

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 16, 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.

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

12-5-1 [Minutes of the Regular Meeting of April 25, 2012](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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

12-5-1C ["Beating the Odds" Peer Mentorship Program at Cañada College](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

12-5-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Other Recommendations

12-5-1B [Approval of Curricular Additions, College of San Mateo](#)

12-5-100B [Consideration of Service Award for 2011-12 Student Trustee](#)

- 12-5-101B [Approval of Revisions to District Rules and Regulations: Policies 1.01, District Mission; 2.26, Drug-Free Workplace and Educational Environment; 2.34, Computer and Network Use; 7.01, Eligibility Requirements for Admission of Students; 7.03, Eligibility Requirements for Admission of International Students; 7.60, Student Organizations and Activities; 7.69, Student Conduct; 8.17, Capital Construction; and 8.33, Auxiliary Services](#)
- 12-5-102B [Renewal of Agreements with American Institute for Foreign Study \(AIFS\), 2012-13](#)
- 12-5-103B [Adoption of Resolution 12-6 Opposing Governor Brown's Proposed Budget Reduction to Early Care and Education/Child Development Programs and Program Realignment](#)
- 12-5-104B [Resolution in Support of California Assembly Bill 1648, Making Changes to the Political Reform Act of 1974](#)
- 12-5-105B [Resolution in Support of California Assembly Bill 2591 – Community Colleges: Property Tax Revenues](#)
- 12-5-106B [Resolution in Support of Legislation Regarding Private, For-Profit Vocational Schools](#)
- 12-5-107B [Subcommittee Report on the Election Process and Selection of Demographer](#)

INFORMATION REPORTS

- 12-5-2C [District Financial Summary for the Quarter Ending March 31, 2012](#)
- 12-5-3C [Third Quarter Report of Auxiliary Services, 2011-12](#)
- 12-5-4C [Needs Assessment Questionnaire and Employer Survey](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: **College of San Mateo** – Program Services Coordinator, Degree Audit, Counseling Services (2 positions); Coordinator/Instructor, Dental Assisting, Math & Science; **District Office** – Public Safety Officer, Public Safety; Utility Engineer, Facilities Planning & Operations
 - B. Public Employee Discipline, Dismissal, Release
 - C. Establishment of Equivalency to Minimum Qualifications
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:
San Mateo County Community College District, Sequoia Union High School District, and San Carlos Elementary School District vs. Redevelopment Agency of the City of San Carlos and Does 1-10; San Mateo Superior Court Case No. 489368

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
April 25, 2012, San Mateo, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holoher (arrived at 6:09), Patricia Miljanich and Karen Schwarz, Student Trustee Patiane Gladstone

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Student Services Joi Blake, College of San Mateo President Michael Claire, Cañada College President Jim Keller

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Hausman and seconded by Trustee Miljanich to approve the minutes of the study session of April 11, 2012. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said the Foundation's second annual golf tournament was a great success, netting approximately \$70,000 which will fund scholarships for students. Pro football Hall of Fame legend Dave Casper attended the event, along with John Abendroth, who appears on the "Hooked on Golf" radio program. Chancellor Galatolo congratulated Foundation Executive Director Stephani Scott and her team on the success of the tournament.

Skyline College Vice President Blake said adjunct faculty member Briana McCarthy was honored recently with an Environmental Leadership Award. Through a competitive process, Skyline College ASTEP students have been invited to attend the NCORE Conference on race and ethnicity in higher education; the conference will be held in New York City on May 29-June 2. The annual Rock the School Bells Hip Hop Conference was held at Skyline on March 24 and included workshops on the history of hip hop and how it can be used in the curriculum. Skyline College EOP&S staff and students participated in an EOP&S/CARE/CalWORKS university bus tour of Southern California. The tour, conducted in collaboration with College of San Mateo, was part of the Transfer Initiative Program designed to introduce first generation and non-traditional students to university opportunities and options. Vice President Blake said that Spring Fling and Earth Day were both successful events at Skyline College.

College of San Mateo President Claire said Minnijean Brown Trickey, a member of the Little Rock 9, has agreed to be the speaker at College of San Mateo's 90th commencement ceremony. Ms. Brown Trickey teaches at all three District Colleges. College of San Mateo's men's baseball and softball teams, along with the women's swim team, won conference championships last weekend. A number of football players have received scholarships to attend four-year universities, including Hoko Fanaika who will attend Louisiana State University on a full scholarship. President Claire recently visited a group of parents of high school students to talk about the opportunities that community colleges provide. President Claire said a number of graduating high school students have choices and deliberately choose to attend a community college. He said statistics show that students have a better chance of being accepted to what are considered top-notch institutions if they are transferring from a community college.

Cañada College President Keller said student Carlos Ortega has been named a recipient of a Karl S. Pister Leadership Opportunity Scholarship. Mr. Ortega will attend the University of California Santa Cruz and will receive a \$10,000 scholarship for each of two years. Upward Bound Program student Roberto Pablo Pimienta has been awarded a Gates Millennium Scholarship for 2012; the scholarship will pay for Mr. Pimienta's tuition, fees, books and living expenses at Stanford University. A team of MESA students from Cañada College came in first overall in the program's annual statewide Math Challenge. A farmers market is now operating at Cañada College and will be open every Sunday. The renovated dining hall at Cañada College is scheduled to open in the fall.

Executive Vice Chancellor Blackwood said that after a budget was passed by the legislature last June and was subsequently vetoed by Governor Brown, the State Controller announced he would withhold legislators' pay until a balanced budget was passed. A preliminary court ruling holds that the Controller did not have the right to determine whether a budget was balanced and, therefore, did not have the right to withhold pay. Executive Vice Chancellor Blackwood reported that the Legislative Analyst said California could be "a few billion dollars" shy of the Governor's budget projections through June. The Legislative Analyst said that income tax collections would likely be more than \$2 billion below the Governor's expectation of \$9.4 billion for this month. Executive Vice Chancellor Blackwood said the pricing for the refinancing of the general obligation bonds will take place tomorrow. Approximately \$113 million is eligible for refinancing at this time. The refinancing will result in a net savings to local taxpayers of \$14 to \$15 million.

Patty Dilko, Professor of Early Childhood Education/Child Development at Cañada College, introduced the student report. Professor Dilko serves as the Honors Transfer Program (HTP) Coordinator. She said tonight's presentation will focus on the accomplishments of students who participate in both HTP and Phi Theta Kappa (PTK), the national honor society for community colleges. Professor Dilko said these students' success is due partly to the synergy between HTP, PTK and the Associated Students of Cañada College.

Victoria Worch, Student Activities Coordinator at Cañada College, said she was representing Paul Roscelli and Linda Haley, co-advisors for the PTK Chapter at Cañada. She introduced students Tristan Sheldon and Karina Gonzalez de Graaf, PTK Co-Presidents.

Mr. Sheldon said there are approximately 300 students who are members of the Cañada College PTK Chapter, Beta Zeta Nu, which was formed in 1998. At the recent PTK international convention in Nashville, Beta Zeta Nu won several awards, including:

- o Most Distinguished Administrator – Dean Linda Hayes was just one of thirty so recognized
- o College Project – one of 30 chapters recognized
- o Honors in Action History Research Project – one of 50 chapters recognized
- o Honors in Action History "Theme" – one of three chapters recognized
- o Most Distinguished Chapter – one of 25 chapters recognized, out of 1,300 chapters

The Chapter also won several regional awards.

Ms. Gonzalez de Graaf reported on the Honors in Action History research project, "How well do you know your own town?" This is one of the original research projects that will be presented at the Honors Research Symposium in Berkeley on April 28. The research began with books, local archives, historical tours, historical maps and a genealogy study that was located in the Cañada College library.

The research team discovered that the list of towns already selected for study mirrored the student population at Cañada College. Eleven surveys were created with ten questions on each survey. The surveys were taken into classrooms and students filled them out according to the town in which they live. The project generated interest and students were eager to know the answers to the questions. The team began analyzing statistics and found that scores were very low, i.e. students did not know their towns very well. With help from library staff, the team put together a display case showing the results for different towns. They created a map of the Peninsula and put together collages showing pictures of the towns from earlier times. Ms. Gonzalez de Graaf and Carlos Ortega, Beta Zeta Nu Vice President of Finance, completed all of the surveys with the correct answers and displayed them in the Learning Center. The final step was conducting four walking tours, including Filoli Gardens and the San Mateo County Historical Museum.

Trustee Holober asked if the research team included oral histories in their project. Ms. Gonzalez de Graaf said they were not able to conduct oral history interviews as much as she would have liked.

Trustee Schwarz asked how long the project took to complete. Ms. Gonzalez de Graaf said the team began meeting in June. Trustee Schwarz said she attended the HTP presentations at Cañada College and was very impressed with the projects and the way in which they were presented.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CAREER ADVANCEMENT ACADEMIES (12-4-3C)

Mike Williamson, Vice President of Instruction at Skyline College, said the Career Advancement Academy (CAA) began at Skyline College and has become a Districtwide initiative which is supported by the Chancellor's Office. He

said packets of information of the Academies at Skyline College and Cañada College have been distributed to the Board; the information in these packets is attached to the official minutes of record.

Vice President Williamson said there is discussion across the nation about college completion rates. The Gates Foundation initiative, Completion by Design, provides funding to help community colleges design and implement approaches that will increase students' completion of programs. Vice President Williamson said the CAAs are a successful way to promote completion. The core components of the CAA are: strategic partnerships, stackable certificates, integration and contextualization of basic and occupational skills, learning communities (cohorts), active participation by employers, and support services. The District currently offers two CAAs – Automotive Technology and Nursing and Allied Health. In the future, CAAs may also be used in other career-technical programs, such as Early Childhood Education, Solar and Energy Efficiency and Administration of Justice.

Vice President Williamson introduced external partners who were in the audience: Luis Chavez from the Career Ladders Project and Britt Moore and Robert Burnett from the Workforce Investment Board.

Anjana Richards, Director for Workforce Development at Skyline College, reported on the Automotive CAA at Skyline. The funding source for this CAA is the statewide Green Transportation Collaborative. Students in this CAA can earn an automotive technician certificate in one semester and be prepared for an entry level job and/or continue on in the Automotive Technology program. The automotive technician certificate curriculum includes two career-technical courses which provide hands-on education and skills, contextualized math and English courses, and career counseling. The program is also expanding internship and co-op programs so that students can get work experience as they are going through school. There have been three cohorts over the past year and one-half, with a total of 80 students. The completion rate was 85%; 64% were accepted into the impacted automotive program; and 20% are pursuing associate degrees.

Julia Johnson, an automotive instructor at Skyline College, introduced student Reynaldo Garcia. Mr. Garcia said the Automotive CAA helps students acquire technical skills and learn how to communicate with customers. The program also provides a pathway to college which Mr. Garcia intends to pursue.

Ray Hernandez, Interim Dean of Science/Math/Technology at Skyline College, reported on the Allied Health CAA at Skyline. There are currently six allied health programs at Skyline. The “Skyline Bridge” is a one semester program which includes contextualized basic skills (math and English), an allied health gateway course, and counseling. Students then progress to one of three allied health programs and, within one year, can exit with a certificate or continue on to higher level programs. Dean Hernandez introduced Lorraine DeMello, a CAA counselor at Skyline College, and David Hasson, a faculty member in Science/Math/Technology who has been involved with contextualized learning for many years.

Linda Hayes, Dean of Business, Workforce and Athletics at Cañada College, reported on the Allied Health CAA at Cañada. This is the first semester of the program and 32 students are enrolled. The CAA is a two-semester program. Students must complete 30.5 units during the two semesters. After completion, students are prepared to seek employment as medical administrative assistants and/or continue on the pathway to additional programs. Dean Hayes introduced Project Director Jeri Eznekier and Trudy Ferree, a registered nurse at Cañada who teaches the medical classes.

Ms. DeMello introduced student Henry Vongratsamy who finished the Skyline Bridge program in the fall and moved on to Sterile Processing. Mr. Vongratsamy said he did not know which path to follow and, with the help of Ms. DeMello, decided on the Allied Health CAA. He said he is very pleased with the program and looks forward to his future in the health care field.

Ms. Ferree introduced Cañada College student Cecilia Luna Kinder. Ms. Luna Kinder said she is a returning student. She will receive a certificate in medical administrative assisting at the end of July, which will give her the opportunity to work in the medical field. She said her teachers have been extremely supportive.

Vice President Williamson introduced other members of the Skyline CAA team – Soledad McCarthy, Program Services Coordinator; Felicia Bridges, Outreach Coordinator; and Don Carlson, Dean of the Business Division.

Vice President Hausman said the presentation was inspirational. She said she is aware that faculty in the Skyline

College Automotive Technology program take great personal interest in their students and she is sure this is also true in the other programs described in the presentation.

Trustee Miljanich said she appreciates the teamwork that went into the complex work of developing the pathways. Vice President Williamson noted that the work was coordinated across the District.

Trustee Schwarz said the Districtwide collaboration is impressive. She said it is wonderful to have programs that provide pathways to students for education and job skills.

President Mandelkern said the CAAs produce great results for students. He said he is pleased that there are plans to add additional CAAs, including a Certified Medical Assistant program at College of San Mateo and a Pharmacy Technology program at Skyline College.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Richard Knee, a freelance journalist from San Francisco, said California Assembly Bill 1468, the California Disclose Act, would require campaign organizations to list their chief funding sources in advertisements and websites. He said this would provide more transparency and accountability and he urged to the Board to consider endorsing AB 1468.

Professor Patty Dilko said that, on behalf of Early Childhood Education faculty across the District, she asks the Board to consider opposing Governor Brown's proposed cuts to early care and education. She said the cuts are drastic and would be bad for children, public schools, families, and the workforce in San Mateo County. The proposals would significantly reduce the reimbursement rates for subsidized child care programs and would disallow education as a valid reason for subsidized child care.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-4-3A)

It was moved by Trustee Holober and seconded by Vice President Hausman to approve the actions in Board Report No. 12-4-3A. President Mandelkern said there was a request to add an effective date of July 1, 2012 to both items under "Transfer." With this amendment, the motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Mandelkern said the consent agenda consists of Board Report 12-4-1CA, Ratification of January and February 2012 District Warrants. It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the item on the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

ACCEPTANCE OF SUBAWARD FOR A GRANT FROM THE U.S. DEPARTMENT OF LABOR TO THE SANTA ANA WORKFORCE INVESTMENT BOARD FOR CAÑADA COLLEGE (12-4-100B)

It was moved by Trustee Miljanich and seconded by Vice President Hausman to accept the subaward as detailed in the report. The motion carried, all members voting "Aye."

RATIFICATION OF STUDENT TRUSTEE PRIVILEGES (12-4-101B)

It was moved by Vice President Hausman and seconded by Trustee Miljanich to ratify the Student Trustee privileges as detailed in the report. The motion carried, all members voting "Aye."

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 (12-4-102B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the revisions as detailed in the report. Regarding Policy 8.38, Trustee Holober asked how the ban on accepting a donation from a donor who engages in discriminatory practices (new language in item #4) would be enforced and who would make the determination of

what is discriminatory. He also asked what the repercussions would be if a donation was accepted from a donor who engages in discriminatory practices of which the District was unaware. After discussion, the Board agreed that staff will incorporate language into the policy to address these issues. With this understanding, the motion carried, all members voting "Aye."

SUPPORT FOR CALIFORNIA SENATE BILL 1220, PERMANENTLY FUNDING THE HOUSING OPPORTUNITY AND MARKET STABILIZATION (HOMEs) TRUST FUND (12-4-103B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to support SB 1220. Barbara Christensen, Director of Community/Government Relations, said that with the demise of redevelopment agencies, the organizations that provide affordable housing opportunities are concerned about how they will secure funding in the future. A similar bill previously was brought before the legislature but the California Association of Realtors was adamantly opposed to it and it did not progress. SB 1220 has been amended so that the \$75 fee will not apply to single family homes; this will bring down the amount generated each year from \$700 million to \$500 million. President Mandelkern asked if the District's housing at College Vista and Cañada Vista would be affected by the bill. Ms. Christensen said it would not be affected. The District's housing projects were not subsidized because the District owned the land and, therefore, could offer rents at affordable levels. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PROPOSED BOARD GOALS FOR 2012-13 (12-4-104B)

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

INFORMATION REPORTS

UPDATE ON 2013 ACCREDITATION (12-4-8C)

Executive Vice Chancellor Blackwood said the three Colleges are moving steadily forward on the accreditation process and the self studies are in draft form. The Board will receive an updated report in the fall.

COMMUNICATIONS

President Mandelkern said the Board received 21 emails regarding the potential sale of KCSM-TV, including emails from Common Cause and State Senator Leland Yee. The Board also received an email from former Cañada College President Tom Mohr commending Harry Joel, Vice Chancellor of Human Resources and Employee Relations, and David Feune, Compensation and Benefits Manager, for assistance they provided to him.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Gladstone said the Spring Fling, Blood Drive and Earth Day activities at Skyline College were successful.

Trustee Holober said that California Assembly Bill 1648, as discussed earlier by Mr. Knee, seems to be a step removed from education; however, the Board has in the past supported ballot measures to fund education through various tax policies which have failed because enormous sums of money were spent to defeat them. Trustee Holober said that, while there are some disclosure requirements under current law, it is easy to hide the real source of funding and this has an impact on trying to provide funding for educational institutions. Therefore, he would be in favor of supporting the bill.

Trustee Holober said the proposed cuts in funding to early care and education, as discussed earlier by Professor Dilko, directly affect the mission of the District with regard to the Early Childhood Education programs and the students who benefit from those programs. He said he would be in favor of opposing the cuts through a letter to legislators.

Trustee Holober said Assemblyman Marty Block has drafted legislation which would begin to establish some truth in advertising by for-profit colleges. Trustee Holober said that published job placement success rates should be related to jobs for which students were allegedly prepared and advertised salaries should be related to salaries graduates have attained because of their training. Vice President Hausman noted that advertisements by for-profit colleges run day and night and are very enticing. Trustee Miljanich said many emancipated foster youth have fallen prey to these colleges.

President Mandelkern directed staff to prepare reports recommending action on the three items raised by Trustee Holober.

Trustee Miljanich said she attended the recent Progress Seminar. She said she was able to relay some accurate information to other leaders in the community and referred them to the “Setting the Record Straight” section on the District’s website. She thanked Ms. Christensen for developing and maintaining this site. Trustee Miljanich said the District was well-represented by Chancellor Galatolo who was on a panel discussing economic development.

Trustee Schwarz said that Board Policy 8.80, Community Use of District Facilities, states that “. . .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.” She said she believes this is one creative way to help alleviate some effects of the budget cuts. Trustee Schwarz also attended the Progress Seminar. She said the workshops were very informative and she thanked the Board for the opportunity to attend the seminar. Trustee Schwarz said she was very impressed by the students’ presentations at the Cañada College Honors Transfer Program Conference and noted that some of the research projects are being published.

President Mandelkern said he attended the reception following the Foundation Golf Tournament and commended the Foundation staff, under the leadership of Executive Director Stephani Scott, for a job well done in raising funds for the benefit of students.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, (2) hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA, and (3) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda.

President Mandelkern said the next meeting of the Board will be a regular meeting on May 16 at 6:00 p.m. in the District Board Room. There will be only one meeting in May.

The Board recessed to Closed Session at 8:05 p.m. and reconvened to Open Session at 9:10 p.m.

CLOSED SESSION ACTIONS TAKEN

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

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 9:15 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the May 16, 2012 meeting.

Helen Hausman, Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud
May 16, 2012

Skyline College's Phi Theta Kappa Receives International Honors

Skyline College's chapter of Phi Theta Kappa (Beta Theta Omicron) was honored with several awards at the 94th Phi Theta Kappa Convention in Nashville, April 12-14, 2012.

Beta Theta Omicron was one of 11 chapters in the world to receive the Beta Alpha Continued Excellence



Award. This award is given to chapters that have received the Distinguished Chapter award in three consecutive years. This is the sixth time that Beta Theta Omicron has won this award. Distinguished Chapter awards are given to the 25 chapters earning the highest scores for their Honors in Action and College Projects. Beta Theta Omicron received the Honors in Action award for their project teaching computer use to senior citizens.

Beta Theta Omicron officers won the Distinguished Chapter Officer Team Award.

*Chapter members and officers at the convention
(from left): Denice Sy, Irene Yim, Camille Espiritu, and Anton Molina.*

A record number of more than 4,000 Phi Theta Kappa members and advisors, representing 587 chapters from around the world attended the conference. A total of 1,897 entries were received for the 2012 Hallmark Awards Competition.

(Article provided by Christine Case.)

Early Learning & Child Development Center Grand Opening!



Early Childhood Education Department Chair, Kate Williams-Browne and the new Building 14 Early Learning & Child Development Center sign.

Skyline College celebrated the Grand Opening of the newly renovated Early Learning & Child Development Center on March 22, 2012. The renovation of Building 14 was made possible by the generous support of the San Mateo Community College District and fundraising efforts from the families and staff of the Child Development Center. The program provides high-quality early learning and child development experiences for children ages 2-5 years old. The program also provides Early Childhood Education students opportunities to observe, participate, and teach in a center-based program, provides their practicum experience and a career ladder for extending work-force skills and job training. The Early Learning & Child Development Center (CDC) includes three classrooms for children and one classroom for adults. The staff of the CDC would like to thank Skyline College President Regina Stanback Stroud, Vice President of Instruction Mike Williamson, Dean of Business Don Carlson, and very special thank you to Vice Chancellor of Facilities Planning, Maintenance, and Operations Jose Nunez, Project Manager Patty Della Bona, and Jason Coulter and the staff at Coulter Construction.

Child Development Center Lobby



Documentation boards of children's curriculum and development

President Stanback Stroud speaking to guests at the Grand Opening



Lloyd LaCuesta To Speak At Commencement



Commencement at Skyline College will be special this year, not just because so many deserving students will be graduating, but because KTVU Channel 2's well-known TV personality Lloyd LaCuesta will address graduates in honor of their achievement.

LaCuesta has had a successful career in broadcast and will be retiring this summer. He was born in Honolulu, HI and attended Cal State-Los Angeles and San Jose State, where he received a B.A. in Journalism and Political Science. He received an M.A. in Journalism from UCLA.

LaCuesta was news editor of the Radio and Television News Center at San Jose State and won the Sigma Delta Chi Award for documentary and news feature reports. He also served in the U.S. Army as a military broadcast journalist for the American Forces Korea Network.

Before coming to KTVU, LaCuesta worked as a writer/editor for KNX/CBS Radio in Los Angeles and as a writer/producer for KABC-TV in Los Angeles and KGO-TV in San Francisco.

He has won Emmy Awards, received honors from the Peninsula Press Club, the National Academy of Television Arts and Sciences, and the Associated Press. He also received a Lifetime Achievement Award from the Asian American Journalists Association in 2004.

LaCuesta has been very active in bringing more minorities into the field of journalism. He is a past National President of the Asian American Journalists Association and was the first National President of Unity '94, which organized the first National Convention of America's Asian, Black, Hispanic and Native American Journalists. He currently serves as the director for the Asian American Journalists Association's Study Tours Program.

His most memorable career moments include: coverage of the first landing of the Space Shuttle at Edwards Air Force Base; his travels to the Philippines, the land of his parents; a flight into the Mt. St. Helen's volcano crater; and coverage of the trip of three fathers to Vietnam in search of the Amerasian children they left behind.

We are honored and excited to have such a distinguished commencement speaker at Skyline College!

Skyline College's ESOL Faculty Present at Statewide Conference

ESOL professors Leigh Anne Shaw and Julie Carey and ELI Program Services Coordinator Amber Wolak presented at the statewide CATESOL conference on Friday, April 13th, 2012 in Oakland. The title of their presentation, "ESL That Works: Strengthening VESL with Practical Experience" drew a crowd of over fifty people interested in the two vocational ESL classes that ESOL has created. The first, **ESOL 803 - Workplace English for Speakers of Other Languages**, illustrated its unique inclusion of internships in which students can practice their oral language skills in a real office setting. The second, **ESOL 804 - English for Child Care Providers**, makes innovative use of the Child Development Center by having students conduct story hours, child observations, and children's literature reviews.



Pictured from left Julie Carey, Amber Wolak, and author Julaine Rosner.

These two courses constitute a successful twist on the idea of vocational ESL and highlight the strength of contextualized curriculum. The team was especially honored to meet the authors of the ESL for Child Care textbook that is currently in use.

(Photo provided by Leigh Anne Shaw.)

The 3rd Annual QUEST African-American Male Learning Community Higher Education Conference at Baltimore City Community College, Baltimore, Maryland, April 12-14, 2012



Conference Theme: “Designing Innovative, Inspirational and Inviting Educational Program to Retain and Graduate African-American Males in Higher Education”

This year, over nine nationally and internationally recognized presenters shared successful programs and strategies for educating, retaining, and graduating African-American males in the field of higher education.

Professors Patricia Deamer and Pauline Wethington presented at the annual conference. Their presentation was on the “Retention and Success of African-American and Minority Students in the ASTEP/Math Academy Program” Their session was presented each day of the conference and discussed the successful development and improvement of African-American and Minority students in the ASTEP/Math Academy Program at Skyline College. Information and background on Retaining African-American and Minority students within the ASTEP/Math Academy program provided insights and lessons learned from the program’s implementation. The presentation addressed current research efforts to ensure the effectiveness of the ASTEP/Math Academy. The attendees at the conference consisted of professors, administrators, staff and students from various community colleges and Historical Black Colleges and Universities. Patricia Deamer and Pauline Wethington were received with overwhelming acceptance and clapping of hands-on a great presentation.

Skyline College Learning Communities and Others Plan “Benefits Access for College Completion”



Pictured L to R: Nate Nevado, Vanson Nguyen, Dr. Joi Blake, Andrea Doffoney - Anyanwu (behind Dr. Blake), Nohel Corral, Lucia Lachmayr, Phyllis Taylor. Not pictured: Golda Gacutan, Janet Weber).

Skyline College is one of six colleges across the nation selected to receive a \$50,000 planning grant to apply for the \$350,000 - \$500,000 *Benefits Access for College (BACC)* grant. Funded by a collaboration of major funders including the Ford Foundation, the Lumina Foundation, and the Open Society Foundation, with contributions from the Annie E. Casey Foundation, the BACC grant is aimed at increasing student utilization of public benefits if they are eligible.

The six colleges are:

- Skyline College, San Bruno, California;
- Cuyahoga Community College, Cleveland, Ohio;
- Gateway Community and Technical College, Covington Kentucky;
- LaGuardia Community College, Long Island City, New York;
- Northampton Community College, Bethlehem, Pennsylvania; and
- Owensboro Community and Technical College, Owensboro, Kentucky.

The planning period includes technical assistance, conference participation and collaboration with related organizations culminating in a proposal for funding to be submitted in May of 2012. Under the leadership of Skyline College President, Dr. Regina Stanback Stroud, the planning work-team includes Dr. Joi Blake, Vice President of Student Services; Dr. William Watson, Director, SparkPoint at Skyline College; Andrea Doffoney - Anyanwu, SparkPoint Counselor, Regina Morrison, Director of Financial Aid, and Dr. David Ulate, Planning Research & Institutional Effectiveness.

Planning also includes faculty and staff who serve students who may be eligible for services if Skyline College receives the award. The following met Friday, April 13, 2012 to contribute to proposal planning: Nate Nevado, Counselor, Kababayan Program; Vanson Nguyen, Instructor, First Year Experience; Dr. Joi Blake, Vice President of Student Services; Andrea Doffoney - Anyanwu, SparkPoint Counselor; Nohel Corral, Learning Center Director; Lucia Lachmayr, Instructor, Puente Program; Phyllis Taylor, Instructor, African American Student Success Through Excellence and Persistence; Golda Gacutan, Administrative Secretary, Office of the Vice President of Student Services; Janet Weber, Counselor, Workability III Program; Dr. William Watson, Director, SparkPoint at Skyline College.

(Photo provided William Watson).

National Library Week Celebration



The Library hosted its annual **NLW** celebration during the week of April 8-14. This year's theme was **You Belong @ Your Library**. Hundreds of students were delighted to receive book-themed gifts, including cloth book bags, pens, index cards with holders, and bookmarks, while enjoying cake served up by Tom Hewitt, Carol Driscoll, and Barbara Daley.

(Photo provided by Kevin Chak.)



Giving Deserved Credit to Keisha Ford

There is no scarcity of talent in the student body of Skyline College. It shows up in many of the efforts the students make to support a vibrant campus life and a quality college experience. I would like to acknowledge the talent of [Keisha Ford](#), a student working in the Public Relations Office, for her beautiful re-design of the Skyline Shines Banner. The office is constantly working to ensure a meaningful communication venue that is pleasing to the eye and interesting to the mind. Please let Keisha know how much you appreciate the difference students make in our college.

Skyline College Students Honored for Academic Achievement

With friends and family in attendance, 50 Skyline College students were inducted into the Phi Theta Kappa Honor Society for the Spring 2012 semester. On April 27, the Cañada College chapter hosted the Induction ceremony for new members of Phi Theta Kappa in the SMCCCD. It is the tradition of our chapters to alternate hosting the induction. Professors Johannes Masare and Christine Case attended the ceremony with the Skyline College students. Beta Theta Omicron president Camille Espiritu welcomed new members and encouraged them to promote commitment to complete college on their campuses.

(Photos provided by Chris Case.)



Skyline College Leadership Academy Recognizes Student Graduates

The Skyline College Leadership Academy (SCLA) is proud to announce the conclusion of a successful first year. The SCLA is a program that is focused on cultivating and motivating students to become empowered, socially aware global citizens. The SCLA is based upon the Seven C's of the Social Change Model of Leadership Development.

This first year's program culminated in a SCLA Change Banquet that was held on Wednesday, May 2, 2012. The SCLA celebrated the accomplishments of this year's students who piloted the SCLA program. Twelve students graduated from the program, and many of these students, among others, will return to the SCLA as mentors.



Top row from left to right: Shannon Price, Mira Budiwinoto, Christian Bustos, Matthew Holeman, Genesis Quiroz, Kayla Louis, Lacey Boldt, Camille Espiritu, Azhar Abuzahriyeh; front row: James Rodriguez, and Julian Rocha-Silva

The SCLA team would like to thank the following staff and faculty members who facilitated our SCLA workshops: Dr. John Mosby, Vanson Nguyen, Nathaniel Nevado, Jessica Lopez, Katie Ha, John Saenz, Amory Cariadus, and Jennifer Mair. The SCLA would also like to thank, Nohel Corral, the director of the program.

(Article and Photo provided by Jarrod Feiner and Olena Mykhaylichenko.)

Student Art Exhibit in the Gallery

The annual Skyline College Student Art Exhibition in the Art Gallery was held recently. The Opening Reception on April 19, featured live music by the Skyline College Jazz Quintet.



*Upper Left: Noor Abu Aldarak, Upper Right: Suleiman Tashman,
Middle Left: The Skyline College Jazz Quintet performing. Featuring Vincent Iannone on Piano, Ben Villa on Trumpet, Alex Rosales on Bass, Norm Medina on Trombone, and Andrew Fenn on Tenor Saxophone.
Middle Right: Tina Yang, Lower Left: Milan Subedi, Maricris Lavarias, and Bridget Fisher at the Opening Reception, Lower Right: Jason Thomason.*

Bright Sun and Skyline Shine on Earth Day



On Thursday April 19th Skyline College celebrated Earth Day with a full day of events. In the morning the sun burned all the fog away, giving way to a fun and vibrant festival. The Green Fair on the quad included over 20 displays and booths from student clubs, classes, and community partners. Organizations included: The Environmental Club, Skyline College Students Speak, EOPS “Club E”, SACNAS, Beta Theta Omicron, the Honors Transfer Program, Psychology Club, Anthropology Club, LASO, the Sierra Club, Pacifica Shore Bird Alliance, Recology, iRETron, and the Master Composters of San Mateo County.

Skyline academic programs highlighted environmental issues, with student posters and displays from ENVS 100 Introduction to Environmental Science, BIO 110 Principles of Biology, ENVS 680SD Environmental Science Service Learning, the Solar Technology and Energy Efficiency programs, and the Hybrid-Electric Vehicle program. And, with generous sponsorship from ASSC, the Marine Science Institute brought their tank full of marine life including sharks! The fun continued with biology student-led nature walks at Vista Point and an Energy Efficiency Workshop at the Solar and Building Science Learning Center.

The event was coordinated and hosted by Amber Lincoln and the Environmental Club, Lindsey Virdeh and Briana McCarthy faculty advisors of the Environmental Club and Sustainable Campus Initiative, and a number of faculty and staff including Bruce Greenstein, Genievie Del Mundo, Paul Rueckhaus, Anne Gearhart, Pat Tyler, and Vanson Nguyen and First Year Experience. Special thanks to Amory Cariadus, Media Services, Cherie Napier, Ray Hernandez, the Facilities staff, and ASSC for support as well as all volunteers, students, faculty, and staff involved with making this event a success.

(Article and Photos provided by Anjana Richards.)

25th Anniversary of Famous Skyline College Mural



In Skyline College's ongoing commitment to "prepare students to be culturally sensitive members of the community, critical thinkers...socially responsible lifelong learners and informed participants of a democracy in an increasingly global society," and because "We value a deep engagement with the community we serve and our role as an academic and cultural center for business, industry, labor, non-profits, government and the arts," some members of our Skyline College community would like to celebrate and honor the twenty-fifth anniversary of Juana Alicia's Skyline College mural, *Earth Book*. For those of you not familiar with her work, this mural is located at the entrance of building 2 . *Earth Book* was painted in 1987 by Juana Alicia and two Skyline College art students, Barry McGee and Sia Yang

Earth Book refers to the interdependence of the environment and the learning process. The hands that emerge from the natural environment surrounding the book are engaged in a variety of activities representative of some of the educational pursuits explored at Skyline College. The hands themselves represent the ethnic rainbow of people attending the College.

Juana Alicia is a painter, printmaker, and educator in Berkeley, California and is recognized as one of the nation's finest muralists. Alicia was taught by two students of perhaps the greatest North America master of the form, Diego Rivera, whose vibrant forms and hues are reflected in her work. The colorful, vivid imagery born in her West Berkeley studio graces buildings across the nation and Latin America. In her art, she revisits the stories, folklore, and the actors of our cultures, searching for threads of deeper truth. Her art never simply repeats these stories; it reinterprets, relives, and reconnects stories from the past to the struggles of the present.

Juana Alicia:

I am a muralist, printmaker, educator, activist and painter who loves to draw. I have been teaching for thirty years, working in many areas of education, from community organizing to migrant and bilingual education to arts education, from kindergarten to graduate school levels. Currently I am full-time faculty at Berkeley City College, where I direct a public art program called True Colors.

I feel that it is my responsibility as an artist to be an activist for social justice, human rights and environmental health, and I see the work of parenting and teaching akin to being an artist. I began working as an artist in my teens, coming of age in the human rights movements that included the United Farm Workers and that protested the war in Vietnam.

(Article provided by John Saenz.)

Skyline College Relays for Life



(Bottom) Vivacious Vertebrates: Shobna Devi, Pat Carter, Don Biederman, Ella Powers, and Candace Wegner

Skyline College students and staff Relayed For Life from 10:00 a.m. on April 28 to 10:00 a.m. on April 29 at the Capuchino High School track. Teams walked laps around the track to raise awareness about cancer. Professor Don Biederman and alumnus Jimmy Slagle walked the most (62) laps. This was the third annual American Cancer Society San Bruno Relay for Life to raise money for cancer research and education. Mike Williamson represented Skyline College at the opening ceremonies. Skyline College Biology major Rebecca Belloso performed an inspirational “Amazing Grace” for the Luminaria lap.

Overall, 26 teams raised \$26,248. Skyline College was represented by six teams, which raised \$5,039. Skyline College teams (and their captains) were:

- Vivacious Vertebrates (Pat Carter)
- BOO Busters (Camille Espiritu)
- ASSC (Heidi Hansen)
- Skyline College SACNAS (Rebecca Belloso)
- Skyline College Cosmetology (Candace Lacey)
- Skyline College Go Green (Amber Lincoln)



Photo: From top left: Azharr Abuzahriyeh, Heidi Hansen, Camille Espiritu.

Vivacious Vertebrates was the #2 team fundraiser and Don Biederman was the #2 individual fundraiser overall. The Cosmetology Department gave arm massages and did make-up for the participants.

Skyline College was also represented on the Relay planning committee:

- Jose Luis Sanchez, Relay Committee Chair
- Pat Carter
- Camille Espiritu
- Denice Sy

(Article provided by Chris Case and Pat Carter. Photos provided by Pat Carter and Ronnette Naungayan.)

Skyline College's 35th Annual Blood Drive



Skyline College hosted its 35th Annual Blood drive on Wednesday, April 25, in building 6. This was a collaborate effort with the American Red Cross and the Health Center. The event was successful with 104 units of blood collected which met the target goal.

With all the units of blood collected, the blood drive has the potential of saving up to 312 lives in local hospitals. All 120 donors should be very proud of the significant impact they've made on the Skyline College community. Our cosmetology and respiratory therapy students were well represented among the donors.



Skyline College is proud to have one of the biggest blood drives on the Peninsula.

A special thanks to Donna Elliott and Jane Ernstthal in the Health Center for their service and dedication in making this event a successful one.

(Article provided by Dr. John Mosby. Photos provided by Cherie Napier.)

Student And Community Center Building Phase 2 Work Begins



With the completion of World Cup Coffee & Tea, the installation of new tile at Sky Café, the staining and polishing of half of the concrete floor and much of the prep work in the main dining area, we are now excited to begin Phase 2 of the renovation project in the Student and Community Center Building. Starting Friday, May 4, 2012, you will notice that sections of the dining area surrounding the current faculty and staff lounge, the fireplace and the student and cyber lounges will be cordoned off for demolition work to begin on Monday, May 7, 2012. The good news is that the heavy, loud, disruptive work will all be done overnight so that it does not impact the daily activities in the building. While there will be work going on in the impacted areas during the day, this work should not interfere with daily life at Skyline College.



Our partners at Coulter Construction, Facilities, Swinerton and all of the contractors on the job will do their utmost to ensure a pleasant working and dining environment. We expect the majority of the heavy work in these areas to be completed in time for commencement and will do whatever we can to ensure that the environment is pleasant and festive for the occasion.

Immediately following commencement, the dining area of the building will be closed. The floors in that area will be stripped, ground down, sanded and smoothed in preparation for the concrete to be stained and polished. Likewise, we will be reducing the “glossiness” of the floor that had already been polished. The college administration will notify staff when the staining is taking place and will make plans to relocate staff if and as necessary. Once the floors are finished, we will begin installing new furniture, lighting and will be making a number of essential cosmetic improvements. The new student lounge and staff lounge will be completed, signage will be installed at World Cup and Sky Café and if all goes according to plan, the space will be completed when we reopen for the first day of summer classes.

While the majority of the renovation work will be completed in time for the start of classes, there will be a number of small projects happening in the space over the rest of the summer to reach final completion. Appropriate notification will be sent out to the campus community as this work is scheduled.

On behalf of the Auxiliary Services, Facilities, Swinerton and our partners at Coulter Constructions, thank you for all of your patience and cooperation with us throughout this process. I know it has been disruptive at times; there is never a good time to do work in an occupied building. We really appreciate everyone’s help and cooperation and look forward to presenting you with a beautifully remodeled space this summer!

SparkPoint and the Financial Aid Office Welcome Jefferson Adult Education



On Tuesday, April 10, 2012, Skyline College welcomed eleven GED graduates and high school students from [Jefferson Adult Education](#) (JAE) to tour Skyline College. Students completed the Skyline College application and participated in a workshop on Financial Aid Basics led by Jocelyn Vila where students learned about how to apply for FAFSA and the different types of Financial Aid Available. The day’s activities continued with a tour of the campus and concluded with a tour of SparkPoint at Skyline College where students learned about financial coaching and education and the many resources available to both

students and the community. Thanks to JAE Director of Adult Education, Diana Rumney, and GED Staff member, Sylvia Strange, for coordinating JAE's participation; to Tom Hewitt, Skyline College Director of Library Services for providing the meeting space; to Jocelyn Vila, Skyline College Financial Aid Program Services Coordinator for leading the Financial Aid Informational Workshop; and Skyline College Campus Ambassador, José Milan, for assisting JAE students complete the college application process. The visit was coordinated by Adolfo Leiva, Program Services Coordinator, SparkPoint at Skyline College. The tour was funded in part by, Chancellor's Office, California Community Colleges through a grant managed by SparkPoint at Skyline College.

(Photo provided by Adolfo Leiva.)

SparkPoint Hosts Tour of Skyline College for Business and Logistics Class Held at Goodwill Industries



On Tuesday, April 24, 2012 and Wednesday, April 25, 2012, SparkPoint at Skyline College welcomed eleven students from the Business and Logistics class at Goodwill Industries to tour Skyline College. The tour began with an introduction from Adolfo Leiva, SparkPoint Program Services Coordinator. Don Carlson, Dean of the Skyline College Business Division, presented information about degree and certificate programs offered at Skyline College while students enjoyed lunch. The day's activities continued with a SparkPoint orientation delivered by Heather Smith, SparkPoint's AmeriCorps VISTA (Volunteers in Service to America) Volunteer. Jocelyn Vila, Skyline College's Financial Aid Office Program Services Coordinator, followed with a financial aid workshop during which she helped participants apply for financial aid. The day concluded with a tour of SparkPoint at Skyline College during which students learned about financial coaching and education, and additional resources available to both students and the community. Thanks to Mike Williams, Interim Vice President of Instruction, Skyline College, Paul Tan, Instructor, also with Goodwill Industries, and Adolfo Leiva for coordinating the visit.

(Article provided by Heather Smith. Photo provided by Adolfo Leiva.)

The Youth Entrepreneurship Program (YEP) Brings Entrepreneurship Training to Skyline College!



On April 18th, the Youth Entrepreneurship Program (YEP) at Skyline College held an entrepreneurship training session in one of the Learning Community classes. EOPS Counselor, Jeff Acidera, hosted YEP in his Counseling 100 class. This training session was made possible through the partnership between YEP and the different Learning Communities at Skyline College. The training session provided students with an overview of entrepreneurship and taught them how to assess and develop their entrepreneurship interests.

“This is a great opportunity because it allows students at Skyline College to easily take part of YEP by bringing the training program into the classroom. Our students are learning to be economically independent through entrepreneurship.” says Richard Soyombo, Executive Director of the Youth Entrepreneurship Program.

YEP offers this training session as a part of ongoing campus outreach efforts to bring entrepreneurship training and information to the students at Skyline College. Not only is the objective to introduce entrepreneurship, but also to help remove economic barriers for young adults throughout the Bay Area, particularly at Skyline College.

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

Prep for PEP – A Placement Preparation Pilot

In March 2012, the Learning Center, in collaboration with English, Math, and Counseling faculty partnered with South San Francisco High School (SSFHS) to launch “Prep for PEP,” a two-week placement preparation program designed to help high school seniors prepare for the placement test, reducing the number of courses and money spent while attending Skyline College.



The Prep for PEP team designed a series of On Course-based workshops, developed materials, and utilized online tools in an effort to help current high school seniors improve their assessment results, and consequently, shorten the time and money invested to complete an associate degree and transfer to a four-year university.

Approximately twenty-five SSFHS seniors participated in this intensive and innovative two-week program, which

began with an orientation and practice placement test at Skyline College. Students engaged in a series of after school workshops at SSFHS designed to strengthen their skills in English and Math.

In addition, students learned test taking strategies and study skills to help prepare for the placement test. Throughout the program, students participated in various in-class activities intended to increase their self-confidence around tests and college in general.

Prep for PEP was a tremendous success! It helped connect prospective Skyline College students with various resources on campus to ensure their success. In addition, this innovative program strengthened partnerships across divisions on campus and increased existing outreach efforts to local feeder high schools.



We want to thank the Counseling, Language Arts, Science/Math/Technology Divisions, and the President’s office for their constant support and contributions to this President’s Innovation Fund project. A special thank you goes out to the taskforce for making this a reality: Nohel Corral, Vanson Nguyen, Chris Gibson, Lucia Lachmayr, Jarrod Feiner, Nate Nevado, Jessica Lopez, Carlos Romero, Leigh Anne Shaw, Goldie Lee, Andy Davis, and David Ulate.

(Article provided by Jessica Lopez. Photo provided by Nohel Corral.)

Urban Ecology Boat Trip

A joint field trip of Skyline College students from the Biology 110- General Biology, 140-Animals, People and Environment, 150- Marine Biology and 215-Organismal Biology course embarked from Pier 39 to learn about the SF Bay ecology on Friday the 13th of April. The SF Bay is the largest estuary on the west coast of the United States and it is a very busy port. Despite the business of this port, a lot of wildlife still lives in the San Francisco Bay. Unfortunately the organisms that call the bay home are at risk from to boat traffic, recreational activities, pollution and habitat destruction.



The trip's objective was to increase awareness about how urban development can affect life in the bay. During the boat trip, students carried out a count of all the marine mammals and birds they saw. Students also discussed how ship traffic/noise can affect behavior of marine mammals and how commercial vessels, cruise ships and sail boats can act as vectors in spreading non-native marine invertebrates. Some of the organisms that the Skyline College students saw were Harbor seals, Harbor porpoises, California sea lions, Western Grebes, Clarke's grebes, Common murre, nesting Western gulls, and even a Peregrine falcon.

A lot of the student's views about the San Francisco Bay have changed after the trip. "We got to really see the whole ecosystem and realize that these entire species livelihood depends on one another." "It makes me appreciate where I live, but it makes me sad to see how carelessly we have harmed some native species and birds." "Before I thought the SF Bay did not have many creatures, and I viewed the bay mostly from land. However, during the boat trip the bay was significantly more appealing and amazing." These were just a few of the many positive experiences the students shared about the Urban Ecology Bay Trip.



Thank you Carla DiGennaro, Shari Bookstaff, Nick Kapp , Marissa Welch and Genievive del Mundo for participating in this field trip.

TRiO Explores CSU East Bay

On Friday, April 20, 2012 the TRiO SSS program at Skyline College organized its second campus visit of the semester to CSU East Bay. Fifteen TRiO students participated in this transfer-related event.



The day began with an interactive tour of the campus, where students learned about various resources, including DSPS, financial aid, the health center, the library, and tutoring services, among others. In addition, TRiO students received invaluable information about majors and an array of interesting facts about the university.

Concluding the campus tour, TRiO students ate lunch in the dining commons, which, for many, this opportunity brought to life a true university experience! In addition, students had the opportunity to learn about EXCEL, a counterpart of our TRiO SSS program at the university level. Furthermore, they learned about McNair, a different type of TRiO program, which is designed to prepare students for graduate and doctoral programs through involvement in research and faculty mentorship.



Overall, the campus visit to CSU East Bay was a tremendous success, which served to promote the idea of transfer among our TRiO students!

(Article provided by Jessica Lopez. Photos provided by Nohel Corral.)

SparkPoint Visits Capuchino High School for Senior STAR Day

SparkPoint AmeriCorps VISTA (Volunteers in Service to America) Volunteer, Heather Smith, presented a one hour SparkPoint orientation at Capuchino High School to Capuchino High School seniors, Thursday, April 26, 2012. Heather's presentation included information about the services and resources SparkPoint at Skyline College offers students and the community including the following: Grove Scholars Program, one-on-one financial coaching, English Language Institute, employment and career services, food pantry, VITA Tax Assistance Program, financial education workshops, individual development account matched savings programs, and second chance bank accounts with San Mateo Credit Union and more. Heather handed out flyers for these services and answered students' questions about Skyline College in general and SparkPoint specifically. Students gained new knowledge about services and resources available to them, and they know a contact personally who can work with them as they start accessing SparkPoint. The visit was coordinated by Adolfo Leiva, Program Services Coordinator, at SparkPoint at Skyline College and Kevin Thomas, Counselor at Capuchino High School.

(Article provided by Heather Smith.)



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ May 16, 2012

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A Celebration of Scholarship and Service



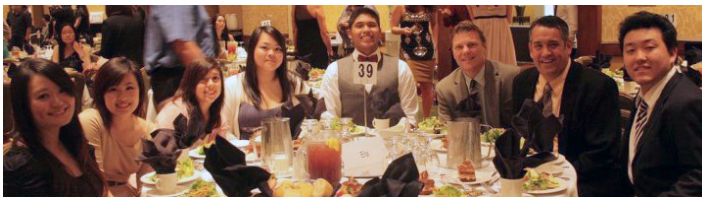
More than 250 students were honored with scholarship awards at CSM's 2012 Scholarship Awards Reception held on May 2. According to the Financial Aid Office, scholarships were awarded to 219 CSM students and 44 high school students; collectively, they received 406 scholarship awards totaling \$242,705. The ceremony began with remarks by CSM President **Mike Claire**, Academic Senate President **James Carranza** and ASCSM President **Paige Kupperberg**; Mike Claire and Vice President of Student Services **Jennifer Hughes** presented the awards to each of the scholarship recipients. With many of the donors in the audience, the event provided the opportunity for student honorees to meet with the donors who contributed to their scholarships. Following the ceremony, guests made their way to the Bayview Dining Room in College Center for the reception to continue the celebration. The event was organized by **Karen Chadwick**, **Jennifer Hughes**, **Claudia Menjivar**, **Dennis Tordesillas** and **Henry Villareal**. (Photo credit: CSM Community Relations and Marketing)

College of San Mateo

Three CSM Students Receive Major AGS Honors



Congratulations to CSM students **Gabriel Denham**, **Niko Larot** and **Sterling He** – they have been awarded prestigious scholarships by Alpha Gamma Sigma (AGS), the academic honor society and service organization of the California Community Colleges. Gabriel, Niko and Sterling received their scholarship awards (each approximately \$1,000) at the annual convention held in San Jose; they were among 54 statewide student honorees who were awarded scholarships totaling \$38,400. Gabriel, who serves as president of CSM's chapter, was the recipient of the highly coveted and competitive Robert Mantovani award; Niko, past president and current Inter-Club chapter representative, received the Ed Walsh award for community service; and Sterling, an Inter-Club Council representative for AGS captured the Kathleen D. Loly Award for academic excellence.



Professor of English **Tim Maxwell** and Professor of Film **David Laderman** serve as AGS faculty advisors and attended the event along with CSM President **Mike Claire**. (Photo credit: Gizem Basar)

CSM is Site of Tim Tebow Photo Shoot

NFL quarterback **Tim Tebow** made an appearance at CSM's football stadium earlier this semester—not to a crowd of cheering fans, but to participate in a commercial photo shoot using CSM athletic facilities as backdrops. In conjunction with FRS, a locally-based company that produces dietary supplements, Tebow was featured in photos taken in various locations including the locker room, team house and football field. While Tebow was on campus, he graciously agreed to have his photo taken with CSM Assistant Football Coach **Tim Tulloch**. Tebow is a two-time NCAA national football champion, a first-round NFL draft pick and the 2007 Heisman Trophy winner. (Photo credit: Andreas Wolf)

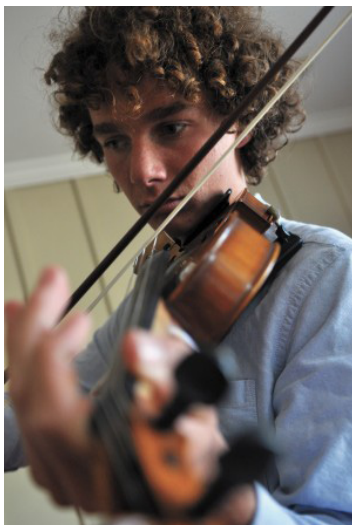


Kudos

~ Central County Fire Chief **Don Dornell**, a CSM alum, has been named to lead fire services in four of the County's cities: San Bruno, Millbrae, Burlingame and Hillsborough. Dornell's current position includes Burlingame and Hillsborough; however, with the retirement of the San Bruno and Millbrae Chief Dennis Haag, Central Fire will provide services for those cities as well. He served as co-director of CSM's Recruit Firefighter Academy and as an instructor in the fire technology program. Dornell graduated from CSM in 1971.



~ CSM music major **Quinn Sommer** served as concertmaster for the Coastside Community Orchestra's "The Dramatic Effect of Music" concert on May 3. Sommer, a classical violin student for 12 years, also led the first violin section: at the beginning of the concert, he played an A on his Stradivarius model violin to which the string section and then the rest of the orchestra tuned. After he earns his associate degree in music at CSM, Quinn plans to transfer to a university to study music therapy. *(Photo source: HMB Review)*



~ **Lorrita Ford**, director of library services, attended the Academic Library Planning and Revitalization Conference in Baltimore, Maryland. The conference provided a new framework for creating 21st century library facilities that reflect



best practices and student preferences for information resources. Among the conference highlights was a site visit and observational study of Goucher College's Athenaeum and its new college library.

Lorrita also attended Living the Future 8 Conference at the University of Arizona Tucson; she presented a poster about the evolution of CSM's Information Competency Graduation Requirement. *(Photo credit: CSM Community Relations and Marketing)*

~ CSM's Community Relations and Marketing Department was honored with three CCPRO Awards at the annual Community College Public Relations Organization conference. The college took a second place in the Logo Design Category for the Athletic Hall of Fame logo; a second place in Promotional Advertising Campaign for the Athletic Hall of Fame campaign; and a third place in the Banners/Outdoor Media Category for the college's historical banners that are on display in Downtown San Mateo.

~ CSM student artwork is on display in an exhibit at US Bank on Cabrillo Highway in Half Moon Bay through May 30. The artwork is by students enrolled in Drawing and Compositions classes held on the Coastside.

A Great Month for CSM Sports: Teams Capture 3 Conference Titles!

In a stunning month of athletics at CSM, three of the college's athletic teams won championship titles. In the words of **Andreas Wolf**, CSM athletic director, "It's a great time to be a Bulldog!"

Softball

CSM's softball team clinched the Coast North championship title and did so impressively! The Lady Bulldogs lead the state in wins with 36, a win streak of 20 and they captured Coach **Nicole Borg's** first outright conference title. Freshman pitcher **Michele Pilster** has posted a 28-3 record and leads Northern California teams in wins. In the first round of playoffs, the Bulldogs won a two-game sweep over American River College. CSM's team is the number two seed in the four-team super regional tournament on May 11-13 at CSM.



Swimming

CSM's women's swimming team wrapped up the Coast Conference title in a three-day championship meet and the first one to be hosted by the college. The Bulldogs swept top individual honors as well: outstanding female swimmer **Miya Oto** finished with 60 points and the co-outstanding male swimmer, **Carlos Sanchez** earned 57 points. Overall, CSM's men and women earned 12 championship gold medals.

Baseball

The Bulldog baseball team, ranked number 2 in Northern California, wrapped up the Coast Golden Gate title with a crushing 12-0 victory over DeAnza College. It was the 10th championship in 11 years for Coach **Doug Williams**.

In more baseball news, Bulldog pitcher **Daniel Chavez** has signed a letter of intent to enroll and play for San Jose State University.

Track and Field

CSM athletes dominated the throwing events at the Coast Conference Track and Field Championships by taking seven of eight titles at Hartnell College in Salinas. **Nikki Uikilifi**, a Mills High School graduate, won three events and fell just short of sweeping all four women's crowns. She took championships in the shot put, discus throw and hammer throw. Her brother, **Josh Uikilifi**, made it a family sweep of the hammer, winning the men's event. CSM throwers **Zeke Edwards** and **Nathan Wright** took first and second in the javelin, respectively.

Coaching Honors

In addition to team success and individual student-athlete accomplishments, CSM's coaches received top honors for winter and spring sports:

Michelle Warner – Coast Conference North Coach of the Year, Women's Basketball

Randy Wright – Coast Conference Coach of the Year, Swimming

Nicole Borg – State Softball Coach of the Year

Doug Williams – Coast Conference Co-Coach of the Year



Jerry Hills Addresses CSM Political Science Classes



Assemblyman **Jerry Hill** was on campus on April 27 to speak with four political science classes. Students in American Politics classes heard first-hand from Assemblyman Hill on topics that included the state budget, the governor's proposed tax initiatives for the November ballot, funding for community colleges, California's open primary system, the PUC's regulation of PG&E, and the Electoral College. Assemblyman Hill, a CSM alum, makes time every semester to meet with the college's political science classes. **Frank Damon**, political science instructor, organizes Hill's visits to CSM. *(Photo credit: CSM Community Relations and Marketing)*

Connect to College: A Big Draw for High School Seniors & Parents

By all accounts, this year's Connect to College Information Night was a major success. More than 350 high school students and parents attended the event, which was held for the first time in College Center. Participation by college faculty, staff, students and administrators was at an all-time high with almost every division and most special programs represented at information tables. The evening included a welcome from the president, presentations by university representatives and CSM faculty and staff, an alumni/student panel, scholarship drawings and refreshments. **Alex Guiriba**,

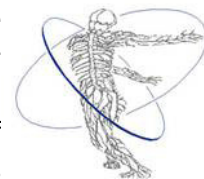


program services coordinator in the Community Relations and Marketing Department, did an outstanding job of organizing the event. (Photo credit: Gino De Grandis)



Job Fair Focuses on Fitness Careers

CSM's Kinesiology Department hosted the college's first-ever Fitness Industry Job Fair at the end of April. This event provided the opportunity for hiring managers of local fitness clubs to meet CSM students interested in fitness careers. Employers who attended the job fair included SMAC, 24 Hour Fitness, Club One, Peninsula Jewish Community Center, Pacific Athletic Club, Crunch and Evolution Trainers among others. The department offers certificate programs in Pilates Instructor Certificate Program, Yoga Teacher Training and a Personal Training Certificate.



The Kinesiology Department has also established an Advisory Board consisting of several of the hiring managers from these clubs to provide information as to industry needs. The Advisory Board was formed at the beginning of spring and the Fitness Industry Job Fair was a direct result of the input from these employers serving on the Advisory Board.

Upcoming Events

Appreciation Day Breakfast

Wednesday, May 23, 8:30–11 am in College Heights Conference Room. A celebration of classified staff and Classified School Employees Week.

CSM Commencement

Friday, May 25, 5:30 pm, Gym

Middle College High School Graduation

Tuesday, May 29, 5:30 pm, Theatre

Student Success Story: Stephen Schmidt

Graphic Designer, Creative Director

A.A. degree, Graphic Arts, CSM

B.A. degree, Design, San Jose State University

Stephen Schmidt's career path, which began in graphic design classes at CSM, has catapulted him to become an award-winning book designer and creative director of his own graphic design company.

Entering CSM as an undeclared major, Stephen says, "CSM was a good, practical starting point for my higher education studies." During his two years at the college, he came to the conclusion that graphic design was a good career fit. According to Stephen, the counseling he received at CSM proved to be helpful in planning his course load and direction. Stephen comments, "Attending Ed Seubert's graphic design courses, in particular, provided me with excitement for and knowledge of graphic design as well as the required skills it would take to excel in that field."

"The nurturing environment and diversity of course offerings gave me confidence that I could develop skills that would allow me to get a good job. Also, I made many good friends while attending CSM."

In addition to classroom learning, Stephen realized that at CSM, he also was learning to be a good student and his grade point average soared well beyond that which he earned in high school. Consequently, he graduated from CSM with highest honors, earning an associate degree in graphic design (now referred to as "digital media.")

"My accomplishments at CSM made it possible for me to transfer to San Jose State University (SJSU) to further my graphic design studies." He continued his academic success as a transfer student at SJSU where he earned a bachelor's degree in design, and again earning honors.



Today Stephen is the principal and creative director of his own graphic design company, Duplex, which focuses on brand identity, web and mobile user interface design and book design. He has given back to the profession by mentoring several graphic design interns, from CSM and other design programs; he has also taught Photoshop and HTML classes in San Mateo's Adult School program. Among his accomplishments is having designed over 20 illustrated coffee table books, including *Photo by Sammy Davis, Jr.* which was awarded a First Place Photography Book prize in the New York Book Show. (Photo provided by: Stephen Schmidt)

SPECIAL
POINTS OF
INTEREST:

- The college held an open mic for students, staff and faculty to comment on the recent shooting of Trayvon Martin.
- Students participated in the annual Associated Students election on May 7-8.

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Cañada College

VOLUME 11, ISSUE V

MAY 16, 2012

Cañada College Upward Bound Student Named Gates Millennium Scholar

Redwood City's Roberto Pablo Pimienta plans to attend Stanford University in the fall.

Redwood City's Roberto Pablo is one of 1,000 students nationwide that will receive the prestigious Gates Millennium Scholarship for 2012. More than 24,000 students applied. The scholarship will pay for Pablo's tuition, fees, books, and living expenses at Stanford University. It will also pay for fellowships for graduate school, mentoring services, leadership opportunities, and access to internships.

Pimienta is a senior at Sequoia High School in Redwood City and is a participant in the Cañada College TRiO Upward Bound Program. Upward Bound is a federally funded pre-college program designed to assist first-generation college students prepare for college. It consists of Saturday workshops at Cañada College and weekly tutoring. During the summer, students participate in a six week program offering academic courses and activities on the Cañada College campus. It serves approximately 50 students from the East Palo Alto and North Fair Oaks areas.

"I initially learned about the Upward Bound Program because I saw my friends going there after school," Pimienta said. "Joining the program was definitely one of the best decisions I made in my high school career."

Pimienta joined the program in

the second semester of his sophomore year. He said the Upward Bound Program became his platform for success in high school, both academically and emotionally. "With the help of Upward Bound, I have significantly improved my writing skills and learned more about my potential to be successful. I was able to learn how to prepare a competitive college application for some of the leading higher education institutions."

Pimienta was accepted by Stanford, Tufts, UC Berkeley, UCLA, UC San Diego, UC Davis and Cal Poly San Luis Obispo. He chose Stanford but hasn't decided on a major. "I'm considering Chemistry and/or Biology," he said. "I would also like to explore Chemical Engineering, Biological Engineering, Environmental Engineering, and Environmental Science. I have plenty of time to explore my options."

"Roberto is awesome!" said Upward Bound Program Director Rosalina Mira. "He is extremely dedicated and a hard worker. He is passionate about science. Upward Bound is like a second family to him. I have seen Roberto grow from when he started the program. He is more confident and he also volunteers and is involved in the greater community."



Pimienta has focused his community service on supporting the local immigrant community. He has tutored English, taught English to senior citizens, and raised money for scholarships for undocumented students. His participation in the Sequoia High School Dream Club and the Immigrant Youth Action Team has helped raise awareness as to the challenges faced by immigrant youth.

Pimienta said he is finishing his International Baccalaureate Diploma at Sequoia and has taken additional math and science classes at Cañada College. He has also conducted research in three different departments at Stanford and participated in the summer engineering program at MIT.

The Gates Millennium Scholars (GMS) Program was established in 1999.

Schools.com Names Cañada One of California's Top 25 Community Colleges.

In a special report on California's community colleges, School.com rated Cañada College as one of the state's Top 25.

In describing the school, the website said, "Cañada College proves that big things really can come in small packages. Not only is Cañada College one of the state's leading community colleges in terms of completion and transfer rates, but this relatively small campus is one of the few nationally to offer bachelor's degrees through its University Center."

Other schools on the list include Ohlone, City College of San Francisco, Las Positas, De Anza, Cuesta, Sierra, Santa Barbara, Foothill, Southwestern, Cabrillo, Golden West, Santa Ana, Cosumnes, Reedley, Siskiyou, San Diego, Irvine Valley, Pasadena, Chaffey, San Diego Mesa, Columbia, Monterey Peninsula and College of the Canyons.

New Allied Health Program Begins in Fall

The Preparation for Advanced Training in Healthcare Program will help students complete the allied health science requirements in less than 18 months.

A new program designed to help allied health students gain their science prerequisites in less than 18 months is set to

begin Aug. 20. The Preparation for Advanced Training in Healthcare will accept two cohorts of 30 students. Students accepted

into the program will be guaranteed admission into biology, psychology, math classes that are often impacted due to budget constraints. "This will help students who need the prerequisites to study nursing, radiologic technology, nursing and other allied health programs," said Vice President of Instruction Sarah Perkins. Students will also benefit from studying in a cohort. "We know there are many students around the Bay Area having a difficult time entering these fields because they can't access the lower-level science classes they need to apply. This program provides access."



Baseball Qualifies for Sixth Straight Playoff Berth; Turner MVP

Catcher Zach Turner was named the Coast Pacific Conference Player of the Year as the Colts qualified for their sixth consecutive state baseball playoff appearance.

The team finished the regular season with a 22-16 overall record and 16-8 conference mark. The Colts were runner-up to Coast Pacific Conference champion Ohlone.

The team qualified for the playoffs on the last day of the season, beating Cabrillo 5-4 in a thrilling winner-take-all contest. Centerfielder Alex Sortwell and second baseman Eren Miravalles combined for seven hits to key the Colts



victory.

Turner was dominant during the regular season leading the conference in batting average (.365), RBI (57), and Home Runs (13).

Miravalles had 14 stolen bases.

The Colts were swept from the playoffs by Fresno City College, losing 14-4 in the opening game and 5-4 in the deciding contest.



Former President Thomas Mohr will be the featured speaker at this year's Commencement Ceremony, to be held Saturday, May 26 at 10 a.m. in the quad.

Mohr was unable to attend his final commencement at the school last year due to family commitments in Virginia. Interim President Jim Keller invited Mohr back to speak at this year's ceremony.

"Given Tom's popularity with our students, staff, and faculty it was a pretty easy decision to make," Keller said.

The school will recognize both Associate Degree and Professional Certificate earners at the ceremony, which will again be held outdoors provided it is not raining. This will be the third outdoor ceremony.

National University Holds Information Night for New Allied Health Bachelor's Degree Program at the University Center

The San Mateo County Community College District (SMCCCD) is partnering with National University to offer students an opportunity to complete a bachelor of science (B.S.) degree in Allied Health on the Cañada College campus. Graduates of this degree program are prepared to... assume supervisory, management, or educational positions in the health-care field.

National University will offer, through a combination of hybrid and online classroom formats, the 17 upper division courses required for the

degree. Each course will meet for 4.5 hours one day a week for 4 weeks at Cañada College, with additional online class time. The program will begin this summer, with the first cohort of 15 participants.

National University will provide SMCCCD students and alumni who participate in the program with a 10% tuition discount. Additionally, community college students may qualify for two more National University scholarships.

National University held a special information session for students on Tuesday, May 8. Representatives from National

University were on hand to provide answers to questions students had.

To qualify for the program, students must be close to earning a two-year degree in allied health.



Fundraising Event for Grand Piano to be Held May 17

The school is trying to raise funds for a grand piano and the first formal fundraiser will be held May 17 at 5 p.m. in the quad.

The current concert piano at Cañada is 40-years-old. "I would say its time has past," said Music Professor David Meckler.

Former Cañada College President Tom Mohr will be on hand as a special ceremony will also be held at the Butterfield Horse.

On June 30, Richard Glazier, a popular performer on PBS, will take the stage with the Redwood City Symphony to

play the Gershwin Concerto in F for Piano and Orchestra. Glazier will be playing the piece on a 9-foot Steinway grand piano brought in for the concert.

Glazier also played a special concert at Cañada on May 10 to celebrate the May Month of Music. He played Gershwin tunes and lectured about Gershwin at the concert.



Oceanography Students Head to the San Francisco Bay



Adjunct Professor Kimberly Kirchoff-Stein will take a class of Oceanography students on the bay with the Marine Science Institute to get a first-hand look at the complex ecosystem. The field trip will board the Marine Science Institute boat, the Brownlee.

The Marine Science Institute was founded in 1970, around the time that the issue of water resources was becoming a major concern for many Bay Area inhabitants. The Institute's philosophy was founded on the idea that putting students in direct physical contact with their local bay environment will help cultivate their natural sense of curiosity while enriching their understanding of science and fostering a responsibility to protect their environment. "I took two oceanography 101 classes to Pescadero on April 17 and April 19 to investigate how waves sculpt the coastline, and the tide pool and marsh ecosystems," she said. The trips are part of Cañada's oceanography 101 class every year.

Cañada Student Turns Down \$10,000 Scholarship to Pursue Dream of Studying Political Economy at UC Berkeley

Carlos Ortega, an officer in Cañada's honor society and Dean's List recipient the past five terms, lived in an upholstery shop when he was 15 and is the first person in his family to attend college.

A Redwood City community college student who lived in an upholstery shop when he was 15 is turning down a \$10,000 scholarship to UC Santa Cruz to pursue his educational dream of studying at UC Berkeley.

Carlos Ortega, a student at Cañada College, lived in 12 different homes by the time he was a high school sophomore and eventually moved into 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 school his senior year to take on a full-time job. "It's truly an honor and privilege

to be offered this scholarship," Ortega said, "but I have been accepted to UC Berkeley, which is my first choice. It's been a dream of mine to study political economy and some of the world's foremost experts in the subject work at Berkeley. I know some people question turning down such a great opportunity but I'm excited to go to Cal."

Ortega is a member of Cañada's Phi Theta Kappa honor society chapter, serving as the group's Vice President of Finance. He has earned Dean's List academic honors the past five semesters and was chosen to present original research at this year's community college research symposium. Ortega is 26-years-old, returning to college only after he

was able to save enough money to pay tuition.

He grew up in a poor, uneducated household and receives no financial support from his divorced parents. Turning down a \$10,000 scholarship is a major decision. "The BOG fee waiver and Pell Grant have allowed me to work a little less and better concentrate on my studies at Cañada," he said. Still, Ortega estimates he works 30+ hours per week as a handyman and fine furniture mover to help make ends meet. "It is more difficult to succeed academically when you have to work a full-time job and study."

Seven Former Athletes, Coaches Inducted Into First Hall of Fame Class

The inaugural Hall of Fame Banquet and Induction Ceremony was held Saturday, May 5 at the San Mateo Elks Lodge.

The initial class of inductees included:

- **Sam Nicolopolos**, Wrestling Coach
- **Clif Holland**, Baseball
- **Lyman Ashley**, Baseball Coach
- **Andy Luchessi**, Tennis
- **Rich Anderson**, Tennis Coach
- **Jim Zylker**, Soccer
- **Sil Vial**, Soccer Coach

Master of Ceremonies Mitch Jurich presided over the event and kept the audience entertained with stories about each



inductee.

Sam Nicolopolos' son accepted the honor for his deceased father and brought a tear to the eye of

those in attendance with his heartfelt word about the impact his dad's life had on him and others.

San Mateo County Community College District

May 16, 2012

BOARD REPORT NO. 12-5-1C

“BEATING THE ODDS” PEER MENTORSHIP PROGRAM AT CAÑADA COLLEGE

There is no printed board report for this agenda item.

BOARD REPORT 12-5-1A

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

Christopher Phillips KCSM Radio Engineer KCSM

Reassigned through the managed hiring process from a Broadcast Engineer II at Grade 36 of Salary Schedule 60, into this new full-time, 12-month per year position, effective July 1, 2012. The change in staff allocation was Board approved on August 24, 2011.

Rene Renard KCSM Radio Engineer KCSM

Reassigned through the managed hiring process from a Broadcast Engineer II at Grade 36 of Salary Schedule 60, into this new full-time, 12-month per year position, effective July 1, 2012. The change in staff allocation was Board approved on August 24, 2011.

B. CHANGE IN STAFF ALLOCATION

Skyline College

1. Recommend an increase in staff allocation to add one full-time, 12-month per year Visual Communications Coordinator position at Grade 30 of Salary Schedule 60 in the President's Office, effective May 17, 2012. The change will eliminate the need for contracted services related to class schedule and catalog production and other marketing materials.

2. Recommend an increase in staff allocation to add one full-time, 12-month per year Learning Center Coordinator position at Grade 27 of Salary Schedule 60, effective May 17, 2012. The new position will enable The Learning Center to expand its services related to orientations, classroom visits, workshops, and other innovative programs.

3. Recommend an increase in staff allocation to add one full-time, 12-month per year Program Services Coordinator position at Grade 27 of Salary Schedule 60, effective May 17, 2012, for the Workforce Development Program. The position will be grant funded.

BOARD REPORT NO. 12-5-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services and Planning, 358-6880

APPROVAL OF CURRICULAR ADDITIONS, COLLEGE OF SAN MATEO

The addition of two Associate Degrees for Transfer is proposed.

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

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the College of San Mateo catalog.

San Mateo County Community College District

May 16, 2012

PREPARED BY: Susan Estes, Ph.D., Vice President, Instruction
College of San Mateo

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

James Carranza, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree for Transfer in the following programs:

BUSINESS

Business – Associate in Science Degree for Transfer - (26-31 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

HISTORY

History – Associate in Arts Degree for Transfer - (18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

BOARD REPORT NO. 12-5-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

CONSIDERATION OF SERVICE AWARD FOR 2011-12 STUDENT TRUSTEE

Currently, the Student Trustee earns a maximum of \$268 per month for serving as Trustee. A student who has fulfilled the duties of the position for a 12-month period is eligible, at the Board's discretion, for an additional \$3,216 service award. Payment for service of fewer than 12 months may be made at the discretion of the Board.

Student Trustee Patiane Gladstone has served as Student Trustee since November 9, 2011, when she assumed office to fill the vacancy created by the resignation of the former student trustee. Ms. Gladstone has fulfilled all requirements of the office as specified in the Education Code and District Rules and Regulations.

RECOMMENDATION

It is recommended that the Board authorize payment of a \$1,876 service award to Student Trustee Patiane Gladstone, in accordance with District Rules and Regulations Section 1.05. This is a prorated amount calculated from the time she assumed office until May 31, 2012.

BOARD REPORT NO. 12-5-101B

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 1.01, DISTRICT MISSION; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 2.34, COMPUTER AND NETWORK USE; 7.01, ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS; 7.03, ELIGIBILITY REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS; 7.60, STUDENT ORGANIZATIONS AND ACTIVITIES; 7.69, STUDENT CONDUCT; 8.17, CAPITAL CONSTRUCTION; AND 8.33, AUXILIARY SERVICES

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

Policies 2.34 and 8.17 are new and are recommended for approval because they are required by law.

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 May 7.

RECOMMENDATION

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

1.01 District Mission

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

PREAMBLE

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

MISSION

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

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide ~~occupational career and technical~~ education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide basic skills education in language and computational skills required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and
- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

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

2. The Mission is evaluated and revised on a regular basis.

Reference: Accreditation Standard I

(3/09 Revised xx/xx)

2.26 Drug-Free Workplace and Educational Environment

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.
2. The manufacture, distribution, dispensation, possession, or use of alcohol ~~or a controlled substance~~ in the workplace or educational facilities and on any District property is strictly prohibited ~~except as permitted by law and included in District procedures. "Controlled substance," as defined in the Act, does not include distilled spirits, wine, malt beverages or tobacco. This policy does not prohibit the lawful use of alcoholic beverages on District property provided that such use strictly adheres to State or other laws which expressly permit its use under specific circumstances and in specified District facilities.~~ The possession, sale or furnishing of alcohol on District property is governed by California state law and is controlled by the Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on District property is the primary responsibility of the Public Safety Department in conjunction with local law enforcement. It is unlawful to sell, furnish or provide alcohol to anyone under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.
3. The Public Safety Department, in conjunction with local law enforcement, strictly enforces federal and state laws regarding the unlawful possession, sale, manufacture or distribution of any controlled substance as defined by law.
4. As appropriate and permitted by law, the Chancellor is authorized to enact procedures regarding serving alcoholic beverages on campus. Alcoholic beverages shall not be served on campus except in accordance with these procedures.
5. It is the responsibility of each District employee to adhere to the requirements of the drug-free policy and to notify the Office of Human Resources within five (5) days of any criminal drug statute conviction for violations occurring in the workplace or educational setting.
6. Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.
7. Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
8. District employees found to be in violation of this policy by unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District of criminal drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.

2.26 Drug-Free Workplace and Educational Environment (continued)

9. It is the responsibility of each District student to adhere to the regulations of this drug-free policy. Students found to be in violation of this policy by the unlawful manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance on District property will be subject to disciplinary measures up to, and including expulsion, pursuant to District policy.
10. Notice of the District Drug-Free Workplace and Educational Environment policy will be included in regular student publications and will be made available to employees annually.
- ~~10-11.~~ Employees who are covered by the Omnibus **Transportation Employee Testing** Act will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.
- ~~11-12.~~ Pursuant to the Omnibus **Transportation Employee Testing Act of 1991**, District employees who are affected by this Act are subject to alcohol and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or unlawful manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, a controlled substance, or impaired as the result of a legally prescribed medication, are considered “prohibited conduct” for the purpose of this Act.
- ~~12-13.~~ Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.
- ~~13-14.~~ The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures which may be imposed on the employee will adhere to District and collectively-bargained policies and procedures.

References: Drug Free Schools and Communities Act; 20 U.S. Code Section 1145g ; **21 U.S. Code Section 802**; 34 C.F.R. Sections 86.1 et seq. and 668.46(b); 49 C.R.F. Part 40; Drug Free Workplace Act of 1988; 41 U.S. Code Section 702; Business and Professions Code Section 25608

(Revised ~~2/12~~ xx/xx)

2.34 Computer and Network Use

1. Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility to respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.
2. The Chancellor shall establish procedures that provide guidelines to students and staff for these appropriate uses of information technologies.

References: Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502; California Constitution, Article 1 Section 1; 17 U.S. Code Sections 101 et seq.

(xx/xx)

7.01 Eligibility Requirements for Admission of Students

1. The Dean of Enrollment Services shall be responsible for coordinating the admission process of students, including student eligibility.
2. Any individual applying for admission to any College of the District must meet one of the following requirements and be capable of profiting from the instruction offered:
 - a. Be a graduate of a high school. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor or designee shall establish procedures for evaluating the validity of a student's high school completion.
 - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
 - c. Be 18 years of age or older and, in the judgment of the President of the College or designee, be capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition of being readmitted in any succeeding semester.
 - d. Be an apprentice as defined in Section 3077 of the Labor Code.
 - e. Be a high school student (grades 9-12) whose admission as a part-time (as defined in Education Code, Section 48800) or full time student (as defined in Education Code Section 48800.5) is recommended for advanced scholastic or vocational courses by his/her high school principal, or designee, and approved by the President of the College or designee. Any student enrolled in grades 9-12 may attend fall, spring and summer sessions.
 - i. The Chancellor or designee shall establish procedures regarding ability to benefit and admission of high school or younger students.
 - ii. Denial of Requests of Admission
 1. If the President of the College or designee deems that a high school student does not demonstrate the ability to profit from the advanced scholastic or vocational courses recommended by the high school principal, or designee, the President of the College will provide a recommendation to the Board to deny the student's admission as a special full time or part time student.
 2. The Board will review the President's recommendation. If the Board denies a request for special full time or part time enrollment by a student who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days.
 3. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the student submits the request to the District.
 - iii. The Chancellor or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

7.01 Eligibility Requirements for Admission of Students (continued)

- iv. Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
3. Admission to the College may be granted or denied within the framework of existing education and administrative codes and District/College policies.
4. Colleges of the District shall admit transfers from other collegiate institutions. If such transfer students are academically deficient, they may be admitted, but upon admission are subject to the academic standards of the District applied to all coursework completed at any of the Colleges in the District.
5. Each College shall admit students who are not residents of the State of California. These students shall be required to pay non-resident tuition.
6. In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff.
 - a. Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and evidence the persons meets health requirements.
 - b. The District has the primary responsibility for providing educational opportunities for residents of the District. Therefore, priority in admission to these programs shall be given to District residents.
7. Information regarding admission policies and procedures shall be maintained in the college catalogs.
8. The District will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive federal student assistance.

References: Education Code Sections 76000, 76001 and 76002.; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 668.16(p)

(Revised 3/12 xx/xx)

7.03 Eligibility Requirements for Admission of International Students

1. An international student is defined as one who is in the United States on a valid and current student visa. **Students who live outside the United States and who take only online courses may not need a visa as determined by the Deans of Enrollment Services.**
2. The following are the admission requirements for international students. International students must:
 - a. Satisfy all requirements for college required by U.S. Immigration and Customs Enforcement.
 - b. Provide verification of being in compliance with all applicable rules of the Immigration and Customs Enforcement Service, with respect to an existing F-1 (student) visa, when transferring from a United States educational institution.
 - c. Demonstrate proficiency in the use of the English language to a degree which will enable them to benefit from instruction.
 - d. Offer evidence of a standard degree of academic aptitude and achievement equivalent to an American high school education with recommending grades.
 - e. Meet any standards of health specifically set forth by Federal, State, or local authorities.
 - f. Demonstrate ability to support self while in College.
 - g. Generally, not have previously completed a level of education (college degrees, etc.) that exceeds that being sought at the District College.
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.
4. All international students will be required to pay non-resident tuition. [See Rules and Regulations, Section 8.74 (5)]
5. All international students will be required to pay an International Student Health Insurance fee for each semester or session of attendance. This fee will be waived for international students who present proof of enrollment in a personal health insurance plan valid in California with an appropriate level of coverage.

Reference: Education Code Section 76141; 76142; Title 5 Section 54045.5; Title 8, U.S.C. Section 1101, et seq.

(Revised xx/xx)

7.60 Student Organizations and Activities

1. The students of the District are authorized to organize student body associations. The Board hereby recognizes those associations at the three Colleges as the Associated Students.
2. Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.
3. The Associated Students organization is recognized as the official voice of the students in the District and the College decision-making processes.
4. The Associated Students organization may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the District and the College.
 - a. All activities shall be appropriately supervised by a member of the staff or by a person designated by the Vice President, Student Services.
 - b. Activities involving field trips or excursions shall be subject, as appropriate, to the same regulations as for required and non-required field trips.
 - c. Activities shall be designed to minimize the possibility of degrading, disgracing, or injuring any person or persons.
 - d. Distribution and posting of materials shall be subject to District and College policies and procedures.
5. **The District shall cooperate with local law enforcement agencies in the event that any criminal activity by students occurs when a recognized student organization officially meets at an off-campus location.**
- ~~5-6.~~ The Associated Students organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises. When College facilities are used, the organization shall assume liability for all charges incurred as well as property damage.
- ~~6-7.~~ Student clubs and organizations operate under the auspices of the Associated Students.
- ~~7-8.~~ The Associated Students organization operates under the auspices of Student Services at each College (see Student Organizations and Activities Procedures, 7.60(1)).

Reference: Education Code Sections 76060 and 76062

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

7.69 Student Conduct

- A. Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students ~~are also subject to civil authority and to the specific regulations established by the District and/or each College in the District who violate this code of conduct may be subject to disciplinary action as defined in Policy 7.70 and also to civil authority.~~
- B. The following actions are prohibited and may lead to appropriate disciplinary action:
1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
 2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
 3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
 4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
 5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
 - ~~6. Harassment or bullying by use of electronic devices.~~
 - ~~7. 6.~~ Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
 - ~~8. 7.~~ ~~Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance or College/District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.~~ Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
 - ~~7. 8.~~ Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
 - ~~8. 9.~~ Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
 - ~~9. 10.~~ Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
 - ~~10. 11.~~ Knowingly receiving stolen property belonging to the College District.
 - ~~11. 12.~~ Participation in hazing.
 - ~~12. 13.~~ Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
 - ~~13. 14.~~ Forgery, alteration, or misuse of College/District documents, records, or identification.
 - ~~14. 15.~~ Misrepresentation of oneself or of an organization as an agent of the College/District.
 - ~~15. 16.~~ Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
 - ~~16. 17.~~ Infringement or violation of copyright laws.
 - ~~17. 18.~~ Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal

7.69 Student Conduct (continued)

- standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
- ~~18-19.~~ Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
- ~~19-20.~~ Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
- ~~20-21.~~ Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
- ~~21-22.~~ Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
- ~~22-23.~~ Failure to satisfy College/District financial obligations.
- ~~23-24.~~ Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
- ~~24-25.~~ Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
- ~~25-26.~~ Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
- ~~26-27.~~ Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
- ~~27-28.~~ Committing sexual harassment as defined by law or by District policies and procedures.
- ~~28-29.~~ Engaging in harassing or discriminatory behavior based on ~~disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law~~; 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.
- ~~29-30.~~ Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
- ~~30-31.~~ Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
- ~~31-32.~~ Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of

7.69 Student Conduct (continued)

another student, faculty member, or District official; use of computing facilities to send ~~or receive~~ obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

C. Definitions: When used in this policy:

1. Student – any person taking or auditing classes at a College in the District or who has been admitted to any of the Colleges within the District
2. District premises – any building or grounds owned, leased, operated, controlled or supervised by the District.
3. District or School Property – includes both personal and real property owned or controlled by the District.
4. District or College sponsored activity – any activity on or off the District or College premises that is directly initiated or supervised by the District or a District organization
5. Weapon – any object or substance designed or used to inflict a wound or cause injury
6. Reckless – conduct which one should reasonably be expected to know would create a substantial risk of harm to a person or property or which would otherwise be likely to result in interference with normal College/District sponsored activities
7. Will and Shall – are used in the imperative sense.

D. Disciplinary Action while criminal charges are pending:

Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

- E. No student shall be suspended from a College unless the conduct for which the student is disciplined is related to College/District activity or attendance. Any violation of law, ordinance, regulation or rule regulating or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

References: Education Code Sections 66300, 66301 and 76033; Accreditation Standard II.A.7.b

(Revised ~~1/10~~ xx/xx)

8.17 Capital Construction

1. The Chancellor is responsible for planning and administrative management of the District's capital outlay and construction program.
2. District construction projects shall be supervised by the Chancellor or his/her designee.
3. The Executive Vice Chancellor shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Executive Vice Chancellor shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.
4. The Board shall approve and submit to the Board of Governors a five year capital construction plan as required by law. The Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

References: Education Code Sections 81005 and 81820; Title 5, Section 57150 et seq.

(xx/xx)

8.33 Auxiliary ~~Operations~~ Services

1. Bookstores

- a. Under the direction of the ~~Associate Executive Vice~~ Chancellor, uniform District operating procedures, including those relating to fiscal practices, shall be established for all bookstores in accordance with Education Code provisions for auxiliary organizations. A single quarterly financial summary, covering the operations of all three bookstores shall be presented to the Board.
- b. College bookstores will be self-supporting, with funds from operations covering all direct and indirect costs, including repairs, maintenance, equipment, utilities, telephone, administrative and support services and an annual assessment for rental for the space occupied by the stores. This rental assessment will be utilized to provide improvements in delivery systems to students based on annually established priorities approved by the Board.
- c. College bookstores shall be operated on a not-for-profit basis, primarily as a service for students, faculty and staff. Any capital growth occurring at the bookstores beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements **within the District**.

2. Vending Services

- ~~a. Forty five (45) percent of all funds derived from vending machines shall be utilized for operational or service improvements in the cafeterias.~~
- ~~b. Fifty five (55) percent of each College's funds derived from vending machines shall be deposited to the credit of the Associated Students' accounts at each College.~~
 - a. Vending revenue will be reviewed annually by the District Auxiliary Services Advisory Committee, which shall recommend its uses and allocation to the Executive Vice Chancellor.

3. Cafeterias

- a. The cafeterias may be operated by an outside management firm and will operate on a **not-for-profit basis**, primarily as a service to students, faculty, and staff.
- b. A single quarterly financial summary, covering the operations of all three cafeterias shall be presented to the Board.

4. Fitness Centers

- ~~a. Fitness centers may be operated by an outside management firm as directed by the San Mateo County Community College District and College administration and will operate on a not-for-profit basis, primarily as a service to students, faculty, staff and the community. Any capital growth occurring at the fitness centers beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements within the District.~~
- ~~b. A single quarterly financial summary covering the operations of the fitness center(s) shall be presented to the Board.~~

8.33 Auxiliary Services (continued)

- c. The Health and Wellness Center/Pool is a joint use facility shared by the academic programs at College of San Mateo and the San Mateo Athletic Club (SMAC). Scheduling is determined by the Kinesiology, Athletics, and Dance Division Dean and the Vice President of Instruction in consultation with the Vice Chancellor of Auxiliary Services and SMAC. The ultimate goal is that each program benefit the other and that both be successful.

References: Education Code Section 72670, Statutes of 1976; Education Code Section 88003.1

(Revised ~~5/98~~ xx/xx)

BOARD REPORT NO. 12-5-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RENEWAL OF AGREEMENTS WITH AMERICAN INSTITUTE FOR
FOREIGN STUDY (AIFS), 2012-13**

On November 24, 1984, the Board first approved an agreement with the American Institute for Foreign Study (AIFS) initiating a partnership with AIFS for providing an overseas study program. Foreign study programs are offered for Fall and Spring semesters, and occasionally for Summer semesters as well. This program has sent students and faculty to London, Florence, Paris, Granada and Madrid, and Barcelona, and Guadalajara since the program started.

The District has received agreements for the Fall 2012 program in Barcelona, Spain, and the Spring 2013 program is in Florence, Italy. These new agreements with AIFS are similar to earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

The District receives regular State apportionment revenue for California residents attending classes offered through these foreign study programs; non-residents are charged the same fees they would pay if enrolling in on-campus classes. When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

RECOMMENDATION

It is recommended that the Board approve renewal of agreements with the American Institute for Foreign Study for the Fall 2012 (Barcelona, Spain) and Spring 2013 (Florence, Italy) foreign study programs.

RESOLUTION NO. 12-6

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

WHEREAS, the Governor's proposed 2012-13 budget sets forth \$517 million in cuts to early care and education, eliminating at least 62,000 California children from participating in vital child development programs; and

WHEREAS, early care and education programs have sustained a staggering \$1.2 billion in cuts since 2008, resulting in the loss of spaces for 100,000 children throughout California; and

WHEREAS, the Governor's proposal would decimate California's system of high-quality early learning programs by shifting all but one program to county welfare agencies, thereby cutting the California State Preschool Program in half, resulting in an additional 51,000 children losing access to quality preschool; and

WHEREAS, high-quality early learning programs for low-income children significantly narrow the achievement gap, reduce the high school dropout rate, decrease costs for special education, welfare and prisons, and increase self-sufficiency and productivity among families; and

WHEREAS, the Governor's proposal may result in the closure of most high-quality early learning centers for infants, preschoolers and young elementary school children in low-income neighborhoods in San Mateo County; and

WHEREAS, the Governor's proposal eliminates subsidized early care and education for the children of parents enrolled in educational training with career goals, who are striving to become self-sufficient by securing an income that can support their families; these families will be left to face a future of low-paying jobs and no education; and

WHEREAS, the Governor's proposal places well over 1,000 early care and education professionals' jobs at risk in San Mateo County; and

WHEREAS, every dollar invested in early care and education helps develop capable, productive and engaged citizens who return that investment by significantly contributing to California's long-term economic viability;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District adopt this resolution in opposition to the Governor's proposed cuts to early care and education and strongly urge the Governor to rescind his reduction and realignment proposals.

REGULARLY PASSED AND ADOPTED this 16th day of May, 2012.

Ayes:

Noes:

Abstentions:

Attest:

Helen Hausman, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 12-5-104B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

RESOLUTION IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 1648, MAKING CHANGES TO THE POLITICAL REFORM ACT OF 1974

AB 1648 makes changes to the Political Reform Act of 1974 in order to increase transparency in campaigns and elections.

The Political Reform Act of 1974 requires regular reports of political contributions to be filed with the Secretary of State. However, the information is often unmanageable to the public because disclosures may be presented in a way that distorts the top funders. There also have been problems with the public being able to access to the Secretary of State's website.

AB 1648 would require political advertisements to identify their top three contributors of \$10,000 or more along with providing a website where voters would be able to obtain more information about the donors. It would apply to all television, radio, print and slate mailers for candidates and ballot measures.

AB 1648 was introduced by Assemblywoman Julia Brownley, who said the goal is to help Californians become better informed to "proudly participate in an open and transparent democracy."

RECOMMENDATION

It is recommended that the Board of Trustees resolve to support California Assembly Bill 1648 and direct the Chancellor to send letters of support to the appropriate legislators.

BOARD REPORT NO. 12-5-105B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6560

RESOLUTION IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 2591 – COMMUNITY COLLEGES: PROPERTY TAX REVENUES

California Assembly Bill 2591 creates an automatic backfill mechanism for community colleges when property tax and fee revenues fall short of the amounts estimated in the annual Budget Act. This bill requires the Controller to transfer funds from the General Fund to the State School Fund to resolve the deficit created by the shortfall. AB 2591 removes funding uncertainty and prevents destructive mid-year cuts to California’s community colleges, allowing them to maintain essential educational services to students.

Under current law, General Fund apportionments to K-12 districts automatically adjust for changes in property tax revenues. The law does not provide a similar adjustment for community college districts. If property taxes and fee revenues fall short of the Budget Act estimates, community colleges are forced to absorb the cut unless the Legislature and Governor intervene with a supplemental appropriation from the General Fund. In the past, supplemental appropriations have been delayed and/or only partially remedied the shortfall.

Since 2007-08, community colleges have experienced local revenue shortfalls totaling more than \$212 million. At the same time community colleges experienced these local revenue shortfalls, the system had roughly ten percent of its resources cut. The cuts to community colleges have been serious, cumulative, and have affected all elements of funding and services.

In the current year, community colleges face a \$149 million local revenue shortfall. In addition, a \$313 million cut was included in the Budget Act and there was a \$102 million “trigger” cut when statewide revenues failed to materialize. When all reductions are added up, community colleges have \$564 million in fewer resources than in the previous year.

This shortfall significantly reduces resources available to support educational services provided by community colleges. Without additional funding to make up for the unexpected mid-year shortfall, colleges have to find ways to lower expenses, including cutting courses and reducing student services. This loss of funding severely cripples the ability of community colleges to plan their budgets to meet the educational needs of students.

RECOMMENDATION

It is recommended that the Board of Trustees resolve to support California Assembly Bill 2591 and direct the Chancellor to send letters of support to the appropriate legislators.

BOARD REPORT NO. 12-5-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

**RESOLUTION IN SUPPORT OF LEGISLATION REGARDING PRIVATE,
FOR-PROFIT VOCATIONAL SCHOOLS**

Assemblyman Marty Block, Chairman of the Assembly Higher Education Committee, has drafted legislation requiring vocational schools that offer associate, bachelor's and master's degrees to disclose in their course catalogs whether they are accredited and to disclose the limits of any degrees. Approximately 400,000 students attend such schools across the state. A recent series of reports by The Bay Citizen revealed that many unaccredited vocational schools have operated for decades without legally required inspections or evaluations of educational quality. The investigation also found that the state agency responsible for oversight, the California Bureau for Private Postsecondary Education, had accumulated a backlog of approximately 200 investigations into complaints against schools.

The legislation is designed to provide prospective students with information about a school's accreditation status and financial stability. Currently only private vocational schools offering doctoral degrees in the state must report their accreditation status. The proposed legislation would also require vocational schools to post their most recent annual reports, student brochures and course catalogs.

Students attending unaccredited schools have virtually no consumer protections. They cannot be sure that their schools are making accurate claims about job placement rates and they may be barred from transferring credits to other schools. Graduates with degrees from unaccredited institutions often have more limited job prospects. They are barred from many civil service jobs in California, as well as many jobs requiring professional licenses and teaching certificates.

Vocational schools are the springboard for a broad range of workers, including nurses, dental assistants, and paramedics, putting consumers at risk if the graduates are not trained properly.

RECOMMENDATION

It is recommended that the Board of Trustees resolve to support the legislation drafted by Assemblyman Marty Block, as described above, and direct the Chancellor to send letters of support to the appropriate legislators.

San Mateo County Community College District

May 16, 2012

BOARD REPORT NO. 12-5-107B

**SUBCOMMITTEE REPORT ON THE ELECTION PROCESS
AND SELECTION OF DEMOGRAPHER**

There is no printed board report for this agenda item.

BOARD REPORT NO. 12-5-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2012

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2012, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 7, 2012.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2011 and March 31, 2012.

	<u>Amount</u>		<u>Difference</u>	
	<u>03/31/11</u>	<u>03/31/12</u>	<u>Amount</u>	<u>Percentage</u>
<u>INCOME:</u>				
State Aid	\$ 36,142,978	\$ 23,439,981	\$ (12,702,997)	(35.15)
Enrollment Fees	6,683,468	8,014,989	1,331,521	19.92
Non-Resident Tuition	1,895,681	1,905,987	10,306	0.54
Property Tax	15,083,724	7,374,948	(7,708,776)	(51.11)
Interfund Transfer	0	0	0	N/A
Other Income	<u>3,112,429</u>	<u>3,590,952</u>	<u>478,523</u>	<u>15.37</u>
Total Income	\$ 62,918,280	\$ 44,326,857	\$ (18,591,422)	(29.55)
% of Budget	55.90%	41.08%		
<u>Expenses:</u>				
Academic Salaries	\$ 30,340,328	\$ 30,412,743	\$ 72,415	0.24
Classified Salaries	15,051,427	16,690,837	1,639,410	10.89
Administrative Salaries	4,752,003	4,822,619	70,616	1.49
Fringe Benefits	19,578,600	19,715,910	137,310	0.70
Supplies & Materials	1,304,155	1,568,733	264,578	20.29
Operating Expenses	7,327,677	7,795,640	467,963	6.39
Capital Outlay	47,265	54,482	7,217	15.27
Transfer Accounts	<u>746,240</u>	<u>484,791</u>	<u>(261,449)</u>	<u>(35.04)</u>
Bills and Salaries	\$ 79,147,695	\$ 81,545,754	\$ 2,398,060	3.03
% of Budget	64.64%	66.64%		

Total General Fund Income decreased by 29.55% over last year, mainly due to the delayed payment from State Apportionment and Local Property Tax. Total bills and salaries increased by 3.03% due to the steps increase in salaries and rising cost in fringe benefits and operating expenditures.

Parcel Tax Fund - Below is financial data for the Parcel Tax Fund for the quarters ending March 31, 2011 and March 31, 2012:

<u>Expenses:</u>	<u>Amount</u>		<u>Difference</u>	
	<u>03/31/11</u>	<u>03/31/12</u>	<u>Amount</u>	<u>Percentage</u>
Academic Salaries	\$ 1,960,691	\$ 3,459,977	\$ 1,499,286	76.47
Classified Salaries	118,557	703,104	584,547	493.05
Administrative Salaries	0	0	0	0
Fringe Benefits	221,303	594,087	372,784	168.45
Total Salaries & Benefits	\$ 2,300,551	\$ 4,757,168	\$ 2,456,617	106.78
Supplies & Materials	24,171	46,075	21,904	90.62
Operating Expenses	37,980	149,252	111,272	292.98
Capital Outlay	0	0	0	0
Transfer Accounts	0	0	0	0
Bills and Salaries	\$ 2,362,702	\$ 4,952,495	\$ 2,589,793	109.61
% of Budget	39.38%	50.96%		

Bills and Salaries payment for Parcel Tax Fund increased twofold compared with last year. Total Bills and Salaries incurred as of 03/31/12 was \$4,952,495, 96.06% of which was paid for salaries and benefits.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2010-2011 and 2011-2012, are listed below:

Restricted General and Other Funds

<u>Summary</u>	<u>Amount</u>		<u>Difference</u>	
	<u>03/31/11</u>	<u>03/31/12</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$ 67,645,771	\$ 66,450,730	\$ (1,195,041)	(1.77)
Total Expenditures	149,819,040	99,916,035	(49,903,005)	(33.31)

Revenue from Other Funds decreased by 1.77% due to a decrease in interest earned from Bond Project and Agency (Benefits Reserve) Fund. The decrease in bills payment by 33.31% was mainly due to the completion of Bond Capital Projects.

REPORT ON INVESTMENTS: As of March 31, 2012, the District had a deposit of \$39,504,022 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with a local bank were 0.38%, 1.02%, 1.20% and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF <u>Investment</u>	County Pool <u>Investment</u>	Money Market, <u>CD Investment</u>	Speccial <u>Deposit Bond</u>	Total <u>Investment</u>
Unrestricted General Fund	\$ 6,080,730	\$ -	\$ 13,121,993	\$ -	\$ 19,202,723
Capital Outlay Fund				5,000	5,000
Agency Fund (Benefits Reserve)	7,745,464	12,550,836		-	20,296,300
Total Investment	\$ 13,826,194	\$ 12,550,836	\$ 13,121,993	\$ 5,000	\$ 39,504,022

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
CA.GOV

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD
Fiscal Year: 2011-2012
Quarter Ended: (Q3) Mar 31, 2012

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	114,207,833	113,826,726	118,163,257	107,554,088
A.2	Other Financing Sources (Object 8900)	641,061	7,518	328,985	349,170
A.3	Total Unrestricted Revenue (A.1 + A.2)	114,848,894	113,834,244	118,492,242	107,903,258
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,011,567	104,367,092	102,184,745	107,067,440
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,618,477	8,019,675	11,659,746	1,412,104
B.3	Total Unrestricted Expenditures (B.1 + B.2)	110,630,044	112,386,767	113,844,491	108,479,544
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,218,850	1,447,477	4,647,751	-576,286
D.	Fund Balance, Beginning	10,311,553	14,530,403	15,977,880	20,625,632
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,311,553	14,530,403	15,977,880	20,625,632
E.	Fund Balance, Ending (C. + D.2)	14,530,403	15,977,880	20,625,631	20,049,346
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.1%	14.2%	18.1%	18.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	22,374	23,405	21,713	19,573
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		27,739,772	4,772,192	-21,320,987
H.2	Cash, borrowed funds only		29,530,000	14,415,000	19,945,000
H.3	Total Cash (H.1+ H.2)	29,259,543	57,269,772	19,187,192	-1,375,987

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,914,526	107,554,088	43,971,085	40.9%
I.2	Other Financing Sources (Object 8900)	0	349,170	355,772	101.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	106,914,526	107,903,258	44,326,857	41.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	119,965,366	120,954,099	81,060,963	67%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,412,104	1,412,104	484,791	34.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	121,377,470	122,366,203	81,545,754	66.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-14,462,944	-14,462,945	-37,218,897	
L.	Adjusted Fund Balance, Beginning	20,625,632	20,625,632	20,625,632	
L.1	Fund Balance, Ending (C. + L.2)	6,162,688	6,162,687	-16,593,265	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.1%	5%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

**San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING March 31, 2012**

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	10,138,002.56	2,926,697.72	9,305,034.62	32,182,533.85	148,797,881.47	2,726,003.24	599,401.94	-
Cash inflow from operations:								
Year-to-date Income	44,326,857.42		15,993,501.83	18,987,510.30	4,877,500.58	5,145,886.70	20,525,278.19	921,052.04
Accounts Receivable	10,882,629.33	1,047.99	916,998.63	57,825.04	3,775,667.81	134,451.48	409,246.49	15,015.53
Deferred Income	(5,995,671.06)	(295.63)	(1,116,406.64)		(45,351.00)	(11,183.00)	(157,917.00)	(656.00)
Cash awaiting for deposit	457,409.48							
Total Income	59,809,227.73	2,927,450.08	25,099,128.44	51,227,869.19	157,405,698.86	7,995,158.42	21,376,009.62	935,411.57
Cash outflow for operations:								
Year to date expenditure	81,545,754.35		16,112,753.58	28,444,948.30	21,873,565.95	5,777,842.95	21,451,924.58	6,255,000.00
Advances / Prepaid	(28,075.72)		(3,211.55)	-	(539,963.26)	-	-	
Account Payable	1,418,642.21	75,838.08	1,009,687.04	11,309.00	8,951,173.98	13,533.85	723,810.31	3,267.06
Cash Balance From Operations	(23,127,093.11)	2,851,612.00	7,979,899.37	22,771,611.89	127,120,922.19	2,203,781.62	(799,725.27)	(5,322,855.49)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	(1,000.00)							
TRANS	19,945,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	6,061,887.45							7,721,462.77
County Pool Balance	-							17,845,901.60
Special Bond				-	5,000.00			-
C.O.P. & Others	4,027,218.69			197.38				
Total Beg. Balance	10,089,106.14			197.38	5,000.00			25,567,364.37
Y.T.D. Investment Balance								
LAIF Balance	6,080,730.02							7,745,463.90
County Pool Balance	-							12,550,835.53
Special Bond				-	5,000.00			-
C.O.P./Bank CD	13,121,992.51			197.38				
Y.T.D. Balance	19,202,722.53			197.38	5,000.00			20,296,299.43
Net Cash changes from Investment	(9,113,616.39)			-	-			5,271,064.94
Net changes from unrealized gain / (loss)	89,210.65			48,693.00	324,534.50	5,883.96		51,790.55
Cash Balance in County Treasury	(12,207,498.85)	2,851,612.00	7,979,899.37	22,820,304.89	127,445,456.69	2,209,665.58	(799,725.27)	0.00
Net Cash (Excluding TRANS & Trusts)	(32,152,498.85)	2,851,612.00	7,979,899.37	22,820,304.89	127,445,456.69	2,209,665.58	(799,725.27)	0.00

BOARD REPORT NO. 12-5-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

THIRD QUARTER REPORT OF AUXILIARY SERVICES, 2011-12

The following report covers the period January 1 through March 31, 2012 for Associated Student Bodies, Bookstores and Cafeterias.

ASSOCIATED STUDENTS (Exhibits A, B, C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the above reporting period of fiscal years 2011-12 and 2010-11 are listed below:

ASB Total Income	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$ 79,196	\$ 72,144	\$ 7,052	9.77%
College of San Mateo ASB	\$ 106,354	\$ 117,732	\$ (11,378)	-9.66%
Skyline College ASB	\$ 104,580	\$ 102,294	\$ 2,285	2.23%

ASB Total Expenditures	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$ 49,395	\$ 29,602	\$ 19,793	66.86%
College of San Mateo ASB	\$ 94,032	\$ 76,012	\$ 18,020	23.71%
Skyline College ASB	\$ 45,713	\$ 56,080	\$ (10,367)	-18.49%

Activity card sales and vending commission are the major sources of income for the Associated Students. Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life. There have been increased student activities for all three colleges; Skyline has eliminated a student assistant position which decreased its expenditure by roughly ten thousand dollars.

Below is a comparison of the Net Income from ASB Operations for this reporting period:

ASB Net Income	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$ 29,801	\$ 42,542	\$ (12,741)	-29.95%
College of San Mateo ASB	\$ 12,322	\$ 41,719	\$ (29,397)	-70.46%
Skyline College ASB	\$ 58,866	\$ 46,214	\$ 12,653	27.38%

Please refer to Exhibits A, B and C for detail financial information of this period.

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2011 through March 31, 2012. It includes a small portion of summer 2011, fall 2011 and spring 2012 semester sales. The District bookstores, cafeterias and the San Mateo Athletic Club are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General Fund dollars are not used in any way to subsidize District enterprises.

Bookstore Sales	2011-12	2010-11	\$ Change	% Change
Regular Merchandise Sales	\$ 6,015,756	\$ 5,894,557	\$ 121,198	2%
Computer Products Sales	\$ 149,941	\$ 139,102	\$ 10,839	8%
Total Merchandise Sales	\$ 6,165,697	\$ 6,033,659	\$ 132,038	2%
Textbook Rental Sales	\$ 286,901	\$ 236,611	\$ 50,290	21%
Production Service Income	\$ 158,229	\$ -	\$ 158,229	100%
Total Sales	\$ 6,452,598	\$ 6,270,270	\$ 182,328	3%

Total merchandise sales have increased 2% this year compared to last year. The fact that we have an increase is significant since textbook sales at all three campuses are down as a result of enrollment declines. District-wide, textbook sales are down over \$550,000 this year compared to last year, reflecting a 14% decrease. The addition of the third coffee concession, World Cup Coffee & Tea at Skyline College which joined Pony Espresso at Cañada College and PAWS for Coffee at College of San Mateo in January 2012, has given the bookstores a badly needed revenue stream to offset the sales losses taken in the textbook department. Through the end of April, sales of coffee, snack and convenience items at the three bookstores stand at \$1,021,548 compared with \$505,867 last year. To illustrate how remarkable the growth in this category has been, in June 2007, the District bookstores' total sales in this category for the year were \$210,000!

Equally important is the continued growth year over the year of the textbook rental program which is active at all three college bookstores. There has been a 21% increase in rental fees collected this year over last. The textbooks rented this year would have cost students \$1,147,604 if purchased new. The rental program saved students \$860,703 this year alone. Savings to students since 2005 exceeds \$4 million dollars to date.

Comparative figures are shown below:

Bookstore Recap	2011-12	2010-11	\$ Change	% Change
Total Merchandise Sales	\$ 6,165,697	\$ 6,033,659	\$ 132,038	2%
Total Textbook Rental Fees	286,901	236,611	50,290	21%
Production Service Income	\$ 158,229	\$ -	\$ 158,229	100%
Cost of Goods Sold	3,909,171	3,998,887	(89,716)	-2%
Gross profit	2,543,427	2,271,383	272,043	12%
Total Operating Expenses	2,139,794	1,846,964	292,830	16%
Net Income from Operations	403,633	424,420	(20,787)	-5%
Interest and Other Income	158,452	138,467	19,985	14%
Net Income Before Other Expenses	\$ 562,085	\$ 562,887	\$ (802)	0%
District Support				
Other Expense: Admin Salary/Benefits	76,925	87,016	(10,092)	-12%
Other Expense: District Support	102,514	130,696	(28,181)	-22%
Net Change in Fund Balance	\$ 382,646	\$ 345,175	\$ 37,471	11%

Cost of goods sold decreased by 2% as expected with a decrease in textbook sales. The bookstore management team has worked hard to control expenses commensurate with the decline in sales. Interest and Other Income increased by 14% due to slightly better investment interest as well as increased commissions paid by our vendors.

Production income is the sales associated with the existing copy center, Graphic Arts Production at Skyline College that joined as part of Skyline Bookstore in July 2011, and the startup copy center, Campus Copy & Post at College of San Mateo, opening in July 2012. We have been aggressively marketing the capabilities of both enterprises and expect sales to grow in the next year.

Total operating expenses have increased 16% this year over last year due primarily to the added classified position at Skyline College, the added short term positions at CSM to support Campus Copy & Post and PAWS for Coffee, and the startup costs associated with the opening of World Cup Coffee & Tea at Skyline College in January 2012.

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2007 ending on June 30, 2012.
- The District's snack vending partner is Action Vending which was acquired by North County Vending which was acquired by Compass, Inc. with whom our contract now exists. The contract was awarded on January 1, 2007 ending on June 30, 2012.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2007 ending on June 30, 2010 with an option for two one year renewals thereafter. The current contract expires on June 30, 2012.

Third quarter comparisons are noted below:

Cafeteria Recap	2011-12	2010-11	\$ Change	% Change
Revenues				
Food Service Income	\$ 89,988	\$ 94,875	\$ (4,888)	-5.2%
Vending Income	41,067	46,697	(5,630)	-12.1%
Interest Income	2,593	2,155	439	20.4%
Event Rental	19,820	0	19,820	100.0%
Other Income	0	647	(647)	0.0%
Total Revenues	\$ 153,468	\$ 144,374	\$ 9,094	6.3%
Expenditures	\$ 146,772	\$ 160,531	\$ (13,758)	-8.6%
Net Change in Fund Balance	\$ 6,695	\$ (16,157)	\$ 22,852	141.4%

The numbers above reflect that food service income is down because in 2010-11, we had two contracted coffee concessions operating; Drip Coffee at College of San Mateo and El Capitan Espresso at Skyline College. Drip Coffee ended its operation at College of San Mateo in August 2011 (reflected by the small amount of commission showing for this year) and El Capitan Espresso ended its operation at Skyline College in December 2011 (reflected by the \$9,298 in commission this year).

The table below illustrates an increase in food service income at all three colleges this year with the largest increase at College of San Mateo. Overall, food service income is up this year over last by \$26,076 or 49%. This increase is in spite of enrollment declines. The completion of College Center at College of San Mateo, along with the superior quality and service provided by Pacific Dining, prove the adage that "students vote

with their feet.” Our wonderful facilities and the effort of our food service partner are keeping students on campus more of the time. So, even with lower enrollment, the food services are doing quite well.

FOOD SERVICE INCOME	2011-12	2010-11	DIFF \$	DIFF %
FOOD SERVICE - KJ'S CAFE				
EL CAPITAN - SKY	\$ 9,298.25	\$17,342.64	\$ (8,044.39)	-46.39%
DRIP COFFEE CSM	1,134.32	24,053.88	(22,919.56)	-95.28%
Total FOOD SERVICE - KJ'S CAFE	\$10,432.57	\$41,396.52	\$(30,963.95)	-74.80%
FOOD SERVICE - PACIFIC DINING				
Skyline	\$35,022.30	\$27,594.96	\$ 7,427.34	26.92%
Canada	9,488.10	9,082.23	405.87	4.47%
CSM	32,405.20	12,872.90	19,532.30	151.73%
CSM Kiosk	2,639.54	3,928.81	(1,289.27)	-32.82%
Total FOOD SERVICE - PACIFIC DINING	\$79,555.14	\$53,478.90	\$ 26,076.24	48.76%
Total FOOD SERVICE INCOME	\$89,987.71	\$94,875.42	\$ (4,887.71)	-5.15%

We have collected an additional \$19, 820 in facility rental fees for the rental of the Bayview Dining Room at College Center for events managed by the Auxiliary Services team. The income from rentals is used to maintain the dining room at the highest level and replace furniture and fixtures as needed. The rental money also pays for custodial, engineering and IT staff assigned to events as needed and/or required.

Vending incomes have decreased by 12.1% compared to last year. Vending machine sales continue to be impacted by the success of the dining spaces as well as the coffee concession coupled with the fewer number of people on each campus.

Overall expenditures have decreased by 8.6% due to the decrease in repair and maintenance needs this year.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable cafeteria fund not requiring support from the general fund. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB AND THE SAN MATEO AQUATIC CENTER (Exhibit E)

In spring 2010, the District opened a state-of-the art fitness and aquatic center on the campus of College of San Mateo in the newly constructed Health and Wellness Building. This incredible new building provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness, and dental hygiene (when state funding permits).

The San Mateo Athletic Club is a professionally managed enterprise program sharing the state-of-the-art fitness facility. The San Mateo Athletic Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool and a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. The San Mateo Athletic Club and its members enjoy this multi-use College of San Mateo facility that provides credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise, the San Mateo Athletic Club is a community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and create a revenue stream that

will supplement the College budgetary needs including equipment maintenance and replacement. The San Mateo Athletic Club provides the community broader access to College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a broad spectrum of educational and training opportunities. The concept of multi-use facilities has gained much attention from other community colleges up and down the state.

Operating under District Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club is self-sustaining with no contribution from the general fund. Like the other enterprise operations in the District (bookstores, food services and campus vending), the San Mateo Athletic Club is expected to generate revenue sufficient to meet all of its operational expense needs and, as we mature, develop a surplus that will aid the District and College in other mutually agreeable endeavors.

Through March 31, 2012, key accomplishments include:

- 2,714 memberships
- 3,701 members
- Average dues per membership is \$60.00; per member \$44.00
- 18,623 member visits per month with a peak of nearly 1000 visits per day
- 6,898 average course enrolled student visits per month
- Currently 60% of SMAC staff is College students, staff or faculty
- More than 70 group exercise classes per week
- Average 5,600 group exercise attendees per month
- Currently 220 Master Swim program enrollees
- Successful pool rental program for local schools and community-based swim programs
- 100% of SMAC staff is AED and CPR certified
- 100% of SMAC staff meet or exceed MediFit/District employment standards and criteria
- More than 60% of our current members were referral based.

San Mateo Athletic Club Financial Summary:

CSM Fitness Center	3/31/2012	3/31/2011	\$ Change	% Change
Operating Revenues				
Registration & Membership	\$ 1,450,435	\$ 1,043,030	\$ 407,405	39.1%
Personal Training	188,549	80,825	107,723	133.3%
Aquatics	242,112	189,638	52,475	27.7%
Parking	47,576	38,290	9,286	24.3%
Group Exercise	29,843	22,635	7,208	31.8%
Retail	10,191	3,350	6,841	204.2%
Other Income	7,619	6,150	1,469	23.9%
Total Operating Revenue	\$ 1,976,325	\$ 1,383,918	\$ 592,407	42.8%
Operating Expenses	\$ 1,609,891	\$ 1,347,081	\$ 262,811	19.5%
Net Operating Income/(Loss)	\$ 366,434	\$ 36,837	\$ 329,596	894.7%
District Support				
District Support Income	51,412	4,071	47,341	1162.9%
District Support Expense	58,438	33,119	25,319	76.4%
Net Change in Fund Balance	\$ 359,408	\$ 7,789	\$ 351,619	4514.0%

The financial performance of SMAC has been outstanding this year. Total operating revenue continues to exceed both budget and the initial proforma expectations and is 42.8% or \$592,407 ahead of last year. Our net

operating income is 894.7% ahead of last year at this time; at this time last year, the operation was showing a small surplus which has grown considerably this year. After the allocation of District income and expenses, the total operational surplus is \$359,408. We are hopeful that we will finish the year with a surplus of \$500,000!

SMAC was actually not projected to begin making money until its third year of operation and not break even until the end of the fourth year. Due to the first class facility and the professionally managed operation, we continue to experience membership growth. As we enter our third full year of operation, we expect membership to remain strong. We do not anticipate that we will be able to continue growing at the same rate due to the size of our facility but we will continue to maximize our membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

The mission of SMAC is more than providing a revenue stream to the District. The mission of SMAC is to create a healthy environment that engages students, staff and community members in the pursuit of health and physical fitness. With a facility such as this, the emphasis is on enjoying exercise for its own sake and learning fitness habits for life. This means that students have a place where they can focus on lifetime fitness goals and individual achievement, and community members can find opportunities to improve their health and well-being.

SMAC also engages the community in a way that we as a District have never done before the opening of this enterprise. The interaction between community members and students sharing the same space in pursuit of similar goals has been an invaluable asset for both groups. The engagement of members of the community in life at the College has been equally important. SMAC has attracted many of our neighboring schools to partner with us in the use of the facility.

With much excitement and as a result of significant collaboration, the College academic team and the SMAC team continue to work to brand SMAC as a “teaching health club.” This is certainly an innovative concept for a college and a health club! This partnership will offer students at College of San Mateo who are pursuing a career in the still growing fitness industry (despite the current economic conditions) to work as interns in SMAC, perform field work and team teach with certified instructors to earn certificates that will qualify them to work in the community as fitness professionals. The synergy between the academic program and our program represents fully the vision of what a professionally managed health club in our District could do, not only for revenue generation but also for workforce development. SMAC is successfully addressing the District’s strategy to make the entire Health and Wellness building a premier Career-Technical Education facility in the County of San Mateo and in the State. SMAC provides a vital ingredient to this endeavor.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.



Date: April 30, 2012

To: San Mateo County Community College District

From: Victoria Worch, Coordinator of Student Activities, Cañada College

Re: Center for Student Life and Leadership Development and Associated Students of Cañada College, *Budget Report for the Quarter February, March April (2011-2012)*

The following is a summary highlighting staff, Goals, ASCC, Clubs, events, activities and current projects, from February 2012-April 2012.

Staff: Center for Student Life and Leadership (Formally known as Office of Student Activities)

Location	Full time staff	Part time staff	Student Assistants
Building 5, rm 354 and Conference room 350	1-Coodinator of Student Activities	0	3- in the ID office working 10-15 hours a week each 2 in the Center working 15 hours each. All paid for by ASCC

ASCC

Number of Students elected who are still in ASCC	Number of ASCC Board members appointed since Feb. 1-April 8	Number of ASCC Board members who stepped down Feb. 1-April 24..	Number of students up for appointment	As of April 23, ASCC total active voting board members	Total # of Students who were in ASCC at one point between July 1-April 23
5 out of 12	10	1	Now in elections	20	28

ASCC Recruitment of Officers: *Status:* As of April 30, 19 out of 22 Board positions are filled.

ASCC meetings weekly, Tuesdays, 3:30pm-5pm, Building 5, rm 350

Executive Board as of April 23:

President: Sandra Robles, *Vice President:* Jose Mayen

Secretary: Jolani Chun-Moy *Treasurer:* Tristan Sheldon

Commissioner of Publicity: Brenda Herlihy *Commissioner of Activities:* OPEN

Senators as of April 23:

Ivan Evans, Francisco Contreras, Jessica Reyes, Faith Shrug, Doris Vargas

Dennis Jung, Martin Moren, Molly Prado, Drew Brent, Angie Fayad

Zhanna Oleshko , Katie Lam, Linda Martinez, Kevin Palmer,

Past (dropped below units April 23): *Commissioner of Publicity:* Brenda Herlihy, Senator Antonia De La Torre

ASCC Goals 2011-2012

ASCC Benchmark Goals

- Leadership-Will attend retreats and conferences. **Status: happening**
- Community-Will plan & volunteer at Spirit Thursdays. **Status: happening**
- Change-Will attend ASCC, District & Campus Committees meetings. **Status: happening**
- Mentorship-Will listen and help other ASCC Officers complete their term in ASCC. **Status: very good, only lost two board members during semester**

Clubs

2010-2011 Active Clubs	2011-2012 reactivated Clubs	2011-2012 New Clubs Between Feb. 2- April 23	2011-2012 Total number of active clubs as of April 23
17	12 out of 17	2	26

ASCC Club Goals

- Will retain 50% of the clubs from previous year. **Status: done! 12 out 21 Reactive- 57%**
- Will increase new club formation by 10 new clubs. **Status: done! 14 new clubs**

Shared Governance:

# of Campus and Committee Committees	# of Committees with Student representation
30	30 out of 30, 100%

The students continue to serve on the following committees at Cañada College and the District: As of April 23

- | | |
|--|--|
| <ul style="list-style-type: none"> Academic Senate Representative- Francisco Contreras and Katie McKee Accreditation Standard 1: Institutional mission and effectiveness: Drew Brent Accreditation Standard 2: Student learning and programs and Services: Antonia Accreditation Standard 3 resources: Molly -Human Resources: Alejandra Reyna -Physical Resources: Hilary Lewis -Technology resources: Drew Brent -Financial Resources: Tristan Sheldon Accreditation Standard 4: Leadership and Governance: Linda Martinez ASCC Budget Committee- Tristan Sheldon ASCC Elections Committee- Tristan Sheldon, Ivan Evans, Sandra Robles, Zhanna Oleshko Basic Skills Committee- Jessica M. Reyes Campus Auxiliary Services Advisory Committee – Jose Mayen | <ul style="list-style-type: none"> Grievance and conduct board-Ivan Evans, Jolani Chun-Moy, Martin Moreno, Willie Committee for Student Equity- Tristan Sheldon, Kate Lam College Planning Council (CPC)/Budget Committee -Tristan Sheldon, Kevin Palmer Curriculum Committee- Jolani Chun-Moy College Budget Committee- Tristan Sheldon Distance Education Advisory Committee- Steven Bradley, Dee Spidell District Auxiliary Services Advisory Committee- Jolani Chun-Moy, Brenda Herlihy District Committee on Budget and Finance- Martin Moreno District Shared Governance- Sandra Robles District Strategic Planning Committee: N/a District Student Council – Sandra Robles, Jose Mayen |
|--|--|

Facilities Master Planning Committee- n/a
 Instructional Planning Council- Jolani Chun-Moy
 Inter-Organizational Council: Jose Mayen
 President's Selection Committee- Jose Mayen
 Region 3 Meetings- Brenda Herlihy, Jessica

Reyes, Molly Prado
 Safety Committee- Jose Mayen
 Student Services Planning Council (SSPC)-
 Dennis Jung, Jose Mayen
 Transfer Advisory Committee- Alejandra Reyna

ASCC Conference and Retreat Attendance

February

-ASCC Winter Leadership Retreat Happy Valley Conference Center, Santa Cruz Feb. 24-Feb. 26. 16 ASCC board members attended

March

-ASCC Sponsor 6 students to the Phi Theta Kappa Regional Conference in Las Vegas, March 9-11

April

-Phi Theta Kappa sends 11 students, Advisor and Coordinator of Student Activities to the 94th Annual Convention in Nashville Tennessee. April 11-April 15

-ASCC Sends 3 board members and Advisor to Student Senate Spring General Assembly, Ontario CA April 27-29

Events and Activities:

	Event	Student Participation:
1	Leadership Talk with Tom Mohr, Mon. Feb. 6, 2:30-4pm	70
2	Club Rush, Tues. Feb. 14, 11:30-1:30	117 Passports, 92 bookstore t-shirts
3	I heart Cañada Spirit Thursday, 11:30-1:30, 5:45-7pm	278 I heart Cañada t-shirts, 125 slices of pizza, 200 hot dogs
4	Social Justice Series "A courageous journey to Ghana" Wed. Feb. 22, 1-3pm	30
5	Social Justice Series "Published: Policing the Lives of Black and Latino Boys" Wed. Feb. 29, 1-3pm	50
	March in March, March 5-DID NOT ATTEND	
6	Social Justice Series International Women's Day, Thurs. March 8, 11am-1pm	Full house in the theatre and outside 300+ students
7	St. Patrick's Day Spirit Thursday, March 15 th	260 baked potatoes
	Student Trustee Nominee Elections, March 20, March 21-DID NOT HAPPEN, had only 1 nominee	18 votes at ASCC mtg
8	Sat. March 24 Meet Congressman Jackie Speier at Redwood City Library	17
9	Student Life Hour at Cañada High School Senior Day, Thurs. March 29 ^t	150
10	MESA Fair, Spirit Thursday, April 19 th	300
11	Math Club Olympics, Fri. April 20	60

12	Undocumented Students Forum. Wed. April 25	150
13	Student Health Center Fair, Thurs. April 26	50
14	Ptk vs ASCC Soccer game, Thurs. April 26	12
15	2012 Class Speaker applications turned in April 26	1, extended deadline to May 1 st .

Upcoming Events and Activities

May

1. Cinco De Mayo Spirit Thursday, Thurs. May 3, 12:15-1:30, 5:45-7pm
2. ASCC General Elections, May 8 and 9th 9-6
3. Club Awards Banquet, May 17, 6pm-8pm, Canada Vista
4. Cañada Commencement, Sat. May 26, 10am
5. Robotics Conference

Student ID report

ID's provided from November 29 2011 to April 23, 2012.

Regular	948
Medical	10
Rad Tech	1
Faculty	12
Sticker	104
Total	1075

Past Reports

Regular	991	Student ID Card Report From Aug. 15-Dec. 15, 2011
Medical	4	
Rad Tech	10	
Faculty	9	
Sticker	69	
Total	1,083	

Student Body Fee Waiver Forms Collected

Fall 2011	31
Spring 2012	12

Summary of ASCC Student Body Fee Budget and what ASCC has funded

Account:
Awards and Scholarships: 4 \$500 Scholarships (2 transfer, 2 continuing)
Ceremonies: ASCC is planning the Annual Club Awards/End of the Year ASCC Banquet May 17, 6pm at Cañada Vista
Club Assistance: This past school year ASCC has funded Club member attendance at Leadership conferences and competitions, \$100 start up funding for new clubs, and fundraising matches
College Program Assistance: This past school year, ASCC funded \$865.42 to send Honors Transfer students to the UCLA TAP leadership conference, \$2500 toward Student Planners for incoming new students, \$31.52 for Solar Presentation receptions, \$246.93 for CBET receptions, \$1000 towards Cañada 2012 Commencement Reception, \$500 towards Human Services Graduation reception, \$750 toward ECE Graduation reception

Conference: ASCC has funded a 2 day overnight Fall ASCC Leadership retreat and a 2 day overnight Winter ASCC Leadership retreat
Ethnic Cultural Affairs: \$50 towards Day of the Dead Alter supplies, \$300 towards Native American Speaker, \$2500 towards Spring 2012 Social Justice Series
Hospitality: \$1000 towards weekly ASCC board meeting pizza and Center for Student Life and Leadership snack bar.
Miscellaneous: Strengthsfinder Assessments
Office Supplies: Office Depot orders for pens, paper, printer ink, tap, month Wufoo Subscription, Helium tank rental, etc
Operation: Copies sent to Central Duplication
Programs:\$5000Welcome Back Events, September 11 and other events not related to Spirit Thursday
Spirit Thursday: \$15,000 to fund monthly Spirit Thursday events. Average event cost \$2500 each
Publicity: \$1000 for 30 ASCC Polo Shirts and Messengers bags
Repair/Maintenance: \$1500 for Xerox Lease
Student Activity Card: \$3500 for ID Card machine, software and supplise
Student Assistant – Salary: \$16,000.00 for 4 student assistants in the ID Office and 2 Student Assistants for Center for Student Life and Leadership
Student Assistant – Benefits \$1000
Telephone: Paid for by the District

Update on Current Projects

- 1) **Commencement 2012:** Collecting RSVPs, working on layout for Commencement and tickets in case of rain
- 2) **Updating Student Learning Outcomes:** Working on updating SLO's for the Student Life department. I am also a team leader for developing Service Area Objective (SAO) for Student Support projects such as Student Life, Academic Support and Wellness.
Status: Active SAO learning outcomes in Tracdat. Team 6 is rewriting SLO's for the Student Services program. Considering moving to name our program "Student Engagement and Support" and working more closely with other student support programs and developing SLO and SAOs. Still need to collect and enter information in the Tracdat. Making progress, recently met with Team 6 leaders Rita Sabbadini and Regina Blok.
- 3) **District Student Identification Cards:** The Center for Student Life and Leadership continues to work with the Cashier Window to provide Student ID Cards for the student body with assistance from the ASSC. We are in need of updating the ID card machine and software; however, there is talk among the district to consider use of SMART Cards.
Status: No Action- No discussions have taken place at this time.
- 4) **Accreditation committee Standard II B.3.b;**
Status: Finished 1st draft of the chapter.

- 5) **Hiring Justification Non-Faculty Positions** Instructional Aide II Career Services & Student Life & Leadership (FT)
Status: Done, waiting to hear if it will be funded.
- 6) **Updating the Department Website**
status: Done! Only left to do is upload forms
- 7) **3 unit Leadership Course**
Status: will be back to working on it during the summer. Next steps, find a discipline to house the course under. Need to meet with Sarah Perkins VPI before she leaves.
- 8) **ASCC Elections 2012-2013**-Recuiting and encouraging students to run! Deadline May 1st.
- 9) **Club Awards Banquet** May 17-getting the planning committee and awards together. Sent the nomination form out.

Commitees Coordiantor of Student Activities Currently Serves as a Member

- LEADSS
- Student Services Planning Council
- Safety Committee
- CASAC Chair
- DASAC Member
- Social Justice Series Planning Committee
- Latin Studies Major Committee
- Art on the Hill Committee
- Accreditation Chapter for Student Services

Letter of recommendations written for students in the last quarter: 1

New in the Center for Student Life and Leadership: Nothing to Report

Staff/Professional Development

- 1) Still waiting to hear for Harry Joel if the District will move forward to reclassified or rename the Coordinator of Student Activities position to Director of Student Life and Leadership Deveopment
- 2) Presented Educational Forum “Coming together, Building a positive relationship with your Associated Students” with Phi Theta Kappa advisor (only presenters from the West Coast) at the Phi Theta Kappa 94th Annual Convention in Nashville Tennessee. April 11-April 15
- 3) Submitted Workshop Proposal on “Taking a New Approach on Supporting Transfer Students”
for the:



NASPA

REGION VI 2012 Western Regional Conference 11/7/2012 - 11/10/2012 Waikoloa, Hawai'i

ASSOCIATED STUDENTS OF CANADA COLLEGE
Balance Sheet
As of March 31, 2012

	<u>Mar 31, 12</u>	<u>Mar 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	425,308.45	380,813.18	44,495.27	11.68%
Total Checking/Savings	<u>425,308.45</u>	<u>380,813.18</u>	<u>44,495.27</u>	<u>11.68%</u>
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-8,907.08	-7,157.13	-1,749.95	24.45%
Total Accounts Receivable	<u>-8,907.08</u>	<u>-7,157.13</u>	<u>-1,749.95</u>	<u>24.45%</u>
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA	82,024.61	82,928.92	-904.31	-1.09%
1220 · EMERGENCY LOANS RECEIVABLE	9,540.41	8,817.41	723.00	8.2%
1310.1 · COUNTY INVESMENT POOL-UNION	18.23	0.00	18.23	100.0%
1310.2 · MARK TO MARKET	15.06	0.00	15.06	100.0%
Total Other Current Assets	<u>91,598.31</u>	<u>91,746.33</u>	<u>-148.02</u>	<u>-0.16%</u>
Total Current Assets	<u>507,999.68</u>	<u>465,402.38</u>	<u>42,597.30</u>	<u>9.15%</u>
Fixed Assets				
1500 · FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>507,999.68</u></u>	<u><u>465,402.38</u></u>	<u><u>42,597.30</u></u>	<u><u>9.15%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 · EMERGENCY LOANS PAYABLE	8,415.00	9,565.00	-1,150.00	-12.02%
2030 · OTHER LOANS PAYABLE	8,030.23	8,480.23	-450.00	-5.31%
2040 · OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%

ASSOCIATED STUDENTS OF CANADA COLLEGE
Balance Sheet
As of March 31, 2012

	<u>Mar 31, 12</u>	<u>Mar 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
2050 - CLUBS	27,206.42	21,323.58	5,882.84	27.59%
2060 - TRUSTS	185,043.85	179,245.00	5,798.85	3.24%
Total Other Current Liabilities	<u>228,767.50</u>	<u>218,685.81</u>	<u>10,081.69</u>	<u>4.61%</u>
Total Current Liabilities	<u>228,767.50</u>	<u>218,685.81</u>	<u>10,081.69</u>	<u>4.61%</u>
Total Liabilities	<u>228,767.50</u>	<u>218,685.81</u>	<u>10,081.69</u>	<u>4.61%</u>
Equity				
3010 - Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 - Retained Earnings	107,677.56	62,420.99	45,256.57	72.5%
Net Income	<u>29,801.18</u>	<u>42,542.14</u>	<u>-12,740.96</u>	<u>-29.95%</u>
Total Equity	<u>279,232.18</u>	<u>246,716.57</u>	<u>32,515.61</u>	<u>13.18%</u>
TOTAL LIABILITIES & EQUITY	<u><u>507,999.68</u></u>	<u><u>465,402.38</u></u>	<u><u>42,597.30</u></u>	<u><u>9.15%</u></u>

**ASSOCIATED STUDENTS/CANADA COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2011 THROUGH MARCH 2012**

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 - INCOME				
4020 - ATM	386.50	276.50	110.00	39.78%
4050 - MISCELLANEOUS	696.05	40.00	656.05	1,640.13%
4060 - PROGRAMS	0.00	1,000.00	-1,000.00	-100.0%
4080 - STUDENT BODY CARD	70,762.50	61,291.00	9,471.50	15.45%
4090 - VENDING-ACTION	2,637.99	3,621.54	-983.55	-27.16%
4091 - VENDING-PEPSI	4,351.92	5,232.82	-880.90	-16.83%
Total 4000 - INCOME	78,834.96	71,461.86	7,373.10	10.32%
Total Income	78,834.96	71,461.86	7,373.10	10.32%
Expense				
5000 - EXPENSES				
5010 - AWARDS & SCHOLARSHIPS	151.04	0.00	151.04	100.0%
5021 - BANK SERVICE CHARGE	0.00	94.84	-94.84	-100.0%
5031 - CLUB ASSISTANCE/ICC	8,334.27	3,298.74	5,035.53	152.65%
5032 - COLLEGE PROGRAM ASSISTANCE	3,455.63	1,000.00	2,455.63	245.56%
5033 - CONFERENCE	5,239.40	5,474.57	-235.17	-4.3%
5050 - ETHNIC CULTURAL AFFAIRS	2,149.12	0.00	2,149.12	100.0%
5080 - HOSPITALITY	1,176.10	32.04	1,144.06	3,570.72%
5130 - MISCELLANEOUS	274.40	0.00	274.40	100.0%
5140 - OFFICE SUPPLIES	1,573.06	2,717.33	-1,144.27	-42.11%
5145 - OPERATION	356.90	29.50	327.40	1,109.83%
5150 - PROGRAMS	13,364.41	9,990.09	3,374.32	33.78%
5151 - PUBLICITY	1,610.78	1,636.03	-25.25	-1.54%
5171 - REPAIR & MAINTENANCE	888.79	0.00	888.79	100.0%
5182 - STUDENT ACTIVITY CARD	2,743.37	768.33	1,975.04	257.06%
5183 - STUDENT ASSISTANT-SALARY	2,027.25	0.00	2,027.25	100.0%
5184 - STUDENT ASSISTANT-BENEFITS	40.55	0.00	40.55	100.0%
5210 - VENDING INCOME TRANSFER	6,009.87	4,560.84	1,449.03	31.77%
Total 5000 - EXPENSES	49,394.94	29,602.31	19,792.63	66.86%
Total Expense	49,394.94	29,602.31	19,792.63	66.86%
Net Ordinary Income	29,440.02	41,859.55	-12,419.53	-29.67%

**ASSOCIATED STUDENTS/CANADA COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2011 THROUGH MARCH 2012**

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Income				
6000 - OTHER INCOMES				
6010 - INTEREST	361.16	682.59	-321.43	-47.09%
Total 6000 - OTHER INCOMES	<u>361.16</u>	<u>682.59</u>	<u>-321.43</u>	<u>-47.09%</u>
Total Other Income	<u>361.16</u>	<u>682.59</u>	<u>-321.43</u>	<u>-47.09%</u>
Net Other Income	<u>361.16</u>	<u>682.59</u>	<u>-321.43</u>	<u>-47.09%</u>
Net Income	<u><u>29,801.18</u></u>	<u><u>42,542.14</u></u>	<u><u>-12,740.96</u></u>	<u><u>-29.95%</u></u>

**Associated Students of College of San Mateo
3rd Quarter Report, January 2012 – March 2012**

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the spring 2012 semester. ASCSM has continued to participate in college governance and has been successful in creating a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the first half of the spring 2012 semester are:

Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Academic Enhancement Committee, the Finance & Administration Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, and the Legislative & Governmental Affairs Committee.

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, Faculty Academic Senate, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Shared Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council.

The ASCSM, in cooperation with the Student Activities Office, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to students, faculty, staff and administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

Events and Activities:

January 2012: On the weekend of Friday, January 13 – Sunday, January 15, the Student Senate participated in their mid-year winter retreat. Over the course of the weekend, the students had the opportunity to participate in various activities that helped to develop their leadership, communication, and cognitive skills. The weekend gave them the chance to bond with one another, as well as to develop individual and group goals for the semester. Over the following week, January 17 – January 20, both the Student Senate and Office of Student Activities staff participated in “Welcome Mat” providing information to students about college services, building and class locations, class schedules, and transportation services. This gave both our staff and students the opportunity to collaborate with other departments and services. Lastly, individual student government executive officers and senators began to meet with the Coordinator of Student Activities individually to assess individual needs. During the week

of January 24 – 26, the Senate held their annual “Reboot Week”, welcoming back students with food, activities, and music.

February/March 2012: During these months the student government engaged in planning activities for the remainder of the semester. The Inter Club Council held Club Day on February 22. On February 5 the students participated in the Berkeley Leadership Conference. On March 25, 2012 the students led 80 CSM students to Sacramento for the statewide rally against the budget cuts.

ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
Summary Balance Sheet
As of March 31, 2012

	<u>Mar 31, 12</u>	<u>Mar 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	43,338.64	46,735.74	-3,397.10	-7.27%
Total Checking/Savings	<u>43,338.64</u>	<u>46,735.74</u>	<u>-3,397.10</u>	<u>-7.27%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	102,261.24	108,405.66	-6,144.42	-5.67%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-1,815.28	-1,922.44	107.16	-5.57%
1220 · EMERGENCY LOANS RECEIVABLE	1,980.00	3,640.00	-1,660.00	-45.6%
1230 · OTHER LOANS RECEIVABLE	1,532.88	1,532.88	0.00	0.0%
Total Accounts Receivable	<u>103,958.84</u>	<u>111,656.10</u>	<u>-7,697.26</u>	<u>-6.89%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	698,562.63	720,490.02	-21,927.39	-3.04%
1310.2 · INVEST. MARKET TO MARKET ADJ.	1,611.69	2,405.41	-793.72	-33.0%
Total Other Current Assets	<u>700,174.32</u>	<u>722,895.43</u>	<u>-22,721.11</u>	<u>-3.14%</u>
Total Current Assets	<u>847,471.80</u>	<u>881,287.27</u>	<u>-33,815.47</u>	<u>-3.84%</u>
Fixed Assets				
1500 · FIXED ASSETS	1,970.80	3,790.00	-1,819.20	-48.0%
Total Fixed Assets	<u>1,970.80</u>	<u>3,790.00</u>	<u>-1,819.20</u>	<u>-48.0%</u>
TOTAL ASSETS	<u>849,442.60</u>	<u>885,077.27</u>	<u>-35,634.67</u>	<u>-4.03%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	4,962.74	5,659.97	-697.23	-12.32%
Total Accounts Payable	<u>4,962.74</u>	<u>5,659.97</u>	<u>-697.23</u>	<u>-12.32%</u>
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,998.95	9,998.95	0.00	0.0%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
2050 · CLUBS	84,004.25	125,960.21	-41,955.96	-33.31%
2060 · TRUSTS	343,385.21	369,303.78	-25,918.57	-7.02%
Total Other Current Liabilities	<u>447,199.47</u>	<u>515,074.00</u>	<u>-67,874.53</u>	<u>-13.18%</u>
Total Current Liabilities	<u>452,162.21</u>	<u>520,733.97</u>	<u>-68,571.76</u>	<u>-13.17%</u>

ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
Summary Balance Sheet
As of March 31, 2012

	Mar 31, 12	Mar 31, 11	\$ Change	% Change
Total Liabilities	452,162.21	520,733.97	-68,571.76	-13.17%
Equity				
3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 · RETAINED EARNINGS	122,672.27	60,338.12	62,334.15	103.31%
Net Income	12,322.17	41,719.23	-29,397.06	-70.46%
Total Equity	397,280.39	364,343.30	32,937.09	9.04%
TOTAL LIABILITIES & EQUITY	849,442.60	885,077.27	-35,634.67	-4.03%

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2011 THROUGH MARCH 2012**

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 - INCOME				
4020 - ATM	958.50	386.00	572.50	148.32%
4030 - CAFE COMMISSION	453.73	6,869.19	-6,415.46	-93.4%
4050 - MISCELLANEOUS	0.00	40.00	-40.00	-100.0%
4065 - RECREATION/GAMES	1,370.25	1,385.85	-15.60	-1.13%
4070 - SPACE RENTAL-VENDOR	160.00	750.00	-590.00	-78.67%
4080 - STUDENT BODY CARD	82,040.00	83,688.00	-1,648.00	-1.97%
4090 - VENDING-ACTION	5,241.80	7,104.49	-1,862.69	-26.22%
4091 - VENDING-PEPSI	10,797.33	11,266.05	-468.72	-4.16%
Total 4000 - INCOME	<u>101,021.61</u>	<u>111,489.58</u>	<u>-10,467.97</u>	<u>-9.39%</u>
Total Income	101,021.61	111,489.58	-10,467.97	-9.39%
Expense				
5000 - EXPENSES				
5010 - AWARDS & SCHOLARSHIPS	0.00	1,200.00	-1,200.00	-100.0%
5020 - BAD DEBTS	-307.32	-102.54	-204.78	199.71%
5021 - BANK SERVICE CHARGE	0.00	130.00	-130.00	-100.0%
5031 - CLUB ASSISTANCE/ICC	7,711.98	2,441.01	5,270.97	215.93%
5032 - COLLEGE PROGRAM ASSISTANCE	2,903.91	3,709.01	-805.10	-21.71%
5033 - CONFERENCE	6,743.62	0.00	6,743.62	100.0%
5040 - DEPRECIATION	1,364.40	1,364.40	0.00	0.0%
5080 - HOSPITALITY	1,312.06	435.42	876.64	201.33%
5140 - OFFICE SUPPLIES	3,489.55	3,252.81	236.74	7.28%
5145 - OPERATION	2,222.29	1,783.42	438.87	24.61%
5150 - PROGRAMS	19,082.58	12,028.17	7,054.41	58.65%
5151 - PUBLICITY	4,905.80	2,948.52	1,957.28	66.38%
5181 - SMALL F.F. & EQUIP	6,811.71	0.00	6,811.71	100.0%
5182 - STUDENT ACTIVITY CARD	2,409.17	1,668.83	740.34	44.36%
5183 - STUDENT ASSISTANT-SALARY	18,519.00	19,538.20	-1,019.20	-5.22%
5184 - STUDENT ASSISTANT-BENEFITS	370.20	375.31	-5.11	-1.36%
Total 5000 - EXPENSES	<u>77,538.95</u>	<u>50,772.56</u>	<u>26,766.39</u>	<u>52.72%</u>
Total Expense	77,538.95	50,772.56	26,766.39	52.72%
Net Ordinary Income	23,482.66	60,717.02	-37,234.36	-61.32%
Other Income/Expense				

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2011 THROUGH MARCH 2012**

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	5,332.37	6,241.94	-909.57	-14.57%
Total 6000 · OTHER INCOMES	<u>5,332.37</u>	<u>6,241.94</u>	<u>-909.57</u>	<u>-14.57%</u>
Total Other Income	5,332.37	6,241.94	-909.57	-14.57%
Other Expense				
7000 · OTHER EXPENSES				
7020 · VENDING INC. EXP TO V.P. TRUST	16,492.86	25,239.73	-8,746.87	-34.66%
Total 7000 · OTHER EXPENSES	<u>16,492.86</u>	<u>25,239.73</u>	<u>-8,746.87</u>	<u>-34.66%</u>
Total Other Expense	<u>16,492.86</u>	<u>25,239.73</u>	<u>-8,746.87</u>	<u>-34.66%</u>
Net Other Income	<u>-11,160.49</u>	<u>-18,997.79</u>	<u>7,837.30</u>	<u>-41.25%</u>
Net Income	<u><u>12,322.17</u></u>	<u><u>41,719.23</u></u>	<u><u>-29,397.06</u></u>	<u><u>-70.46%</u></u>

**Associated Students of Skyline College
Budget Report for the 3rd Quarter 2011-2012
Summary of Programs and Activities
May 1, 2011**

The following is a summary highlighting the events and activities of this quarter.

Shared Governance: Members of the ASSC currently serve on 21 shared Governance committees and are members of the WASAC Accreditation teams.

Student Handbook and Academic Planners: The Student Handbook continues to be available online in a downloadable format. The Center for Student Life and Leadership Development is working on upgrading the document for 2012-2013 academic year.

Recruitment of Students: The ASSC continues to encourage student participation in activities, events and student government, using handouts, flyers and giveaways to increase participation and attendance.

Skyline Organizations and Club SOCC: The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. There are 31 active clubs on campus; 3 new clubs were started this quarter:

EOPS Club, Psychology Club, and Urban Youth society

Updating of Student Community Center: The members of the ASSC serve on the advisory committee for the refurbishing of the center.

Program and Events:

Mobilize for young leaders: Members of ASSC

Book Drive for a Better World, ongoing started the beginning of March

Blues on the Quad, February 9, 2012

Singles Awareness Day, February 14, 2012

March in March, March 5, 2012

Patty Fest, March 15, 2012

Student Trustee Elections, March 25-28, 2012

KONY 2012, March 28, 2012

Support to Skyline College Programs and Clubs:

During this quarter the Associated Students of Skyline College gave financial and volunteer support to the following clubs and programs:

- a. Skyline Ceramic Club: California Clay Conference
- b. Language Arts Division: Talisman
- c. Skyline Art Gallery: Student Art Exhibit Reception

ASSC and Leadership Development and Conferences:

- a. Mobilize Millennia Meet-ups
 - i. Sacramento City College, February 10, 2012
 - ii. Team Building House of Air, March 10, 2012
 - iii. Berkeley City College, March 16, 2012

ASSC sent two student representatives to each conference

- b. American Student Association of Community Colleges Leadership and Lobby Conference in Washington DC, March 17-20, 2012

ASSC sent four student representatives to lobby for student rights in Washington DC

If you need additional information please contact:

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ASSOCIATED STUDENTS OF SKYLINE COLLEGE
Balance Sheet Prev Year Comparison
 As of March 31, 2012

	<u>Mar 31, 12</u>	<u>Mar 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	103,343.80	18,686.72	84,657.08	453.03%
Total Checking/Savings	103,343.80	18,686.72	84,657.08	453.03%
Accounts Receivable				
1210.2 · ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 · EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	-4,130.14	-4,130.14	0.00	0.0%
Other Current Assets				
1210.1 · ACCOUNT RECEIVABLE SKYLINE	197,358.44	836,988.19	-639,629.75	-76.42%
1310 · COUNTY INVESTMENT CONTROL	767,086.18	768,357.59	-1,271.41	-0.17%
1310.2 · MARK TO MARKET	1,770.65	1,976.80	-206.15	-10.43%
Total Other Current Assets	966,215.27	1,607,322.58	-641,107.31	-39.89%
Total Current Assets	1,065,428.93	1,621,879.16	-556,450.23	-34.31%
Fixed Assets				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	0.00	0.00	0.00	0.0%
TOTAL ASSETS	<u>1,065,428.93</u>	<u>1,621,879.16</u>	<u>-556,450.23</u>	<u>-34.31%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	1,099.28	1,099.28	0.00	0.0%
Total Accounts Payable	1,099.28	1,099.28	0.00	0.0%
Other Current Liabilities				
2030 · OTHER LOANS PAYABLE	3,182.66	3,182.66	0.00	0.0%
2050 · CLUBS	121,567.48	128,336.86	-6,769.38	-5.28%
2060 · TRUSTS	326,777.04	945,154.88	-618,377.84	-65.43%
Total Other Current Liabilities	451,527.18	1,076,674.40	-625,147.22	-58.06%
Total Current Liabilities	452,626.46	1,077,773.68	-625,147.22	-58.0%
Total Liabilities	452,626.46	1,077,773.68	-625,147.22	-58.0%

ASSOCIATED STUDENTS OF SKYLINE COLLEGE
Balance Sheet Prev Year Comparison
As of March 31, 2012

Equity				
3010 - Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 - Retained Earnings	214,276.54	158,232.17	56,044.37	35.42%
Net Income	58,866.38	46,213.76	12,652.62	27.38%
Total Equity	<u>612,802.47</u>	<u>544,105.48</u>	<u>68,696.99</u>	<u>12.63%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,065,428.93</u></u>	<u><u>1,621,879.16</u></u>	<u><u>-556,450.23</u></u>	<u><u>-34.31%</u></u>

ASSOCIATED STUDENTS OF SKYLINE COLLEGE
Profit & Loss Prev Year Comparison
 July 2011 through March 2012

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 - INCOME				
4050 - MISCELLANEOUS	0.00	0.00	0.00	0.0%
4065 - RETURNED CHECK FEE - UNION BANK	120.00	74.00	46.00	62.16%
4070 - SPACE RENTAL-VENDOR	695.00	812.00	-117.00	-14.41%
4080 - STUDENT BODY CARD	87,571.00	84,676.00	2,895.00	3.42%
4090 - VENDING-NORTH COUNTY	4,570.91	3,934.84	636.07	16.17%
4091 - VENDING-PEPSI	5,213.99	3,701.12	1,512.87	40.88%
Total 4000 - INCOME	<u>98,170.90</u>	<u>93,197.96</u>	<u>4,972.94</u>	<u>5.34%</u>
Total Income	98,170.90	93,197.96	4,972.94	5.34%
Expense				
5000 - EXPENSES				
5005 - ASSC PRESIDENT ACCOUNT	0.00	44.19	-44.19	-100.0%
5010 - AWARDS & SCHOLARSHIPS	4,000.00	0.00	4,000.00	100.0%
5021 - BANK SERVICE CHARGE	0.00	48.12	-48.12	-100.0%
5030 - CEREMONIES	7,600.00	0.00	7,600.00	100.0%
5031 - CLUB ASSISTANCE/ICC	6,000.00	17,391.42	-11,391.42	-65.5%
5032 - COLLEGE PROGRAM ASSISTANCE	0.00	250.00	-250.00	-100.0%
5033 - CONFERENCE/RETREAT/TRAINING	11,278.26	9,753.27	1,524.99	15.64%
5040 - DEPRECIATION	0.00	2,700.55	-2,700.55	-100.0%
5140 - OFFICE SUPPLIES	3,360.20	5,238.19	-1,877.99	-35.85%
5145 - OPERATION	0.00	249.90	-249.90	-100.0%
5150 - PROGRAMS	13,133.90	6,610.33	6,523.57	98.69%
5151 - PUBLICITY	12.20	5,698.73	-5,686.53	-99.79%
5182 - STUDENT BODY CARD	328.76	0.00	328.76	100.0%
5183 - STUDENT ASSISTANT-SALARY	0.00	9,295.00	-9,295.00	-100.0%
5184 - STUDENT ASSISTANT-BENEFITS	0.00	185.90	-185.90	-100.0%
Total 5000 - EXPENSES	<u>45,713.32</u>	<u>57,465.60</u>	<u>-11,752.28</u>	<u>-20.45%</u>
Total Expense	<u>45,713.32</u>	<u>57,465.60</u>	<u>-11,752.28</u>	<u>-20.45%</u>
Net Ordinary Income	52,457.58	35,732.36	16,725.22	46.81%

ASSOCIATED STUDENTS OF SKYLINE COLLEGE
Profit & Loss Prev Year Comparison
 July 2011 through March 2012

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	6,408.80	7,119.45	-710.65	-9.98%
6011 · INVESTMENT GAIN-UNREALIZED	0.00	1,976.80	-1,976.80	-100.0%
Total 6000 · OTHER INCOMES	<u>6,408.80</u>	<u>9,096.25</u>	<u>-2,687.45</u>	<u>-29.55%</u>
Total Other Income	6,408.80	9,096.25	-2,687.45	-29.55%
Other Expense				
7000 · OTHER EXPENSES				
7011 · INVESTMENT LOSS-UNREALIZED	0.00	-1,385.15	1,385.15	100.0%
Total 7000 · OTHER EXPENSES	<u>0.00</u>	<u>-1,385.15</u>	<u>1,385.15</u>	<u>100.0%</u>
Total Other Expense	0.00	-1,385.15	1,385.15	100.0%
Net Other Income	6,408.80	10,481.40	-4,072.60	-38.86%
Net Income	<u>58,866.38</u>	<u>46,213.76</u>	<u>12,652.62</u>	<u>27.38%</u>

San Mateo County Community College District - Bookstore Operation
Summary Balance Sheet
As at March 31, 2012

	<u>3/31/2012</u>	<u>%</u>	<u>3/31/2011</u>	<u>%</u>	<u>Diff</u>	<u>%</u>
Assets						
Cash	28,343.11	0.37%	25,585.63	0.36%	2,757.48	10.78%
Investments	5,262,358.05	68.18%	4,823,246.25	68.31%	439,111.80	9.10%
Receivables	208,768.44	2.70%	197,031.50	2.79%	11,736.94	5.96%
Inventories & Prepaid Items	2,089,827.26	27.08%	1,807,067.58	25.59%	282,759.68	15.65%
Fixed Assets & Accum Depreciation	129,163.18	1.67%	207,916.71	2.94%	(78,753.53)	-37.88%
Total Assets	7,718,460.04	100.0%	7,060,847.67	100.0%	657,612.37	9.31%
Liabilities						
Current Liabilities	393,527.50	85.14%	-30,469.11	-80.32%	423,996.61	-1391.56%
Salaries & Benefits Payable	0	0.00%	0.00	0.00%	-	0.00%
Other Current Liabilities	68,708.79	14.86%	68,404.38	180.32%	304.41	0.45%
Total Liabilities	462,236.29	100.0%	37,935.27	100.0%	424,301.02	1118.49%
Equity						
Retained Earnings	6,873,577.71	100.0%	6,677,737.73	100.0%	195,839.98	2.93%
Prior Years Adjustment	0	0.0%	-	0.0%	-	0.00%
Total Equity	6,873,577.71	100.0%	6,677,737.73	100.0%	195,839.98	2.93%
Year to Date Net Profit (Loss)	382,646.04	4.0%	345,174.67	4.0%	37,471.37	10.86%
Total Liabilities & Fund Equity	7,718,460.04	100.0%	7,060,847.67	100.0%	657,612.37	9.31%

San Mateo County Community College District - Bookstore Operation
Summary Income Statement
For the Period from July 2011 through March, 2012

	<u>Jul 11 to</u> <u>Mar 12</u>	<u>Jul 10 to</u> <u>Mar 11</u>	<u>DIFF</u>	<u>%</u>
Income				
Sales	\$ 6,165,696.74	\$ 6,033,659.16	\$ 132,037.58	2.19%
Cost of Sales	(3,909,171.48)	(3,998,887.17)	89,715.69	2.24%
Gross Margin	\$ 2,256,525.26	\$ 2,034,771.99	\$ 221,753.27	10.90%
Operating Expenses				
Salaries & Benefits	\$ 1,532,917.39	\$ 1,290,648.91	\$ 242,268.48	18.77%
Other Inventory Expenses	247,023.58	204,222.30	42,801.28	20.96%
Other Service Expenses	46,922.73	50,613.35	(3,690.62)	-7.29%
Travel & Mileage Expenses	5,025.91	12,452.33	(7,426.42)	-59.64%
Dues & Membership	4,746.00	7,226.00	(2,480.00)	-34.32%
Insurance Expense	5,400.00	3,150.00	2,250.00	71.43%
Utilities	26,252.42	33,075.12	(6,822.70)	-20.63%
Equipment Maintenance & Rental	31,231.98	14,903.68	16,328.30	109.56%
Legal, Audit & Bad Debt Expenses	25,299.31	13,976.32	11,322.99	100.00%
Other Operating Expenses	214,974.60	216,695.59	(1,720.99)	-0.79%
Total Operating Expenses	\$ 2,139,793.92	\$ 1,846,963.60	\$ 292,830.32	15.85%
Other Income	\$ 445,353.64	\$ 375,078.28	\$ 70,275.36	18.74%
Total Other Income	\$ 445,353.64	\$ 375,078.28	\$ 70,275.36	18.74%
Net Operation Profit (Loss)	\$ 562,084.98	\$ 562,886.67	\$ (801.69)	-0.14%
Non Operational Income/Expenses				
Non Operational Income				
In-Kind Donation Received	-	-	-	0.00%

San Mateo County Community College District - Bookstore Operation
Summary Income Statement
For the Period from July 2011 through March, 2012

	Jul 11 to	Jul 10 to		
	<u>Mar 12</u>	<u>Mar 11</u>	<u>DIFF</u>	<u>%</u>
Non Operational Exp				
Salaries - Dist Admin	\$ 47,227.23	\$ 59,973.29	\$ (12,746.06)	-21.25%
Salaries - Dist Supervisor	11,462.15	10,699.76	762.39	0.00%
Salaries - Dist Student	-	(3,605.84)	3,605.84	0.00%
Benefits - All Dist Staff	18,235.13	19,948.97	(1,713.84)	-8.59%
Rent Expense	50,670.00	50,670.00	-	0.00%
Donations	51,844.43	80,025.82	(28,181.39)	-35.22%
Investment Loss/<Gain>	-	-	-	0.00%
Total Non Operational Income/Expenses	\$ 179,438.94	\$ 217,712.00	\$ (38,273.06)	-17.58%
Net Income	\$ 382,646.04	\$ 345,174.67	\$ 37,471.37	10.86%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2011 through March, 2012

	<u>Jul 11 to Mar 12</u>	<u>Jul 10 to Mar 11</u>	<u>DIFF</u>	<u>%</u>
Gross Sales				
Income - Books	4,399,486.47	4,973,010.32	(573,523.85)	-11.53%
Income - Supplies	466,118.82	402,360.25	63,758.57	15.85%
Income - Food & Beverages	888,003.75	437,426.46	450,577.29	103.01%
Income - Electronics	149,941.22	139,101.76	10,839.46	7.79%
Income - Gifts	89,909.51	71,040.38	18,869.13	26.56%
Income - Sundries	14,744.53	11,971.24	2,773.29	23.17%
Income - Production Services	158,228.99	-	158,228.99	100.00%
Sales Over/Short Adjustment	(736.55)	(1,251.25)	514.70	-41.13%
Total Gross Sales	6,165,696.74	6,033,659.16	132,037.58	2.19%
Cost of Goods Sold				
COGS - Books	(2,896,248.64)	(3,304,569.23)	408,320.59	12.36%
COGS - Supplies	(274,982.26)	(241,002.75)	(33,979.51)	-14.10%
COGS - Food & Beverages	(490,527.64)	(290,646.87)	(199,880.77)	-68.77%
COGS - Electronics	(123,411.94)	(122,630.23)	(781.71)	-0.64%
COGS - Gifts	(51,710.42)	(39,350.32)	(12,360.10)	-31.41%
COGS - Sundries	(9,942.30)	(687.77)	(9,254.53)	-999.99%
COGS - Production Services	(62,348.28)	-	(62,348.28)	100.00%
Total Cost of Goods Sold	(3,909,171.48)	(3,998,887.17)	89,715.69	2.24%
Gross Profit	2,256,525.26	2,034,771.99	221,753.27	10.90%
Salary & Benefits				
Salaries & Benefits				
Salaries - Administrative	62,924.40	51,765.48	11,158.92	21.56%
Salaries - Supervisor	197,146.69	186,830.48	10,316.21	5.52%
Salaries - Classified	521,339.12	484,498.23	36,840.89	7.60%
Salaries - Students	365,124.35	252,111.09	113,013.26	44.83%
Salaries - Shrt Term Hourly	67,204.22	1,219.24	65,984.98	999.99%
Accrued Vacation Exp-Supervisor	7,512.49	-	7,512.49	100.00%
Accrued Vacation Exp-Classified	-	-	-	0.00%
Benefits - All Stores	311,666.12	314,224.39	(2,558.27)	-0.81%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2011 through March, 2012

	Jul 11 to Mar 12	Jul 10 to Mar 11	DIFF	%
Total Salary & Benefits	1,532,917.39	1,290,648.91	242,268.48	18.77%
Other Inventory Expenses				
Freight In	166,173.74	166,095.21	78.53	0.05%
Service Fees Expense	4,374.00	4,870.68	(496.68)	-10.20%
CRV Tax Paid	6,978.54	4,131.86	2,846.68	68.90%
Buyback Expense	-	-	-	0.00%
Invoice Balancing Over/Short	66.63	63.65	2.98	4.68%
Restocking Fees	1,526.32	732.84	793.48	108.27%
Imprint Fees	38,638.09	-	38,638.09	0.00%
Shrinkage Expense	29,266.26	28,328.06	938.20	3.31%
Total Other Inventory Expenses	247,023.58	204,222.30	42,801.28	20.96%
Other Service Expenses				
Computer System Support - Software	15,957.98	-	15,957.98	100.00%
Computer System Support - Hardware	15,787.01	32,224.32	(16,437.31)	0.00%
Training Fees	3,510.48	8,002.58	(4,492.10)	-56.13%
Contract Personnel	-	-	-	0.00%
Armored Car Service	11,667.26	10,386.45	1,280.81	12.33%
Security System Service	-	-	-	0.00%
Total Other Service Expenses	46,922.73	50,613.35	(3,690.62)	-7.29%
Travel & Mileage Expenses				
Conference Expense	4,390.48	11,262.42	(6,871.94)	-61.02%
Conference Fees Out of State	85.00	120.00	(35.00)	-29.17%
Travel Expenses	-	-	-	0.00%
Mileage	550.43	1,069.91	(519.48)	-48.55%
Total Travel & Mileage Expenses	5,025.91	12,452.33	(7,426.42)	-59.64%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2011 through March, 2012

	<u>Jul 11 to Mar 12</u>	<u>Jul 10 to Mar 11</u>	<u>DIFF</u>	<u>%</u>
Dues & Membership Expenses				
Dues & Membership	4,746.00	7,226.00	(2,480.00)	-34.32%
Total Dues & Membership	4,746.00	7,226.00	(2,480.00)	-34.32%
Insurance Expense				
Insurance Expense	5,400.00	3,150.00	2,250.00	71.43%
Total Insurance Expense	5,400.00	3,150.00	2,250.00	71.43%
Utilities				
Utilities - Gas	6,071.69	6,030.00	41.69	0.69%
Utilities - Electric	12,417.32	15,930.00	(3,512.68)	-22.05%
Utilities - Water	3,688.36	2,340.00	1,348.36	57.62%
Utilities - Phone	-	-	-	0.00%
Utilitites - Garbage	4,075.05	8,775.12	(4,700.07)	-53.56%
Total Utilities	26,252.42	33,075.12	(6,822.70)	-20.63%
Equipment Maintenance & Rental				
Equipment - Non Inventory	6,699.21	5,758.57	940.64	16.33%
Repairs & Maint Contract Equip	4,288.30	964.19	3,324.11	344.76%
Contract Misc Services	20,244.47	8,180.92	12,063.55	147.46%
Total Equipment Maintenance & Rental	31,231.98	14,903.68	16,328.30	109.56%
Legal, Audit & Bad Debt Expense				
Audits	3,605.00	3,330.00	275.00	8.26%
Bad Debt - Customer	-	(119.86)	119.86	-100.00%
Bad Debt - Vendor	21,694.31	10,766.18	10,928.13	101.50%
Total Legal, Audit & Bad Debt Expense	25,299.31	13,976.32	11,322.99	100.00%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2011 through March, 2012

	<u>Jul 11 to Mar 12</u>	<u>Jul 10 to Mar 11</u>	<u>DIFF</u>	<u>%</u>
Other Operating Expenses				
Depreciation	62,460.00	70,757.64	(8,297.64)	-11.73%
Fixed Asset Disposal	-	-	-	0.00%
Postage	-	-	-	0.00%
Store & Office Use Supplies	26,319.42	28,054.36	(1,734.94)	-6.18%
Advertising	42.23	73.25	(31.02)	-42.35%
Credit Card Commissions	117,430.62	69,189.42	48,241.20	69.72%
Bank Charges - Returned Checks	-	-	-	0.00%
Bank Charges - Other	7,887.72	47,999.30	(40,111.58)	-83.57%
Miscellaneous Expenses	834.61	621.62	212.99	-34.26%
Other Operating Expenses	-	-	-	0.00%
Total Other Operating Expenses	214,974.60	216,695.59	(1,720.99)	-0.79%
Total Operating Expenses	2,139,793.92	1,846,963.60	292,830.32	15.85%
Other Income				
Interest Income	33,124.75	45,048.08	(11,923.33)	-26.47%
Commission Income	11,708.14	16,877.90	(5,169.76)	-30.63%
Miscellaneous Income	22,719.26	22,991.73	(272.47)	-1.19%
Catalog Income	414.00	469.00	(55.00)	-11.73%
Shipping & Postage Income	13,395.65	12,519.62	876.03	7.00%
Stamp Income	656.06	552.48	103.58	18.75%
Ticket Sales Income	241.10	677.36	(436.26)	-64.41%
LTO Interest Income	2,600.88	1,916.69	684.19	35.70%
Calif Recycle Fee Collected	-	-	-	0.00%
NG Check Fee Collected	115.00	265.00	(150.00)	-56.60%
NG Check Collection	-	-	-	0.00%
Late Rental Return Fee	64,732.78	26,120.22	38,612.56	147.83%
Photocopy Fee	1,981.30	195.45	1,785.85	913.71%
Textbook Re-wrap Fee	320.02	205.35	114.67	55.84%
Return Restocking Fee	4,788.97	5,959.93	(1,170.96)	-19.65%
VA Handling Fee	547.48	255.45	292.03	114.32%
Textbook Rental Fee	208,568.63	152,514.14	56,054.49	36.75%
First Five Rental Fee	78,332.77	84,097.06	(5,764.29)	-6.85%
Supplies Rental Fee (Funded)	(30.00)	-	(30.00)	100.00%
Supplies Rental Fee (Store)	420.00	630.00	(210.00)	-33.33%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2011 through March, 2012

	Jul 11 to Mar 12	Jul 10 to Mar 11	DIFF	%
Computer Rental Fee	-	-	-	0.00%
Grad Announcement Fee	-	-	-	0.00%
Notary Fee	-	-	-	0.00%
Grad Rental Income	-	-	-	0.00%
Closeout Books	604.22	1,799.76	(1,195.54)	-66.43%
Fax Fee Income	174.80	121.00	53.80	44.46%
Consignment Sales	-	-	-	0.00%
Vendor Discounts	(62.17)	1,862.06	(1,924.23)	-103.34%
Total Other Income	445,353.64	375,078.28	70,275.36	18.74%
Net Operating Profit (Loss)	562,084.98	562,886.67	(801.69)	-0.14%
Non Operation Income/Expenses				
Non Operation Income				
In-Kind Donation Received	-	-	-	0.00%
Non Operational Expenses				
Salaries - District Admin	47,227.23	59,973.29	(12,746.06)	-21.25%
Salaries - Dist Supervisor	11,462.15	10,699.76	762.39	7.13%
Salaries - Dist Students	-	(3,605.84)	3,605.84	100.00%
Benefits - All Dist Staff	18,235.13	19,948.97	(1,713.84)	-8.59%
Rent Expense	50,670.00	50,670.00	-	0.00%
Donations	51,844.43	80,025.82	(28,181.39)	-35.22%
Investment Loss/<Gain>	-	-	-	0.00%
Total Non Operational Expenses	179,438.94	217,712.00	(38,273.06)	-17.58%
Net Income	382,646.04	345,174.67	37,471.37	10.86%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of March 31, 2012

	<u>Mar 31, 12</u>	<u>Mar 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 · CASH & INVESTMENTS				
1112 · INVESTMENTS				
1112.10 · CASH IN COUNTY	311,309.90	239,236.08	72,073.82	30.13%
1112.11 · LAIF	33,837.04	33,790.96	46.08	0.14%
1112.21 · MARK TO MARKET ADJ	683.09	923.07	-239.98	-26.0%
Total 1112 · INVESTMENTS	<u>345,830.03</u>	<u>273,950.11</u>	<u>71,879.92</u>	<u>26.24%</u>
Total 1100 · CASH & INVESTMENTS	<u>345,830.03</u>	<u>273,950.11</u>	<u>71,879.92</u>	<u>26.24%</u>
Total Checking/Savings	345,830.03	273,950.11	71,879.92	26.24%
Accounts Receivable				
1200 · ACCOUNTS RECEIVABLE				
1211 · MISC RECEIVABLE	18,898.38	27,753.83	-8,855.45	-31.91%
Total 1200 · ACCOUNTS RECEIVABLE	<u>18,898.38</u>	<u>27,753.83</u>	<u>-8,855.45</u>	<u>-31.91%</u>
Total Accounts Receivable	<u>18,898.38</u>	<u>27,753.83</u>	<u>-8,855.45</u>	<u>-31.91%</u>
Total Current Assets	<u>364,728.41</u>	<u>301,703.94</u>	<u>63,024.47</u>	<u>20.89%</u>
Fixed Assets				
1400 · FURNITURE, EQUIPMENT & FIXTURES				
1410 · FURN., FIXTURE & EQUIP	17,342.32	167,746.47	-150,404.15	-89.66%
1415 · ACCUMULATED DEPRECIATION	-17,342.32	-40,226.22	22,883.90	-56.89%
Total 1400 · FURNITURE, EQUIPMENT & FIXTURES	<u>0.00</u>	<u>127,520.25</u>	<u>-127,520.25</u>	<u>-100.0%</u>
Total Fixed Assets	<u>0.00</u>	<u>127,520.25</u>	<u>-127,520.25</u>	<u>-100.0%</u>
TOTAL ASSETS	<u>364,728.41</u>	<u>429,224.19</u>	<u>-64,495.78</u>	<u>-15.03%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 · SMCCCD PAYABLE	12,770.45	8,525.43	4,245.02	49.79%
2126 · MISC PAYABLE	10,617.20	21,396.49	-10,779.29	-50.38%
Total Accounts Payable	<u>23,387.65</u>	<u>29,921.92</u>	<u>-6,534.27</u>	<u>-21.84%</u>

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
 As of March 31, 2012

	Mar 31, 12	Mar 31, 11	\$ Change	% Change
Total Current Liabilities	23,387.65	29,921.92	-6,534.27	-21.84%
Total Liabilities	23,387.65	29,921.92	-6,534.27	-21.84%
Equity				
3900 - Retained Earnings	334,645.33	415,501.31	-80,855.98	-19.46%
Net Income	6,695.43	-16,199.04	22,894.47	-141.33%
Total Equity	341,340.76	399,302.27	-57,961.51	-14.52%
TOTAL LIABILITIES & EQUITY	364,728.41	429,224.19	-64,495.78	-15.03%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2011 through March 2012

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME	\$ 41,066.58	\$ 46,696.66	\$ (5,630.08)	-12.06%
5200 · FOOD SERVICE INCOME	89,987.71	94,875.42	(4,887.71)	-5.15%
5300 · EVENT RENTAL INCOME	19,820.32	-		
5310 · INTEREST INCOME	2,593.14	2,154.62	438.52	20.35%
5400 · MISC INCOME	-	647.15	(647.15)	-100.0%
Total Income	<u>\$ 153,467.75</u>	<u>\$ 144,373.85</u>	<u>\$ 9,093.90</u>	<u>6.3%</u>
Expense				
5500 · COLLEGE SUPPORT	\$ 43,932.24	\$ 56,236.86	\$ (12,304.62)	-21.88%
6000 · SALARIES	54,289.89	47,400.03	6,889.86	14.54%
6210 · BENEFITS	15,307.97	12,883.74	2,424.23	18.82%
6700 · CONTRACTED SERVICES	36,949.03	33,037.44	3,911.59	11.84%
6800 · DEPRECIATION EXPENSE	-	10,972.71	(10,972.71)	-100.0%
6856 · DISPOSAL OF FIXED ASSETS	(3,706.81)	-	(3,706.81)	-100.0%
6899 · Other Operating Expenses	-	-	-	0.0%
Total Expense	<u>\$ 146,772.32</u>	<u>\$ 160,530.78</u>	<u>\$ (13,758.46)</u>	<u>-8.57%</u>
Net Income	<u><u>\$ 6,695.43</u></u>	<u><u>\$ (16,156.93)</u></u>	<u><u>\$ 22,852.36</u></u>	<u><u>-141.44%</u></u>

DISTRICT CAFETERIAS**Profit & Loss Prev Year Comparison-Detail Statement**

July 2011 through March 2012

	<u>Jul '11 - Mar 12</u>	<u>Jul '10 - Mar 11</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME				
5100.6 · VENDING INCOME - ACTION VENDING				
5100.61 · VENDING INCOME - N COUNTY - FOOD	\$ 17,646.95	\$ 18,914.10	\$ (1,267.15)	-6.7%
Total 5100.6 · VENDING INCOME - N COUNTY	\$ 17,646.95	\$ 18,914.10	\$ (1,267.15)	-6.7%
5100.7 · VENDING INCOME - PEPSI				
5100.70 · VENDING COMM CLEARING - PEPSI	\$ 184.85	\$ 165.20	\$ 19.65	11.9%
5100.72 · SKY - VENDING INC - PEPSI - BEV	6,331.74	4,414.51	1,917.23	43.43%
5100.73 · CAN - VENDING INC - PEPSI - BEV	3,948.51	6,590.58	(2,642.07)	-40.09%
5100.74 · CSM - VENDING INC - PEPSI - BEV	12,954.53	16,612.27	(3,657.74)	-22.02%
5100.79 · SPECIAL INCOME - PEPSI	-	647.15	(647.15)	-100.0%
Total 5100.7 · VENDING INCOME - PEPSI	\$ 23,419.63	\$ 28,429.71	\$ (5,010.08)	-17.62%
Total 5100 · VENDING INCOME	\$ 41,066.58	\$ 47,343.81	\$ (6,277.23)	-13.26%
5200 · FOOD SERVICE INCOME				
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	\$ 9,298.25	\$ 17,342.64	\$ (8,044.39)	-46.39%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	1,134.32	24,053.88	(22,919.56)	-95.28%
Total 5205 · FOOD SERVICE - KJ'S CAFE	\$ 10,432.57	\$ 41,396.52	\$ (30,963.95)	-74.8%
5206 · FOOD SERVICE - PACIFIC DINING				
5206.2 · Pacific Dining - Skyline	\$ 35,022.30	\$ 27,594.96	\$ 7,427.34	26.92%
5206.3 · Pacific Dining - Canada	\$ 9,488.10	\$ 9,082.23	\$ 405.87	4.47%
5206.4 · Pacific Dining - CSM	\$ 32,405.20	\$ 12,872.90	\$ 19,532.30	151.73%
5206.4K · Pacific Dining - CSM Kiosk	\$ 2,639.54	\$ 3,928.81	\$ (1,289.27)	-32.82%
5206 · FOOD SERVICE OTHERS	-	-	-	0.0%
Total 5206 · FOOD SERVICE - PACIFIC DINING	\$ 79,555.14	\$ 53,478.90	\$ 26,076.24	48.76%
Total 5200 · FOOD SERVICE INCOME	\$ 89,987.71	\$ 94,875.42	\$ (4,887.71)	-5.15%

5310 · INTEREST INCOME	\$ 2,593.14	\$ 2,154.62	\$ 438.52	20.35%
5400 · EVENT RENTAL	\$ 19,820.32	\$ -	\$ 19,820.32	100.0%
Total Income	\$ 153,467.75	\$ 144,373.85	\$ 9,093.90	6.3%
Expense				
5500 · COLLEGE SUPPORT				
5500.12 · COLLEGE SUPPORT - SKY - N COUNTY	\$ 6,166.06	\$ 4,782.51	\$ 1,383.55	28.93%
5500.13 · COLLEGE SUPPORT - CAN - N COUNTY	\$ 3,736.18	\$ 4,579.66	(843.48)	-18.42%
5500.14 · COLLEGE SUPPORT - CSM - N COUNTY	\$ 7,744.71	\$ 9,551.93	(1,807.22)	-18.92%
5500.21 · COLLEGE SUPPORT - PEPSI	\$ 184.85	\$ 165.20	19.65	11.9%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	\$ 6,331.74	\$ 4,414.51	1,917.23	43.43%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	\$ 3,948.51	\$ 6,590.58	(2,642.07)	-40.09%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	\$ 12,820.19	\$ 16,530.93	(3,710.74)	-22.45%
5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE	\$ -	\$ 9,621.54	(9,621.54)	-100.0%
5500 · COLLEGE SUPPORT - Other	3,000.00	-	3,000.00	100.0%
Total 5500 · COLLEGE SUPPORT	\$ 43,932.24	\$ 56,236.86	\$ (12,304.62)	-21.88%
6000 · SALARIES				
6110 · REGULAR SALARIES				
6111 · MANAGEMENT SALARY	\$ 54,289.89	\$ 47,400.03	\$ 6,889.86	14.54%
6115 · CLERICAL O/T SALARIES	-	-	-	0.0%
Total 6110 · REGULAR SALARIES	\$ 54,289.89	\$ 47,400.03	\$ 6,889.86	14.54%
Total 6000 · SALARIES	\$ 54,289.89	\$ 47,400.03	\$ 6,889.86	14.54%
6210 · BENEFITS				
6210.5 · BENEFITS				
6212 · BENEFITS	\$ 15,307.97	\$ 12,883.74	\$ 2,424.23	18.82%
Total 6210.5 · BENEFITS	15,307.97	12,883.74	2,424.23	18.82%
Total 6210 · BENEFITS	\$ 15,307.97	\$ 12,883.74	\$ 2,424.23	18.82%
6700 · CONTRACTED SERVICES				
6710 · SERVICE CONTRACT & REPAIRS				
6711 · SERVICE CONTRACT				

6711.2 · SKYLINE SERVICE CONTRACT	\$ 3,569.16	\$ 1,236.20	\$ 2,332.96	188.72%
6711.3 · CANADA SERVICE CONTRACT	969.67	-	969.67	100.0%
6711.4 · CSM SERVICE CONTRACT	3,186.76	196.14	2,990.62	1,524.74%
Total 6711 · SERVICE CONTRACT	\$ 7,725.59	\$ 1,432.34	\$ 6,293.25	439.37%
6712 · REPAIR AND MAINTENANCE				
6712.2 · SKYLINE REPAIR & MAINTENANCE	\$ 2,523.51	\$ 1,359.25	\$ 1,164.26	85.66%
6712.3 · CANADA REPAIR & MAINTENANCE	376.87	822.76	(445.89)	-54.19%
6712.4 · CSM REPAIR & MAINTENANCE	\$ 908.19	\$ 2,344.11	\$ (1,435.92)	-61.26%
Total 6712 · REPAIR AND MAINTENANCE	\$ 3,808.57	\$ 4,526.12	\$ (717.55)	-15.85%
6714 · UTILITY				
6714.2 · UTILITY-SKYLINE	\$ 7,043.03	\$ 4,800.00	\$ 2,243.03	46.73%
6714.3 · UTILITY-CANADA	-	2,250.00	(2,250.00)	-100.0%
6714.4 · UTILITY-CSM	3,799.02	4,097.93	(298.91)	-7.29%
Total 6714 · UTILITY	\$ 10,842.05	\$ 11,147.93	\$ (305.88)	-2.74%
Total 6710 · SERVICE CONTRACT & REPAIRS	\$ 22,376.21	\$ 17,106.39	\$ 5,269.82	30.81%
6750 · OTHER CONTRACT SERVICES				
6751 · CONTRACTED MISC. SERVICE				
6751.2 · CONT MISC SER-SKYLINE	\$ 402.03	\$ 1,817.70	\$ (1,415.67)	-77.88%
6751.3 · CONT MISC SER-CANADA	1,899.52	1,311.58	587.94	44.83%
6751.4 · CONT MISC SER-CSM	7,613.50	966.22	6,647.28	687.97%
Total 6751 · CONTRACTED MISC. SERVICE	\$ 9,915.05	\$ 4,095.50	\$ 5,819.55	142.1%
6750 · OTHER CONTRACT SERVICES - Other	\$ 4,172.77	\$ 8,107.63	\$ (3,934.86)	-48.53%
Total 6750 · OTHER CONTRACT SERVICES	\$ 14,087.82	\$ 12,203.13	\$ 1,884.69	15.44%
6760 · EQUIP. & FACILITY REFURBISHMENT				
6761 · EQUIPMENT REFURBISHMENT	-	-		
6761.2 · EQUIP. REFURBISHMENT-SKYLINE			\$ -	0.0%
6761.3 · EQUIP. REFURBISHMENT-CANADA	-	-	-	0.0%
Total 6761 · EQUIPMENT REFURBISHMENT	\$ -	\$ -	\$ -	0.0%
6763 · SUPPLIES REFURBISHMENT	\$ 35.00	\$ 223.89		
6763.2 · SUPPLIES REFURBISHMENT-SKYLINE	-	-	-	0.0%

6763.4 · SUPPLIES REFURBISHMENT-CSM	-	-	-	0.0%
Total 6763 · SUPPLIES REFURBISHMENT	\$ 35.00	\$ 223.89	\$ (188.89)	-84.37%
Total 6760 · EQUIP. & FACILITY REFURBISHMENT	\$ 35.00	\$ 223.89	\$ (188.89)	-84.37%
6770 · EQUIPMENT-NON INVENTORY	\$ 450.00	\$ 409.80	\$ 40.20	9.81%
6771.2 · EQUIP-NON INVENTORY/SKYLINE	-	2,305.99	(2,305.99)	-100.0%
6771.3 · EQUIP-NON INVENTORY/CANADA	-	394.11	(394.11)	-100.0%
6771.4 · EQUIP-NON INVENTORY/CSM	-	394.13	(394.13)	-100.0%
Total 6770 · EQUIPMENT-NON INVENTORY	\$ 450.00	\$ 3,504.03	\$ (3,054.03)	-87.16%
Total 6700 · CONTRACTED SERVICES	\$ 36,949.03	\$ 33,037.44	\$ 3,911.59	11.84%
6800 · DEPRECIATION EXPENSE				
6801 · DEPRECIATION EXPENSE	\$ -	\$ 10,972.71	\$ (10,972.71)	-100.0%
Total 6800 · DEPRECIATION EXPENSE	\$ -	\$ 10,972.71	\$ (10,972.71)	-100.0%
6850 · UNREALIZED P/L ON INVESTMENTS			-	0.0%
6851 · LOSS ON INVESTMENTS	-	-	-	0.0%
6856 · DISPOSAL OF FIXED ASSETS	(3,706.81)	-	(3,706.81)	-100.0%
6899 · Other Operating Expenses	\$ -	\$ -	\$ -	0.0%
Total Expense	\$ 146,772.32	\$ 160,530.78	\$ (13,758.46)	-8.57%
Net Income	\$ 6,695.43	\$ (16,156.93)	\$ 22,852.36	-141.44%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As of 31-Mar-12

	<u>3/31/2012</u>	<u>3/31/2011</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Current Assets				
Cash				
Bank of America-Checking	\$ 444,910	\$ 601,002	\$ (156,092)	-26.0%
Cash on hand	\$ 200	\$ 200	(0)	100.0%
Investment	\$ -			
Cash in County	\$ 1,005,224	459,878	545,347	118.6%
Unrealized Gain	\$ 1,016	2,489	(1,473)	-59.2%
Total Cash	\$ 1,451,349	\$ 1,063,568	\$ 387,781	36.5%
Accounts Receivable				
Accounts Receivable	20,832	285	20,547	7203.5%
Interest Receivable	2,277	1,140	1,136	0.0%
Total Accounts Receivable	\$ 23,108	\$ 1,426	\$ 21,683	1520.9%
Inventory				
ProShop Inventory	7,030	6,441	589	100.0%
Total Inventory	\$ 7,030	\$ 6,441	\$ 589	100.0%
Total Current Assets	\$ 1,481,488	\$ 1,071,435	\$ 410,053	38.3%
Fixed Assets				
Computer Equipment	-	9,448	(9,448)	-100.0%
Accumulated Depreciation - Equip	-	(1,890)	1,890	-100.0%
Total Fixed Assets	\$ -	\$ 7,559	\$ (7,559)	-100.0%
Total Assets	\$ 1,481,488	\$ 1,078,994	\$ 402,494	37.3%
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 102,503	\$ 215,388	\$ (112,885)	-52%
Sales Tax Payable	79	86	(7)	100%
Unapplied payments (annual dues)	8,513	1,473	7,040	478%
Deferred Incomes				
Deferred dues	187,626	144,450	43,177	30%
Deferred parking	5,795	4,482	1,313	29%

Deferred PT	21,438	14,510	6,928	48%
Deferred Master Swim	4,260	3,720	540	0%
Deferred Rev-Retail Sales	169	-	169	0%
Total Deferred Incomes	<u>\$ 219,288</u>	<u>\$ 167,162</u>	<u>\$ 52,126</u>	<u>31%</u>
Gift Certificates	360	909	(549)	100%
Referral Credit	7,321	7,691	(371)	-5%
Total Current Liabilities	<u>\$ 338,064</u>	<u>\$ 392,709</u>	<u>\$ (54,645)</u>	<u>-14%</u>
Other Liabilities				
Loan from District	1,000,000	1,000,000	-	0%
Total Liabilities	<u>\$ 1,338,064</u>	<u>\$ 1,392,709</u>	<u>\$ (54,645)</u>	<u>-4%</u>
Fund Balance				
Beginning Balance	(215,984)	(321,504)	105,520	33%
Profit/(Loss) for the period/year	359,408	7,789	351,619	-4514%
Balance carry forward	<u>\$ 143,424</u>	<u>\$ (313,715)</u>	<u>\$ 457,139</u>	<u>146%</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,481,488</u></u>	<u><u>\$ 1,078,994</u></u>	<u><u>\$ 402,494</u></u>	<u><u>37%</u></u>

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Period Ended March 31, 2012

	<u>Period</u> <u>ended 03/31/2012</u>	<u>Period</u> <u>ended 03/31/2011</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Registrations	\$ 68,313	\$ 35,544	\$ 32,770	92.2%
Member Dues	1,364,608	1,000,181	364,428	36.4%
Day Pass	17,514	7,306	10,208	139.7%
Parking	47,576	38,290	9,286	24.3%
Replacement Card Fee	1,040	790	250	31.6%
Personal Training	188,549	80,825	107,723	133.3%
Group Exercise	29,843	22,635	7,208	31.8%
Aquatics	242,112	189,638	52,475	27.7%
Special Programs	60	-	60	100.0%
Retail	10,191	3,350	6,841	204.2%
Decline Fees	6,519	5,360	1,159	21.6%
Total Revenues	\$ 1,976,325	\$ 1,383,918	\$ 592,407	42.8%
Operating Expenses				
Aquatics Supplies	\$ 32,527	\$ 7,808	\$ 24,718	316.6%
Bank Fees and Credit Card Fee	48,639	33,900	14,739	43.5%
Charitable Contributions	100	25	75	300.0%
Collection Fees	45	-	45	100.0%
Direct Marketing	10,638	21,739	(11,101)	-51.1%
EFT/CC Fees	322	18	304	1709.0%
Insurance	20,373	21,812	(1,440)	-6.6%
Incentive Fee	-	-	-	0.0%
Janitorial Maintenance/Pool	59,021	56,991	2,029	3.6%
Locker Room Supplies	22,431	17,083	5,348	31.3%
Maintenance & Repairs Expense	2,982	4,031	(1,049)	-26.0%
Marketing Design/Management	18,941	26,519	(7,577)	-28.6%
MediFit Management Fee	123,750	75,000	48,750	65.0%
Miscellaneous	13,659	10,216	3,443	33.7%
Non-capitalized Equipment	2,533	-	2,533	100.0%
Office Supplies	11,957	7,446	4,511	60.6%
Payroll	972,567	831,832	140,735	16.9%
Payroll Taxes & Benefits	233,846	183,003	50,843	27.8%

Printing	3,116	8,291	(5,175)	-62.4%
Pro Shop COGS	5,713	1,951	3,762	192.8%
Software License fees	5,658	4,924	734	14.9%
Telephone	-	248	(248)	-100.0%
Towel Services	11,003	29,676	(18,673)	-62.9%
Uniforms	10,071	4,567	5,504	120.5%
Total Operating Expenses	\$ 1,609,891	\$ 1,347,081	\$ 262,811	19.5%
Income/(Loss) from Operation before District Support	\$ 366,434	\$ 36,837	\$ 329,596	-894.7%
District Support				
District Support Income				
Equipment reimbursed by District				
Interest Income - County Investment	6,631	\$ 4,071	\$ 2,560	62.9%
Operating Expenses charge back to District	44,782	-	44,782	100.0%
Total District Support Income	\$ 51,412	\$ 4,071	\$ 47,341	1162.9%
District Support Expense				
Administrator Salary and Benefits	\$ 22,121	\$ 24,993	\$ (2,872)	-11.5%
Clerical Support Salary and Benefits	6,615	586	6,029	1028.7%
Equipment Use Fee	9,000	1,417	7,583	535.0%
Miscellaneous Expenses	1,351	1,323	28	2.1%
Pool Maintenance	19,351	4,800	14,551	303.1%
Total District Support Expense	\$ 58,438	\$ 33,119	\$ 25,319	76.4%
Net Income/(Loss)	\$ 359,408	\$ 7,789	\$ 351,619	-4514.0%

San Mateo County Community College District

May 16, 2012

BOARD REPORT NO. 12-5-4C

NEEDS ASSESSMENT QUESTIONNAIRE AND EMPLOYER SURVEY

There is no printed board report for this agenda item.