@smccd.edu](mailto:wilchera@smccd.edu).

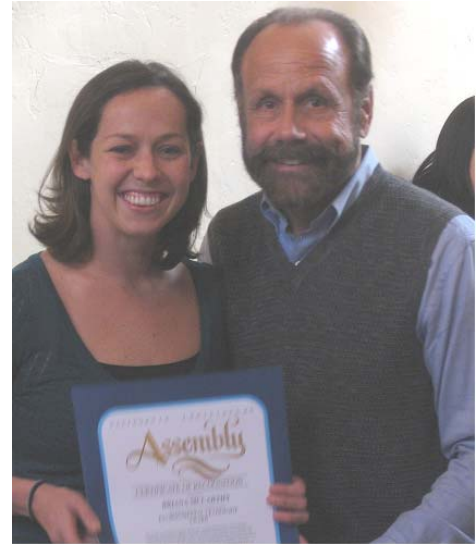
*(Article provided by Aaron Wilcher.)*

## **Briana McCarthy Awarded the Environmental Leadership Award by Assemblymember Jerry Hill**

On Saturday, March 10, 2012, Skyline College Adjunct Faculty member Briana McCarthy was honored with the Environmental Leadership Award by Assemblymember Jerry Hill. Assemblymember Hill started the Environmental Leadership Award in order to provide a showcase for businesses, individuals and others in the 19<sup>th</sup> Assembly District who embrace environmentally-friendly practices. In establishing the award he stated that “it is our responsibility to see that future generations enjoy the opportunities that we have and that includes keeping our community and our planet clean and sustainable.”

Currently Briana is teaching ENVS 680SD, Environmental Service Learning, which is funded by the Skyline College President’s Innovation Fund and part of the Sustainable Campus Initiative.

Also, she is heading up the Faculty Learning Community on Sustainability, which meets once a month.



*Left to Right: Briana McCarthy,  
Assemblymember Jerry Hill*

*(Article provided by Lindsey Virdeh and Marc Hershman.)*

## **Skyline View, Students and Professor Honored at Annual State Convention of the Journalism Association of Community Colleges**



Seven Skyline College journalism students and their instructor attended the Journalism Association of Community Colleges State Convention in Burbank on March 22-25, 2012. The Skyline View took home general excellence for online journalism, with individual students winning several other awards. Former staffer Dean Kevin Santos won third place for profile feature in the mail-in categories. In the on-the-spot competitions, entertainment editor Diane Thao received honorable mention for editorial cartoon, and Blair Hardee, editor in chief, took home honorable mention in both news story and broadcast news writing. She and social media editor Terence Chin both received scholarships from the organization. Adviser Nancy Kaplan-Biegel was presented with the journalism educator of the year award in the two-year division from the California Journalism Education Coalition.

The convention brought together more than 550 students and faculty from community college journalism programs around the state and beyond. In addition to participating in contests, the students attended a variety of workshops given by industry professionals, heard from the Pulitzer prize winning LA Times reporters who broke the Bell salary scandal, visited media outlets such as CBS, and received hands-on training in such areas as creating podcasts, speaking in front of a teleprompter and participating in a media “tweetup” using Twitter.

*(Article and photo provided by Nancy Kaplan-Biegel.)*

# Skyline College Wins Silver Medallion Award from NCMPR



The Skyline College Office of Development, Marketing and Public Relations was recently awarded a 2011 District 6 Silver Medallion for original photography by the National Council for Marketing and Public Relations. The award-winning photograph (at left) was taken by Christianne Marra, Communications Manager, during 2011 Commencement ceremonies at Skyline College.

The National Council for Marketing and Public Relations (NCMPR) represents marketing and public relations at community and technical colleges around the country. NCMPR's primary focus is providing support to the professional growth of individuals

working in these areas. District 6 of NCMPR is comprised of community and technical colleges in the following locations: Arizona, California, Hawaii, Nevada, Utah, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, and Territory of Guam.



*(Article provided by Christianne Marra. Photo provided by Liz Gaudet.)*

# SparkPoint at Skyline College Receives Superior Partnership Recognition Award



SparkPoint at Skyline College was recently recognized for Superior Partnership for “*outstanding contribution to our partnership in serving our customers and our community*” by Jorge A. Tapia, San Francisco / San Mateo Cluster Manager ARU 504, and Emilia Bartolomeu, Deputy Division Chief, Region 2. SparkPoint at Skyline College was launched in January of 2010. Core partners in both planning and implementation for SparkPoint include United Way of the Bay Area, Jewish Vocational Service and the California Employment Development Department (EDD). EDD offers benefits for unemployed Californians including unemployment insurance, disability insurance, paid family leave, and employment seeking services.

EDD, which provides co-located services on-site at the SparkPoint Center five days per week, represents an important part of the Skyline College Career Center's expansion to include employment services integrated with SparkPoint services and resources.

*(Article and Photo provided by William Watson.)*

## 32<sup>nd</sup> EYH Conference Draws 900 Girls

The Expanding Your Horizons conference provides an opportunity for 6th through 12th grade young women to learn about career opportunities in math, science and technology. On Saturday, March 17, over 950 girls participated in 46 workshops filled with fun, hands-on activities from a wide array of disciplines, presented by experts who volunteer their time. The keynote speaker was Dorian Daley, Oracle Senior Vice-President and General Counsel. Several workshops were led by teams of Skyline College students representing Phi Theta Kappa, SACNAS, MESA, AMSA, Respiratory Therapy, and Heart Wrenchers. These students developed their hands-on labs with Chris Case, Nick Kapp, Nancy Ruis, Carmen Velez, Sandra Hsu, Ray Hernandez, and Julia Johnson. Skyline alumnae Dr. Anna Dneprov, Ashley Good, Rachel Sage, and Charity Walden returned to present workshops.



*Take a look at these girls (from top left) as they eat alginate noodles, pet a slug, get crime scene evidence, write a secret code, look through the microscope, isolate DNA, and fill the gym.*

One participant's mother wrote: "My daughter just came back from EYH and absolutely loved it! I want to thank you so much for providing her with this wonderful opportunity to make learning about math & science fun." The girls said EYH was "Cool," "Awesome," and "Fantastic." The girls had fun and felt that they learned. The workshops "opened my mind to new careers." One girl wrote that it was "a wonderful experience that I will never forget."

The program was funded by Bank of America Foundation, Rambus, Soroptimist of North San Mateo County, and Wells Fargo. The program was planned by AJ Bates, Don Biederman, Shari Bookstaff, Pat Carter, Christine Case, Stephen Fredricks, Jon Freedman, Mousa Ghanma, Ray Hernandez, Kylin Johnson, Nick Kapp, Julie Mooney, Vanson Nguyen, Pat Tyler, and Carmen Velez.

*(Article provided by Christine Case. Photo provided by Andrea Caesar.)*



## ASTEP Represents Skyline College at UMOJA

Skyline College ASTEP & ASTEP/Math Academy students attended the UMOJA (state-wide African American Learning Community) Northern Regional Symposium at Diablo Valley College (DVC) on March 23, 2012. Skyline College students, joined by students from DVC, Sierra College, Chabot, Los Medanos, American River College & Los Rios College, were leaders in morning small group discussions, asking “If I were your teacher....?” After lunch they were inspired by a presentation from Darrick Smith, of Learning Works in Oakland, who spoke about the need for them to realize their potential obstacles but not be constrained by them. During the entire day, Skyline College students were active and highly visible contributors to this motivating event.



*Bottom Row: Nicole Sarne, DeShawn Davis, Chanel Piper  
Top row: D’Eboni Butler, Leah Navarre-Johnson, Professor  
Phyllis Taylor, Carlos Machado*

*(Article provided by Phyllis Taylor. Photo provided by Teresa Aldredge.)*

## Skyline College Visits Westmoor High School To Strengthen The Automotive Career Advancement Academy



*Pictured to the left: Skyline College Auto Instructor Julia Johnson and Westmoor Auto Teacher Dave Dyssegard are joined by ROP Administrator Adele Berg, Skyline College Green and Sustainable Workforce Development Programs Director Anjana Richards, Westmoor Principal Allan Reyes.*

San Mateo County Office of Education Regional Occupational Program (ROP), Westmoor High School, and Skyline College are partnering to identify opportunities to improve college going rates among high school students interested in Automotive Technology (auto) careers. SparkPoint at Skyline College Director William Watson joined the team as

they met to outline strategies that:

- increase students’ knowledge about auto technology careers,
- improve students’ opportunities to pursue auto careers,

- align curriculum, and
- target available resources to support students and their families while pursuing higher education.

The Auto Technology Career Advancement Academy at Skyline College features linked courses that include automotive technology, career development, and math and English that are contextualized to the auto career pathway.

With funding by the Bay Area Workforce Funding Collaborative, the Auto Career Advancement Academy has proven to be a great success. Additionally, in partnership with SparkPoint at Skyline College, CAA students receive a range of supportive services which include personalized financial coaching and access to resources that support success and retention.

## Oceana High School Students Visit Skyline College Library



About 90 Oceana High School students visited Skyline College on Friday, March 2. The 11<sup>th</sup> grade students came to the library to learn how to do online research using our library’s article databases. They accessed academic journal articles for their “Junior Exhibition” projects on issues related to the current status of education in the United States. Librarian Eric Brenner led hands-on research workshops for the students in the library classroom.

The students also received tours of our college from Campus Ambassadors Jose Milan and Tiffany Ong, with assistance from Nicholas Sisco and Bianca Parras.

Eric Brenner and Oceana High School English teacher Stephanie Sotomayor coordinated the students’ field trip, which is an annual event that the Oceana junior class has been doing for several years. Thanks also to Jocelyn Vila, Financial Aid Program Services Coordinator, for coordinating the Campus Ambassador tours.



*(Article provided by Eric Brenner.  
Photo provided by Sandra Kirkpatrick.)*

## Skyline College Health Fair 2012

On Thursday, March 21, 2012, Skyline College held its Annual Health Fair sponsored by the Health Center in the Dining Hall. As always, the turnout was quite large with over 400 students and staff participating in the event. Participants were able to get their blood pressure checked, test their blood sugar with our own medical doctor, Dr. Nichols, and register for the upcoming Skyline College Blood Drive on April 25 with the American Red Cross.

Participants were able to receive hand and arm massages, as well as manicures, from our Cosmetology department and Massage Therapy program and acupuncture from the American College of Traditional Chinese Medicine.

Many thanks to the following agencies and departments for participating in the event:

- SparkPoint at Skyline College
- American Red Cross
- Youth & Family Enrichment Services (YEES)
- Children's Health Initiative
- World Wide Chiropractic
- San Francisco City Clinic
- Planned Parenthood
- Health Plan of San Mateo
- Relay for Life – American Cancer Society
- Breathe California
- College of San Mateo Nursing Program



A special thanks to the Skyline College Health Center staff for making this event a successful one: Donna Elliott, Jane Ernstthal, and Terri Sofarelli.

*(Article provided by Dr. John Mosby. Photo provided by Renee Abu-Zhaghibra.)*

## **Skyline College-Youth Entrepreneurship Program (YEP) Graduates Second Cohort with Young Community Developers**



*Front Row, Left to Right - Pcyeta Jackson, Yep Coordinator and Michael Neuendorff, YEP Faculty Member along with graduates – Photo by CITD*

On March 15<sup>th</sup> the Skyline College Youth Entrepreneurship Program (YEP) graduated its second cohort for the 4-week Entrepreneurship Training with Young Community Developers (YCD), a community based organization located in the Bayview-Hunters Point area of San Francisco. YEP is offering this entrepreneurship training as a part of YCD's pre-existing job readiness training program.

This class is part of an ongoing collaboration with Young Community Developers. Local residents partake in the specially created 4-week Entrepreneurship Training Program jointly developed between the Skyline College Youth Entrepreneurship Program (YEP), industry and community partners to focus on the primary stake-holders – the young adults. Not only is the objective to introduce entrepreneurship, but also to help remove economic barriers for young adults throughout the Bay Area.

The 4-week Training Program includes in-class sessions, which go over various entrepreneurial topics, and features an interactive public speaking seminar. YEP will start a new training class with YCD in April.

The Youth Entrepreneurship Program is funded through grants from the offices of the Chancellor for California Community Colleges and the President's Innovation Fund. It is locally hosted by Skyline College.

## Skyline College Volunteer Income Tax Assistance Center Completes 123% More Tax Returns This Tax Season!



*Thanks to a great VITA team including those pictured to the left: Adolfo Leiva, SparkPoint Program Services Coordinator; John Miller, Skyline College Accounting Faculty & Instructor for Accounting 665; Linda Whitten, Accounting Department Coordinator; Kelly Batson (in front), Regional Director, [Earn It Keep Save It Program](#); Julie Lamson, SparkPoint Program Services Coordinator; Louise Carroll, Executive Director of [Tax-Aid](#); David Hall, Instructional Aid & Site Coordinator; Dr. Raymond Jones, SparkPoint Coordinator for Service Integration. Thanks to the students who do an outstanding job and thanks also to additional volunteers including Ena Yasuhara from the United Way of the Bay Area and Skyline College's own Ellen Lee.*

SparkPoint and the Business Division at Skyline College partner with the United Way of the Bay Area's [Earn It Keep Save It Program](#) annually to provide free IRS Certified Tax Preparation for qualified members of our community. Earn It Keep It Save It features more than 212 Volunteer Income Tax Assistance (VITA) sites throughout the Bay Area where trained volunteer tax preparers help households making less than \$50,000 per year claim their maximum benefit and refund. Last year over 60,000 tax returns were processed. Eligible taxpayers claim the [Earned Income Tax Credit](#) (EITC) which can amount to as much as \$5,751 per family.

Because of the unique advantages of hosting a SparkPoint Center at a college campus, our site takes advantage of our instructional programs to provide excellent learning opportunities for our students. Accounting students may prepare for certification by completing Accounting 665. The course includes a lab requirement where IRS certified students assist tax filers under the supervision of their instructor, John Miller. The community benefits from a high quality tax preparation service and students acquire both certification and experience for their resumes. The wonderful service is supported by several individuals and organizations who committed to increasing the number of tax returns completed during this year's tax season. This year's VITA Center out did themselves and more than doubled the number of returns completed in the previous year by completing 207 returns.

*(Photo and article provided by William Watson.)*

## Hip Hop Culture is Alive at Rock The School Bells!



On Saturday, March 24, 2012, the 5<sup>th</sup> Annual Rock The School Bells Hip Hop Conference took place at Skyline College. Over 200 attendees, ranging from middle school students to teachers, from all over the Bay Area, participated in an all-day event that included various workshops that used hip hop as a tool to promote critical thinking, creativity, and social activism. It also provided our attendees an opportunity to interact and network with hip hop artists, scholars, community leaders, and mentors from a variety of hip hop educational programs.

The event was kick started by a powerful and riveting performance by Oakland's Young, Gifted, and Black followed by a captivating welcome address by our Vice President of Student Services, Dr. Joi Blake. In addition to the many workshops, attendees got to participate in numerous panels such as *Hip Hop Entrepreneurship*, *Women in Hip Hop*, and *Global Hip Hop*. This year's highlight presentation was provided by the world-renowned, *dead prez*, titled "*It's Still Bigger Than Hip Hop: Strategies for Activism, Health, and Community Power in the Information Age.*" Attendees were challenged to take what they've learned about hip hop and translating it into social activism that promote positive change in their own communities. The conference concluded with an "open mic session" called "*Hip Hop and Beyond Reflection*" where students shared their ideas and strategies on how we can use hip hop to empower themselves and their communities.

Adam Freas, one of the workshop facilitators and professor at Sacramento City College stated, "Our academic system has gotten so far into the quantifiable aspects of education, there is little qualitative recognition. Although Hip-Hop can successfully navigate in both waters, I think the beauty is the culture's ability to promote an organic approach to achievement that allows belief to become a reality. Especially by those populations who have always felt alienated and underrepresented within society. Hip-Hop has always been the voice of the people and as much as the corporate perceptions of Hip-Hop to try to devalue its worth, here comes RTSB to save the day!"



The evening also included a scholarship ceremony for students who were awarded the Rock The School Bells Creative Arts Scholarship for their academic achievement and love for the creative arts. The evening ended with a jam-packed concert with over 400 people in attendance. Monies raised from the concert are used for future Rock The School Bells scholarships.

This event would not be possible without the help and hard work contributed by the Rock The School Bells Advisory Board which includes Nate Nevado and Melanie Espinueva,

faculty volunteers, Chris Gibson, Vanson Nguyen, Tony Jackson, and Nathan Jones; the Urban Youth Society Hip Hop Club, and Alan Ceccarelli and the Theater Club.

We would also like to graciously thank William Watson and Adolfo Leiva. Through a grant managed by SparkPoint at Skyline College, this event was funded in part by the Chancellor's Office, California Community Colleges. Special thanks also goes to Richard Soyombo and his staff at the Center of Workforce Development, Vitamin Water, SOCC, and Kevin Chak of the Skyline College Bookstore for their gracious donations.

Rock The School Bells was a President's Innovation Fund recipient from 2007-2009.

## **“Achieving Success – Let’s get started!” Outreach event for Graduating High School Seniors**



On Monday, April 9, Skyline College hosted an event for graduating seniors in the Jefferson Union High School District who are also concurrent enrollment students at the college. This outreach event was an informative afternoon as students learned about college programs and services such as counseling, financial aid, admissions and records, First Year Experience (FYE) and SparkPoint. Counselors and students found the event helpful for



students as they begin the transition from high school to college. The lunch was provided by SparkPoint and gifts were donated by the bookstore.

*(Article provided by Dr. John Mosby. Photo provided by Jorge Murillo and Cherie Napier.)*

## EOP&S/CARE/CalWORKs: We're over and above!

The foundation of our programs is built upon providing our students with above and beyond services as well as support. In the spirit of our Transfer Initiative and collaboration, we (Skyline College and College of San Mateo EOP&S staff and students) took a bus tour to Southern California during Spring break and visited University of California Santa Barbara, Los Angeles, Riverside; California State University, Long Beach, Fullerton, Los Angeles and the University of Southern California. Special thanks go out to the following individuals who made this a reality: Dr. Joi Blake, Rick Wallace and members of our EOP&S family at the College of San Mateo: Ruth Turner, EOP&S Counselor/Coordinator; Tami Hom and John Vehikite, Program Services Coordinators.



On an anonymous evaluation, a Skyline student commented, "...thanks to this trip, I am so inspired and motivated to work even harder..." and another stated, "This is one of the greatest experiences I have had in my life..I have gained valuable knowledge about transferring ... EOPS, I thank you for this and sincerely appreciate the opportunities and privileges you have provided."



*(Article provided by Jeffrey Acidera. Photos provided by Jacky Ip, Skyline College student, and Tami Hom.)*



## Skyline College TRiO Students Discover UC Davis

On Friday, March 16, 2012 the TRiO program, in partnership with the Transfer Center, arranged for fifty Skyline College students to participate in Discover UC Davis, an annual event designed to inform students about the admissions process to UC Davis, hear from transfer student panelists and university representatives, and tour the campus.



During the event, students attended various workshops to learn about Studying Abroad, Undergraduate Research, Financial Aid & Scholarships, and Pre-Health and Pre-Law Advising.

Students were also engaged with a panel of transfer students whose experiences mirrored those of our students. The panelists spoke about the transfer process and their personal experiences at UC Davis. The event concluded with a campus tour where students learned more about UC Davis' student demographics, its history, and interesting facts.

Discover UC Davis was a major success, which served to promote the goal of transferring to a UC among TRiO and Skyline College students alike. We want to thank the Transfer Center for organizing this event.

*(Article and photos provided by Jessica Lopez.)*



# President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ April 25, 2012

## Inside...

Minnijean Brown Trickey to Speak at CSM's 90 <sup>th</sup> Commencement . . . . .	1
CSM Career Fair . . . . .	2
Managers Retreat Focuses on Transfer and Student Success . . .	2
Coming Attractions: Asian Pacific American Film Festival . . .	2
CSM Connects with Downtown San Mateo . . . . .	2
Benefit for KCSM-FM . . . . .	3
17 CSM Football Players Sign with 4-Year Colleges . . . . .	3
Digital Media Open House: Creativity Meets Technology!. . . . .	4
Olympic Gold Medalist Competes at CSM . . . . .	4
Kudos. . . . .	4
<i>Tim Maxwell</i>	
<i>Clint Terry</i>	
<i>John Licata</i>	
Benefit Concert for Child Development Center . . . . .	5
College Hosts Workshop for Serving LGBT Students. . . . .	5
Save the Date: CSM Athletic Hall of Fame. . . . .	5
Upcoming Dance & Musical Performances . . . . .	5

## Minnijean Brown Trickey to Speak at CSM's 90<sup>th</sup> Commencement



The college is pleased to announce that civil rights activist and trailblazer **Minnijean Brown Trickey**, will serve as the college's keynote speaker at CSM's 90<sup>th</sup> commencement exercises on Friday, May 25. She is one of the nine African American students who collectively resisted opposition to the desegregation to enter Little Rock Central High School in 1957 with protection from federal troops.

Brown Trickey is the subject of a documentary, *Journey to Little Rock: the Untold Story of Minnijean Brown Trickey*, which has received critical acclaim in international film festivals in Africa, United Kingdom, United States, South America and Canada. As one of the Little Rock Nine, she received the NAACP Spingarn Medal and the Congressional Gold Medal, presented by President Bill Clinton. During the spring 2012 semester, Brown Trickey has been teaching the class "Landmarks of Civil Rights: the U.S. Civil Rights Movement," at CSM, Cañada and Skyline. (Photo source: Little Rock Nine Foundation)

## Student Job Seekers Turn Out for Career Fair

By all accounts, CSM's 16<sup>th</sup> Annual Get Linked Career Fair was a great success. Forty-five employers participated, representing a wide spectrum of careers, many of which offered part-time jobs and internships designed specifically for students. Approximately 350 job-seeking students who attended the event had the opportunity to network with employers and learn more about the businesses represented, future job openings and the requirements needed for various careers. The event is coordinated by **Eileen O'Brien**, career services counselor, and **Ron Visconti**, executive director of Phase 2 Careers.



(Photo credit: Alexis Madayag)

## Managers Retreat Focused on Transfer & Student Success

CSM's Management Council recently held a leadership retreat at the Cañada Vista clubhouse. The two primary purposes of the retreat were to focus on CSM's transfer initiative and explore additional strategies to increase student success, both of which have been ongoing discussions at CSM's Joint Administrators Council and Management Council meetings. With respect to student success, the group discussed a variety of institutional success initiatives already underway at the college, explored ways to increase recognition of our students' successes, identified potential institutional barriers to student success, and explored other student success models. To begin the dialog of the transfer initiative, President **Mike Claire** and Vice President **Jennifer**

**Hughes** lead a short skit using the analogy of a "hike" from trailhead to summit to demonstrate the transfer journey of CSM students. The group then examined critical points (trailmarkers) in students' transfer journeys, discussed barriers that may exist for transfer students, and identified strategies to keep students motivated and focused on their transfer goals. Chancellor **Ron Galatolo** joined the group for lunch and engaged them in discussions about the state budget.

## Coming Attractions: Asian Pacific American Film Festival

On Saturday, May 5, the college's Ethnic Studies Department will host the Asian Pacific American Film Festival beginning at 1 pm in the Theatre. A free matinee will feature Lane Nishikawa's "Only the Brave," about the 100<sup>th</sup>/442 Regimental Combat Team, and a short film, "A Crossread Called Manzanar," by Cindy Fang. An evening program, beginning at 7pm, will present Lisette M. Flanary's documentary, "One Voice," that tells the story of the Kamehameha School's Song Contest about how the Hawaiian culture has survived, is flourishing and continues to grow by the power of music and song. The program will also feature "Hip Hop Maestro" by Christine Lee. The festival is funded by the California Civil Liberties Public Education Program/California State Library. **Lewis Kawahara**, adjunct assistant professor of ethnic studies, is the coordinator of the event.

## CSM Connects with Downtown San Mateo

For the second year, CSM has a display in the window of the Walgreens storefront on East 3rd Avenue in downtown San Mateo. The current display, running through April, is



showcasing the upcoming event, Connect to College; the window also features student success stories and a variety of CSM memorabilia. The display was created by **Heather Paizis**, a student assistant in the Community Relations & Marketing Department, with assistance from several of CSM's student ambassadors.

The college has partnered with the San Mateo Downtown Association to develop an ongoing CSM presence in the downtown business area. In addition to the Walgreens display, the college has banners prominently placed between 9<sup>th</sup> and Baldwin Avenues, highlighting the college's connection with Downtown San Mateo where the college was first located in 1922.

## Pamela Rose Presents Her "Wild Women of Song" in a Benefit for KCSM-FM



On April 14, singer and performer **Pamela Rose** presented her acclaimed show, "Wild Women of Song: Great Gal Composers of the Jazz Era," a benefit concert for KCSM-FM. In this original, multimedia production celebrating women songwriters of the Tin Pan Alley era, Rose artfully delivered a cultural retrospective as part of the wonderful jazz and blues concert. Joining her on the stage were some of the Bay Area's finest musicians: **Tammy Hall** on piano, **Ruth Davies** on bass, **Kristen Strom** on sax, **Jeff Massanari** on guitar, and **Kent Bryson** on drums. (Image source: KCSM website)

## 17 CSM Football Players Sign with 4-Year Colleges



To date, seventeen CSM football players have signed letters of intent to continue their collegiate careers at the four-year college/university level:

**Hoko Fanaika** . . . . . Louisiana State University  
**Justin Sagote** . . . . . Washington State University  
**Ron Fields** . . . . . University of Hawaii  
**Chuck Ragland** . . . . . Colorado State University  
**Alex Hubbard** . . . . . Cal Poly San Luis Obispo  
**Lucky Dozier** . . . . . Northern Arizona University  
**Barrett Wangara** . . . . . Cal Poly San Luis Obispo  
**Johnathan Murphy** . . . . . Southeastern Louisiana University  
**Daniel Pearlstone** . . . . . Missouri Valley College  
**D.J. McDonough** . . . . . Faulkner University  
**Vaughn Smith** . . . . . Tarleton State University  
**Antoine Turner** . . . . . Faulkner University  
**Seta Pohahau** . . . . . Central Methodist University  
**Dwaine Simpson** . . . . . Midwestern State University  
**Kenny Anderson** . . . . . Hastings College  
**Craig Hartford** . . . . . Menlo College  
**Miles Freeman** . . . . . Carson-Newman College

In related news, the *San Mateo Daily Journal* featured an article about CSM's Winning in the End Zone learning community for athletes, "An Investment in Football," on March 10, 2012. (Photo source: CSM website)

## Digital Media Open House: Creativity Meets Technology!



On Thursday, May 10, from 3-5 pm, the Digital Media Department and Electronic Music will host an open house to showcase its new facilities in College Center. The event, titled, Creativity Meets Technology!, will kick off with an electronic music concert from 2-3 pm, on the second floor terrace and feature CSM student musicians. Faculty from all the digital media disciplines (electronic music, digital illustration, television and broadcasting, journalism, digital audio, web design and development, multimedia and graphic design) will be on hand to give informative demonstrations and lectures. The event will include tours of the new, state-of-the-art digital media facilities. Student work will be on display in all of the program areas. Refreshments will be served.

## Olympic Gold Medalist Appears in Track and Field Meet at CSM

**Stephanie Brown Trafton**, the 2008 Olympic discus gold medalist, competed as a guest in the Lucky 13 Invitational track and field meet held at CSM on April 13. The Invitational primarily features Northern California community college student-athletes, however; Trafton was looking for competition to prepare for this year's Olympics. Evidently, CSM is Trafton's favorite throwing venue, where she has learned to take

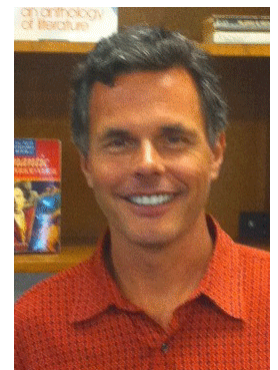


advantage of the often favorable winds. (Unsurprisingly, she won the discus event.) During the 2009 Pacific Association -USA Track & Field Championship meet at College Heights Stadium, Trafton unleashed her personal best throw at 217 feet, 2 inches.

CSM thrower **Nikki Uikilifi** had the unique opportunity to compete against the reigning Olympic champion (Trafton) during the meet. Uikilifi produced the number three women's discus throw by a community college athlete this season and placed sixth overall. She completed the invitational as a triple winner. The graduate of Mill High School, Uikilifi won the shot put and javelin events. She is ranked second in the state in the javelin this season and third in the shot put. Her javelin mark is the fifth best in the nation among two-year college throwers. (Photo source: LA times.com)

## Kudos

~ **Tim Maxwell**, associate professor of English, and **Enrique Luna**, professor of history at Gavilan College, presented an interactive workshop on "Human Rights Education." The presentation focused on the curriculum they developed as part of the Stanford Human Rights Education Initiative and how to incorporate the teaching in courses throughout the curriculum. (Photo source: CSM website)



~ CSM sophomore pitcher **Clint Terry** was named this week's California Community Baseball Coaches Association Pitcher of the Week. The right hander struck out nine, scattered four hits, and gave up just one earned run over eight innings in last week's crucial, 5-1, Coast Golden Gate victory over second place Chabot.

~ CSM alum **John Licata**, an executive in the shoe industry for 27 years, has been named head of footwear for Sak Brand Group. Licata is a former vice president for Naturalizer at Brown Shoe Company and also for Stride Rite.

## Benefit Concert for Child Development Center

On Saturday, May 12 from 12–3 pm, the Child Development Center will once again host its Spring Benefit Concert on the Quad next to the Health and Wellness Building. Headliners for the event feature the Reggae sounds of Bay Area band, Native Elements, and the San Francisco Panhandlers Steel Drum Band. The concert is a celebration of children and families and all proceeds will directly benefit the Child Development Center. Admission is \$12 for adults, \$10 for students and free for children under 13 years old. The event will include children’s activities and drawing prizes. Attendees are encouraged to bring a blanket and picnic lunch. There will also be an onsite Taquero for those who wish to purchase lunch. Beverages will be provided; alcohol is not permitted on the campus. Tickets may be purchased in advance by calling (650) 574-6279 or at the gate on the day of the concert. (Image source: Child Development Center)



## College Hosts Workshop for Serving LGBT Students



On April 25, the college hosted “Culturally Competent Approaches for Serving Lesbian, Gay, Bisexual, and Transgender (LGBT) Populations” a workshop presented by Willy Wilkinson, a nationally-recognized writer and public health consultant. Wilkinson discussed health and legal issues LGBT people face, how to develop culturally appropriate systems and service approaches for working with LGBT individuals and their families and how CSM can improve its services for LGBT students. (Photo source: williewilkinson.com)

## Save the Date: 2012 CSM Athletics Hall of Fame

On the evening of September 14, 2012 the college will host the 2012 Athletics Hall of Fame Induction Ceremony in College Center. This year’s notable inductees are:

**Stacy Bergstedt** . . . .Softball  
**Greg Buckingham** . .Swimming  
**Oliver Byrd** . . . . .Coach  
**Chris Diehl** . . . . .Track & Field  
**Rich Donner** . . . . .Coach  
**Jeff Fishback** . . . . .Track & Field  
**Cindy Galarza** . . . .Basketball  
**Steve Hamann** . . . .Water Polo  
**Ed Kertel** . . . . .Football  
**Mike Lewis** . . . . .Coach  
**Frank Pignataro** . . .Baseball  
**Tom Scott** . . . . .Football  
**Steve Shafer** . . . . .Coach  
**Jack Thur** . . . . .Coach  
**Berny Wagner** . . . .Coach



The celebration will continue on Saturday afternoon, September 15, with the Hall of Fame Football Game; CSM will take on Diablo Valley College at College Heights Stadium.

## Upcoming Dance & Musical Performances

**Ladies of the Blues: A Tribute to Women in a Man’s World**  
 Friday, April 27, 7 pm, Theatre

**Spring Dance Performance**  
 Friday, May 11, performances at 1:30 pm and 7:30 pm, Theatre  
 Featuring CSM dance classes and Performance Dance Ensemble

**CSM Jazz Ensemble Concert**  
 Monday, May 7, performances at 7:30 pm – 9:30 pm, Theatre  
 Featuring three CSM big bands perform some of the latest contemporary and standard compositions from the jazz repertoire.

**College of San Mateo Symphonic Band Concert**  
 Thursday, May 3, 7:30 pm – 9:30 pm, Theatre  
 Under the direction of **Michael Galisatus**, the band will perform the Star Wars Trilogy and other selections from contemporary to traditional works.

SPECIAL  
POINTS OF  
INTEREST:

- The annual career fair drew a record number of visitors from Redwood City and more than 300 students looking for jobs.
- The baseball team is on the verge of its sixth straight state playoff berth. The Colts end the season on April 26.

INSIDE THIS  
ISSUE:

PTK Honored 2  
at Interna-  
tional Confer-  
ence

Cañada 2  
Sweeps Math  
Competition

Yalonis to 3  
teach Green  
Entrepreneur-  
ship Course

Farmers Mar- 3  
ket Opens on  
Sundays

The Grove 4  
Opens in Fall

# Cañada College

VOLUME 11, ISSUE IV

APRIL 25, 2012

## Carlos Ortega Earns \$10,000 Pister Scholarship to UCSC

Ortega, a member of Phi Theta Kappa and Dean's List recipient the past five terms, is the first person in his family to attend college and he works 40 to 50 hours per week as a self-employed handyman.

Carlos Ortega, the vice president of Cañada's Phi Theta Kappa chapter, has been named a recipient of the Karl S. Pister Leadership Opportunity Scholarship at UC Santa Cruz. The Pister scholarship was established to help the most promising students from regional community colleges transfer to UCSC. All recipients receive a \$10,000 scholarship for each of two years, as well as the support of a strong academic mentoring program and assistance finding paid summer work experience in a field that complements their studies. Former UCSC Chancellor Karl S. Pister designed the program.

"It's truly an honor to receive this award," Ortega said.

Ortega, a global economics major, is also considering attending UC Berkeley.

Ortega grew up in a poor, uneducated household and he does not receive financial support from his divorced parents. "The BOG waiver and Pell Grant have allowed me to work a little less and better concentrate on my studies," he said. Still, Ortega estimates he works 30+ hours per week as a handyman and fine furniture mover to help make ends meet. "It would be difficult for me to succeed academically

at a university without the assistance of financial aid or a scholarship," he said.

Ortega had a difficult childhood and had relocated twelve times by the time he was 15. He lived in an upholstery shop owned by his father's friend, fashioning a mattress out of pieces of foam remnants. He began stealing food, clothes, and car stereos to meet his basic needs but that lifestyle became dangerous so he dropped out of high school in his senior year to take on a full-time job.

He began working for a fine furniture store as a mover. He quickly rose through the ranks and eventually became the warehouse manager, in charge of millions of dollars of merchandise. He was leading a six-man crew and was

soon making logistical improvements in the warehouse operations to make it more efficient.

"I'm thankful for my time as manager and the invaluable skills I've learned from that powerful experience," he said. "Today, I use these skills while planning events and fundraisers with the honors society on campus. I am able to see potential problems in budgeting and logistics and prepare myself, and fellow members, to deal with such issues."

Interim President Jim Keller said Carlos is a student-leader committed to receiving a quality education. "He has had to overcome immense obstacles to an education which would have been far too daunting for most other

**(Continued on Page 2)**



## Cañada Sweeps Statewide Math Competition

A team of MESA students from Cañada came in first overall in the program's annual statewide Math Challenge.

Mathematics, Engineering, Science Achievement (MESA) conducted the 60-minute test that is modeled after the American Mathematical Association of Two-Year College's Student Math League test. Almost 190 MESA students in teams of five or more participated from 21 MESA community college campuses. Cañada's Alex Wu finished first overall. Teammates Soroush Motahari and Aimee Sylvia tied for second. Christina Arenas and Michael Murphy tied for third. That gave Cañada's five member team a clean sweep of the top spots.

A team of MESA students from Cañada came in first overall in the program's annual statewide Math Challenge.

Mathematics, Engineering, Science Achievement (MESA) conducted the 60-minute test that is modeled after the American Mathematical Association of Two-Year College's Student Math League test. Almost 190 MESA students in teams of five or more participated.

## BZN Honored at International Conference



Members of Beta Zeta Nu stand on stage in Nashville to accept awards as part of the PTK International Conference in Nashville.



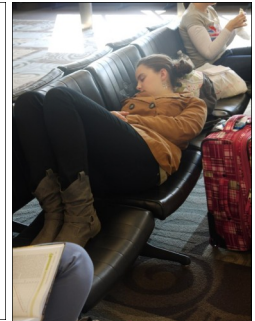
BZN received five major awards at the conference including College Project.

Beta Zeta Nu, Cañada's chapter of Phi Theta Kappa, the international honor society for two-year colleges, was named fourth runner-up out of more than 1,300 chapters internationally at the organization's recent conference. "This is a true reflection of all the work that takes place on campus by staff, faculty and students," said Paul Roscelli, one of the club's advisors. "I'm really happy for the students."



Cañada students and staff prepare for the conference. The PTK chapter was honored as one of the top four worldwide.

Traveling to Nashville to accept so many awards is hard work. A nap is needed.



## Carlos Ortega: A Model Student-Leader at Cañada

people in our society. He did this entirely on his own initiative, without family assistance or any of the usual support mechanisms of a functioning family."

Ortega said academically he was immediately drawn to economic theory, calculus, and the mathematical formality of economic analysis. "Examining global and local events and pressing issues unfolding around me, I realize that economic analysis is essential to prescribe solutions," he said. "I strive to dedicate my life to such a discipline that has the potential to positively affect societies on both the local and global level."

Ortega said he would like to eventually work for the Interna-



Carlos Ortega (second from right) at PTK Conference.

tional Monetary Fund or the World Bank. "I believe the next step toward achieving my goal is to study in a culturally diverse setting, such

as the University of California educational system. I want to study under cutting-edge professors with different outlooks."





The college will host a special Undocumented Students Forum on Wednesday, April 25. Alison Field, professor of history at Cañada, will present the historical background and current context of immigration. Field teaches the History of Race, Ethnicity, and Immigration in the U.S., Modern Latin America, and the History of Latinos in the U.S. Mark Silverman, an attorney with the Immigrant Legal Resource Center, and Sheryl Muñoz-Bergman, director of programs for the International Institute of the Bay Area, will present an overview of immigration law, paths to citizenship, and immigrant rights. Silverman has worked closely with Dream Act student organizations for the past eight years. Muñoz-Bergman and the IIBA provide low-cost, fair, and accurate legal advice for immigrants and refugees concerning citizenship. This is the second year the forum has been held.

## Chris Yalonis Joins College to Teach Course on Green Entrepreneurship

Chris Yalonis has been hired as an adjunct faculty member to teach local entrepreneurs how to go green. Yalonis is teaching a four-week course funded by a grant from the U.S. Department of Labor.

“The course essentially mashes up two fields - sustainability and entrepreneurship,” he said. “The goal is to teach budding entrepreneurs how to build an organization on the concepts of social equity and justice; environmental stewardship; and economic vitality.”

Yalonis said up to this point entrepreneurs have built businesses with the primary metric for success being financial performance.



“There is financial incentive for business owners, both big and small, to focus on environmental stewardship and social equality,” Yalonis said. Last year, clean tech businesses reaped a record \$3.5 billion in funding from venture capitalists. “I look at VC funding as a harbinger of things to come,” he said. “That’s where the smart

money is going.”

Yalonis has taught sustainable management at a number of nationally-ranked Green Business programs including the Presidio Graduate School, Miami University, Columbia, and Indiana University. He has completed post graduate work in sustainable management at the Presidio Graduate School and has an MBA from Indiana University. He is the author of seven books, more than 30 white papers, 50 published studies, as well as 75 public speeches on sustainability metrics, green markets, measuring sustainability performance, and business planning.

## Weekly Farmers Market Open on Sundays in Parking Lot 7

The West Coast Farmers Market Association has opened a Sunday market at Cañada College. It will be held every Sunday from 9 a.m. to 1 p.m. in Lot 7.

According to the group's website, the mission of the West Coast Farmers Market Association is "to establish and maintain a certified Farmers Market that will provide a viable economic marketplace for California farmers, food processors, and local artists, while providing the local communities, tourists and business interests access to high quality and reasonably priced California-grown farm fresh fruits and vegetables, baked goods and processed foods, as well as providing a showcase for California's artisans. To be the liaison between the local farming, business, tourist and residential communities, and strive to become the melting pot where all can come together in commerce and to participate in special events."

It currently operates a weekly farmers market in Cupertino and will soon open locations at Brisbane Com-



munity Park, San Jose City College, Redwood Shores, and Foster City. The group rents the parking lot from the college.

**Vice President of Instruction Sarah Perkins to Transfer to Skyline College**



Sarah Perkins, who joined Cañada in 2009, has asked for, and received, a transfer to Skyline College where she will be the school's new Vice President of Instruction. Perkins will begin her new position in July.

At Cañada, Perkins developed the Center for Innovation and Excellence in Teaching and Learning to foster professional development opportunities for faculty and staff. She created academic pathways for students making it easier for them to achieve their academic goals. And, most importantly, she worked closely with former President Tom Mohr and faculty leaders to develop a campus culture built on open, honest, dialogue.

"Sarah will be greatly missed at Cañada," said Interim President Jim Keller. "Fortunately, we'll continue to work with her at Skyline."

**THE GROVE IS SET TO OPEN THIS FALL**

Cañada students will have a new place to study, eat, and socialize on campus this fall with the opening of The Grove. The old cafeteria will be replaced with a modern gathering space featuring large open areas for relaxing, a dining court, Career Center and Student Lounge.

"It's much more than a cafeteria," said Vice President of Instruction Sarah

Perkins. "Bringing the Career Center and Student Lounge together with the dining area will make this a hub of activity and a true Student Center which we currently don't have on campus."

The interior of The Grove was designed by students in Professor Nancy Wolford's interior design classes. The finishes highlighted by wood accents, large pendant light-



ing fixtures, soffits and angled wing walls, will soften the space, enhance the acoustics and take away the "old school" cafeteria feel. A large six-panel video wall will bring a modern, hip, feel to the space.



The annual career fair drew more than 300 students and 30 vendors to the Learning Center last week. Students took the opportunity for professional evaluators to critique their resumes and a record number of visitors from Redwood City were on campus to participate in the fair. Next year, the fair will be held in The Grove.

**Lockdown Drill a Success**

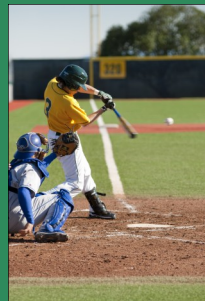
For the second consecutive year the college conducted a lockdown drill to prepare the campus in the case of an emergency. This year, members of the San Mateo County Sheriff's Office

SWAT Command were on hand to witness the event. "We were able to complete a total lockdown of the buildings in six minutes during morning classes and five minutes during evening classes," said Vice Presi-

dent of Student Services Robin Richards, who coordinated the exercise. "We were very pleased with the cooperation by faculty, staff, and students," she said.

The Sheriff's Office commended the college for the successful drill, saying it served as a model for how public institutions should prepare for emergency situations.

**Baseball Team Rolling Towards Sixth Straight Playoffs**



The Colts are ready to punch their ticket to a sixth straight state baseball playoff appearance.

On Sunday, April 29 the state playoff seeding meeting will take place. The Colts have been ranked in

the Top 15 for most of the season and have played one of the state's most difficult schedules. They are currently second in the Coast Pacific Conference standings. They end the season on April 26 at Cabrillo.

Zach Turner leads the conference in home runs (11), RBI (53) and batting average (.393). He has consistently been the most productive power hitter in the conference this season.

San Mateo County Community College District

April 25, 2012

**BOARD REPORT NO. 12-4-3C**

**CAREER ADVANCEMENT ACADEMIES, PRESENTED BY SKYLINE COLLEGE**

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

**BOARD REPORT 12-4-3A**

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. REASSIGNMENT**

**College of San Mateo**

**Krystal Romero** Interim Director of Student Support Student Services

Extension of temporary academic supervisory employment, effective July 1, 2012 through June 30, 2013. The temporary assignment was previously Board approved on May 16, 2011.

**B. TRANSFER**

**College of San Mateo**

**Kathleen Sammut** Counselor Counseling Services

Transfer from Cañada College to College of San Mateo to fill an existing vacancy.

**Skyline College**

**Sarah Perkins** Vice President of Instruction Instruction Office

Transfer from Cañada College to Skyline College to fill an existing vacancy.

**C. CHANGE IN STAFF ALLOCATION****Cañada College**

Recommend extension of a change in staff allocation to add one temporary full-time (100%) faculty Librarian position, effective for the 2012-13 academic year. The temporary position was previously Board approved for the Spring 2012 semester.

**Skyline College**

Recommend a change in staff allocation to delete one full-time, 12-month Communications Manager position (2C0016) at Grade 192S of Salary Schedule 40 and to add one full-time, 12-month Director of Marketing, Communications & Public Relations position at Grade 191E of Salary Schedule 35. The change is consistent with the same level position at Cañada College and College of San Mateo.

**D. LEAVE OF ABSENCE****District Office****Karen Pinkham**

Project Manager I

Facilities Planning &amp; Operations

Recommend approval of a pregnancy disability leave of absence, effective April 20, 2012, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

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

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Business, Workforce, & Athletics/Upward Bound	3	6/11/2012	7/31/2012	<b>Instructional Aide II:</b> Provide services and mentorship to 50 Upward Bound underserved and at-risk high school students. Includes instruction and assessment in high school level English/humanities, math, laboratory sciences, and foreign languages.

**BOARD REPORT NO. 12-4-1CA**

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

**RATIFICATION OF JANUARY AND FEBRUARY 2012 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 2012 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, 2012 through February 29, 2012 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2012  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
025414	01/03/12	Computerland	18,252.77	Districtwide Computer Purchase
025417	01/03/12	Official Payments Corporation	15,724.23	Student Web Service Fees
025429	01/05/12	U.S. Bank National Association ND, .	272,332.76	District Procurement Card Payment
025431	01/05/12	AMS.Net, Inc.	15,004.85	Skyline & Cañada Hardware Supplies
025434	01/05/12	Constellation NewEnergy Inc.	42,216.04	Utilities
025442	01/10/12	Associated Std-CSM	40,000.00	CSM ASB Interbank Transfer
025443	01/10/12	Computerland	44,926.68	Districtwide Computer Purchase
025445	01/10/12	Sallie Mae Inc.	218,486.86	Financial Aid Disbursement
025446	01/10/12	SM County Community College District	35,842.34	Replenish Flex Spending Account
025454	01/12/12	Computerland	17,202.94	Skyline IT Equipment Purchase
025457	01/12/12	Schneider Electric Buildings Americas, Inc.	67,950.00	CSM Equipment purchase
025460	01/12/12	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
025472	01/17/12	CIS, Inc	13,860.00	Cañada & CSM Inspection Service
025477	01/17/12	Noll & Tam	17,941.50	Cañada Architectural Service
025479	01/17/12	Sallie Mae Inc.	3,712,784.07	Financial Aid Disbursement
025495	01/19/12	Interline Brands Inc.	10,720.10	Skyline & CSM Custodial Supplies
025497	01/19/12	Official Payments Corporation	31,047.81	Student Web Service Fees
025499	01/19/12	Siemens Industry, Inc.	40,443.00	Districtwide Fire Alarm System Maintenance Fees
025500	01/19/12	SMCCCD Bookstore	11,897.59	Bookstores Central Duplicating Services
025512	01/24/12	Intermountain Electric Company	23,250.00	Skyline Fire Alarm System Installation
025513	01/24/12	Krueger International	26,962.47	Skyline & CSM Furniture Purchase
025515	01/24/12	Performance Abatement Services, Inc.	23,595.00	Cañada & CSM Abatement Services
025516	01/24/12	Sallie Mae Inc.	580,999.09	Financial Aid Disbursement
025531	01/26/12	Constellation NewEnergy Inc.	31,966.32	Utilities
025532	01/26/12	Shannon - Leigh Associates	10,000.00	Skyline Design Services
444873	01/03/12	Netronix Integration, Inc.	15,500.00	Districtwide ACAMS System Installation
444876	01/03/12	Pac Gas & Elec Co	15,888.84	Utilities
444884	01/03/12	Sedgwick Claims Management Services. Inc.	21,420.00	Worker's Comp TPA Services Fee
444919	01/05/12	Condensed Curriculum International, Inc.	11,038.95	Community Education Lecture Services
444933	01/05/12	Pac Gas & Elec Co	12,004.52	Utilities
444943	01/05/12	Schindler Elevator Corporation	14,244.18	Districtwide Elevators Maintenance Services
444960	01/05/12	Vavrinek, Trine, Day & Co.	30,300.00	Districtwide Audit Fee
445020	01/09/12	S.M.C.S.I.G.	19,170.06	Vision Premium Payment
445029	01/09/12	Wesco Graphics, Inc.	16,774.24	Community Education Printing Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2012  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
445039	01/09/12	S.M.C.S.I.G.	161,536.26	Dental Premium Payment
445052	01/12/12	Bayside Heating & Air Conditioning	14,988.00	Skyline Construction Project
445068	01/12/12	Cumming Corporation	10,319.00	CPD Project Coordinator Services
445092	01/12/12	John Plane Construction	119,189.00	Cañada Construction Project
445131	01/12/12	Robert A. Bothman	80,509.00	Skyline Construction Project
445158	01/12/12	Calif Water Service Co	13,652.50	Utilities
445160	01/12/12	County of San Mateo	10,175.10	Districtwide Parking Income Allocation
445163	01/12/12	Hartford Life & Accident Insurance Co.	34,601.60	Monthly Insurance Premium
445188	01/17/12	Commercial Energy of Montana, Inc.	48,743.00	Utilities
445189	01/17/12	Community Playgrounds	21,039.00	Skyline Construction Project
445194	01/17/12	Employment Development Department	364,965.20	State Unemployment Tax
445206	01/17/12	Pac Gas & Elec Co	25,284.94	Utilities
445218	01/17/12	Strata Information Group	15,217.84	Districtwide Consulting Services
445237	01/17/12	Pankow Special Projects, L.P.	1,154,036.00	CSM Building Modernization
445253	01/19/12	Associated Std -Canada	29,413.00	Student Fees Reimbursement
445254	01/19/12	Associated Std-CSM	49,126.00	Student Fees Reimbursement
445255	01/19/12	Associated Std-Skyline	42,294.06	Student Fees Reimbursement
445258	01/19/12	B & H Photo Video	43,161.70	CSM Equipment Purchase
445376	01/19/12	County of San Mateo	25,511.04	Districtwide Legal Consulting Services
445400	01/23/12	Commercial Energy of Montana, Inc.	19,371.63	Utilities
445442	01/23/12	Pac Gas & Elec Co	24,289.32	Utilities
445458	01/23/12	Strata Information Group	52,346.50	ITS Consulting Service
445460	01/23/12	Study in the USA, Inc.	18,625.00	Advertisement Expense
445480	01/24/12	C H Bull & Co	11,983.28	Cañada Equipment Purchase
445490	01/26/12	Allana Buick & Bers, Inc.	13,612.75	CSM Construction Project
445503	01/26/12	Barclay Sanitary Supplies	58,448.46	CSM Construction Project
445510	01/26/12	Berlin Food & Lab Equipment Company	74,074.99	Skyline Custom Built Coffee Shop
445514	01/26/12	Caftec, Inc.	23,011.63	Skyline Espresso Machine
445517	01/26/12	Calif Water Service Co	15,550.01	Utilities
445529	01/26/12	Ellis & Ellis Sign Systems	78,393.73	CSM Construction Project
445531	01/26/12	Franklin Fixtures Inc.	23,066.00	CSM Fixture and Furniture Purchase
445557	01/26/12	Long Beach Co. Comm. College Dist.	11,900.71	Skyline Green Innovation Challenge Program
445570	01/26/12	Musson Theatrical	25,772.01	CSM Equipment Purchase
445572	01/26/12	Netronix Integration, Inc.	26,386.00	Districtwide ACAMS System Installation
445580	01/26/12	Park West Landscape Inc.-PNO	13,630.00	CSM Construction Project
445584	01/26/12	Perfect Sky, Inc.	28,612.50	Skyline Green Innovation Challenge Program



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JANUARY 1-31, 2012  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
445589	01/26/12	Pro-Plumbing	35,775.00	Skyline Kitchen Remodel Expense
445603	01/26/12	Signet Testing Laboratories, Inc	29,076.05	Cañada Construction Project
445623	01/26/12	Irigoyen II, Fermin	10,000.00	Skyline Staff Education Expenses
445664	01/30/12	County of Alameda	29,324.09	Skyline Bay Area Clean Energy Careers Project
445695	01/30/12	Pac Gas & Elec Co	15,220.74	Utilities
445716	01/30/12	American Federation of Teachers	44,720.76	Union Dues
445717	01/30/12	C S E A	12,211.45	Union Dues
445746	01/30/12	Hartford Retirement Plans Service Center	44,382.31	Tax Shelter Annuities
<u>District Payroll Disbursement(excluding Salary Warrants)</u>				
J1202472	01/09/12	State Teacher Retirement - Cash Balance	33,909.32	STRS Retirement - Cash Balance
J1202720	01/19/12	US Treasury - Union Bank	53,201.76	Federal Tax
J1202846	01/31/12	State Teacher Retirement - County Paid	552,073.50	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109173	01/05/12	MBS Textbook Exchange	47,160.81	Purchase of Inventory
109181	01/05/12	SMCC College District	225,322.52	Salaries & Benefits - November 2011
109197	01/19/12	SMCC College District	172,862.83	Salaries & Benefits - December 2011
109198	01/19/12	SMCCD	15,446.61	Purchase of Inventory
109216	01/26/12	NACSCorp	13,397.72	Purchase of Inventory
109220	01/26/12	SMCCD	12,672.07	Purchase of Inventory
Subtotal			9,626,588.51	91%
Warrants Issued ≤ \$10,000			942,505.57	9%
Total Non-Salary Warrants Issued			<u>10,569,094.08</u>	100%
District Accounts Payable	CK#444854-445767, DD25406-25543		9,353,994.60	
District Payroll	CK#76641-77383, DD50028456-50029921		5,525,362.96	
SMCCCD Bookstores	CK#109157-109225, EFT76629, 76826		568,041.22	
Total Warrants Including Salaries - January 2012			<u>15,447,398.78</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-29, 2012  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check No	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
025547	02/02/12	Associated Std -Canada	32,135.27	Cañada ASB Interbank Transfer
025553	02/02/12	Constellation NewEnergy Inc.	26,130.75	Utilities
025554	02/02/12	Coulter Construction Inc.	166,823.71	CSM Construction Projects
025560	02/02/12	Krueger International	38,519.59	CSM Furniture Purchase
025563	02/02/12	Sallie Mae Inc.	442,176.19	Financial Aid Disbursement
025564	02/02/12	Schneider Electric Buildings Americas, Inc.	10,821.50	Districtwide Maintenance & Services Payment
025565	02/02/12	Shannon - Leigh Associates	22,327.50	CSM & Skyline Construction Projects
025566	02/02/12	SMC College Ed Housing Corp - Canada Vista	60,210.51	Cañada Vista Monthly Rent Payment
025567	02/02/12	SMC College Ed Housing Corp - College Vista	47,188.00	College Vista Monthly Rent Payment
025568	02/02/12	SMCCCD Bookstore	16,989.97	Loan to Own Program & Rental/Bad Check Reimbursement
025569	02/02/12	VALIC Retirement Services Company	234,597.88	Tax Shelter Annuities
025582	02/07/12	U.S. Bank National Association ND, .	224,280.29	Districtwide Procurement Card Payment
025590	02/07/12	Intermountain Electric Company	42,117.75	Skyline Labor & Materials for Fire Alarm System
025591	02/07/12	Krueger International	15,557.64	CSM Furniture Purchase
025594	02/07/12	Sallie Mae Inc.	268,849.77	Financial Aid Disbursement
025596	02/07/12	SM County Community College District	45,681.07	Flex Spending Account Reimbursement
025619	02/09/12	SMCCCD Bookstore	80,457.20	Cañada Calworks/EOPS Book Purchase
025639	02/16/12	Coulter Construction Inc.	41,351.70	CSM Construction Project
025643	02/16/12	Keenan & Associates	16,929.34	Cañada Construction Projects
025644	02/16/12	Krueger International	23,711.80	Districtwide Furniture Purchase
025646	02/16/12	Sallie Mae Inc.	4,333,283.37	Financial Aid Disbursement
025650	02/16/12	Western Allied Mechanical Inc.	135,746.10	CAN & CSM Boilers Upgrade
025660	02/23/12	Associated Std-CSM	50,000.00	CSM ASB Interbank Transfer
025663	02/23/12	Constellation NewEnergy Inc.	62,809.37	Utilities
025669	02/23/12	Noll & Tam	25,873.64	Cañada Architectural Services
025670	02/23/12	Official Payments Corporation	52,816.86	Student Web Service Fees
025673	02/23/12	Sallie Mae Inc.	258,628.05	Financial Aid Disbursement
025682	02/28/12	Coulter Construction Inc.	46,179.90	Skyline Construction Project
025689	02/28/12	Sallie Mae Inc.	274,991.00	Financial Aid Disbursement
025690	02/28/12	SMC College Ed Housing Corp - Canada Vista	67,201.89	Cañada Vista Monthly Rent Payment
025691	02/28/12	SMC College Ed Housing Corp - College Vista	47,188.00	College Vista Monthly Rent Payment
025695	02/28/12	VALIC Retirement Services Company	218,549.39	Tax Shelter Annuities
445929	02/02/12	American Federation of Teachers	44,665.93	Union Dues
445933	02/02/12	CalPERS	502,856.20	PERS Contribution Advance Monthly Payment

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-29, 2012  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check No	Check Date	Vendor Name	Check Amount	Description
445940	02/02/12	Employment Development Department	14,657.55	State Unemployment Tax
445944	02/02/12	Hartford Life & Accident Insurance Co.	34,582.68	Monthly Insurance Premium
445955	02/02/12	Public Empl Ret Sys	1,236,391.50	Health Insurance Premium
445958	02/02/12	Robert A. Bothman	18,084.50	Skyline Construction Project
445959	02/02/12	S.M.C.S.I.G.	19,309.37	Vision Premium Payment
445960	02/02/12	S.M.C.S.I.G.	161,170.31	Dental Premium Payment
445967	02/02/12	Swinerton Management & Consulting	159,704.98	Program Management Services
445981	02/06/12	BNBuilders	27,453.00	CSM SMAC Construction Project
445993	02/06/12	Economic Modeling, LLC	12,000.00	Subscription Renewal
446016	02/06/12	MediFit Corporate Services, Inc.	51,192.02	CSM SMAC Equipment Purchase
446019	02/06/12	Netronix Integration, Inc.	23,707.12	Districtwide ACAMS System Installation
446030	02/06/12	Strategic Energy Innovations	20,000.00	Skyline Energy Project
446081	02/09/12	BNBuilders	133,343.10	Skyline Construction Project
446091	02/09/12	City of San Bruno	18,911.95	Utilities
446094	02/09/12	County of Alameda	21,767.37	Skyline Bay Area Clean Energy Careers Project
446096	02/09/12	County of San Mateo	26,780.60	Districtwide Legal Consulting Services
446106	02/09/12	Foundation for California Community College	87,516.01	Skyline Career Ladders Projects
446113	02/09/12	H.V. Welker CO., Inc.	93,251.20	Skyline Construction Project
446157	02/09/12	BNBuilders	14,815.90	Skyline Construction Project
446192	02/13/12	Atlas/Pellizzari Electric Inc.	12,195.00	Skyline Electrical Project
446194	02/13/12	Bay City Boiler & Engineering Company, Inc.	39,330.00	Skyline Boiler Burner Upgrades Expense
446207	02/13/12	Netronix Integration, Inc.	14,292.00	Skyline & CSM Security Camera Installation
446212	02/13/12	Robert A. Bothman	61,047.87	Skyline Construction Project
446214	02/13/12	San Mateo Lawn Mower	21,890.01	CSM Blower & Trimmer Supplies Purchase
446216	02/13/12	Silicon Valley Shelving & Equip., Inc.	15,158.42	Cañada Shelving & Equipment Purchase
446219	02/13/12	Swinerton Management & Consulting	96,028.86	Program Management Services
446228	02/13/12	Golden Project Mgmt& Install LLC	10,000.00	CSM Construction Project
446322	02/16/12	Bay View Painting Company	13,982.94	Skyline Construction Project
446331	02/16/12	CalPERS	10,036.27	Monthly PERS Contribution Final Payment
446333	02/16/12	Commercial Energy of Montana, Inc.	68,942.88	Utilities
446334	02/16/12	Creative Wood Products, Inc.	17,461.23	CSM Furniture Purchase
446369	02/16/12	Pac Gas & Elec Co	28,784.25	Utilities
446375	02/16/12	Professional Personnel Leasing	11,329.23	Skyline Consulting Services
446379	02/16/12	RemyMooseManley, LLP	16,538.59	Districtwide Legal Services
446386	02/16/12	Strata Information Group	50,504.00	ITS Consulting Services
446407	02/16/12	Western Allied Mechanical Inc.	15,082.90	Cañada & CSM Boilers Upgrade

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
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Check No	Check Date	Vendor Name	Check Amount	Description
446532	02/23/12	MK Pipelines, Inc.	25,747.00	Skyline Construction Project
446540	02/23/12	Pankow Special Projects, L.P.	11,058.00	CSM Building Modernization
446542	02/23/12	Perfect Sky, Inc.	17,850.00	Skyline Green Innovation Challenge Program
446586	02/23/12	State Board of Equalization	19,930.00	BOE Hazardous Waste Generator Annual Fee
446588	02/23/12	U.S. Postal Services	10,000.00	Skyline Postage Expense
446603	02/28/12	Atlas/Pellizzari Electric Inc.	45,441.00	Skyline Electrical Project
446609	02/28/12	BNBuilders	55,382.40	Skyline Construction Project
446610	02/28/12	John Plane Construction	30,768.00	Cañada Construction Project
446627	02/28/12	Ellis & Ellis Sign Systems	19,953.00	Skyline Construction Project
446646	02/28/12	John Plane Construction	386,783.64	Cañada Construction Project
446670	02/28/12	Pac Gas & Elec Co	28,687.86	Utilities
446673	02/28/12	Pankow Special Projects, L.P.	50,000.00	CSM Building Modernization
446699	02/28/12	American Federation of Teachers	54,039.88	Union Dues
446707	02/28/12	C S E A	12,478.87	Union Dues
446708	02/28/12	Calif Water Service Co	13,789.78	Utilities
446709	02/28/12	CalPERS	508,091.75	Monthly PERS Contribution Advance Payment
446744	02/28/12	Hartford Retirement Plans Service Center	45,377.77	Tax Shelter Annuities
446746	02/28/12	IntelliResponse Systems Inc.	60,000.00	Districtwide Annual Service & Maintenance Fee
446752	02/28/12	Nissan of Oakland	33,518.79	Skyline Used Nissan Leaf SL Purchase
446761	02/28/12	John Plane Construction	12,207.96	Cañada Construction Project
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1202873	02/01/12	US Treasury - Union Bank	1,276,585.95	Federal Tax
J1202873	02/01/12	EDD - Union Bank	256,292.63	State Tax
J1202873	02/01/12	EDD - Union Bank	10,275.55	State Tax - SDI
J1203085	02/13/12	State Teacher Retirement - Cash Balance	41,705.56	STRS Retirement - Cash Balance
J1203346	02/27/12	US Treasury - Union Bank	56,272.09	Federal Tax
J1203413	02/29/12	State Teacher Retirement - County Paid	602,788.87	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109236	02/08/12	Branded Custom Sportswear	20,642.80	Purchase of Inventory
109242	02/08/12	Cengage Learning	116,824.69	Purchase of Inventory
109296	02/08/12	MBS Textbook Exchange	234,129.44	Purchase of Inventory
109297	02/08/12	McGraw-Hill Companies	33,100.69	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 FEBRUARY 1-29, 2012  
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Check No	Check Date	Vendor Name	Check Amount	Description
109312	02/08/12	Pearson Education, Inc.	122,331.48	Purchase of Inventory
109321	02/08/12	ReadyCare/Frio	12,635.00	Purchase of Inventory
109331	02/08/12	Skyline Bookstore Gap	11,784.66	Purchase of Inventory
109362	02/21/12	Cengage Learning	48,189.00	Purchase of Inventory
109398	02/21/12	Pearson Education, Inc.	176,413.11	Purchase of Inventory
109408	02/21/12	Skyline Bookstore Gap	12,436.29	Purchase of Inventory
109410	02/21/12	SMCC College District	216,001.15	Salary & Benefits - January 2012
109421	02/21/12	Xerox Corporation	13,647.54	Purchase of Inventory
EFT15684	02/24/12	Board of Equalization	143,901.67	Sales Tax January 2012
		Subtotal	<u>15,501,954.61</u>	93%
		Warrants Issued ≤ \$10,000	<u>1,151,290.31</u>	7%
		Total Non-Salary Warrants Issued	<u><u>16,653,244.92</u></u>	100%
District Accounts Payable		Ck#445768-446776, DD25544-25699	12,929,200.28	
District Payroll		CK#77384-78147, DD50029922-50031420	7,757,118.72	
SMCCCD Bookstores		Ck#109226-109423, EFT15684	<u>1,476,104.58</u>	
		Total Warrants Including Salaries - February 2012	<u><u>22,162,423.58</u></u>	

**BOARD REPORT NO. 12-4-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor- Superintendent

PREPARED BY: Janet L. Stringer, Dean, Science & Technology, Cañada College, 306-3322

**ACCEPTANCE OF SUBAWARD FOR A GRANT FROM THE U.S. DEPARTMENT OF LABOR  
TO THE SANTA ANA WORKFORCE INVESTMENT BOARD FOR CAÑADA COLLEGE**

In collaboration with the Santa Ana Workforce Investment Board, Growth Sector, Santa Ana Community College, CSU Fullerton, UC Irvine and RapidTech, Cañada College has been awarded a grant from the H1B Technical Skills Training program from the U.S. Department of Labor. The grant will fund Orange County's Bridge to Engineering project. As an Education Partner in the program, Cañada College will provide technical assistance for the development and assessment of Math Jam at the community colleges in Orange County. Faculty from Cañada College will also assist Santa Ana College, Saddleback College, RapidTech and UC Irvine develop a Summer Engineering Institute.

Cañada College will receive \$67,573 to provide this support. The funding period is for two years beginning December 1, 2011 and ending November 30, 2013.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the subaward to Cañada College from the U.S. Department of Labor grant to the Santa Ana Workforce Investment Board in the amount of \$67,573.

**BOARD REPORT NO. 12-4-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

**RATIFICATION OF STUDENT TRUSTEE PRIVILEGES**

Board Policy 1.05, Student Trustee, affords the District Student Trustee the following privileges:

- The privilege to make and second motions.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to receive compensation for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code; in addition, the Board of Trustees may award the Student Trustee a service award, as specified in Policy 1.05.
- The privilege to receive the same health and welfare benefits as are provided to Board members.
- The privilege to be reimbursed for expenses associated with approved conferences, upon prior approval by the President of the Board.

California Education Code, Section 72023.5(e), requires that the Governing Board shall, by May 15 of each year, adopt rules and regulations implementing the privileges granted to the student trustee, to be effective until May 15 of the following year.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the privileges specified above, which are contained in Policy 1.05, to be effective until May 15, 2013.

**BOARD REPORT NO. 12-4-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS – POLICIES 1.05, STUDENT TRUSTEE; 6.10, PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION; 8.16, CONSTRUCTION BIDS – PREQUALIFICATION OF BIDDERS; 8.38, GIFTS AND DONATIONS; 8.54, DISTRICT ORGANIZATIONAL MEMBERSHIPS; 8.80, COMMUNITY USE OF DISTRICT FACILITIES; AND 8.85, CHARGES FOR USE OF DISTRICT FACILITIES**

In the continuing effort to review and update District Rules and Regulations, revisions to the above referenced policies are recommended.

Policy 8.16 was presented to the Board at its meeting of March 28, at which time further information was requested about whether the stricken language in item #2 is prohibited by law. The new language, shown in blue type, was recommended by County Counsel.

The current Policy 8.80 is procedure-oriented; the proposed revisions reflect policy rather than procedure. Policy 8.85 is recommended for deletion because the information on charges for use of District facilities was incorporated into the revised Policy 8.80.

Policy 6.10 is a required policy which the District did not have. This policy is within the purview of the Academic Senate, which wrote and approved it. It was shared with the District Shared Governance Council as an information item.

The remaining policies were revised after consultation with constituency groups on the campuses and at the District Office. The revisions were approved by the District Shared Governance Council at its meeting of April 16.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to District Rules and Regulations as shown on the attached.



## 1.05 Student Trustee

PREAMBLE: In order to ensure that students have the opportunity to participate effectively in District governance and to express their opinions about important governance initiatives and issues, the Board welcomes the inclusion of a Student Trustee on the Board of Trustees. The Board encourages each College to promote their very best candidates for this office each year, by encouraging students who are deeply committed to their College and the interests of students to apply for the position. The Board believes that with a competitive election process on each campus each year, the very best candidates will emerge and that will ensure that student interests are effectively represented. The Board expects that each College will have opportunities for students from their College to serve as Student Trustee.

1. A Student Trustee shall serve a one-year term as a nonvoting member of the Board beginning June 1 each year. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to may participate in discussion of issues and receive all materials presented to members of the Board (except for closed session materials). The rights of the Student Trustee shall be limited to those mandated in the Education Code except that the Student Trustee shall have the right to make or second motions and will have the right to exercise an advisory vote. The responsibilities of the Student Trustee shall be those mandated by the Education Code and those approved by the Board including:
  - a. The Student Trustee shall be responsible and accountable to the students of the District and their elected officers.
    - i. The Student Trustee shall study the documents that are presented to the Board of Trustees at regular meetings and study sessions and represent student interests on these matters before the Board.
    - ii. The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees. In addition, the Student Trustee shall attend Student Council meetings at the Colleges when deemed appropriate.
    - iii. Through the District Student Council, the Student Trustee shall keep the Student Council at each College informed about issues brought before the Board of Trustees and shall seek student input on these issues.
2. To be eligible to serve as a Student Trustee, a person must meet all statutory requirements, including:
  - ~~a.~~ ~~Be a resident of California.~~
  - ~~b.~~a. Be currently enrolled in one of the Colleges of the San Mateo County Community College District.
  - ~~e.~~b. Maintain enrollment in at least six semester units during the election period and throughout the Student Trustee's term of office, and meet and maintain the minimum standards of scholarship as described in Section 7.35 of Rules and Regulations.
  - ~~d.~~c. Not concurrently hold any recognized Associated Student government position in the three Colleges of the San Mateo County Community College District while holding the office of Student Trustee. Students who wish to run for Student Trustee may not be a candidate for President or Vice President of any Associated Students organization.
  - ~~e.~~d. Run for the office of Student Trustee at only one campus.
  - ~~f.~~e. A student is not required to give up employment with the District in order to be seated as the Student Trustee.
3. Election of Student Trustee nominees by students from each of the three Colleges shall take place by March 30 of each year. The manner, place, and time of the election shall be determined by the Associated Students at

## 1.05 Student Trustee (continued)

each College. The Associated Students shall make every effort to schedule elections on different days at the Colleges.

4. A panel of seven students (two student body officers from each College, selected by the Student Government, and the outgoing Student Trustee) shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee. None of the members of the panel may be a candidate for the position of Student Trustee. If there is no outgoing Student Trustee to serve on the panel, the District Student Council shall select an alternate member to serve on the panel. Four votes shall be required for election, and the process must be completed by April 15.
  - a. If there is a 3-3-1 tie vote, the candidate with the least amount of votes will be dropped, and the panel will re-vote. Before a vote is taken, the candidates may be re-interviewed.
  - b. If there is a 3-2-2 tie vote, the panel will vote only on the candidates who have two votes, to break the tie, and the candidate with the least amount of votes will be eliminated. The panel will vote on the remaining two candidates. Before a vote is taken, the candidates may be re-interviewed.
  - c. If the panel is unable to elect one of the nominees to be seated on the Board by April 15 of each year, the Chancellor shall select, by lot, the student to be seated on the Board.
5. The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by the District Student Council and shall be considered passed by simple majority.
6. If a vacancy should occur during the Student Trustee's one-year term, the panel described in 1.05(4) shall convene to elect one of the remaining nominees to be seated as Student Trustee. Any College which does not have a previously elected nominee may hold a special election to select a nominee. Such nominee(s) shall be considered by the panel together with the nominee(s) from the other College(s). If the panel is unable to select from among the nominees, the Chancellor shall select, by lot, one of the nominees to fill the vacancy.
7. A student may serve as Student Trustee for only two terms, whether served consecutively or with a break in service.
8. The District shall provide monthly compensation to the Student Trustee for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code. In addition, the Board of Trustees may award the Student Trustee a service award as follows:
  - a. One payment annually, payable May 31 at the end of his/her term of office. In order to receive the payment, the Student Trustee must have been in office and fulfilled his/her duties as outlined in this section for the entire 12-month period.
  - b. Each annual payment will be equal to the total of 12 monthly compensations.
  - c. The Board of Trustees reserves all discretion for any partial allocation in case of extraordinary circumstances beyond the Student Trustee's control causing early termination of term of office.
9. Transportation allowance for travel necessary to attend Board meetings and to attend to other official District business as authorized by the Board shall be provided for the Student Trustee at the same rate as that established for other Trustees. The student trustee may, upon prior approval by the President of the Board, attend conferences and be reimbursed for expenses associated with the approved conferences. The Student Trustee shall also receive the same health and welfare benefits as are provided to Board members.

**Reference:** Education Code Section 72023.5

(Revised ~~2/11~~ xx/xx)

### **6.10 Philosophy and Criteria for Associate Degree and General Education**

1. An Associate Degree represents more than an accumulation of units. It is awarded to a student who successfully completes learning experiences designed to develop specific abilities and insights as well as to prepare for transfer and employment. Among these are the ability to think and communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry and knowledge including the humanities and fine arts, kinesiology, the natural sciences, and the social sciences; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to consider ethical problems and develop the capacity for self-understanding.
2. Within an Associate Degree, the student will complete a major course of study.
3. Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction that those who receive a degree must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live.
4. The Academic Senate shall establish procedures to assure that courses used to meet General Education and Associate Degree requirements meet the standards in this policy.

**References:** Title 5 Section 55061; Accreditation Standard II.A.3

(xx/xx)

### 8.16 Construction Bids – Prequalification of Bidders

1. The District shall seek bids involving expenditures for work to be done, or for materials to be furnished, sold or leased to the District pursuant to the limitations prescribed in the Public Contract Code.
2. The District will seek bids from diverse sources able to offer the best price for materials and supplies to be furnished, sold or leased to the District as set forth in the Public Contract Code. In seeking bidders, the District will advertise widely and through a variety of sources in order to assure that the maximum number of bidders, **including but not limited to various sized businesses and businesses owned by persons from all cultures, ethnicities and language groups represented in the community, is made aware of the opportunity to bid.** ~~is recruited representing various sized businesses and businesses owned by persons from diverse cultures, ethnic and language groups.~~
3. Prequalification of Bidders
  - a. Pursuant to Public Contract Code section 20651.5, the District may require prequalification of prospective bidders on public works projects subject to public bidding requirements. Only prequalified bidders will be eligible to submit bids for the project(s) subject to prequalification, and the lowest among these will be selected as the "lowest responsible bidder."
  - b. The District may prequalify prospective bidders on a project by project basis or for a specific class of public works projects. The District may require prequalified bidders to present evidence of continuing qualification in the form of updated information during the prequalification period.
  - c. For prequalification, prospective bidders will be required to complete and submit a standardized questionnaire and financial statement in a form specified by the District. The questionnaire shall include a complete statement of the prospective bidder's financial ability; experience in performing public works projects; and compliance with State and Federal laws pertaining to public contract work. Bidder questionnaires and financial statements shall be verified under oath by the bidder. The questionnaire and financial statement are not public records and not open to public inspection.
  - d. The District shall adopt and apply a uniform system of rating prospective bidders on the basis of the standard questionnaires and financial statements. The District shall also adopt minimum requirements for financial status, public works experience and any other factors that the District deems necessary to determine a bidder's capability for competing projects. The District may prequalify prospective bidders for different sized projects based upon their financial data and experience.
  - e. In developing the prequalification questionnaire and rating instrument, the District will consult with a wide variety of persons and organizations, including local unions, businesses and contractors, other school districts and local public agencies.
  - f. If, in reviewing submittals, the District determines that a prospective bidder's submittal is "non-responsive," the District will notify the bidder of the failure and an opportunity to respond to the determination.
  - g. If the District determines that a prospective bidder is not qualified, the District will notify the bidder of the grounds for the determination and give the bidder an opportunity to respond to the determination in ~~a hearing before the Board~~ **writing and request a hearing with Administrative staff.**

## 8.16 Construction Bids – Prequalification of Bidders (continued)

- h. The District reserves the right to reject all prospective bidders.
- i. The District reserves the right to disqualify a bidder during the term of prequalification if information that would impact the bidder's ability to perform is brought to the District's attention. In that event, the District shall afford the bidder the notice and opportunity to be heard as described in section ~~7~~ 3.g above.

## 4. Informal Bidding Procedures

~~Public projects, as defined by the Uniform Public Construction Cost Accounting Act, of \$15,000 or less may be let to contract by informal procedures as set forth in the Public Contract Code.~~ Informal bidding of public projects is defined under Public Contracts Code Section 22000 through 22045. Public projects of \$45,000 or less may be performed by negotiated contract or by purchase order [PCC 22032(a)]. Public projects of \$175,000 or less may be let to contract by the informal procedures set forth in the Act [PCC 22032(b)]. Public projects of more than \$175,000 shall be let to contract by formal bidding procedures [PCC 22032(c)].

- 5. The Board authorizes the Chancellor to adopt regulations and procedures to implement this policy to the extent authorized by law.

**References:** Public Contract Code Sections 22000 through 22045 and Section 20651.5

(~~Adopted 5/99~~ Revised xx/xx)

### 8.38 Gifts and Donations

1. A gift or donation is defined as a contribution of money, securities, real or other property, goods, or, in some cases, services to the District/Colleges or any organization officially sponsored by the District/Colleges (e.g., student club) in exchange for which no return is given. Such a donation may not be designated to benefit a specific person; donors will only be allowed to establish broad criteria over the disposition of a donation and all IRS requirements shall be observed.
2. The Board shall consider all gifts, donations and bequests with a value of \$1,000 or more made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
3. The District shall assume no responsibility for appraising the value of gifts made to the District. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.
4. In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability ~~race, sex (i.e., gender), color, religion, national origin, age, disability or sexual preference~~; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.
5. For gifts and donations which have a value of ~~\$250~~ \$1,000 or more, the College or District Chief Executive Officer shall accept or decline the contribution on behalf of the Board and report all such contributions in summary form to the Board semi-annually, with the date of receipt of the contribution shown. ~~The General Manager at KCSM may accept or decline gifts for KCSM on behalf of the District and submit a report annually to the Board of Trustees.~~
  - a. Gifts with a value of less than ~~\$250~~ \$1,000 will be accepted or declined by the receiving unit's manager.
  - b. The value of a contribution will be reported on the aggregate value of all items contributed at one time by a single donor and not the individual value of each item separately.
6. Only those gifts and donations which are deemed by the receiving unit's manager to be useful to the educational program, to support services, or for fund-raising will be accepted. All gifts and donations shall be used for the purpose specified by the donors. Unrestricted gifts or donations shall be used in accordance with District/College plans.
7. For contributions valued at ~~\$250~~ \$1,000 or more, the appropriate College or District Chief Executive Officer shall provide the donor with an official acknowledgment of the contribution. The receiving unit's manager will provide appropriate acknowledgment for contributions with a value of less than ~~\$250~~ \$1,000. Except for the case of a monetary contribution, it is the responsibility of the donor to provide an estimate of the value of the contribution.
8. Employees are encouraged to refer prospective donors to the San Mateo County Community Colleges Foundation.

**Reference:** Education Code Section 72122

(Revised ~~2/07~~ xx/xx)

### 8.54 District Organizational Memberships

1. The District shall encourage, to the extent possible within financial restraints, District and College memberships in appropriate professional and educational organizations and associations. It is the position of the District that such affiliations, selectively designated can contribute significantly to the quality of education provided to students and to the effectiveness and efficiency of District and College operations.
  - a. All applications for membership in any society, association, or organization shall be submitted to the Chancellor ~~Superintendent~~ or his/her designee. A list of all such applications for organizational membership shall be submitted by the Chancellor ~~Superintendent~~ to the Board for approval. Upon approval, the organization shall be placed on the District-approved membership list.
  - b. Additions to the approved organization membership list shall be submitted quarterly to the Board for approval upon the recommendation of the Chancellor ~~Superintendent~~. Annually, during the budget process, the Board will review, revise, and approve the District and College memberships in appropriate professional organizations and associations. Upon Board approval of the organizational membership, payment of dues shall be in accordance with administrative regulations.
  - c. Individual membership in any society, association, or organization is the personal responsibility of the individual and District funds shall not be used to pay for such membership.
2. All requests for dues and memberships in any society, association, or organization shall be determined to belong to one of the following five categories and shall be evaluated by the criteria appropriate to that category:
  - a. CATEGORY I  
Provides an emphasis on national and Statewide issues affecting public education; affects State or Federal legislation on educational matters of concern to the District; is required to maintain accreditation status of the District's Colleges or programs.
  - b. CATEGORY II  
Provides publications, position papers, technical reports, workshops and conferences in specific areas of curriculum, instruction or support services directly beneficial to the educational programs found in community colleges and specifically in the District.
  - c. CATEGORY III  
Provides publications, position papers, technical reports, workshops and conferences in specific administrative areas directly beneficial to the administrative support services of the District.
  - d. CATEGORY IV  
Provides for the necessary participation of District students and employees in intercollegiate athletics and co-curricular activities.
  - e. CATEGORY V  
Provides necessary special services to the District's instructional programs or support services.

(Revised xx/xx)

### 8.80 Community Use of District Facilities

1. The San Mateo County Community College District, as a community institution, is oriented to the educational, cultural and recreational needs of all citizens of San Mateo County, and the Board of Trustees and administration encourage the use of all facilities when they are not required to carry on the programs of the District.
2. The use of District facilities by community groups and public agencies shall be granted under the provisions of the Civic Center Act (Education Code Section 82537 et seq.) in accordance with the law. The Chancellor or designee shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.
3. The administrative procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students. No use shall be permitted that will interfere with the use and occupancy of a college facility or grounds for the purposes of the community college programs or activities. College activities include, but are not limited to, day, evening, weekend, community service, and continuing education activities.
4. Persons or organizations using District property may be charged such fees as are authorized by law. Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). The District administration shall permit use of available facilities and may charge fees to the various community, public, non-profit, private and religious organizations under the conditions of and as authorized by Education Code Sections 82542 and 82544. The administration shall determine the utility costs, direct costs and the fair rental value and establish a schedule of fees which shall be adjusted as needed.
5. Permitted uses under this policy are to be for short-term and temporary needs. No possessory interest is intended by any permitted use of a college facility. No use shall be permitted under the authorization of this policy that constitutes a monopoly for the benefit of any person or organization. Facility uses that may be long in duration, that represent an exclusive use, or that are for commercial purposes not covered by the Civic Center Act provisions of the Education Code or this policy must be presented and approved by the Board of Trustees prior to occupancy.
6. No group or organization may use District property to unlawfully discriminate on the basis of ~~race, color, religion, ancestry, national origin, disability, sex (i.e. gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics~~ nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.

**Reference:** Education Code Sections 82537 and 82542

(Revised ~~2/92~~ xx/xx)

#### ~~1. General Policies~~

- a. ~~District facilities shall be made available for community use, subject to the restrictions imposed by the educational requirements of the District. Approval for the use of District facilities shall be given, in priority order, as follows:~~



## 8.80 Community Use of District Facilities (continued)

- ~~1) Instructional program of the Colleges.~~
  - ~~2) Instructionally related programs of the Colleges or District, such as noncredit forums, workshops, and conferences.~~
  - ~~3) District or College sponsored activities, including events sponsored by official faculty or student groups.~~
  - ~~4) Nonprofit educational groups and institutions which qualify under the terms of the Civic Center Act.~~
  - ~~5) Other nonprofit organizations which qualify under the terms of the Civic Center Act, such as PTA units, AAUW, League of Women Voters, service clubs, etc.~~
  - ~~6) All others.~~
- ~~b. Requests for use of District facilities must be submitted to the appropriate College or Office of the Chancellor at least one month prior to the date of the activity. Applications from individuals will not be considered. Each College and Office of the Chancellor shall maintain a master calendar of College and community events held at District facilities.~~
- ~~c. Permits to use District facilities are for the dates and times specified. The District assumes no obligation or responsibility in the event that a change of either dates or times is requested.~~
- ~~d. Whenever a District or College building is being utilized, a District employee shall be on duty and shall be fully in charge of the facility being used. The District reserves the right to determine if extra security is required for an event.~~
- ~~e. No use of District facilities shall be inconsistent with the use of the buildings or grounds for College purposes, or interfere with the regular conduct of instruction. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.~~
- ~~The District reserves the right to withhold the use of its facilities if such use would be detrimental to College property.~~
- ~~Normally, no organization shall be entitled to use District facilities for a period in excess of five separate or consecutive calendar days in a fiscal year.~~
- ~~The right to use District facilities shall generally not be granted any sooner than three months prior to the meeting or event.~~
- ~~f. The Chancellor Superintendent or College President reserves the right to reassign space or cancel a contract to use District facilities, up to 48 hours preceding the scheduled event, when a need for the facilities for educational purposes arises.~~
- ~~g. The Chancellor Superintendent or College President may cancel or revoke a contract for any of the following reasons:~~

## 8.80 Community Use of District Facilities (continued)

~~1) If s/he declares a state of emergency.~~

~~2) If there is a conflict with a College function.~~

~~3) If the group fails to comply with rules and regulations established by the College.~~

~~4) If the conduct of the group is unsatisfactory.~~

~~5) If any youth group meets without satisfactory adult supervision.~~

~~6) If incorrect or misleading information has been given on the application or advertised to the public.~~

~~h. Final authority for determination of policy on use of facilities rests with the Board. The administration of such policy is the responsibility of the Chancellor Superintendent in consultation with the College Presidents.~~

~~2. User Responsibilities~~

~~a. When permission to use a District facility has been granted, the user shall agree to be governed by District Rules and Regulations, to safeguard and care for all property, and to assume responsibility for payment of any damages sustained to the premises, furniture, or equipment because of the occupancy of District premises by the user.~~

~~b. Groups or organizations using District or College facilities shall conform to all city and county ordinances and fire regulations. Decorations must be flame proof and shall be erected and taken down in a manner not destructive to property. The use of any material or device which constitutes a hazard is expressly prohibited.~~

~~c. When the use of facilities is granted to any group for the purpose of instruction in the ideas or beliefs of the group, the user must notify all those who attend the meetings held at District facilities that the ideas and information disseminated do not have the endorsement or approval of the District or its Colleges and that the meeting is in no way associated with the District or its Colleges.~~

~~d. All users of District facilities shall comply with all relevant sections of District Rules and Regulations, including the District's policies on non-discrimination.~~

~~e. The group using College facilities must agree that it will not exclude the general public from its meetings or recreational activities. However, if interference by non-members is more than minimal, as determined by the person in charge of the meeting or recreational activity, the organization may take appropriate steps through the use of the College Security Services or other legal remedies to eliminate such interference.~~

~~f. The use or possession of narcotics, dangerous drugs, alcoholic beverages, or gambling equipment on College property is expressly prohibited. Any person under the influence of intoxicating liquor, narcotics, or drugs shall be denied opportunity to participate in any way.~~

## 8.80 Community Use of District Facilities (continued)

~~g. Municipal and District restrictions regarding smoking, eating, and drinking in rooms and buildings must be observed.~~

~~h. Groups with minors in attendance shall provide their own chaperons. The number required may be determined by the District.~~

~~i. An organization which has used District facilities and has not paid the charges will not be allowed to use the facilities again until past due bills are paid.~~

~~3. Insurance and Use of Facility Agreement~~

~~a. All users of District facilities under this policy shall be required to complete a Use of Facilities Agreement form specifying the purpose for which District facilities shall be used.~~

~~b. Users of District facilities shall provide evidence of public liability, property, and workers' compensation insurance adequate to protect the District against any liability resulting from use of the facility unless exempted by the Associate Chancellor. The user's insurance policies shall name the District as additional insured and shall conform to dollar limits and other insurance requirements as determined by the Administrative Services Office.~~

~~e. The District, at its discretion, shall have the right to cancel and terminate any Use of Facilities Agreement immediately and without notice upon its discovery of a violation of any term, condition, or provision of the use agreement on the part of the user. Should any such violation occur, the District, at its discretion, shall have the right to deny any future requests by the party to use District property.~~

~~d. The user of District facilities will be held responsible for any and all loss, accident, neglect, injury of or damage to person, life, or property which may be the result, or may be caused by the user's occupancy of the facilities or premises, and for which the District might be held liable.~~

~~e. The user shall protect and indemnify the District, the Board, and/or any officer, agent, or employee of the District and hold them harmless in every way from all suits or actions at law for damage or injury to persons, life, or property that may arise or be occasioned in any way because of the occupancy of the facility or premises, regardless of responsibility or negligence.~~

~~f. The District will not be responsible for any items left on District property.~~

### ~~8.85 Charges for Use of District Facilities~~

- ~~1.—The District has established four categories of rental charges for use of District facilities by non-District organizations that qualify for use of District facilities under the Civic Center Act (Education Code Section 82537, et. seq.): no charge; non-profit rate (direct costs); fair rental value; and fair rental value, plus 10 percent of monies collected. In addition to these rental charges, all Civic Center users of District facilities may be charged for special services or for use of District facilities outside normal school hours (Monday-Friday 8:00 a.m. to 10:00 p.m.), based upon the District cost to provide the services. Special services may include custodial, supervision, security, audio-visual, etc.~~
- ~~2.—Organizations and groups which do not qualify for use of District facilities under the Civic Center Act may negotiate for such use through the College Operations Office, provided the use is for five days or less in the calendar year. The charge for such use, when approved by the College President or Chancellor-Superintendent, shall not be less than the fair market value of the facility. If a fee is charged or other monies collected by the user, an additional ten percent (10%) of the proceeds are to be provided to the College.~~
- ~~3.—Groups meeting the following criteria will not be charged a rental charge for use of District facilities:
  - ~~a.—Community organizations as defined by the Civic Center Act provided that no admission fee is charged or other monies collected.~~
  - ~~b.—Community organizations as defined by the Civic Center Act which charge admission fees, sell material or accept contributions, but the proceeds are used for the exclusive benefit of District students.~~~~
- ~~4.—Other non-profit groups which do not charge a fee or collect other monies will be charged the non-profit (direct cost) rate.~~
- ~~5.—For-profit organizations whose desired use of District facilities is in accordance with the Civic Center Act and religious organizations which do not charge fees or collect other monies will be charged fair rental value.~~
- ~~6.—Groups meeting the following criteria will be charged fair rental value plus 10 percent of monies collected:
  - ~~a.—Civic Center organizations and other non-profit organizations which charge an admission fee, sell materials or collect other monies when the proceeds from such fees or charges are not used for the exclusive benefit of District students or for charitable purposes.~~
  - ~~b.—For-profit organizations whose desired use of District facilities is in accordance with the Civic Center Act and religious organizations who wish to use District facilities to present educational, cultural or recreational events that would not otherwise be available to the community and who charge an admission fee or collect other monies for these events. Such use will occur with the permission of the College President or the Chancellor-Superintendent.~~~~
- ~~7.—In accordance with the District's contract with AFSCME, custodial charges will be charged to all users of District facilities for events utilizing a facility with a capacity of 150 or more and anticipated~~
- ~~8.—The College may require, as a condition for approval of any application, that the applicant cover costs of security officers as are determined necessary by the designated office.~~

~~8.85 Charges for Use of District Facilities (continued)~~

- ~~9. The users shall not arrive before the time authorized on the contract and shall leave the College premises at the contract expiration time. Rental costs shall cover the specified hours. Actual labor costs will be charged for set up, on duty, and clean up time as needed.~~
- ~~10. Cancellation of requests for use of College facilities shall be made at least 48 hours prior to the scheduled use. A cancellation fee of a minimum of \$20.00 or ten percent (10%) of the deposit, whichever is greater, will be retained. Failure to provide notice of cancellation will result in the user being responsible for any costs which are incurred due to the lack of such notification and will be considered when future requests for use of facilities are made.~~
- ~~11. The College reserves the right to charge for heat or air conditioning for any facility if the facility is to be rented during the College Winter Break or other recess. If the College agrees to provide heating or air conditioning service, the user may be assessed costs equal to the actual or estimated cost incurred in starting up or shutting down that facility.~~
- ~~12. The user is responsible for clean up of facilities immediately following use. If the user fails to follow normal clean up procedures, the user will be billed for special College services required.~~
- ~~13. At the time an organization requests use of a District room or facility, an estimate of applicable charges shall be made. The user will be required to pay fifty percent (50%) of the estimated charges before the date of the event.~~
- ~~14. Under no circumstances may any employee of the District accept any gift or gratuity of any kind from any group using College facilities.~~

(Rev. 2/92)

**BOARD REPORT NO. 12-4-103B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

**SUPPORT FOR CALIFORNIA SENATE BILL 1220, PERMANENTLY FUNDING THE HOUSING OPPORTUNITY AND MARKET STABILIZATION (HOMeS) TRUST FUND**

The District has been asked by the San Mateo County Housing Leadership Council to support SB 1220 (DeSaulnier and Steinberg), introduced on February 23, 2012. This bill imposes a \$75 fee on the recordation of each real estate document in order to permanently fund the Housing Opportunity and Market Stabilization (HOMeS) Trust Fund that will support the development, acquisition, rehabilitation and preservation of homes affordable to low- and moderate-income households, including emergency shelters, transitional and permanent rental housing, foreclosure mitigation, and homeownership opportunities. It is estimated that this level of fee will generate an average of \$700 million per year for the HOMeS Trust Fund, ranging from \$400 million per year in a down housing market to \$1 billion per year in a heated housing market.

California's redevelopment agencies used to generate \$1 billion per year for affordable homes as a result of the requirement that they set aside 20% of tax increment for affordable housing. With the elimination of redevelopment agencies, this funding has disappeared completely.

Although SB 1220 is not directly related to community colleges, the District has an interest in affordable housing as a way to help attract and retain skilled workers. Many District employees have already benefited from affordable housing programs and staff believes it would be in the best interest of the District and its employees to secure a permanent, ongoing source or sources of funding dedicated to affordable housing development.

**RECOMMENDATION**

It is recommended that the Board of Trustees support California Senate Bill 1220, Permanently Funding the Housing Opportunity and Market Stabilization (HOMeS) Trust Fund.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
PROPOSED BOARD GOALS FOR 2012-13**

1. Maintain fiscal stability; continue to scrutinize programs and services to assure that they are most relevant to and aligned with the District's core mission of transfer, career-technical education and basic skills; develop strategies and actions to manage the effects of the State's budget deficit on our District. Reduce operational costs to the greatest extent possible; continue efforts to build energy efficient infrastructure and facilities; and adopt green/clean and sustainable practices. Expand efforts to create programs and services that provide additional unrestricted income for the District to be used to enhance student instruction and support services.
2. Aggressively protect local control and retention of property taxes by maintaining a presence in Sacramento; good communication with our local legislators; participation in the Oversight Committees overseeing the wind-down of Redevelopment Agencies; and monitoring the District's progression towards becoming a self-supported District.
3. Continue work on managing enrollments and on the consolidation, retooling or reduction of programs to maximize the number of students served even in a time of declining funding. Seek out, implement and expand cost-effective means to improve access and higher education opportunities for our community and students. Use the Board's adopted "Core Values" statement (adopted in December, 2009) as a guide for all program/budget modifications and adjustments. Use Measure G funds to expand instructional opportunities and related student services for students.
4. Evaluate the impact of the State's adoption of the "Student Success" Task Force recommendations on District programs and student services. Define Student Success for our District and Colleges.
5. Conduct a Community Needs Assessment to identify residents' needs for educational programs. Conduct an Environmental Scan of County employers to determine emerging job opportunities that require postsecondary training programs.
6. Through the SMCCCD Accreditation Coordinating Council (ACC), support the accreditation process by providing Districtwide coordination and District level support for the College accreditation teams. Keep apprised of accreditation progress by way of periodic briefings and presentations from the ACC. Through the state chancellor's office, advocate for accreditation policy that ensures due process for all institutions.
7. Develop efficient, financially feasible and collaborative strategies to ensure that faculty and staff are kept current with the pedagogy, technology and other activities that are critical to student success and organizational excellence.
8. Broaden global perspective and enrich our cultural and educational diversity by fostering institutional relationships abroad; attracting international students to our campuses; and offering teach/study abroad opportunities for faculty and students. Concentrate outreach and recruitment activities in countries and regions sending the largest number of international students to the U.S. Use revenue from international tuition to provide additional classes and services for students. As international education is defined and continues to grow at the Colleges, leverage the experiences of our international students to globalize our curriculum. Determine other implications of a larger international student population on District programs and services.

9. Explore options to complete the District's Facilities Master Plan. Continue to pursue all available options to replace funds lost by the State's abandonment of approved capital projects due to non-authorization of State education bonds for the past six years.
10. Explore timing and options regarding the possible extension of the District's parcel tax.
11. Support the Foundation's efforts in cultivating alumni to increase the donor base and support.
12. Pursue relief from regulations that unnecessarily impose high costs or inefficiencies for College and District operations, and that don't further our educational mission and values.
13. Increase communication with the community regarding the District's goals, needs and accomplishments.



**BOARD REPORT NO. 12-4-4C**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor- Superintendent  
PREPARED BY: Jing Luan, Vice Chancellor, Educational Services and Planning, 358-6880

**UPDATE ON 2013 ACCREDITATION**

As reported to the Board in September, 2011 (Board Report No. 11-9-4C) the three Colleges and the District are actively engaged in preparing their institutional self evaluations for the 2013 Accreditation visits. The SMCCCD Accreditation Coordinating Council, chaired by the Vice Chancellor, Educational Services & Planning, met in February 2012 to discuss progress on the self-studies and ensure that the Colleges have the needed support and input from the District Office.

As reported to the Board in September, each College has implemented a timeline particular to each College and all Colleges reported that they are on schedule. The Colleges reported broad participation by faculty, staff, students and District employees on the standards committees and writing teams. Depending on College timelines, initial drafts of the self evaluations are scheduled to be completed between April and September 2012, and will be made available for College, District Office, and Board of Trustees review and comment. Other accreditation activities in progress at the Colleges and District include administration of student and employee surveys, review of planning processes and review of College and District mission statements. The mission statements are scheduled to be brought to the Board of Trustees in June 2012.

The accreditation committee will update the board again in the fall of 2012.