

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 15, 2012, 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

12-8-1 [Approval of the Minutes of the Meeting of July 25, 2012](#)

12-8-2 [Approval of the Minutes of the Meeting of August 2, 2012](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

12-8-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

- 12-8-1CA [Approval of Community College League of California \(CCLC\) and California Community College Athletic Association \(CCCAA\) Membership Dues, 2012-13](#)
- 12-8-2CA [Ratification of May and June 2012 District Warrants](#)
- 12-8-3CA [Approval of Student Accidental Injury Insurance Program, 2012-13](#)
- 12-8-4CA [Approval to Execute an Amendment to the Agreement with Casey Printing](#)

Other Recommendations

- 12-8-1B [Correction to District Academic Calendar for 2012-2013](#)
- 12-8-100B [Adoption of Resolution No. 12-10 Regarding Board Absences](#)
- 12-8-101B [Approval of Construction Consultants](#)

INFORMATION REPORTS

- 12-8-1C [2012 ARCC Report – The College Level Indicators](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: **College of San Mateo** – Athletic Trainer, Kinesiology/Athletics/Dance; **Skyline College** – Visual Communications Coordinator, President’s Office; Student Activities Assistant, Student Services
 2. Re-Employment: **District Office** – Public Safety Officer, Public Safety
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT, AFSCME and CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

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

The meeting was called to order at 6:10 p.m.

Board Members Present: President Dave Mandelkern, Vice President-Clerk Helen Hausman, Trustee Karen Schwarz, Student Trustee Bailey Girard
Trustees Richard Holober and Patricia Miljanich were not present

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Mandelkern said that in order to accommodate presenter Bryan Godbe, it was requested that item 12-7-4C be placed on the agenda immediately after approval of the minutes. There were no objections from the Board.

MINUTES

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the minutes of the meeting of July 11, 2012. The motion carried, all members voting "Aye."

REPORT ON THE RESULTS OF A SURVEY ON THE DISTRICT'S FUNDING NEEDS (12-7-4C)

Bryan Godbe of Godbe Research reported on the results of the survey conducted to assess potential voter support for both a bond measure and parcel tax measure in the District. Mr. Godbe said the total sample size was 1,205 and was split so that one-half of respondents were surveyed on the bond and one-half on the parcel tax. Both were equal random samples of the entire county. The surveys looked at tax amounts for the bond measure, projects and programs for both the bond and parcel tax, and positive and negative arguments for both. The entire survey was put in the context of the November election, asking about Governor Brown's tax initiative and the Munger tax initiative. The survey also identified a variety of demographic information.

The surveys were conducted through telephone interviews. The interviews were conducted between July 11 and July 18, 2012 and the average interview length was 24 minutes. The universe for the entire survey was the 286,822 likely November 2012 voters in San Mateo County, with sub-samples of those likely to vote in the November 2013 and 2013 mail ballot elections. The sample sizes and margins of error were:

- 1,205 likely November 2012 voters; $\pm 2.8\%$ margin of error
- 804 likely November 2013 voters; $\pm 3.4\%$ margin of error
- 1,004 likely 2013 Mail Ballot voters; $\pm 3.1\%$ margin of error

In addition, the universe for the bond portion of the survey was split again to look at two different bond amounts, and the margin of error for these was $\pm 6\%$.

Mr. Godbe discussed the results of each of the survey questions. The results are included in Mr. Godbe's report which is attached to the official minutes of record. He summarized the results as follows:

Bond Measure

While support for the bond measure at either \$438 million or \$388 million exceeds the 55% majority required, neither cover the margin of error in either the 2012 or 2013 election environments. With a campaign that has the resources to break through the noise of the November 2012 election, a bond might be successful, but this would require more than independent campaigns have been able to bring together in the past and has a significant risk.

Parcel Tax

The survey revealed a strong initial base of support for a parcel tax renewal; however, support in November 2012 declined on the re-test. Specifically, support for the parcel tax measure renewal was 77% on the uninformed test, but

declined to 73% on the informed test. November 2012 provides the best opportunity of those tested but, given the noise of the 2012 election, an independent campaign would have to have substantial resources to break through.

The final question in the survey asked about support for future measures, as follows:

1. The respondents given the bond portion of the survey were asked if they would support extending the \$34 per year parcel tax in two years; 61% of respondents would strongly or somewhat support the parcel tax or had mixed opinions.
2. The respondents given the parcel tax portion of the survey were asked if they would support a \$438 million bond measure in two years; 54% of respondents would strongly or somewhat support the bond or had mixed opinions.

President Mandelkern asked if this data suggests that voters would support either a bond measure or a parcel tax measure but not both in close succession, or whether they do not seem to care if there are several measures on the ballot in close succession. Mr. Godbe said that previous experience in the County shows that measures with two-year gaps were successful for K-12 and elementary districts. He said it is difficult for people to project how they will feel in two years; for example, people tend to answer in the context of what they can afford now and this can change if the economy improves.

Mr. Godbe said the results of the survey indicate that the District has two alternatives:

1. Move forward with the parcel tax in the short term, assuming the risks of a crowded ballot.
2. Wait for the outcome of the Statewide and local revenue measures and then begin a public information effort to explain the needs of the District's students, aiming at a future election.

Trustee Schwarz said her goal in supporting the survey was to find out how the public feels and she believes this was a good survey that accomplished that goal.

Vice President Hausman said it is difficult in the current economy to pass tax measures. She said the District was fortunate to have had voters approve two large bond measures. She said it appears that asking voters to extend the parcel tax measure would be safer at this time but the Board needs to think further about considering any tax measure.

Chancellor Galatolo noted that 17% of respondents asked what the current tax levy is but were not provided the answer. He asked if those respondents would be probable supporters whose support could be lost because of the refusal to have their question answered. Mr. Godbe said he does not have the answer at this time but it is included in the full report which will be provided.

Chancellor Galatolo said support for the parcel tax slipped from 77% to 73% between the first and second ballot tests, whereas support typically increases. Mr. Godbe said this is still within the error rate. He said the fact that the economy is not improving, along with the large number of other measures on the ballot, are hard to combat.

President Mandelkern thanked Mr. Godbe for his presentation.

STATEMENTS FROM EXECUTIVES

Skyline College Vice President Perkins distributed copies of the President's Report, the SparkPoint Annual Report, and a booklet on the presentation of the Dr. John W. Rice Diversity and Equity Award which was presented to the SparkPoint Center at a ceremony in Sacramento on July 10. Vice President Perkins said it was a great honor to receive this award. Named in honor of Dr. Rice, a former California Community Colleges Board of Governors, it exemplifies his mission to level the playing field and remove economic and social barriers for community college students. Vice President Perkins said Skyline College hosted a successful San Bruno Chamber of Commerce Mixer on July 12 which provided a chance to build closer relationships with the Chamber and thank members for their support of Measure G. Each attendee was asked to complete a short survey to help inform the Educational Master Plan. The mixer helped pave the way for the Success Summit at Skyline College on October 13 which will focus on the needs of the north part of the County and how Skyline can work with County partners to meet educational workforce training needs. Vice President Perkins said the high school students in the Jump Start summer program will graduate tomorrow night.

College of San Mateo President Claire said the College has completed the third round of a comprehensive student survey. The survey had a sample size of 1,100 and was representative of the student body. A key question was whether the

respondent would recommend College of San Mateo to friends or family, and 97% of respondents answered that they would. President Claire said College of San Mateo continues to conduct community outreach and had a successful run at the San Mateo County Fair. He said that comments about the College from members of the public were favorable. President Claire referenced the Student Success Story in his written report about a re-entry student who took advantage of her general education, combining what she learned in various areas and opening a successful small business. In reference to California Senate Bill 1440, President Claire said College of San Mateo far exceeds the state average in terms of having approved Transfer Model Curricula, with eleven approved programs. He thanked faculty, the Academic Senate, Curriculum Committee and Vice President of Instruction Susan Estes for their leadership in this area.

Cañada College President Keller said the College is looking forward to the opening of The Grove which will include the dining court, Career Center, Student Lounge and large open areas. The Grove will be ready for the College's opening day activities. The area will be important to the College as it focuses on improving student engagement. The Student Activities Office will be adjacent to the Grove and should lead to more students, faculty and staff becoming aware of campus activities. With the assistance of Victoria Worch, Student Activities Coordinator, the number of students who are engaged in activities and the number of clubs have already increased. The Grove project was a group effort and included input from students in interior design classes. President Keller thanked Vice Chancellor of Facilities Planning, Maintenance and Operations José Nuñez and his staff and expressed special appreciation to Project Coordinator Jennifer James. President Keller said there were two successful Math Jam sessions at Cañada College this summer, with 150 participants. After completing the two-week intensive preparation for the math placement test, almost 100% of the students scored higher than they did before entering the program and 61% moved up a level after completing the program.

Executive Vice Chancellor Blackwood said the Accounting Department is very busy closing the books. At the same time, staff at the Colleges and District are working on getting students enrolled for the fall. The first drops for nonpayment of fees were made last week; 7% of the headcount was dropped, which is the same percentage as last semester. However, the balances owed dropped dramatically from this time last year. The drops were preceded by numerous emails, automated telephone calls and personal calls from Counseling, Admissions and Records, and Cashiering staff at the Colleges.

Academic Senate President Irigoyen said that at the August 15 Board meeting, Diana Bennett will be assuming the position of District Academic Senate President. He said it has been an honor to serve in this capacity and to work with so many great people at the District. President Mandelkern said the Board appreciates President Irigoyen's contributions. President Mandelkern presented an award to President Irigoyen in appreciation of his service as Academic Senate President over the last academic year. Vice President Hausman noted that President Irigoyen is a graduate of the District and said she is not surprised to see the success he has attained.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

President Mandelkern said the Board received a letter via facsimile from Mr. David Doon, U.S. Tennis Association captain for several men's tennis teams that pay rent for use of the Cañada College tennis courts. Mr. Doon outlined problems with the arrangement, including some conflicts between players/teams that have reservations and those who use the courts for open play. President Mandelkern said he understands that the letter will be forwarded to the Facilities Department and to staff at Cañada College. He suggested that the letter also be forwarded to Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, and that the issue of the use of District athletic facilities be revisited. Chancellor Galatolo said appropriate staff will respond to the letter and staff will also bring recommendations to a future Board meeting in response to President Mandelkern's comments.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-7-3A)

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the actions in Board Report No. 12-7-3A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Mandelkern said the Consent consists of the following reports:

- 12-7-1CA Approval of Budgetary Transfers for the Period Ending May 31, 2012 and Adoption of Resolution No. 12-8 Authorizing Budget Transfers for 2011-12
- 12-7-2CA Acceptance of Gifts by the District

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the items on the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

ADOPTION OF RESOLUTION NO. 12-9 REGARDING BOARD ABSENCES (12-7-101B)

It was moved by Vice President Hausman and seconded by Student Trustee Girard to approve the adoption of Resolution No. 12-9. The motion carried, with President Mandelkern abstaining and the remainder of those present voting "Aye."

ACCEPTANCE OF A GRANT FROM THE DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAM AT THE U.S. DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE (12-7-102B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve acceptance of the grant. The motion carried, all members voting "Aye." President Mandelkern commended Cañada College staff for successfully pursuing the grant. President Keller recognized Vice President Perkins and Lucy Carter, Director of the Center for International and University Studies, for being instrumental in obtaining the grant.

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE POURING RIGHTS (12-7-103B)

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

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE SNACK VENDING MACHINES (12-7-104B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the contract as detailed in the report. President Mandelkern said there is discussion in many school districts about the content of vending machines in terms of "junk food" vs. healthy snacks. He asked if there are guidelines in terms of what is stocked in the machines in the District. Vice Chancellor Bauer said the District follows the guidelines of Healthy Silicon Valley, requiring that 40% of the content be declared healthy and meet certain standards. President Mandelkern said it is his understanding that the revenue generated from the sale of healthy snacks is lower than that from other snacks. Vice Chancellor Bauer said this is true. However, the best performing drink machines are those that contain water only. President Mandelkern asked if these machines dispense plastic bottles of water or if they are refill machines. Vice Chancellor Bauer said they dispense plastic bottles. Student Trustee Girard said a measure by the Student Senate to ban the sale of plastic bottles failed at the State level. Chancellor Galatolo noted that there are two water refill stations at the San Mateo Athletic Club and the water is free of charge. After this discussion, the motion carried, all members voting "Aye."

REQUEST FOR APPROVAL OF INTERNAL BORROWING (12-7-105B)

It was moved by Vice President Hausman and seconded by Student Trustee Girard to grant approval of internal borrowing as detailed in the report. Trustee Schwarz asked if a repayment plan has been established and if the money will be paid back in a lump sum. Executive Vice Chancellor Blackwood said there is a plan and the repayment will be in a lump sum. She said that by law, internal borrowing cannot be for a period longer than six months. President Mandelkern asked if internal interest is paid on the borrowing. Executive Vice Chancellor Blackwood said there is imputed interest. After this discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR COLLEGE OF SAN MATEO NORTH GATEWAY PART II PROJECT (12-7-106B)

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the contract award. Chancellor Galatolo said two letters were received from Susan Brandt-Hawley, the attorney representing Citizens for a Green San Mateo and Friends of the College of San Mateo Gardens in their lawsuits against the District. Ms. Brandt-Hawley's letters urge the District to disapprove or defer consideration of the recommended contract. Copies of the letters were provided to the Board and will become part of the official minutes of record. Chancellor Galatolo said Sabrina Teller, the District's attorney in the two cases, does not concur with the objections expressed in Ms. Brandt-Hawley's letters. He said this project was part of the District's Master Plan and was studied and evaluated in the 2007 Negative Declaration.

Vice Chancellor Nuñez said this project was bid last year and the lowest responsive bidder came in at \$6.9 million. The current lowest responsive bid is \$7.5 million, costing the District an additional \$600,000. The increase is due to the

magnitude of construction on the Peninsula, specifically the expansion of the Google, Apple and Facebook campuses. Vice Chancellor Nuñez said that if the Board authorizes issuance of a contract, he would then forward documents to the State Department of Finance, which would have to grant approval before a contract could actually be awarded.

Shawn Kann, speaking on behalf of the Friends of the San Mateo Gardens, asked that the construction contract for the North Gateway Part II project not be approved. He said the San Mateo County Superior Court has already ruled that the Building 20 and garden demolition violate State environmental laws and he said this approval would do so as well. Mr. Kann said the vague mention of an amphitheater and plaza in the Master Plan is not equivalent to an approval. He said actual approval of the Part II project, including the Amphitheater, has not yet happened. He said that this project, directly adjacent to the Building 20 complex, has potentially significant physical impacts on the gardens, as well as aesthetic, traffic, drainage and parking impacts. Mr. Kann said the Friends of the College of San Mateo Gardens respectfully asks that the District disapprove the contract or defer its consideration.

Vice Chancellor Nuñez said the North Gateway project and the Edison project, which includes the gardens, are clearly two separate projects. He said the District is not moving forward with the Edison project.

President Mandelkern noted some confusion between the recommendation asking the Board to approve a contract with Interstate Grading & Paving, Inc. and the previous discussion indicating that a contract cannot yet be awarded. Vice Chancellor Nuñez said the Board is being asked to authorize the contract award but the District cannot enter into the contract until it is notified by the Department of Finance that the State has released the funds. Chancellor Galatolo said this is largely a State-funded project and the proceeds could be put at risk if a contract is not executed in a timely manner. President Mandelkern asked if there is a deadline by which the District must enter into a contract in order to avoid putting the proceeds at risk. Vice Chancellor Nuñez said the funds have been reappropriated and the District now has until June of 2013 to enter into a contract. Chancellor Galatolo said this deadline is not entirely clear and he believes the timing is more critical than this.

President Mandelkern asked if the North Gateway Part II project was included in the Environmental Impact Report (EIR) and the Negative Declaration. Barbara Christensen, Director of Community/Government Relations, said it most definitely was included. She said the 2006 Master Plan clearly outlined what is now called North Gateway, showing a rendering of eight buildings that exist now but were not in existence then. It showed how the roadway and parking lots were being reconfigured, new parking, new landscaping, an expanded plaza and an overlook overlooking the Bay. It also described the concept of lighting. Ms. Christensen said these same items were included in the Initial Study as well.

President Mandelkern referenced Ms. Brandt-Hawley's statement that the court has rejected the District's primary arguments during demurrer proceedings in the *Citizens for a Green San Mateo* case and her contention that this item is subject to the same argument. Chancellor Galatolo said the trial on the merits of the case is scheduled for August 17. Chancellor Galatolo said Ms. Teller's opinion is that both projects were studied to the same extensive level and were included in the Initial Study and comprehensive Facilities Master Plan. Ms. Teller also believes that since the North Gateway Part II project was vetted in 2007, the statute of limitation for challenging the project has expired.

Regarding the Edison project, President Mandelkern said it is his understanding that the District re-did portions of the EIR. Ms. Christensen said the District did an Addendum to the 2006 EIR which was followed by protests by students and staff who identified a number of things they believed were not covered adequately. The District then re-did the Addendum, addressing all of the objections raised. The District was sued again and lost the case in court; it is currently on appeal. President Mandelkern asked if the revised Addendum covered any of the North Gateway Part II project. Ms. Christensen said it did not; they are completely separate projects.

Trustee Schwarz said it is her understanding that everything that is included in the North Gateway Part II project was referred to in the Initial Study but the project itself and specific parts of the project were not named as they are now. Ms. Christensen said this is correct; the project was described as a new north entrance to the campus. Vice Chancellor Nuñez said it is common for naming to occur over time as planning documents are refined.

Chancellor Galatolo said he wanted to reinforce the fact that timing is of the essence. He said it is vague at best what the outer limit might be. The initial timeline was missed and the District is coming up against the second. Chancellor Galatolo said it is not clear to him that it is safe to rely on the June 2013 deadline.

President Mandelkern said that, while he appreciates that time is of the essence, the legislature is not currently in session and he would like to call for tabling this item until a future Board meeting (perhaps the August 15 meeting). At that meeting, the Board would be able to:

1. receive a more detailed presentation of the EIR in order to review how the North Gateway Part II project was included.
2. gain a better understanding of strategy vis-à-vis all of the issues and how the pieces interconnect among the Edison project, the trees/lighting issues, and the North Gateway project.
3. allow the two Board members who are not present tonight to participate in the discussion and approval process

Trustee Schwarz asked how long the bid is valid. Vice Chancellor Nuñez said it is valid for 60 days from when the bid came in. Executive Vice Chancellor Blackwood said that while postponing a decision until the August meeting would not be a problem financially, she is concerned that the State is holding off issuing bonds and the District needs to be ready as soon as the money is available, especially prior to the election. Vice Chancellor Nuñez added that the State has never before asked for a cash flow analysis for the expenditure of State resources but requested such an analysis for this project last week.

Trustee Schwarz questioned whether a postponement would enable the Board to become more knowledgeable and cause them to arrive at a different decision. She said she is concerned about the possibility of losing State funding. Chancellor Galatolo said this project has been studied multiple times before. He emphasized that this is a State-funded public works project and it is difficult to predict what could happen with State funding.

Trustee Schwarz said she appreciates the fact the Ms. Teller has been consulted and has expressed the opinion that the District is on solid legal ground. She said she would like to move forward on the recommendation.

President Mandelkern said the Board has not had a chance to engage with Ms. Teller as yet. He said it is not clear to him how waiting another two weeks would increase the risk to the District. He said it concerns him that the District continues to encounter opposition and could end up embroiled in further lawsuits. He said the District has been given a clear message that a lawsuit will follow a vote to approve the recommendation. President Mandelkern said it also concerns him that the District would continue to be at odds with what at least some members of the community would like to do.

Trustee Schwarz said she understands the issues raised by President Mandelkern. She said she is also concerned about the State's financial situation and that State funding could be rescinded. She said she does not believe that receiving more information would change the situation. She said she relies on staff for information on these projects and is listening to their recommendation.

Vice President Hausman said she agrees that the thought of losing State funds is frightening and she is concerned that the State has asked for a cash flow analysis for the first time.

President Mandelkern questioned Board members and determined that he was in favor of tabling the item and that Vice President Hausman and Trustee Schwarz were not in favor of doing so. Therefore, he called for a vote on approving the contract award as outlined in the board report. The motion carried, with Vice President Hausman and Trustee Schwarz voting "Aye" and President Mandelkern voting "No." There was a brief discussion about whether the vote to approve was valid with only two "Aye" votes. It was determined that Robert's Rules of Order requires only that a quorum be present and that a majority of that quorum vote to approve an item.

INFORMATION REPORTS

REPORT ON DONATIONS TO KCSM-FM AND TV FOR FISCAL YEAR 2011-12 (12-7-3C)

The Board accepted the report without questions or comments.

COMMUNICATIONS

President Mandelkern said that since the last meeting, the Board received three emails regarding classes in Half Moon Bay, one email regarding the Wednesday Farmers Market, and one email regarding articulation agreements with K-12 schools.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz said she appreciated receiving the “*This I believe . . .*” booklet provided to the Board by Professor Kate Motoyama. The booklet contains a collection of essays by students in College of San Mateo’s Intercultural Communications course. Trustee Schwarz said the essays are heartwarming and provide an opportunity to hear first hand about students’ challenges and how they feel. Vice President Hausman said she also enjoyed reading the essays and found them moving.

President Mandelkern said he represented the District at the Silicon Valley Leadership Group 35th Anniversary Luncheon last week. He also attended a new citizens’ swearing-in ceremony in Oakland at which 1,200 new citizens were sworn in. He said this was an emotional and moving event. President Mandelkern congratulated the SparkPoint Center on the Diversity and Equity Award. He made note of upcoming events: the Pacific Masters Long Course Championships on August 10-12 at the Aquatic Center at College of San Mateo; District and College opening day events; and the new full-time faculty orientation luncheon at College of San Mateo.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B, (2) hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA, and (3) conduct public employee performance evaluations as listed on the printed agenda.

President Mandelkern said the next meeting of the Board will be a regular meeting on August 15 at 6:00 p.m. in the District Board Room. There will be only one meeting in August.

The Board recessed to Closed Session at 8:15 p.m. and reconvened to Open Session at 9:40 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 3-0 to approve the items listed as 1A and 1B.

ADJOURNMENT

It was moved by Vice President Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting “Aye.” The meeting was adjourned at 9:45 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the August 15, 2012 meeting.

Helen Hausman, Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
August 2, 2012, San Mateo, CA**

The meeting was called to order at 8:40 a.m.

Board Members Present: President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holober, Patricia Miljanich, Karen Schwarz (via telephone), and Student Trustee Bailey Girard

Others Present: Chancellor Ron Galatolo

Pledge of Allegiance

President Mandelkern said this special meeting was called to reconsider the following two items that were voted on at the July 25 Board meeting:

1. Item 12-7-101B, Resolution Regarding Board Absences (received two Aye votes and one Abstention)
2. Item 12-7-106B, Contract Award for College of San Mateo North Gateway Part II Project (received two Aye votes and one No vote)

At that meeting, three regular Board members were present, constituting a quorum. According to Robert's Rules of Order, if a quorum is present, a motion passes if a majority of the members present vote Aye. However, it was discovered after the meeting that California Education Code Section 72000(d)(3) specifically provides that "except as otherwise provided by law, the governing board [of a community college district] shall act by a majority vote of all the membership constituting the governing board." Therefore, the vote on the two items listed above was not valid.

UNFINISHED BUSINESS

ADOPTION OF RESOLUTION NO. 12-9 REGARDING BOARD ABSENCES (12-7-101B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the adoption of Resolution No. 12-9. The motion carried, with President Mandelkern abstaining and all other members voting "Aye."

CONTRACT AWARD FOR COLLEGE OF SAN MATEO NORTH GATEWAY PART II PROJECT (12-7-106B)

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the contract award as detailed in the report. President Mandelkern said that Attorney Sabrina Teller would participate in the presentation via telephone, along with Director of Community and Government Relations Barbara Christensen and Vice Chancellor of Facilities Planning, Maintenance and Operations José Nuñez, and would be available to answer questions that are appropriate to address in open session.

Trustee Holober said he understands that the reason for this special meeting is the sense of urgency related to State funding. In light of the two letters received from Attorney Susan Brandt-Hawley asking that the District disapprove or defer consideration of the contract award and the assumption that a lawsuit will be filed if the Board approves the contract, Trustee Holober asked how litigation would affect the flow of State funding, i.e. would the funds be put on hold and would the District be reimbursed after work is completed. Ms. Teller clarified that no preliminary injunction has been issued. The District previously agreed to a voluntary stay of the construction of the Building 20 Complex and work on the North Gateway project but there has been no court order telling the District to do so.

Chancellor Galatolo said the money for this project was part of the last State bond that was passed six years ago and has been available for some time. It took two to three years to put together preliminary and formal plans and bring construction and working documents to the State. The money originally was to be used for a remodel of Building 5 but the District was successful in convincing the State to shift the money to the North Gateway project.

This required a formal reappropriation of the funds from the Department of Finance through the legislature. The funds were reappropriated one additional time and the District then had one year to award the contract. After the Board approves issuance of a contract, the documents must be forwarded to the State Department of Finance, which must grant approval before a contract can actually be awarded. Chancellor Galatolo said that at the Board meeting of July 25, Vice Chancellor Nuñez said that the funds now can be extended through June 2013. Chancellor Galatolo said he is concerned because this date was conveyed in an email between Fred Harris, who runs the Facilities Department in the State Chancellor's Office, and Vice Chancellor Nuñez rather than through a formal reappropriation. Chancellor Galatolo said he is not comfortable with this, especially understanding the limited funds available and the demand for State resources. Therefore, he believes it is important to get the contract approved by the Board and the Department of Finance as soon as possible. Trustee Holober asked for clarification regarding the reappropriation by the legislature one year ago. Chancellor Galatolo said this was not a formal appropriation process; because bonds had not been passed in a long time, the State agreed to let projects that were taking a long time proceed. However, Chancellor Galatolo said that three or four years ago, the District lost \$55 million because the planning for projects was in process but construction had not started and the State mandated that all projects that had not been started had to be reapproved.

President Mandelkern asked what would happen to the funding if the project gets embroiled in a lawsuit and a preliminary injunction is issued. Chancellor Galatolo said it is uncertain what would happen but he believes the State would consider the extenuating circumstances and be less likely to take the money away.

Trustee Schwarz said that at the July 25 meeting, the Board was told about a demand from the State for a cash flow analysis for this project, which has never been demanded before. Chancellor Galatolo said this is also a cause for concern because he believes it means the State is trying to determine if the money will really be used or if it can be reappropriated.

Trustee Miljanich asked what the process would be for opponents to get an injunction to stop the project. Ms. Teller summarized the two letters from Ms. Brandt-Hawley:

1. The first letter, on behalf of the Friends of the College of San Mateo Gardens, expresses concerns about the effects of certain aspects of the North Gateway project on gardens and potentially on other landscape areas. The letter threatens a new lawsuit over the North Gateway contract approval, alleging that this is a new CEQA event and that the North Gateway project has not received adequate CEQA review.
2. The second letter is written on behalf of the Hillsborough neighbors regarding the tree removal. Ms. Teller said their petition already challenges the North Gateway project generally, asserting it might have been subject to inadequate CEQA review, particularly the effect of lighting now that the trees have been removed. Ms. Teller said they are concerned that awarding the contract is progress toward implementing the North Gateway project and they believe it is ill-advised in light of the pending lawsuit in the tree removal litigation which is scheduled for a hearing on August 17. The District has agreed voluntarily to hold off on any physical construction of the North Gateway project until that hearing date. Therefore, no physical conditions would change and Ms. Teller believes there is no basis for a preliminary injunction at this point.

Ms. Teller said that if a new lawsuit is filed, it would likely occur soon after the awarding of the contract. It would require going through the normal CEQA litigation process. If physical construction was threatened before getting to a hearing on the merit, there would likely be an application for a preliminary injunction. Ms. Teller said that one of the factors the court takes into consideration in determining whether to issue an injunction is the likelihood of success on the merits of the petitioner's claim. She said it has been the District's consistent position that the North Gateway project has received adequate CEQA review in the form of the Initial Study and Negative Declaration that the District prepared and adopted for the Facilities Master Plan in 2007 and that it is not a new project.

Trustee Miljanich asked if it is likely that the District will receive a response from the court on the day of the August 17 hearing. Ms. Teller said it is up to the judge whether to issue a tentative ruling.

President Mandelkern noted that the District has agreed not to proceed with construction until after the hearing on August 17. He asked if the intention is to proceed with construction immediately following the hearing, regardless of whether there is a formal decision by the judge. Chancellor Galatolo said that the recommendation before the Board asks for authorization to award the contract, allowing time to go to the Department of Finance for approval. This typically takes approximately two weeks and then decisions on whether and when to mobilize would be considered after Department of Finance approval.

Trustee Holoher asked if the litigation regarding tree removal already encompasses the North Gateway project. Ms. Teller said the Hillsborough neighbors' lawsuit regarding tree removal does encompass the anticipated work on the North Gateway project. The newly threatened litigation is on behalf of the Friends of the College of San Mateo Gardens, which claims unstudied effects on the gardens.

President Mandelkern asked Ms. Teller if she was able to give an opinion on the relative merits of the new claim regarding the impact of the North Gateway project on the gardens. Ms. Teller said the North Gateway project – both Part I and II as well as all changes – were previously analyzed in the Initial Study and Negative Declaration that were adopted for the Facilities Master Plan in 2007 and the District is not contemplating significant changes to the project. Therefore, the claim now that the North Gateway project has not received adequate review is, in her view, too late as the statute of limitations under CEQA has run.

Trustee Miljanich said the District has followed proper procedures and laws during all the years it takes to plan a project and she does not find it compelling to change plans because of the threat of a lawsuit by someone who is clearly willing to sue on any minimal basis. Trustee Miljanich said she believes it would be very destructive to risk losing funding and not keep the project on track. She said she is willing to go forward with making a decision.

Vice President Hausman concurred with Trustee Miljanich's comments. She said the Board cannot run the District based on intimidation. She said the stakes are high at a time when every penny counts. Vice President Hausman said she does not believe that more study would cause her to change her support for the recommendation. She added that the District has an incredible staff who has worked on this project for a long time.

Regarding the timing of funding, Trustee Holoher said he understands that a contract must be awarded before work begins. He asked if the process is that the District bills the State and gets reimbursement after the work begins and if the billing and payments are ongoing throughout the work on the project. Chancellor Galatolo said this is the correct process. Trustee Holoher asked if, since the State has appropriated the money for this project, it is likely that the District would receive reimbursement once the work begins. Chancellor Galatolo said it would. Trustee Holoher asked why, then, there was a need for the special meeting today. Chancellor Galatolo said that if the project was stopped due to litigation and a subsequent reappropriation was needed, he would feel more comfortable arguing before the legislature if the District had clearly shown its intention by authorizing the contract and seeking Department of Finance approval. Trustee Holoher asked if the risk is that another district which is in line could jump ahead of the District if the project is stopped due to litigation, or if the risk is that the money goes away at the end of the fiscal year. Vice Chancellor Nuñez said it is the former.

Trustee Miljanich said she is not clear about the basis for the Friends of the College of San Mateo Gardens' contention that there could be potential harm from the project. Student Trustee Girard said he understands that they are concerned about the effect of blowing wind and dirt from the construction due to wind patterns. Chancellor Galatolo said that dust mitigation is part of the project and it was studied in the Initial Study.

President Mandelkern asked if the recommended contract has a provision that the District will not have to pay the contractor if there is a holdup due to litigation. Vice Chancellor Nuñez said the contract specifies that the District would have to pay only for the work already completed, including mobilization which is a relatively small exposure. Chancellor Galatolo noted that this is largely a State-funded project and the State would be paying these expenses.

Trustee Miljanich said the only other choice the Board has is to ask the opposing attorney when she thinks the District should do the work. She said the Board has previously assessed that the project was properly studied and it is time to move forward. Trustee Miljanich said the risks are high in not moving and the District should proceed

so that it can be done as effectively and efficiently as possible. Chancellor Galatolo added that the District already voluntarily delayed the project by one year and this cost an additional \$600,000 in bid costs.

Trustee Schwarz said she appreciates the fact that the Board is cautious. She said they have consulted an attorney and received answers that are satisfactory to her. She said she agrees that the District should not be guided by threats about what could be rather than by what is. Trustee Schwarz said there is no change in her support for the recommendation.

Trustee Holober asked Ms. Teller if she has a sense of a timeline for a decision if litigation occurs. Ms. Teller said that a reasonably aggressive schedule would result in a hearing before a judge within 30 days and for a court date no later than January 2013. Trustee Miljanich said that if there is a request for an injunction, the District would have the opportunity to present its arguments against it. Ms. Teller said this is correct. She said that in deciding whether to grant an injunction, a judge is supposed to consider (1) the likelihood of success on the merits and (2) the relative balance of harm, i.e., what would be the alleged harm to the gardens by allowing the North Gateway project construction to go forward vs. the harm to the District of putting the project on hold and risk losing State funding. Ms. Teller said she believes the balance is in favor of the District.

Ms. Christensen presented a report which included renderings of plans and photographs of current spaces. The report is attached to the official minutes of record. Ms. Christensen said that in the 2006 College of San Mateo Master Plan, adopted by the Board in August 2006, the project was described as "North Front Door" and included demolition of Buildings 21-29; creation of a plaza near Building 36; expansion of Parking Lot 11; reconfiguration of Lot 9; a "boulevard of trees" between Lots 9 and 11 to lead pedestrians to the Science Building; realignment of the Loop Road; pedestrian corridor that frames views to the Bay and leads to a new outlook plaza; consistency of landscaping throughout the campus; and exterior lighting upgrades. This Master Plan is what was studied in the Initial Study. The Initial Study/Negative Declaration was presented to the Board in December 2006. There was a 20-day public review period, during which the Initial Study/Negative Declaration was advertised, posted and shared with County and other agencies. It was adopted in January 24, 2007.

Ms. Christensen said the description of the North Gateway plan in the Initial Study is even more detailed than that in the Master Plan.

Ms. Christensen said the current plan for the project is essentially the same as the Master Plan and Initial Study descriptions and renderings, except:

- Parking Lot 10a is no longer part of the plan (a reduced impact)
- Plaza is larger and shifted right
- Larger open space/green area east of Building 36 (reduced impact)
- Water feature was eliminated (possible reduced impact)
- Decomposed granite pathway added around perimeter
- Cianthus hedge added around perimeter (4 feet tall)
- Outlook shifted further south

Ms. Christensen said none of these changes is substantive. Vice Chancellor Nuñez said the elimination of Lot 10a in the plan was a concession to the Hillsborough neighbors, as was the addition of the hedge. He said the District has been good neighbors to both the Hillsborough neighbors and the Friends of the Gardens and has provided concessions to both groups. President Mandelkern said he hopes these changes will be noted as concessions in court records as well as in the record of this meeting. Trustee Miljanich said she believes the District has gone beyond the call of duty in trying to balance the legitimate interests of the parties while maintaining the ability to provide a safe and attractive campus.

Student Trustee Girard said that the majority of classes are held on the back end of campus and it is usually chaotic to try to find parking in that area.

Ms. Christensen said the Board was provided with copies of a timeline of FUSHION records (Planning Module) showing the approvals of the North Gateway project from 2002 to the present. A copy is attached to the official record of minutes.

Trustee Holober thanked Ms. Teller for participating in the presentation and answering questions.

President Mandelkern said that at the July 25 meeting, he was concerned that (1) the Board did not have an opportunity to talk with the attorney prior to the July 25 meeting, and (2) two members of the Board were not present at that meeting and did not have a chance to weigh in on this serious action. He said it was good to have had this opportunity to discuss the issue at greater length.

President Mandelkern called for a vote on the motion to approve the contract award to Interstate Grading & Paving Inc. as outlined in the board report. The motion carried, all members voting "Aye."

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Vice President Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:40 a.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the August 15, 2012 meeting.

Helen Hausman, Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud

SKYLINE COLLEGE BOARD REPORT

AUGUST 15, 2012

A CALL TO CONSCIOUSNESS

Lecture Series Schedule

August 17th:

Dr. Pedro A. Noguera,

Educational Equity and Reform Scholar

Dr. Noguera is the Professor of the Steinhardt School of Education at New York University, and Executive Director of the Metropolitan Center for Urban Education.

September 24th:

Dr. J. Stephen Morrison,

**Global Health, Global Health Policy
& HIV/AIDS Authority**

Dr. Morrison is the Senior Vice President of the Center for Strategic & International Studies and Director of Global Health Policy Center.

October 25th:

Dr. Pamela Cox Otto,

**Multigenerational
Communications Expert**

Dr. Cox Otto is the Chief Executive Office for Interact Communication, Inc.

November 30th:

Natasha Tretheway,

**U.S. Poet Laureate 2012,
Pulitzer Prize Winner 2007**

Ms. Tretheway is a United States Poet Laureate, Consultant of Poetry and a Charles Howard Candler Professor of English and Creative Writing at Emory University.



DR. PEDRO A. NOGUERA KICKS OFF LECTURE SERIES

Skyline College will kick off its Fall 2012 "A Call to Consciousness Lecture Series" with keynote speaker Dr. Pedro A. Noguera on Opening Day, Friday, August 17, 2012. Dr. Noguera is a Professor at the Steinhardt School of Education at New York University and Executive Director of the Metropolitan Center for Urban Education. He is one of America's most important voices for healthy public education, focusing on the ways in which schools are influenced by social and economic conditions in urban settings.

Dr. Noguera is an expert on school reform, diversity, and the achievement gap—and he translates social theory into concise, direct language with emotional impact and intellectual rigor. He is currently the Peter L. Agnew Professor of Education at New York University and the Executive Director of the Metropolitan Center for Urban Education and the co-Director of the Institute for the Study of Globalization and Education in Metropolitan Settings. He is also a part-time high school teacher, the author of several groundbreaking texts and a regular guest on CNN and NPR.

The Fall 2012 "A Call to Consciousness Lecture Series" will feature a guest speaker each month and will be open to students, faculty, staff and our community. The lecture series is made possible by the Center for Student Life and Leadership Development and the President's Innovation Fund.

SKYLINE COLLEGE BOARD REPORT

AUGUST 15, 2012

STUDENT SERVICES EXECUTIVE SUMMARY REPORT

The Student Services Leadership Team has published its first Executive Summary Report for Summer/Spring 2012. The report provides an overview of the efforts and accomplishments achieved by the Student Services Division during the summer and spring 2102 semesters. Areas highlighted include: *Innovative and Best Practices, Leadership and Employee Development and Culture of Inquiry*. The full report will be posted on the Student Services webpage each semester. The report illustrates the dedication, commitment and professionalism of the faculty, staff and administration in the Skyline College Student Services Division.

SKYLINE COLLEGE ANNUAL REPORT

Skyline College will debut its first ever College Annual Report on Opening Day, next Friday, August 17, 2012. The annual report summarizes the college's accomplishments and the highlights including educators of distinction. It features the new academic programs, college initiatives and communicates the rich cultural environment that is so unique at Skyline College. Further, the annual report will serve as documentation for the college and provide accountability to the community on tax and bond support such as Measure G. We hope you enjoy this encapsulated version of the 2011-2012 Skyline College academic year.

FACILITIES BEAUTIFICATION

Kudos to Richard Innokuchi and the Facilities team for their hard work this summer in getting the campus ready for the fall semester. The landscaping of the campus looks beautiful for students' arrival this month. The Dining Hall renovation is nearly complete with just a couple of punch list items left. A big thank you to Tom Bauer and LPAS Architects for transforming the Dining Hall into a beautiful and comfortable space with ample seating for students. Your support is very much appreciated. Several projects are underway on campus to improve student access and increase function of facilities. Thank you to Jose Nunez for his Leadership and vision.



Dr. Pedro A. Noguera



Dr. Pamela Cox Otto



Dr. J. Stephen Morrison

A CALL TO CONSCIOUSNESS Lecture Series Guests



Natasha Trethewey



TOGETHER WE
ACHIEVE

STUDENT SERVICES
EXECUTIVE SUMMARY REPORT
SPRING/SUMMER 2012

Achieve

SKYLINE COLLEGE
Annual Report • 2011-2012



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ August 15, 2012

Inside...

Summer Olympics 2012 at the Mary Meta Lazarus Child Development Center 1

CSM's Athletes Who Became Olympians 2

CSM's Athletics Hall of Fame Honors 90 Years of Sports 2

Stanford and Drumheller Appear in Leading Astronomy Magazine 3

Summer Bridge Academy Returns 3

President's Lecture Series Hosts Faculty Writers 4

College for Kids Wraps Up 20th Year 4

Welcome Day for New Students 5

Kudos 5

Frederick Gaines

Gisel Martin

Janis Wisherop

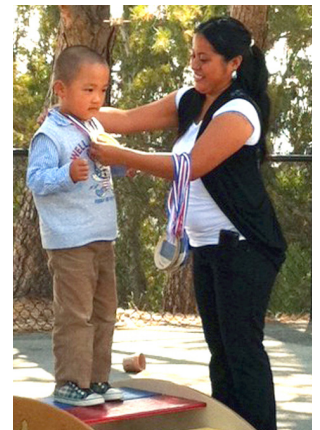
Val Tyler

Dylan Hararah

Summer Olympics 2012 at the Mary Meta Lazarus Child Development Center



While the rest of the world was waiting for the start of the Olympics in London, the children, families and staff at the Mary Meta Lazarus Child Development Center have been participating in an Olympics of their own. They have been engaging in an array of athletic events, including track and field, long jump, hurdles, soccer, gymnastics, and cycling. As a culminating activity, the staff planned an Olympic Medal Ceremony for the children and families. Summer Olympics at the Child Development Center has tied directly into a motor education program staff has implemented throughout the past year that has also included activities such as weekly family yoga sessions and boot camp for children and parents. This motor education series is part of a comprehensive health and nutrition program called *Healthy Eats, Active Feet*. Sequoia Healthcare District's Healthy Schools Initiative first funded the Child Development Center's *Healthy Eats, Active Feet* program in fall 2011.



Continued on next page

Children were born to move! However, their active play alone does not ensure they will acquire the key physical skills necessary to build the confidence and competence to continue being physically active and proficient throughout childhood and adult life. It is through an intentionally planned motor education program, like the one included in *Healthy Eats, Active Feet*, that children and families become empowered and enabled to experience the joy of efficient movement, the health benefits of regular physical activity and ultimately, a lifetime as competent movers.



Positive evaluation findings have clearly demonstrated the program's value in promoting healthy lifestyle habits, in the areas of good nutrition and regular physical activity, that will contribute to the long-term health and well being of the children and families enrolled. As a result, we are excited to announce the Sequoia Healthcare District will continue to fund *Healthy Eats, Active Feet* in 2012-13. (Photo credits: Jane Wong and CSM Child Development Center)

Story contributed by Louise Piper, coordinator, Child Development Center

CSM Athletes Who Became Olympians



Note: this is a partial list (Photo source: Olympics.org)

Greg Buckingham, swimming (200 meters), silver medalist (Mexico, 1968)

Nicole Carroll-Lewis, javelin (Atlanta, 1996)

Billie Pat Daniels, women's pentathlon (Rome, 1960; Tokyo, 1964; Mexico City, 1968)

Steve Hamann, water polo, silver medalist (Los Angeles, 1984)

Gregg Tafalis, shot put (Seoul, 1988)

Berny Wagner, assistant track coach (Montreal, 1976)

Archie Williams, track (400 meters), gold medalist (Berlin, 1936)

CSM's Athletics Hall of Fame Honors 90 Years of Sports

On Friday, September 14, CSM will induct an elite class of 16 former players and coaches into the college's Athletics Hall of Fame. The list of inductees covers a wide range of success and sports. This year's honorees include:

Student Athletes

Norm Angelini, baseball

Stacy Bergstedt, softball

Greg Buckingham, swimming

Chris Diehl, track and field

Jeff Fishback, track and field

Cindy Galarza, basketball

Steve Hamann, water polo

Ed Kertel, football

Frank Pignataro, baseball

Tom Scott, football



Coaches

Oliver “Tex” Byrd, track and field

Rich Donner, swimming and water polo

Mike Lewis, track and field

Steve Shafer, football

Jack Thur, football

Berny Wagner, track and field/cross country

The 2012 class is highlighted by the induction of former track and field coach, Oliver “Tex” Byrd, founder of the National Junior College Athletic Association 75 years ago while he was at CSM. Joining Byrd is his successor Berny Wagner. The list also includes former CSM head football coaches Steve Shafer and Jack Thur. Shafer earned a Super Bowl ring with the Baltimore Ravens in 2001 while Thur spent more than three decades coaching at CSM. Student athlete Greg Buckingham was a premier swimmer for Coach Rich Donner (also an inductee) at CSM; he transferred to Stanford where he made major contributions to the university’s swim program and its rise to national prominence; Buckingham was an Olympic medalist in the 1968 games. Chris Diehl made the list as a two-time state champion in the heptathlon.

CSM’s Hall of Fame weekend will feature a Friday afternoon Hall of Fame Plaza ceremony, followed by a cocktail reception and banquet in the Bayview Dining Room in College Center. The celebration will continue with the Hall of Fame football game on Saturday afternoon, September 15, at 1 pm against Diablo Valley at College Heights Stadium and include special halftime ceremonies. Additional information is available at: collegeofsanmateo.edu/halloffame.

Stanford and Drumheller Appear in Leading Astronomy Magazine



Professor of Astronomy **Darryl Stanford** and Lab technician **Dean Drumheller** appear in a photo in the September 2012 issue of *Sky and Telescope* magazine. The photo accompanies an article about the discovery of meteor showers; the article mentions that Stanford and Drumheller are working with Dr. Peter Jenniskens, a meteor shower expert with the SETI Institute, on the CAMS (Cameras for Allsky Meteor Surveillance) Project. The project uses small security cameras in various locations to detect new meteoroid streams. A camera is located outside of CSM’s Observatory and is shown in the image in the magazine. (Photo credit: *Sky and Telescope Magazine*)

Summer Bridge Academy Returns



During the summer, CSM’s Learning Center kick started a renewed Summer Bridge Academy program. The program targeted incoming students who placed into basic skills math or English-level courses. The inaugural class attended the program for two weeks and received an extensive introduction to the college’s support programs and services. The Summer Bridge students also received assistance and counseling that focused on college success strategies including time management, planning for academic success and navigating the CSM experience.

The Learning Center will continue the relationship with the 2012 Summer Bridge Academy participants throughout their time at CSM by providing ongoing opportunities for support, counseling, and social connections. Future plans for the program include increasing participation and the possibility of adding peer mentoring and supplemental instruction in basic skills areas. (Photo credit: *Jennifer Mendoza*)

President's Lecture Series Hosts Faculty Writers



President's Lecture Series
Diverse Voices in Writing ~ Fall 2012
Wednesday, October 10 • 11:10 am – 12 pm • CSM Theatre



Jay Lehmann, Professor of Mathematics
Writing Experience: Horror novel for middle grade students; young adult crime novel; math textbooks (published)
Quote: "...knowing the story wasn't necessary for me to begin work. I had located the fossil. The rest, I knew, would consist of careful excavation." —Stephen King, *On Writing*

Joyce Luck, Assistant Professor of English
Writing Experience: Biography (published); short story (published); reviews and interviews (published) for numerous magazines; memoir; regular contributor to online magazines
Quote: "Consistency is key... Don't wait for inspiration."

Lisa Suguitan Melnick, Assistant Professor of ESL and Kinesiology
Writing Experience: Young adult fiction chapter book; biography; creative non-fiction sketches; essay/memoir pieces (published)
Quote: "The writing process takes practice. And the practice is, in itself, a practice."

Autumn Newman, Assistant Professor of English
Writing Experience: Poetry (published); has taught creative writing and conducted workshops on formal poetics
Quote: "His fervor for the written word was an interweaving of solemn respect and gossipy irreverence." —Gabriel Garcia Marquez, *One Hundred Years of Solitude*

Roberta Reynolds, Professor of English
Writing Experience: Poetry (published); memoir; novel; readings at bookstores, libraries, public occasions, memorials and weddings; has edited poetry and fiction; Faculty Advisor for CSM's Creative Writing Contest
Quote: "Like fine roses, words that flow need tending, hard work beneath their surface."

College of San Mateo

This series is made possible by a generous grant from the Lane Family Charitable Trust.

On Wednesday, October 10, The President's Lecture Series: Diverse Voices in Writing will showcase five CSM faculty members who have written – and continue to write – in diverse genres. Each will discuss their writing process and address the following topics: becoming a writer; finding ways to conquer writer's block; using backstories of characters to add complexity to a novel; journaling as a valuable practice; and setting small tasks every day. The participating faculty are:

Jay Lehmann, professor of mathematics

Genres: horror novel for middle grade students, young adult crime novel, math textbooks

Joyce Luck, assistant professor of English

Genres: biography, short story, reviews and interviews, memoir

Lisa Suguitan Melnick, assistant professor of ESL and kinesiology

Genres: young adult fiction chapter books, biography, creative non-fiction sketches, essay/memoir

Autumn Newman, assistant professor of English

Genres: poetry and creative writing

Roberta Reynolds, professor of English

Genres: poetry, memoir, novel

The presentation runs from 11:10 am – 12 pm and will be held in the Theatre. The President's Lecture Series is sponsored by a generous grant from the Lane Family Charitable Trust.

College for Kids Wraps Up 20th Year



College for Kids celebrated its 20th year of fun and learning this summer. New classes that were added include: Create Your Own Web Page; Introduction to Game Development; Fun Environmental Science; Fencing Fun; Media Acting; Digital Painting; Watercolor Painting; Mission to Mars; Fun Kitchen Chemistry; Graphic Design and Animation; Digital Animation Film; and Dream Room Makeover.

Below are a few of the student and parent testimonials about College of Kids held at CSM:

"I love how the classes are fun and you're learning at the same time." Kyla Y.

"This is the best summer school ever!" Anthony M.

"I liked best that you get to learn many new things, experience college and see how it is like." Joshua C.

"My daughter enjoyed all of her classes and was excited every day to show me what she learned that day." N. Wong

"My child liked the College for Kids instructors. She wants to sign up for next year NOW!" M. Rock

(Photo source: Community Education)



Welcome Day for New Students



On Friday, August 17, CSM's Office of Student Life & Leadership will hold Welcome Day for new students and their families. The event kicks off with a complimentary pancake breakfast and will be followed by presentations about instructional programs and student services, a campus tour and visits to Financial Aid, Transfer Services, Office of Student Life and the Bookstore.

Kudos

~ Professor of Ethnic Studies **Frederick Gaines** has completed his Ed.D. in Educational Leadership at U.C. Davis. His dissertation project, "African American Male Community College Football Student-Athletes: An Exploration of Factors That Facilitate and/or Impede Academic Success," focused on student athletes in the "Writing in the End Zone" learning community. (Photo credit: Sean Arbabi)



~ **Gisel Martin**, office assistant in the Creative Arts & Social Science Division has completed a master's degree from University of San Francisco in international and multicultural education.

~ Professor of Nursing, **Janis Wisherop**, the Psychiatric Nursing course manager, has partnered with San Mateo County Behavioral Health and Recovery Services to give nursing students an opportunity to teach health topics that promote wellness to consumers of behavioral health services in the community.

~ **Valerie Tyler**, webmaster in the Community Relations and Marketing Department has been named co-chair of 133rd Audio Engineering Society (AES) Convention which will be held October 26-29 at the Moscone Center. Since joining the AES in 1993, Tyler has served on a variety of Convention committees including workshops, special events, tutorials & master classes. For over 60 years, AES has been the largest gathering of audio professionals and enthusiasts in the world and attracts delegates from over 100 countries. (Photo provided by: Valerie Tyler)



~ Former CSM alum **Dylan Hararah** was highlighted in an article in the *Daily Journal* (July 30, 2012), "CSM student Dylan Hararah is bringing Walls to Life." The former art student is creating public murals for businesses located in downtown San Mateo. So far, he has been commissioned by the B Street and Vine Café to paint "Jazz Duet" on the restaurant's back wall in the B Street Parking Garage, and for the Swingin' Door, on 25th Avenue, he created "David Bowie and Winston Churchill," a mural which graces the entrance to the pub. Hararah has been fine-tuning his painting skills for several years; however, it was in art classes at CSM that he began to focus on a career as an artist. The article can be viewed at http://www.smdailyjournal.com/article_preview.php?id=1752046&title=Bringing%20walls%20to%20life. (Photo source: Dylan Hararah website)



SPECIAL POINTS OF INTEREST:

- **New banners in Redwood City will promote the Arts & Olive Festival and the Artistry in Fashion event**
- **The campus will be immersed in accreditation as part of this year's Opening Day activities. A complete review of the draft self-study will be conducted.**

INSIDE THIS ISSUE:

- Sustainability 2**
the focus of
new Honors
course
- Redwood 2**
Symphony a
hit in SF
- Cañada stu- 2**
dents could
design next
Mars rover
- Orientation/ 3**
Advising ses-
sions packed
- Convocation 3**
Ceremony
Aug. 29

Summer STEM Institute Draws Local HS Students

A new program designed to encourage local high school students to explore careers in science, technology, engineering, and mathematics was a big success this summer.

The Cañada College STEM Institute, held in July, was a free, four-week program sponsored by the California Alliance for the Long-term Strengthening of Transfer Engineering Programs (CALSTEP).

Students were engaged in an intensive review of mathematics followed by a hands-on introduction to Chemistry, Computer Science, and Engineering.

"Students were involved in both individual and group projects to stimulate their interest in STEM fields," said Jeanette Medina, professor of chemistry and one of the event's organizers.

The event went beyond a simple

introduction to STEM fields. It also taught students about the resources available at college including career counseling, financial aid, college life information, and study skills.

Fifteen students from around the Bay Area arrived at Cañada from June 11 to July 2 to participate in four-hour daily sessions. Participants were incoming sophomore, junior, and senior students from Carlmont, Menlo-Atherton, Sequoia, Woodside, Mills, Galileo Academy, and Bellarmine.

"The retention and completion rate was 100 percent," Medina said. "All students received one credit in Interdisciplinary Studies through individual independent contracts."

Medina said 66 percent of the students received a grade of A while



the rest received Bs.

"Feedback from students at the end of the program indicated that they enjoyed the interdisciplinary, collaborative and hands-on nature of the program. Students definitely feel more confident about the sciences and are likely to pursue a degree in STEM fields. Student also suggested having more professional guest speakers who can talk about specifics in the workplace."

The program is one of several enrichment programs for high school students funded by the U.S. Department of Education through the Hispanic-Serving Institution Science, Technology, Engineering, and Mathematics (HSI-STEM) Program.





A new Honors course in sustainability will be offered this fall.

“Sustainability: People, Planet & Profits” brings together faculty from around campus with expertise in biology, environmental science, economics, art history, fashion, and interior design. The course will challenge students to think about the environmental benefits and the impact of sustainability on job growth. Students will be confronted with questions such as:

- Is zero waste possible?
- Can organic food feed the world?
- Is carbon neutral possible?
- Is green remodeling better than new green design?
- How should we heat our homes?
- Is local food more sustainable than conventional agriculture?

The course is part of a growing number of Honors courses offered at the college.

Redwood Symphony SF Concert a Hit

Tough San Francisco Critic Applauds the Local Symphony for an Outstanding Performance

Janos Gereben, a notoriously tough music critic with *San Francisco Classical Voice* gave the Redwood Symphony a rousing review for its recent performance at Davies Symphony Hall.

“A startling discovery, at least for me, was the orchestra. In context, it is one of the finest community orchestras around. In general, terrific performances all the way through, with first violins and woodwinds leading the way, no section slacking off, and the quickly recruited extra brass doing well,” Gereben wrote.

The symphony was part of the Berlioz Requiem which fea-



tured an expanded symphony, 80 singers from New York, and 140 from the San Francisco Lyric Chorus and 34 other choral groups in the Bay Area. All volunteers, coming together for this

one-time event, rehearsed *in tutti* only for a couple of days.

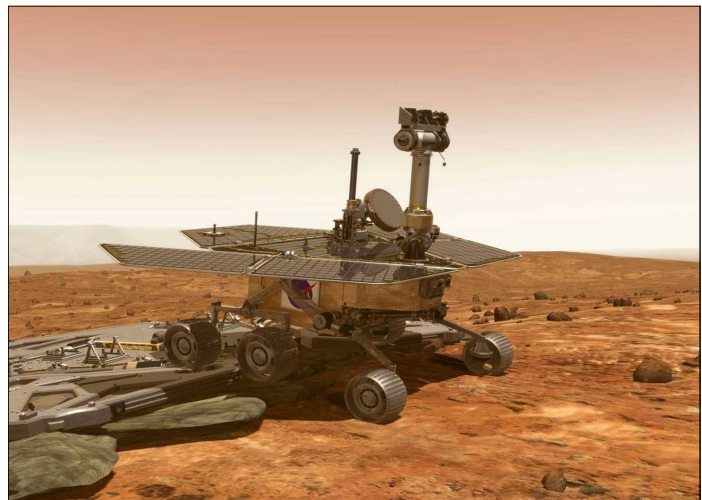
Gereben wrote that he will be coming to Redwood City for upcoming performances.

Next Mars Rover Could be Designed by Team of Former Cañada Students

Cañada students visited NASA last spring to help design a future rover to explore the Red Planet

Sagar Singh believes the U.S. government should spend \$700 million to land a rover on the surface of Mars and explore the planet for rich amounts of methane, one of the building blocks of life. His argument is so compelling, NASA chose Singh and two other Cañada engineering students to compete on a team of community college students that will design a future rover to explore the Red Planet.

Singh, Victor Vargas and Omar Arriaga spent three days last May at the NASA Jet Propulsion Lab in Pasadena making plans for the future



exploration of Mars. They were among 90 community college students nationwide chosen to participate in the project. Their

charge was to build the next generation of Mars rover that would replace Curiosity, which is currently exploring Mars.

New Orientation/ Advising Sessions Well Received



Students have had a favorable response to a new format for the orientation and advising sessions and additional sessions have been added to meet a growing demand.

“All of our sessions are very well attended,” said Kim Lopez, Dean of Enrollment Services. “We have had to add additional sessions these past three weeks to accommodate the need.”

The three-hour orientation and advising session provides students with information they need to be successful in college. They receive information about the college and meet individually with a counselor to help them identify the classes they need to take during their first semester. New students must attend the orientation and advising session to become eligible to register for classes.

“This provides all of our new students with a strong base to build on academically,” Lopez said. “They are more focused on the classes they need to transfer or graduate and understand that services are available to help them while they attend Canada.”

Honors Course Offers First-Hand Arts Experience

Art, theater and music set a four-course banquet for students interested in an interdisciplinary taste of intriguing, challenging arts experiences in “A Moveable Feast” a popular Honors Seminar class being offered this fall.

In this class, attendance, led by faculty, at art exhibitions, theatrical and musical performances is preceded by a preparatory lecture/ demonstration, and is followed by reflection and discussion.

The class was a tremendous success with students last spring.

“They enjoy learning about



the art prior to visiting the exhibits or performances then discussing them in class afterward,” said Denise Erickson, professor of art history.

Events are chosen from the Bay Area’s rich buffet of art museums,

theater, opera and music. Students have the opportunity to do research (and perform, if they wish) in the field of art that stimulates their intellect and inspires their creative palate.

A New Convocation Ceremony is Planned for August 29

To help celebrate the start of the new academic year, the college is planning its first Convocation on Wednesday, Aug. 29.

The short ceremony is being organized by David Johnson, Dean of Humanities and Social Sciences.

“The Cañada Convocation is a gathering of faculty, staff, students, and community members to celebrate and prepare for the academic year,” Johnson said.

“Convocation underscores our commitment to academic excellence and highlights the opportunities and resources Cañada affords to every student. It affirms the responsibility we have to educate and prepare our students and makes clear the expectations we have of them. In short, Convocation is how Cañada College welcomes its students to



the company of scholars.”

Convocation ceremonies are often held on university campuses but are rare for community colleges. Johnson said the ceremony can help in the transition for new students.

“There is some power symbolism seeing your new professors in regalia during the Convocation

ceremony,” he said.

Interim President Jim Keller said the ceremony can develop into a great tradition.

“David has done a great job of developing this idea,” Keller said. “Over time, I think our students, faculty, and staff will come to appreciate the event.”

BOARD REPORT 12-8-1A

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. TRANSFER

College of San Mateo

Helia Ying Division Assistant Counseling Services

Transferred from a Division Assistant position in Counseling Services at Cañada College into this equivalent full-time, 12-month position (Grade 24 of Salary Schedule 60), effective August 13, 2012.

Cañada College

Margarita Baez Division Assistant Counseling Services

Transferred from a Division Assistant position in Counseling Services at Skyline College into this equivalent full-time, 12-month position (Grade 24 of Salary Schedule 60), effective August 15, 2012.

Justine Walsh Laboratory Technician Science & Technology

Transferring from a part-time (48%) 12-month Biology Laboratory Technician position at Cañada College into this part-time (48%) 10-month Physical Sciences position (Grade 26 of Salary Schedule 60), effective August 16, 2012.

B. LEAVE OF ABSENCE

Skyline College

Karla Mendez Office Assistant II Instruction Office (Evening Office)

Recommend approval of a personal leave of absence without pay, effective July 30, 2012 through August 30, 2012.

C. CHANGE IN STAFF ALLOCATION

Cañada College

1. Recommend approval of change in staff allocation to add one temporary full-time, 10-month (83% annual) Planning & Research Analyst position in the Science & Technology Division, effective August 16, 2012. This position will assist with the collection and analysis of data for grant-funded programs and activities.
2. Recommend approval of change in staff allocation to add one full-time, 12-month Program Supervisor (Career Services) position in the Counseling Division, effective September 1, 2012.
3. Recommend approval of a change in staff allocation to add one full-time, 12-month Accounting Technician position in the Business/Cashier’s Office, effective August 16, 2012.
4. Recommend approval of a change in staff allocation to increase one Office Assistant II position (3C0102) in the Student Services (Health Services) Division from 83% to 100%, effective July 1, 2012. The increase in assignment for this position will better meet the needs of the department.

It is also recommended that the assignment of the incumbent, Krystal Johnson, be adjusted accordingly, effective July 1, 2012.

D. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Science & Technology	1	8/20/2012	12/31/2012	Retention Specialist: Support retention efforts of MESA and The STEM Center by providing workshops and individualized attention to STEM students.
Skyline	Vice President of Instruction	3	8/16/2012	12/31/2012	Office Assistant II: Perform data entry in CurricUNET to be in compliance with the State Chancellor’s Office.

BOARD REPORT NO. 12-8-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) AND
CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA)
MEMBERSHIP DUES, 2012-13**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the California Community College Athletic Association (CCCAA) which is a part of the CCLC. For 2012-13, the total being assessed by CCLC/CCCAA for the District's annual membership is \$42,520.

Payment of the CCLC portion of the dues (\$27,400) is prorated among the Board of Trustees, the Chancellor's Office, and the three Colleges. Payment of the CCCAA portion of the dues (\$15,120) is prorated among the three Colleges only.

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$42,520 for 2012-13.

BOARD REPORT NO. 12-8-2CA

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

RATIFICATION OF MAY AND JUNE 2012 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of May and June 2012 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period May 1, 2012 through June 30, 2012 and ratify the contracts entered into leading to such payments.

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
026128	05/01/12	Associated Std -Canada	38,373.34	CSM ASB Interbank Transfer
026129	05/01/12	Computerland	10,734.62	Districtwide Computer Equipment Purchase
026130	05/01/12	Coulter Construction Inc.	36,398.10	Cañada Construction Projects
026133	05/01/12	Sallie Mae Inc.	59,343.00	Districtwide Financial Aid Disbursement
026134	05/01/12	SMC College Ed Housing Corp - Canada Vista	66,901.89	Cañada Vista Monthly Rent Payment
026135	05/01/12	SMC College Ed Housing Corp - College Vista	46,038.00	College Vista Monthly Rent Payment
026138	05/01/12	VALIC Retirement Services Company	211,270.98	Tax Shelter Annuities
026140	05/03/12	U.S. Bank National Association ND, .	334,688.83	District Procurement Card Payment
026141	05/03/12	Casey Printing, Inc.	14,683.04	CSM Class Schedules Printing Services
026144	05/03/12	SM County Community College District	16,055.37	Replenish Flex Spending Account
026147	05/03/12	Sutro Tower Inc.	17,764.00	KCSM TV Broadcast Site lease at Sutro Tower
026163	05/08/12	Interline Brands Inc.	12,639.50	CSM and Skyline Janitorial Supplies Purchase
026165	05/08/12	Netronix Integration, Inc.	20,824.74	Districtwide ACAMS System Installation
026169	05/08/12	Sallie Mae Inc.	52,518.00	Districtwide Financial Aid Refunds
026170	05/08/12	Shannon - Leigh Associates	10,960.00	Districtwide Construction Projects
026172	05/08/12	SMCCCD Bookstore	26,001.00	Skyline Books and Supplies Purchases
026174	05/15/12	Roscelli, Paul S.	11,600.02	Cañada Students PTK Annual Convention
026176	05/15/12	Coulter Construction Inc.	15,992.00	Skyline Construction Project
026179	05/15/12	Sallie Mae Inc.	79,261.21	Districtwide Financial Aid Disbursement
026181	05/15/12	SMCCCD Bookstore	31,284.98	Cañada EOPS Books & Hall of Fame Rings Purchase
026201	05/17/12	Intermountain Electric Company	26,032.02	CSM Electrical Services
026218	05/22/12	Constellation NewEnergy, Inc.	92,036.97	Utilities
026219	05/22/12	Coulter Construction Inc.	59,147.90	CSM Construction Project
026222	05/22/12	Intermountain Electric Company	10,416.63	CSM Electrical Services
026223	05/22/12	Netronix Integration, Inc.	10,638.18	Skyline ACAMS System Installation
026224	05/22/12	Noll & Tam	64,666.39	Cañada and CSM Architectural Services
026225	05/22/12	Sallie Mae Inc.	107,005.00	Districtwide Financial Aid Disbursement
026236	05/24/12	AMS.Net, Inc.	10,042.66	Cañada Equipment Purchase
026238	05/24/12	Casey Printing, Inc.	28,500.13	Skyline Class Schedules Printing Services
026254	05/24/12	Swinerton Management & Consulting	51,282.77	Program Management Services
026261	05/29/12	Constellation NewEnergy, Inc.	22,092.98	Utilities
026265	05/29/12	Sallie Mae Inc.	98,823.00	Districtwide Financial Aid Disbursement
448157	05/01/12	American Federation of Teachers	49,584.16	Monthly Union Dues
448158	05/01/12	Axcelerate Networks, Inc.	117,762.04	Districtwide Equipment Purchase

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

Check Number	Check Date	Vendor Name	Check Amount	Description
448161	05/01/12	C S E A	12,466.51	Monthly Union Dues
448162	05/01/12	CalPERS	506,432.64	Monthly PERS Contribution Advance Payment
448176	05/01/12	Hartford Retirement Plans Service Center	46,244.77	Tax Shelter Annuities
448187	05/01/12	Public Empl Ret Sys	1,252,297.63	Health Insurance Monthly Premium
448188	05/01/12	R.F. MacDonald Company. Inc.	10,000.00	Skyline Boiler Purchase
448191	05/01/12	S.M.C.S.I.G.	19,418.30	Vision Premium Payment
448192	05/01/12	S.M.C.S.I.G.	160,926.38	Dental Premium Payment
448203	05/01/12	Southwest Interiors	74,000.00	Cañada Bleachers Purchase and Installation
448205	05/01/12	Swinerton Management & Consulting	148,556.30	Program Management Services
448287	05/03/12	Sequoia Union High School District	11,504.03	Reimbursement Legal Services
448324	05/08/12	Employment Development Department	22,627.99	Quarterly LEC Unemployment Fees
448327	05/08/12	Hartford Life & Accident Insurance Co.	35,129.82	Monthly Insurance Premiums
448329	05/08/12	Insulation Technology Corporation	10,091.16	Skyline Equipment Purchase
448358	05/10/12	Associated Surface Prep Inc.	43,704.00	Skyline Construction Project
448364	05/10/12	Atlas/Pellizzari Electric Inc.	30,948.00	Skyline and CSM Electrical Projects
448366	05/10/12	John Plane Construction	34,906.75	Cañada Construction Project
448382	05/10/12	De Anza Tile Co. Inc.	49,400.00	Skyline Construction Project
448393	05/10/12	Foundation for California Community College	73,034.41	Skyline Green Innovation Challenge Project
448402	05/10/12	John Plane Construction	314,160.75	Cañada Construction Project
448425	05/10/12	Perfect Sky, Inc.	61,650.00	Skyline Green Innovation Challenge Program
448439	05/10/12	Strata Information Group	71,224.87	Districtwide ITS Consulting Services
448516	05/16/12	Jewish Vocational and Career Counseling Service	41,625.00	Skyline Development of Job Placement Services
448520	05/16/12	Long Beach Co. Comm. College Dist.	102,483.15	Skyline Green Innovation Challenge Program
448555	05/17/12	Atlas/Pellizzari Electric Inc.	15,823.00	Skyline Construction Project
448557	05/17/12	Bayside Heating & Air Conditioning	15,927.00	Cañada Construction Project
448564	05/17/12	Condensed Curriculum International, Inc.	15,733.75	Community Education Lecture Services
448565	05/17/12	Creative Wood Products, Inc.	15,056.24	CSM Woodwork Services
448604	05/17/12	Strata Information Group	77,167.15	Districtwide ITS Consulting Services
448617	05/17/12	County of San Mateo	13,736.50	Monthly Parking Income Allocation
448646	05/21/12	Comm College League/Calif	16,416.52	Skyline Library Subscription Services
448648	05/21/12	Commercial Energy of Montana, Inc.	16,930.87	Utilities
448666	05/21/12	Nexus IS, Inc.	79,197.16	Skyline Equipment Purchase
448668	05/21/12	Pac Gas & Elec Co	34,962.03	Utilities
448690	05/22/12	Calif Water Service Co	19,521.74	Utilities
448691	05/22/12	Commercial Energy of Montana, Inc.	29,909.03	Utilities
448697	05/22/12	San Mateo Union High School District	32,655.00	CSM Middle College Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
448768	05/24/12	Pac Gas & Elec Co	32,395.74	Utilities
448772	05/24/12	Pitney-Bowes Inc.	20,000.00	Cañada Postage Purchase
448777	05/24/12	RemyMooseManley, LLP	17,453.92	CSM Legal Services
448778	05/24/12	Robert A. Bothman	123,499.32	Districtwide Construction Projects
448815	05/24/12	Board of Governors	22,608,698.00	Refund of Overpayment of Apportionment Fund
448854	05/29/12	Foundation for California Community College	76,343.58	Skyline Green Innovation Challenge Program
448863	05/29/12	Los Angeles Community College District	10,245.06	Cañada SETI and JEP Programs Services
448869	05/29/12	Pac Gas & Elec Co	21,988.34	Utilities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1204899	05/01/12	US Treasury - Union Bank	1,333,707.16	Federal Tax
J1204899	05/01/12	EDD - Union Bank	264,330.48	State Tax
J1204899	05/01/12	EDD - Union Bank	14,140.00	State Tax - SDI
J1205106	05/11/12	State Teacher Retirement - Cash Balance	45,543.32	STRS Retirement - Cash Balance
J1205210	05/18/12	US Treasury - Union Bank	53,804.55	Federal Tax
J1206290	05/31/12	State Teacher Retirement - County Paid	617,119.70	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109731	05/07/12	Pepsi-Cola	11,037.80	Purchase of Inventory
109741	05/07/12	SYSCO Food Company of SF	11,892.99	Purchase of Inventory
109771	05/24/12	McGraw-Hill Company	16,689.10	Purchase of Inventory
109794	05/24/12	SMCC College District	174,350.46	Salary & Benefits - April 2012
		Subtotal	30,830,471.42	96%
		Warrants Issued ≤ \$10,000	1,122,797.26	4%
		Total Non-Salary Warrants Issued	<u>31,953,268.68</u>	100%

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

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		CK#448155-448895, DD26127-26270	29,249,251.37	
District Payroll		Ck#79700-80433, DD50034524-50036084	7,690,380.15	
SMCCCD Bookstores		Ck#109692-109801, EFT#17345	365,968.39	
		Total Warrants Including Salaries - May 2012	<u>37,305,599.91</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
026276	06/04/12	U.S. Bank National Association ND, .	398,198.41	District Procurement Card Payment
026278	06/04/12	SMC College Ed Housing Corp - Canada Vista	69,326.89	Cañada Vista Monthly Rent Payment
026279	06/04/12	SMC College Ed Housing Corp - College Vista	46,038.00	College Vista Monthly Rent Payment
026281	06/04/12	VALIC Retirement Services Company	221,080.28	Tax Shelter Annuities
026294	06/05/12	Casey Printing, Inc.	37,771.79	Skyline Class Schedules Printing Services
026304	06/05/12	Sallie Mae Inc.	34,743.25	Districtwide Financial Aid Disbursement
026305	06/05/12	Schneider Electric Buildings Americas, Inc.	14,780.70	CSM Gas Monitoring Services
026310	06/05/12	SMCCCD Bookstore	33,658.47	Cañada Special Program Books Purchase
026313	06/05/12	Western Allied Mechanical Inc.	15,797.00	CSM Construction Projects
026323	06/07/12	Coulter Construction Inc.	17,291.00	Skyline Construction Projects
026327	06/07/12	Midwest Library Service	10,380.62	Skyline Library Books Purchase
026341	06/12/12	Computerland	30,749.10	Districtwide Computer Equipment Purchase
026342	06/12/12	Constellation NewEnergy, Inc.	35,133.78	Utilities
026343	06/12/12	Netronix Integration, Inc.	21,835.86	Districtwide Security Cameras Services
026344	06/12/12	Official Payments Corporation	40,640.00	District Banking charges
026346	06/12/12	Sallie Mae Inc.	101,888.52	Districtwide Financial Aid Disbursement
026347	06/12/12	SM County Community College District	39,714.84	Replenish Flex Spending Account
026348	06/12/12	Sutro Tower Inc.	17,764.00	KCSM TV Broadcast Site lease at Sutro Tower
026364	06/14/12	Sarouhan, Dan E.	15,625.00	Program Management Services
026369	06/14/12	Computerland	55,432.47	Districtwide Computer Equipment Purchase
026371	06/14/12	Coulter Construction Inc.	81,271.35	Skyline Construction Projects
026374	06/14/12	Keenan & Associates	12,581.25	CSM Construction Insurance Premium
026376	06/14/12	Noll & Tam	17,131.40	Cañada and CSM Architectural Services
026378	06/14/12	SMCCCD Bookstore	20,019.20	Skyline Duplicating Services
026379	06/14/12	Young Electric Company, Inc.	34,573.00	Districtwide Electrical Projects
026789	06/19/12	Computerland	27,521.25	Districtwide Computer Equipment Purchase
026790	06/19/12	Constellation NewEnergy, Inc.	22,050.86	Utilities
026791	06/19/12	Constellation NewEnergy, Inc.	25,355.99	Utilities
026792	06/19/12	Netronix Integration, Inc.	27,445.68	Districtwide Security Cameras Services
026793	06/19/12	Sallie Mae Inc.	32,979.00	Districtwide Financial Aid Refunds
026794	06/19/12	SMCCCD Bookstore	10,699.29	Skyline Books Purchase
026796	06/19/12	Xiaoting, Li	22,157.34	Recruitment Services in China
026797	06/19/12	VALIC Retirement Services Company	12,500.00	Tax Shelter Annuities
026810	06/21/12	Associated Std-Skyline	100,000.00	Skyline ASB Interbank Transfer

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
026811	06/21/12	Computerland	12,266.01	Districtwide Computer Equipment Purchase
026820	06/26/12	Computerland	12,521.89	Districtwide Computer Equipment Purchase
026822	06/26/12	Coulter Construction Inc.	64,733.50	Skyline and CSM Construction Projects
026824	06/26/12	Krueger International	190,252.44	Skyline Furniture Purchase
026826	06/26/12	Shannon - Leigh Associates	16,160.50	Districtwide Construction Projects
026828	06/26/12	Keenan & Associates	45,565.00	Skyline Construction Insurance Premium
026829	06/26/12	Swinerton Management & Consulting	68,389.42	Program Management Services
026842	06/28/12	Associated Std-CSM	30,000.00	CSM ASB Interbank Transfer
026844	06/28/12	Computerland	13,263.86	Districtwide Computer Equipment Purchase
026845	06/28/12	Coulter Construction Inc.	22,137.60	Cañada Construction Project
026850	06/28/12	GRD Energy Inc.	24,200.00	Districtwide Commissioning Services
026855	06/28/12	Netronix Integration, Inc.	17,439.24	Skyline Security Cameras Services
026860	06/28/12	Sallie Mae Inc.	615,951.50	Districtwide Financial Aid Disbursement
448897	06/04/12	Advance Soil Technology Inc.	19,702.50	District Office Geotechnical & Special Inspections
448903	06/04/12	John Plane Construction	20,831.94	Cañada Construction Project
448931	06/04/12	John Plane Construction	187,487.46	Cañada Construction Project
448932	06/04/12	John Plane Construction	46,379.70	Cañada Construction Project
448952	06/04/12	Perfect Sky, Inc.	72,550.00	Skyline Green Innovation Challenge Program
448969	06/04/12	American Federation of Teachers	52,267.94	Monthly Union Dues
448975	06/04/12	C S E A	12,529.72	Monthly Union Dues
448976	06/04/12	CalPERS	507,387.46	Monthly PERS Contribution Advance Payment
449004	06/04/12	Hartford Retirement Plans Service Center	64,944.77	Tax Shelter Annuities
449027	06/04/12	Public Empl Ret Sys	1,200,197.95	Health Insurance Monthly Premium
449054	06/05/12	Comm College League/Calif	33,620.19	Districtwide Library Subscription Services
449056	06/05/12	Enterprise Recovery System, Inc	18,383.26	Monthly ERS Payment
449071	06/07/12	Bay City Boiler & Engineering Company, Inc.	69,660.00	Skyline Boiler Upgrade Services
449094	06/07/12	Cambia Inc	13,735.70	KCSM Credit Card processing Fees
449118	06/07/12	Pac Gas & Elec Co	11,023.52	Utilities
449124	06/07/12	San Francisco State University	35,186.33	Cañada CalSTEP Engineering Programs
449138	06/07/12	Board of Governors	3,235,886.00	Refund of Overpayment of Apportionment Fund
449150	06/07/12	S.M.C.S.I.G.	19,395.08	Vision Premium Payment
449151	06/07/12	S.M.C.S.I.G.	160,671.84	Dental Premium Payment
449158	06/11/12	Advanced E-Learning Solutions	52,500.00	Districtwide Helpdesk and Support Services
449221	06/12/12	Hartford Life & Accident Insurance Co.	35,092.41	Monthly Insurance Premiums
449231	06/12/12	Strata Information Group	50,504.00	Districtwide ITS Consulting Services
449235	06/14/12	Advance Soil Technology Inc.	15,662.50	Skyline Geotechnical & Special Inspections

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
449252	06/14/12	City of San Bruno	15,737.72	Utilities
449256	06/14/12	CSW-Stuber-Stroeh Engineering Group, Inc.	12,234.00	CSM Hydrology and Erosion Control Services
449259	06/14/12	Folsom Lake Ford	68,082.62	Districtwide Facilities Vehicles Purchase
449267	06/14/12	Landscape Forms	14,921.90	Cañada Outdoor Furniture Purchase
449319	06/18/12	City of Redwood City	10,323.36	Utilities
449320	06/18/12	Contra Costa Comm Coll Dist.	87,615.05	Skyline Green Innovation Challenge Program
449330	06/18/12	Long Beach Co. Comm. College Dist.	55,887.71	Skyline Green Innovation Challenge Program
449340	06/18/12	San Francisco State University	11,073.32	Cañada CalSTEP Engineering Programs
449740	06/19/12	Calif Water Service Co	27,000.71	Utilities
449764	06/19/12	Vavrinek, Trine, Day & Co.	30,000.00	Districtwide Auditing Services
449791	06/21/12	Atlas/Pellizzari Electric Inc.	12,262.00	CSM and District Office Electrical Projects
449793	06/21/12	Bayside Heating & Air Conditioning	25,593.00	Skyline HVAC Services
449802	06/21/12	Commercial Energy of Montana, Inc.	37,269.14	Utilities
449803	06/21/12	County of San Mateo	64,672.09	Skyline Green Innovation Challenge Program
449807	06/21/12	Electric Movement	31,587.58	Facilities Equipment Purchase
449839	06/21/12	Pac Gas & Elec Co	32,293.14	Utilities
449841	06/21/12	Pac Gas & Elec Co	33,921.77	Utilities
449845	06/21/12	San Francisco State University	25,639.20	Cañada Contract Service with SFSU - Engineering Programs
449846	06/21/12	San Mateo Co Office Ed/Supt Sch	11,500.00	Skyline CTECC Grant Services
449871	06/21/12	Commercial Energy of Montana, Inc.	17,687.30	Utilities
449886	06/26/12	Aerial Lift Service CO Inc.	24,897.50	Cañada Genie Lift Purchase
449891	06/26/12	Associated Surface Prep Inc.	65,035.00	Skyline Concrete Floor Services
449897	06/26/12	Atlas/Pellizzari Electric Inc.	49,130.00	CSM and Cañada Electrical Services
449917	06/26/12	Ellis & Ellis Sign Systems	26,216.09	CSM Exterior Building Signage
449936	06/26/12	Landscape Forms	24,402.36	Skyline and Cañada Outdoor Furniture Purchase
449966	06/26/12	Premier Stone and Tile	31,438.56	Cañada Servery Floor Replacement
449981	06/26/12	Keenan & Associates	488,175.00	CSM Construction Insurance Premium
450141	06/28/12	City of Redwood City	30,559.20	CSM Fire Academy Services
450142	06/28/12	County of San Mateo	120,000.00	Skyline Allied Healthcare Grant Services
450143	06/28/12	County of San Mateo	64,672.09	Skyline Green Innovation Challenge Program
450159	06/28/12	Knorr Systems, Inc.	15,075.30	CSM Swimming Pool Preventive Maintenance Services
450165	06/28/12	Nordvik Designs Inc.	25,967.31	CSM Grounds Warehouse Remodeling Services
450170	06/28/12	Pac Gas & Elec Co	24,783.25	Utilities
450181	06/28/12	Sequoia Union High School District	16,772.44	District Legal Services
450197	06/28/12	CalPERS	494,124.97	Monthly PERS Contribution Advance Payment

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 JUNE 1-30, 2012
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1206322	06/01/12	US Treasury - Union Bank	1,381,201.03	Federal Tax
J1206322	06/01/12	EDD - Union Bank	274,703.17	State Tax
J1206322	06/01/12	EDD - Union Bank	15,788.26	State Tax - SDI
J1206287	06/13/12	State Teacher Retirement - Cash Balance	56,979.04	STRS Retirement - Cash Balance
J1206323	06/20/12	US Treasury - Union Bank	54,345.75	Federal Tax
J1206508	06/30/12	State Teacher Retirement - County Paid	239,405.67	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109874	06/28/12	EL Dorado Trading Group	12,062.31	Purchase of Inventory
109895	06/28/12	MBS Textbook Exchange	116,300.85	Purchase of Inventory
109906	06/28/12	Pearson Education, Inc.	45,178.47	Purchase of Inventory
109917	06/28/12	SM CC College District	189,678.43	Salaries & Benefits - May 2012
EFT 98410	06/22/12	Board of Equalization	16,748.99	Sales Tax
		Subtotal	<u>13,301,559.47</u>	89%
		Warrants Issued ≤ \$10,000	<u>1,701,883.51</u>	11%
		Total Non-Salary Warrants Issued	<u><u>15,003,442.98</u></u>	100%
District Accounts Payable		Ck#448896-450241, DD26273-26865	12,457,634.35	
District Payroll		Ck#80434-81235, DD50036085-50037064	5,302,455.17	
SMCCCD Bookstores		Ck#109802-109929, EFT#98410	<u>518,322.75</u>	
		Total Warrants Including Salaries - June 2012	<u><u>18,278,412.27</u></u>	

BOARD REPORT NO. 12-8-3CA

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

APPROVAL OF STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM, 2012-13

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. In an attempt to minimize premium increases, the District conducts an annual search for an insurance plan that would provide features equitable with previous years' plans at a reasonable cost.

Student Insurance Agency submitted a proposal which provides comparable coverage for the major features of prior plans. The plan offers combined student/athlete accidental injury coverage and catastrophic coverage. The basic student/athlete accidental injury plan covers 100% reimbursement level for reasonable and customary charges, and a heart/circulatory benefit with no deductible. Additionally, the plan provides medical expenses for an accidental injury up to a limit of \$50,000 for expenses incurred during the 52 weeks following an injury, with a limit of \$25,000 for athletic injuries. An injured student's medical expenses are covered when in excess of benefits from any personal medical insurance carried by that student. The benefits of the plan are primary, however, for students with no other medical insurance. The premium for 2012-13 is \$256,867.

The combined plan offered by Student Insurance Agency includes catastrophic coverage that the District has carried since 1989-90. The plan covers catastrophic injuries extending the benefit limits and period of coverage for athletic injuries for a premium of \$25,577. The plan provides catastrophic coverage to students other than athletes for a premium of \$18,968. The maximum lifetime benefit is \$1,000,000.

The total cost for combined programs is \$256,867 which is an 8% decrease due to the change on the maximum coverage for the students from \$100,000 to \$50,000. The annual cost for the basic and catastrophic coverage is offset somewhat by health fee income and is paid from the College budgets.

RECOMMENDATION

It is recommended that the Board of Trustees approve student accidental injury insurance and catastrophic injury programs through Student Insurance Agency, as described above, for a total premium amount of \$256,867.

BOARD REPORT NO. 12-8-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Susan Harrison, Interim Director of General Services, 358-6879

**APPROVAL TO EXECUTE AN AMENDMENT TO THE AGREEMENT
WITH CASEY PRINTING**

In August 2009, the Department of General Services issued a Request for Bid for print and delivery of class schedules for all three Colleges. Casey Printing was awarded this contract which expires on September 24, 2012.

The General Services Department will issue a new Request for Bid for districtwide printing of class schedules and catalogs in mid-August and in September will bring a recommendation to the board for a supplier of this service. However, the timing of vendor selection and subsequent board approval will not accommodate the production schedules for the Cañada College's Spring schedule of classes. To avoid a delay in production and distribution, the District is requesting approval to execute an amendment to extend the current agreement with Casey Printing through October 12, 2012, for printing of Spring schedules for Cañada in an amount not to exceed \$30,000.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute an amendment to the Agreement between the District and Casey Printing to extend the agreement from September 25, 2012 through October 12, 2012 for the printing of Canada's Spring class schedule in an amount not to exceed \$30,000.

BOARD REPORT NO. 12-8-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

CORRECTION TO DISTRICT ACADEMIC CALENDAR FOR 2012-2013

In October 2011 changes were made in Title 5 regulations [Title 5 Section 55024 (a) (3)] regarding census and no notation dates as they relate to the collection of apportionment. These regulations, which became effective in Summer 2012, state that students who are actively enrolled as of the census point for purposes of claiming apportionment, and who end up dropping the course prior to the point where they would be assigned a “W” (withdrawal), are not eligible to be claimed for apportionment purposes. In other words, districts may not claim FTES for students who were not in the class long enough to require them to be assigned an evaluative or non-evaluative symbol.

The San Mateo County Community College District 2012-13 Academic Calendar lists September 10, 2012 (for the Fall 2012 semester) and February 4, 2013 (for the Spring 2013 semester) as both the census day and the last day to drop semester length classes without appearing on student records. Based on the changes in the regulations, the census day and the last day to drop semester length classes without appearing on student records could not be the same date. As a result, staff proposes that the District Academic Calendar be changed by moving the last day to drop semester length classes without appearing on student records one day prior to census day, as outlined below:

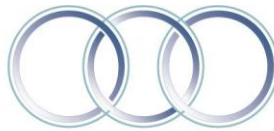
Fall 2012: Change the last day to drop semester length classes without appearing on student records from September 10, 2012 to September 9, 2012

Spring 2013: Change the last day to drop semester length classes without appearing on student records from February 4, 2013 to February 3, 2013

RECOMMENDATION

It is recommended that the Board adopt the change to the 2012-2013 District Academic Calendar as detailed in this report.

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



SAN MATEO COUNTY
 COMMUNITY COLLEGE DISTRICT

Academic Calendar 2012–2013

FALL SEMESTER 2012 (86 Instructional Days including 5 Final Days, plus 2 Flex Days)

August	16,17 Flex Days (No Classes)
August	20 Day and Evening Classes Begin
August	31 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	31 Last Day to Add Semester Length Classes
September	1, 2 Declared Recess
September	3 Labor Day (Holiday)
September	9 Last Day to Drop Semester Length Classes Without Appearing on Record
September	10 Census Day
October	5 Last Day to Apply for Degree – Certificate
November	10, 11 Declared Recess
November	12 Veterans' Day (Holiday)
November	16 Last Day to Withdraw from Semester Length Classes
November	21 Declared Recess – Evening Courses Only
November	22 Thanksgiving Day (Holiday)
November	23 – 25 Declared Recess
December	13 – 19 Final Examinations (Day and Evening Classes)
December	19 Day and Evening Classes End
December	22 – January 1 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2013 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	10, 11 Flex Days (No Classes)
January	14 Day and Evening Classes Begin
January	19, 20 Declared Recess
January	21 Martin Luther King Jr. Day (Holiday)
January	28 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	28 Last Day to Add Semester Length Classes
February	3 Last Day to Drop Semester Length Classes Without Appearing on Record
February	4 Census Day
February	15 Lincoln's Birthday Observed (Holiday)
February	16,17 Declared Recess
February	18 Presidents' Day (Holiday)
March	1 Last Day to Apply for Degree – Certificate
March	8 Flex Day (No Classes)
April	1 - 7 Spring Recess
April	25 Last Day to Withdraw From Semester Length Classes
May	18 – 24 Final Examinations (Day and Evening Classes)
May	24 Day and Evening Classes End
May	25, 26 Declared Recess
May	27 Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2013

June 3 – July 6 First Five Week Session
June 17 – July 27 Six Week Session
June 17 – August 3 Seven Week Session
June 17 – August 10 Eight Week Session
July 4 Independence Day (Holiday)
July 8 – August 10 Second Five Week Session

RESOLUTION NO. 12-10

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

RESOLUTION REGARDING BOARD ABSENCES

WHEREAS, California Education Code states a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, at the time of the July 25, 2012 meeting of the Board, Trustees Richard Holober and Patricia Miljanich were absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustees Holober and Miljanich are entitled to receive the regular compensation for the meetings at which they were absent.

REGULARLY PASSED AND ADOPTED this 15th day of August, 2012.

Ayes:

Noes:

Abstentions:

Attest: _____
Helen Hausman, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 12-8-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance and Operations, 358-6836

APPROVAL OF CONSTRUCTION CONSULTANTS

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

As the District begins to wind down the CIP2 program, some consulting needs remain. Listed below are prequalified consultants that the District will have under contract in support of CIP2 planning, design and construction efforts.

Firm	Board Approval Requested	Activity/Projects
GRD Energy	\$150,000	Energy Efficiency and Monitoring Services for Cañada College, College of San Mateo and Skyline College.
JKL Construction, Inc.	\$100,000	Project Management Services for Cañada College, College of San Mateo and Skyline College.
Shannon Leigh Associates	\$50,000	Design Services for Exterior Way Finding Signage for Cañada College, College of San Mateo and Skyline College.
Sally Swanson Architects, Inc.	\$100,000	Design Services and ADA Services for Cañada College, College of San Mateo and Skyline College.
Verde Design	\$250,000	Civil Engineering Services for Cañada College, College of San Mateo and Skyline College.

Funding sources for construction consultant services include general obligation bond and State funds.

RECOMMENDATION

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

BOARD REPORT NO. 12-8-1C

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

**2012 ARCC REPORT
THE COLLEGE LEVEL INDICATORS**

In 2004, AB 1417 mandated the creation of a performance measurement system for the California Community Colleges System. In 2007, the System Office (called the Chancellor's Office until 2008) collaborated with the System colleges to develop a comprehensive performance measurement report called Accountability Report for the Community Colleges (ARCC). As required by law, local governing boards should review the annual ARCC report and provide the meeting minutes to the State Chancellor's Office showing such review took place.

Attached is a brief explanation of the ARCC report (Exhibit A). Also attached are the individual reports for Cañada College (Exhibit B), College of San Mateo (Exhibit C) and Skyline College (Exhibit D).

There is an ARCC contact on each college campus and an ARCC contact at the district office in multi-college districts. The contacts are responsible for reviewing ARCC data, interpreting the data, and compiling self-assessments.

The ARCC contacts in our District are:

Gregory Stoup – Cañada College
John Sewart – College of San Mateo
Rob Johnstone – Skyline College
Jing Luan – District Office

The Accountability Reporting for the Community Colleges (ARCC) framework specifies that community college performance data should be aggregated, analyzed, and reported at two levels: the individual college level (college level indicators) and across the community college system (systemwide indicators). Results for the college level indicators for each of the District Colleges are shown in the attached tables. In order to give proper context to the college level indicators, each District College also attaches a one page self assessment report, which is submitted to the System Office by the Colleges on a yearly basis.

The tables present the following data for each College:

1. Student Progress and Achievement Rate (Table 1.1)
2. Percent of Students Who Earned at Least 30 Units (Table 1.1a)
3. Persistence Rate (Table 1.2)
4. Annual Successful Course Completion Rate for Credit Vocational Courses (Table 1.3)
5. Annual Successful Course Completion Rate for Credit Basic Skills Courses (Table 1.4)
6. Improvement Rates for Credit ESL and Credit Basic Skills Courses (Table 1.5)
7. Career Development and College Preparation (CDCP) Progress and Achievement Rate (Table 1.6)
8. College Profile Summaries (e.g., headcounts, percentages of student enrollments by various demographics) (Tables 1.7, 1.8, 1.9, 1.10)
9. Summary of the Colleges' Peer Groups for Each Indicator (Table 1.11)

Tables 1.1 to 1.11 are organized under three main categories: College Performance Indicators, College Profiles, and College Peer Grouping. College Performance Indicators are further categorized as Degree/Certificate/Transfer, Vocations/Occupational/Workforce Development, and Pre-Collegiate Improvement (Basic Skills, ESL, and Enhanced Noncredit).

Because analysts of state level policy often need to know how the entire system has performed on specific indicators, the total system rates on the ARCC college level indicators are reported, and are shown in the table below. The rates in this table use the total number of students in the state that qualified for a specific cohort as the denominator.

The rates in this table should not be used to evaluate the performance of an individual college because these overall rates ignore the local contexts that differentiate the community colleges. Evaluation of individual college performance should focus on the college level information that appears on the separate pages that are attached. On those pages, Tables 1.1 to 1.11 for each college and the college's self-assessment explicitly enable analysts to evaluate a college in an equitable manner.

College Level Performance Indicator	2010	2011	2012
1. Student Progress & Achievement	52.3%	53.6%	53.6%
2. Completed 30 or More Units	72.4%	72.8%	73.5%
3. Fall to Fall Persistence	68.7%	67.6%	71.3%
4. Vocational Course Completion	77.5%	77.0%	76.7%
5. Basic Skills Course Completion	61.5%	61.4%	62.0%
6. Basic Skills Course Improvement	50.1%	54.6%	54.6%
7. ESL Course Improvement	53.2%	58.6%	58.6%

Note that these systemwide indicators are not simply statewide aggregations of the college level indicators presented elsewhere in this report. Some systemwide indicators cannot be broken down to a college level or do not make sense when evaluated on a college level. For example, students may transfer or attend courses across multiple community colleges during their studies and their performance

outcomes must be analyzed using data from several community colleges rather than from an individual college.

The Career Development and College Preparation (CDCP) Progress and Achievement Rate (Table 1.6) is included in each of the individual college reports as a result of legislation (SB 361, Scott, Chapter 631, Statutes of 2006) that increased funding for specific noncredit courses at those community colleges and schools of continuing education that have applied for and received approval for enhanced noncredit programs. None of the District Colleges have CDCP courses.

Canada College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Student Progress and Achievement Rate	48.3%	45.8%	54.8%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Percent of Students Who Earned at Least 30 Units	73.5%	73.1%	73.4%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009	Fall 2009 to Fall 2010
Persistence Rate	68.9%	63.6%	68.4%



Canada College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Vocational Courses	77.3%	77.0%	76.9%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Basic Skills Courses	56.1%	56.2%	52.3%

Table 1.5:
Improvement Rates for
ESL and Credit Basic
Skills Courses

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
ESL Improvement Rate	50.6%	46.8%	43.1%
Basic Skills Improvement Rate	57.9%	60.2%	60.4%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
CDCP Progress and Achievement Rate	.%	.%	.%



Canada College

San Mateo County Community College District

College Profile

Table 1.7:
Annual Unduplicated
Headcount and Full-Time
Equivalent Students (FTES)

	2008-2009	2009-2010	2010-2011
Annual Unduplicated Headcount	10,865	11,566	10,721
Full-Time Equivalent Students (FTES)	4,703	5,063	4,902

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2008-2009	2009-2010	2010-2011
19 or less	22.2%	22.6%	20.4 %
20 - 24	22.8%	23.4%	26.0 %
25 - 49	42.9%	42.0%	42.3 %
Over 49	12.0%	12.0%	11.3 %
Unknown	.%	.%	. %

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2008-2009	2009-2010	2010-2011
Female	63.1%	63.3%	63.4%
Male	34.7%	34.7%	34.7%
Unknown	2.2%	2.0%	1.9%

Source: Chancellor's Office, Management Information System



Canada College

San Mateo County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2008-2009	2009-2010	2010-2011
African American	3.4%	3.8%	4.2%
American Indian/Alaskan Native	0.4%	0.4%	0.3%
Asian	7.2%	8.6%	8.4%
Filipino	3.7%	3.6%	3.7%
Hispanic	41.4%	39.2%	41.0%
Pacific Islander	1.7%	1.7%	1.7%
Two or More Races	.%	1.2%	1.9%
Unknown/Non-Respondent	10.6%	8.3%	6.4%
White Non-Hispanic	31.7%	33.3%	32.5%

Source: Chancellor's Office, Management Information System



Canada College

San Mateo County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	54.8	43.3	25.0	54.8	A6
B	Percent of Students Who Earned at Least 30 Units	73.4	76.2	73.3	81.7	B6
C	Persistence Rate	68.4	74.2	62.7	83.4	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	76.9	73.3	64.0	88.3	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	52.3	63.8	52.3	72.6	E1
F	Improvement Rate for Credit Basic Skills Courses	60.4	58.1	41.6	72.1	F5
G	Improvement Rate for Credit ESL Courses	43.1	45.6	.0	78.6	G1

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Canada College

San Mateo County Community College District

College Self-Assessment

Students Served

Cañada College is a steadily growing community college located in the San Francisco Bay Area, and now serving approximately 11,500 students per year. Despite its location in one of the most affluent communities in the state, Cañada serves a diverse and largely underserved student population. Cañada enrolls disproportionately high levels of both Hispanic and Filipino students as well as first generation college students and those from low income households. Cañada supports the needs of these students through high quality, adaptive instruction and robust service support.

Mission and Programs

Cañada's mission remains tightly focused on student learning. The college has established a planning system designed to integrate and align institutional planning process toward the goal of achieving sustained improvements in student learning and program completion. Program innovation is a big part of this strategy. Cañada has developed several creative learning community programs designed to leverage unique capabilities in both instruction and student services. Recently, the college has developed a fast growing Honors Program and enjoyed steady growth in transfers to CSUs and UCs. In response to students with developmental needs, Cañada has made innovations to its Basic Skills and ESL curriculum, creating formal linkages to vocational programs as a model to increase student persistence and success. It also developed two innovative placement test preparation programs, Math Jam and Word Jam, which have yielded impressive results in their initial implementation.

ARCC Metrics

Cañada administrators, faculty and staff routinely review trends in the ARCC data. The 2012 ARCC Report highlights a significant increase in Cañada's Student Progress and Achievement Rate. This year's increase of nine percentage points reverses a modest decline and placed Cañada at the top of its peer group and above the statewide average. Much of this success can be attributed to Cañada's focus on strengthening its general education offerings. In Fall 2010 the college created the Center for Innovation and Excellence in Teaching and Learning (CIETL) with the primary purpose of creating a time and space for faculty and staff to regularly convene to share best practices. CIETL supports practitioner level research and curricular innovation and has begun to stimulate campus wide dialogue on the forces impacting student success.

Another area of improvement was the five percentage point increase in Canada's Fall to Fall Persistence Rate. Noticing a decline in persistence in previous years the college leadership developed strategies to increase the persistence rate for first-time students. The college continues to investigate the forces impacting student persistence to help identify warning signs that can alert college professionals that students may be facing challenges and respond to those challenges in an effective and timely manner.

One area of concern in the ARCC report is the continued decline in the college's Improvement Rates for ESL students. In response to local research findings the college has introduced a series of program innovations linking ESL courses with vocational courses to help foster greater contextual learning and develop stronger connections with our ESL students.



College of San Mateo

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Student Progress and Achievement Rate	62.9%	58.4%	58.0%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Percent of Students Who Earned at Least 30 Units	75.1%	73.5%	75.2%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009	Fall 2009 to Fall 2010
Persistence Rate	77.7%	77.8%	76.5%



College of San Mateo

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Vocational Courses	80.9%	79.6%	78.8%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Basic Skills Courses	59.9%	56.8%	59.5%

Table 1.5:
Improvement Rates for
ESL and Credit Basic
Skills Courses

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
ESL Improvement Rate	54.1%	54.1%	52.5%
Basic Skills Improvement Rate	56.7%	57.6%	60.2%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
CDCP Progress and Achievement Rate	.%	.%	.%



College of San Mateo

San Mateo County Community College District

College Profile

Table 1.7:
Annual Unduplicated
Headcount and Full-Time
Equivalent Students (FTES)

	2008-2009	2009-2010	2010-2011
Annual Unduplicated Headcount	18,647	18,566	16,106
Full-Time Equivalent Students (FTES)	9,071	9,154	8,325

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2008-2009	2009-2010	2010-2011
19 or less	27.7%	28.3%	27.5 %
20 - 24	24.3%	25.3%	27.5 %
25 - 49	36.5%	35.5%	35.3 %
Over 49	11.5%	10.9%	9.8 %
Unknown	0.0%	0.0%	0.0 %

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2008-2009	2009-2010	2010-2011
Female	50.7%	51.5%	50.7%
Male	46.7%	45.9%	46.9%
Unknown	2.5%	2.6%	2.4%

Source: Chancellor's Office, Management Information System



College of San Mateo

San Mateo County Community College District

College Profile**Table 1.10:**
Ethnicity of Students

	2008-2009	2009-2010	2010-2011
African American	3.6%	3.4%	3.5%
American Indian/Alaskan Native	0.5%	0.4%	0.3%
Asian	16.9%	17.3%	18.5%
Filipino	6.1%	6.3%	6.6%
Hispanic	18.7%	20.9%	22.9%
Pacific Islander	2.2%	2.2%	2.2%
Two or More Races	.%	1.7%	2.8%
Unknown/Non-Respondent	15.6%	11.2%	9.4%
White Non-Hispanic	36.5%	36.7%	33.8%

Source: Chancellor's Office, Management Information System



College of San Mateo

San Mateo County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	58.0	56.9	40.5	68.3	A4
B	Percent of Students Who Earned at Least 30 Units	75.2	76.2	73.3	81.7	B6
C	Persistence Rate	76.5	74.2	62.7	83.4	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	78.8	75.8	65.1	87.3	D4
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	59.5	63.8	52.3	72.6	E1
F	Improvement Rate for Credit Basic Skills Courses	60.2	58.1	41.6	72.1	F5
G	Improvement Rate for Credit ESL Courses	52.5	48.8	10.1	67.5	G2

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



College of San Mateo

San Mateo County Community College District

College Self-Assessment

College of San Mateo, the oldest of the three colleges in the San Mateo County Community College District, opened in 1922 with 35 students. Located in a County with minimal population growth, CSM's enrollment has slowly declined over the past few decades. More recently, student enrollments have stabilized. Between 2008-2009 and 2010-2011, the number of students enrolled (annual unduplicated headcount) decreased: - 13.6%. During the same period of time, however, the number of Full-Time Equivalent students (FTES) at CSM decreased at a much smaller rate: -8.2%. These figures indicate that CSM students who enrolled in 2010 - 2011 carried slightly higher unit loads, on average, than their counterparts in the past. During this time, the demographic profile of CSM students has remained stable.

In terms of student success, CSM's performance on 5 of the 7 ARCC indicators remains consistently healthy in relation to both Statewide averages and its CCC peer groups. (1) The "first-time student progress and achievement rate" is considerably greater than Statewide and peer group averages. (2) The "percent of first-time students who have earned at least 30 units" is above the Statewide average and one point below our comparative peer group. (3) The "fall-to-fall persistence rate" is greater than the Statewide average and peer group averages. (4) The "annual successful course completion rate for vocational courses" exceeds the Statewide average by 2.1% and our peer groups average by 3 points. (5) The "annual successful course completion rate for credit basic skills courses" is below both Statewide and peer group averages. (6) The "improvement rate for ESL students" is slightly below the Statewide average but nearly 4 points above our peer group average. (7) The "improvement rate for basic skills students" is above the Statewide and peer group averages.

Although CSM ranks well above the Statewide average and its peer groups in terms on Fall-to-Fall persistence, the College remains keenly concerned that more than one-fifth (23.5%) of students are not returning and enrolling the subsequent year. The College has experienced an increasing number of students with skills below college-level and this population is at most risk to drop out. However, the College is encouraged by this year's ARCC report which shows an increase in the successful course completion rates for basic skills students.

CSM continues to vigorously address student success issues through a variety of student learning and support efforts associated with its Basic Skills Initiative and Enrollment Management Plan. In addition, the College continues to use a series of external and internal indicators to introduce curricular and pedagogical innovations designed to improve student academic achievement in below college-level coursework.

Beyond the ARCC indicators, CSM is proud of its long tradition of preparing students for transfer. Each year, approximately 500 students transfer to the UC and CSU. Since 1995, CSM's transfer and degree/ certificate completion rates are consistently equivalent to or above Statewide averages.



Skyline College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Student Progress and Achievement Rate	56.9%	53.8%	59.3%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2003-2004 to 2008-2009	2004-2005 to 2009-2010	2005-2006 to 2010-2011
Percent of Students Who Earned at Least 30 Units	74.9%	74.0%	74.7%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009	Fall 2009 to Fall 2010
Persistence Rate	74.9%	76.3%	73.4%



Skyline College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Vocational Courses	73.4%	73.4%	73.7%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2008-2009	2009-2010	2010-2011
Annual Successful Course Completion Rate for Basic Skills Courses	60.7%	63.3%	64.9%

Table 1.5:
Improvement Rates for
ESL and Credit Basic
Skills Courses

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
ESL Improvement Rate	58.9%	53.5%	52.4%
Basic Skills Improvement Rate	60.3%	55.1%	58.3%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2006-2007 to 2008-2009	2007-2008 to 2009-2010	2008-2009 to 2010-2011
CDCP Progress and Achievement Rate	.%	.%	.%



Skyline College

San Mateo County Community College District

College Profile

Table 1.7:
Annual Unduplicated
Headcount and Full-Time
Equivalent Students (FTES)

	2008-2009	2009-2010	2010-2011
Annual Unduplicated Headcount	16,239	17,377	16,189
Full-Time Equivalent Students (FTES)	8,076	8,704	8,485

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data (Resident only) are produced from the Chancellor's Office, Fiscal Services 320 Report.

Table 1.8:
Age of Students at Enrollment

	2008-2009	2009-2010	2010-2011
19 or less	26.5%	26.9%	25.1 %
20 - 24	31.5%	32.2%	33.8 %
25 - 49	34.0%	33.5%	33.9 %
Over 49	8.0%	7.4%	7.1 %
Unknown	0.0%	.%	0.0 %

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2008-2009	2009-2010	2010-2011
Female	53.3%	53.2%	52.6%
Male	44.6%	44.6%	45.5%
Unknown	2.1%	2.2%	1.9%

Source: Chancellor's Office, Management Information System



Skyline College

San Mateo County Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2008-2009	2009-2010	2010-2011
African American	3.8%	3.8%	3.6%
American Indian/Alaskan Native	0.4%	0.3%	0.2%
Asian	23.6%	23.8%	24.8%
Filipino	17.9%	16.7%	16.0%
Hispanic	18.6%	20.5%	23.1%
Pacific Islander	2.2%	1.9%	1.6%
Two or More Races	.%	1.7%	2.9%
Unknown/Non-Respondent	11.4%	8.7%	6.2%
White Non-Hispanic	22.0%	22.5%	21.7%

Source: Chancellor's Office, Management Information System



Skyline College

San Mateo County Community College District

College Peer Grouping**Table 1.11:** Peer Grouping

	Indicator	College's Rate	Peer Group	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	59.3	61.0	49.8	68.8	A2
B	Percent of Students Who Earned at Least 30 Units	74.7	69.7	57.8	80.0	B1
C	Persistence Rate	73.4	69.1	60.4	79.7	C5
D	Annual Successful Course Completion Rate for Credit Vocational Courses	73.7	75.8	65.1	87.3	D4
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	64.9	63.8	52.3	72.6	E1
F	Improvement Rate for Credit Basic Skills Courses	58.3	58.1	41.6	72.1	F5
G	Improvement Rate for Credit ESL Courses	52.4	48.8	10.1	67.5	G2

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Skyline College

San Mateo County Community College District

College Self-Assessment

Located near San Francisco in San Bruno, Skyline College is one of three colleges in the San Mateo County Community College District (SMCCCD) and primarily serves northern San Mateo County. Skyline College enjoys a unique ethnic diversity in its student body, with its four main ethnic groups each near 20 percent of the student body - 25 percent Asian, 23 percent Hispanic, 22 percent White, and 17 percent Filipino in fall 2010.

Overall, Skyline College's ARCC 2012 data suggest a strong, healthy campus, as evidenced by performance on the peer-grouped indicators. On three of the seven indicators – Students Earning 30+ Units, Persistence Rate, and ESL Improvement rate, Skyline College again outperformed its peer average by five, four, and four percentage points, respectively. On two of the other four indicators - Basic Skills Course Completion & Basic Skills Improvement Rate - Skyline College slightly outperformed the peer group average. On the remaining two indicators – SPAR and Vocational Course Completion, Skyline was within two points of the peer average. This represents a significant improvement from last year for the SPAR rate, which was seven points below the peer average in the 2011 report.

The ARCC annual trend data reveal that the College is holding steady on most of its indicators; four of the seven indicators have three year trends that vary by two points or less. Our Basic Skills Improvement Rate, which had dropped five points last year from 60% to 55%, improved to 58% in the most recent report. This finding is consistent with internal campus data showing modest improvements in course success rates and cohort tracking / completion rates.

This year also evidences a slight drop in persistence rate for the Fall 2009 to Fall 2010 group, falling to 73% from 76% in last year's report. This finding is not surprising, given that Fall 2009 represented Skyline's highest headcount and FTES figures in the history of the college. Much of this increase in enrollment came from students flooding into the college from a weakened economy as well as constricted CSU programs; we expected to see a persistence drop associated with this group.

Finally, and most notably, the college's SPAR rate soared 5.5 points from 53.8% last year to 59.3% this year. In last year's self-assessment, we had noted that the drop in our SPAR rate was puzzling, given that the related metric of Percentage of Students Earning 30+ units has remained steady – and five points above our peer group average - at nearly 75%. The SPAR rate increase is consistent with a recent internal study the college conducted of the Bay 25 community colleges, revealing that when accounting for Fall Semester headcount, Skyline is 2nd out of 25 in the number of certificates awarded and 6th in the number of degrees awarded.

In sum, while Skyline College is pleased with the progress we have made that is evidenced by strong performance on the ARCC indicators, we are moving forward with new thinking and initiatives to significantly improve our outcomes.

