

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**October 24, 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**

12-10-3      [Approval of the Minutes of the Study Session of October 10, 2012](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

12-10-2C      [Science, Technology, Engineering, and Mathematics \(STEM\) Grants and Programs at Cañada College](#)

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

## **NEW BUSINESS**

- 12-10-2A      [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.*

- 12-10-1CA      [Ratification of July and August 2012 District Warrants](#)

### **Other Recommendations**

- 12-10-101B      [Approval of Revisions to District Rules and Regulations: Policies 2.02, Chancellor of the District; 2.26, Drug-Free Workplace and Educational Environment; 2.34, Computer and Network Use; 6.01, Philosophy and Purpose; 6.22, Academic Renewal; 7.41, Disabled Students Programs and Services \(DSPS\); 7.43, Financial Aid Programs; 8.33, Auxiliary Services; 8.40, Risk Management; 8.47, Study/Travel Tours; and 8.55, Conference Attendance and Travel](#)
- 12-10-102B      [Approval to Reject All Bids Received for the Sale of KCSM-TV](#)

## **INFORMATION REPORTS**

- 12-10-3C      [Fall 2012 Census Report](#)

## **STATEMENTS FROM BOARD MEMBERS**

## **COMMUNICATIONS**

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. [Public Employment](#)
    1. [Employment: Cañada College](#) – Laboratory Technician, Science & Technology
  - B. [Public Employee Discipline, Dismissal, Release](#)
3. Conference with Legal Counsel regarding one case of potential litigation as authorized by Government Code section 54956.9(c)

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
October 10, 2012, San Mateo, CA**

**The meeting was called to order at 7:03 p.m.**

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

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the minutes of the September 12, 2012 meeting of the Board. The motion carried, all members voting "Aye."

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the minutes of the September 19, 2012 meeting of the Board. President Mandelkern said that on page 5, the person referred to as "a member of the public" was Cañada College student Faith Schug. The minutes will be amended to reflect this. With this change, the motion to approve the minutes carried, all members voting "Aye."

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-10-1A)**

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the actions in Board Report No. 12-10-1A. The motion carried, all members voting "Aye."

**Other Recommendations**

**CONTRACT AWARD FOR COLLEGE OF SAN MATEO HEALTH AND WELLNESS BUILDING 5 FIRST FLOOR LOCKER ROOMS RENOVATIONS PROJECT (12-10-100B)**

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the contract as detailed in the report. Student Trustee Girard asked how long the project would take to complete. Chancellor Galatolo said it would take three to four weeks and the work would be done over the holiday period to minimize disruption. He said alternate space will be available in Building 8. Trustee Miljanich noted the unusually wide variance in bids. Chancellor Galatolo said the recommended contractor, Eternal Construction, was pre-qualified. The contractor was told that this is a PLA project and they would be required to conform with the conditions of such a project. They were also told that they should not expect to submit change orders. The contractor understood these conditions and did not want to withdraw the bid. Executive Vice Chancellor Blackwood said staff conducted extra due diligence because they were not familiar with Eternal Construction. She added that the references for this contractor were good. After this discussion, the motion carried, all members voting "Aye."

**STUDY SESSION**

**CONTINUING DISCUSSION OF “AT LARGE” VS. “BY DISTRICT” COLLEGE BOARD ELECTIONS (12-10-1C)**

President Mandelkern said the Board held two public meetings on this topic and also discussed the issue at several previous meetings. He said that at the end of the last meeting, the Board provided feedback to demographer Michael Wagaman to prepare more focused district maps for the Board’s consideration. The Board and members of the audience were provided copies of a memo from Mr. Wagaman summarizing prior direction and the new scenarios drawn as a result. A copy of this memo is attached to the official minutes of record.

Mr. Wagaman said that after discussion at the last Board meeting, he was given direction to:

1. Focus on scenarios that would create a total of five districts;
2. Prioritize minimizing divisions of other jurisdictional boundaries even if that led to a division of the Coastal Community of Interest;
3. Place greater emphasis on not dividing school districts;
4. Specifically, draw an alternative scenario that prioritizes not dividing school districts over not dividing cities.

Mr. Wagaman noted that, although no specific direction was given, there was also discussion regarding the division of Redwood City and the configuration of the South County area.

Mr. Wagaman said there are three types of school districts in San Mateo County: elementary, unified, and secondary. Due to their large size, the three secondary districts are divided in all scenarios. Therefore, when divisions of school districts are discussed in his presentation, only elementary and unified school districts are included.

Mr. Wagaman said he created two scenarios in response to the above referenced direction from the Board. The first, labeled Scenario 1B, is a modified version of the scenario labeled 1A, which was presented at the last meeting. Like Scenario 1A, Scenario 1B prioritizes keeping cities whole over school districts, significantly divides Redwood City, and combines Atherton with the bulk of Redwood City and the South County Latino Community of Interest. However, some small areas were shifted to better conform potential boundaries to existing school district boundaries where they would not result in additional city splits.

The second scenario, labeled Scenario 4A, is similar to Scenario 1A in that it consists of five districts and prioritizes minimizing divisions of other jurisdictional boundaries over maintaining the Coast in a single district. However, it prioritizes keeping school districts whole over keeping cities whole. The emphasis on keeping school districts whole results in Brisbane being combined with Daly City rather than with the San Bruno/Millbrae area, as opposed to previously discussed Board preferences. While this scenario still splits Redwood City and the Redwood City Elementary School District, it does so less radically, as it wraps Atherton around to the Belmont/Foster City area.

Mr. Wagaman said his presentation shows two maps for each scenario, one highlighting potential boundaries relative to school districts and the other relative to cities. Information relating to various potential redistricting criteria is also provided, as follows:

<b>Criteria</b>	<b>Scenario 1B</b>	<b>Scenario 4A</b>
Total Deviation	2.69%	9.40%
Number of Potential Section 2 Voting Rights Act Districts	1	1
Number of Divided Cities	2	5
Number of Divided School Districts	8	4
Coastal COI Divided	Yes	Yes
South County Latino COI Divided	No	No
Multiple Campuses in One District	No	No
Number of District with More than Two Incumbents	1	1

Mr. Wagaman asked that the Board provide further direction on:

1. North County – should Brisbane be placed with San Bruno/Millbrae (Scenario 1B) or with Daly City (Scenario 4A)? This question is tied with the level of priority given to cities vs. school districts.
2. South County – is the general configuration of Scenario 1B or Scenario 4A preferable? This question is not as closely tied to the level of priority given to cities vs. school districts; there is a secondary question of whether, within the preferred general configuration, priority should be given to cities or school districts in any future scenario.

Mr. Wagaman said that city or school district boundaries, or a combination of both depending on the area, can be used. Vice President Hausman asked if there is an advantage of matching district boundaries to either city or school district boundaries. William Tunick of Dannis Wolliver Kelley, who is acting as counsel to the Board on this matter, said he sees no reason that using one or the other, or “mixing and matching,” would be problematic.

Trustee Holoher asked how the 9.4% total deviation in Scenario 4A is broken down by population. Mr. Wagaman said the deviation in the largest of the five districts is 5.53% and in the smallest district is -3.90%. Trustee Holoher said that it was suggested previously that a 10% or lower deviation could be acceptable and he asked for further clarification. Mr. Tunick said the courts have used 10% and there is a presumption that anything below that figure is probably safe; however, the courts are getting stricter and it is preferable to get as close to 0% deviation as possible. Mr. Wagaman said the deviation difference is due in large part to keeping the Cabrillo Unified School District whole, causing districts in the north to have more significant deviations. He said the deviation could be minimized by splitting Cabrillo. Trustee Miljanich asked if splitting the Cabrillo District would impact the Communities of Interest. Mr. Wagaman said it would impact the Coastal Community of Interest but not the Latino Community of Interest in the South County or the Asian Community of Interest in the North County.

President Mandelkern asked if there were questions and/or comments from the public. Hearing none, he called for Board discussion.

There was extensive Board discussion about the scenarios presented, including keeping the Coastsides, Latino and Asian Communities of Interest whole; using school district or city boundaries or a combination of both; deviations; and placement of the cities of Brisbane, Daly City and South San Francisco. Regarding deviation, President Mandelkern said he would be willing to accept greater deviation in order to keep the Coastsides whole and he believes this would be defensible. Trustees Hausman, Miljanich and Schwarz agreed. Trustee Holoher said he would agree as long as the District would be on safe legal ground. Mr. Tunick said the focus on school district and city boundaries is concrete and would be possible to justify in court.

The Board agreed on a preference for Scenario 4A, which: keeps Daly City and Brisbane together, thereby not splitting the Brisbane Elementary School District; splits Redwood City less radically; and does not split the Cabrillo Unified School District. Mr. Wagaman said that within Scenario 4A, there are two items to consider:

1. The boundaries of Daly City and Pacifica are not identical to the boundaries of the Jefferson and Laguna Salada School Districts; using either is acceptable and the Board should choose which to use. Trustee Schwarz said her preference is to keep the school districts whole and the Board agreed.
2. How to split the boundaries of the Redwood City Elementary School District; currently Mr. Wagaman is using the boundaries of Woodside and Atherton and he would like to make sure this is an acceptable way to split the school district. President Mandelkern said that, since the Redwood City Elementary School District will be split in any scenario, it makes sense to use the boundaries of Woodside and Atherton rather than splitting the City of Redwood City further. The Board agreed that it is preferable to use the Woodside and Atherton boundaries.

Mr. Wagaman said he will provide the Board with a high-resolution zoom map with street boundaries for Scenario 4A, with the Board’s stated preferences.

President Mandelkern said the Board has not made a formal decision to adopt by-district elections. If the decision is made to move to by-district elections, the Board would also move to adopt a map. President Mandelkern said he would like the Board to have some time to examine the high-resolution map that Mr. Wagaman will provide. He would also like to post the map on the District website and invite public comment before making a formal decision. If the Board then decides to adopt by-district elections and to adopt the district boundaries shown on the map, it would be forwarded to the California Community Colleges Board of Governors for review and approval. Mr. Tunick said this process could take three to four months. He said the registrar would also need time to set up a data base and this should be taken into account along with the candidate filing deadline for the 2013 election. President Mandelkern said he would prefer to take time to conduct the process well rather than quickly and if the Board adopts by-district elections, it might be better to have the new election method take effect after the 2013 election. Trustee Holober asked if the Board would be able to specify an effective date with its submission to the Board of Governors. Mr. Wagaman said the Board will make a decision not only about when the new election method will take effect, but also about which districts will be designated to come up for election first and second. He said he is not aware of any requirements regarding this timing and there tends to not be a firm logic as to which districts come up at which times. Mr. Tunick agreed but said the courts would take a pessimistic view of redistricting being used to purposely unseat an incumbent.

Trustee Holober said there seems to be interest in changing to by-district elections after 2013. He said that he and Vice President Hausman are up for reelection in 2013 and there would be no change, i.e. anyone in the County would be free to run against them in an at-large election. The other three trustees are up for reelection in 2015 and Trustee Holober said logic would suggest that, since the new boundaries would have been adopted and become effective, these three trustees would run in the new districts if they chose to run. Additionally, a trustee who wins election in 2013 would hold the seat for the entire four-year term regardless of who is elected in 2015; therefore, a candidate from the same district could run in by-trustee elections in 2015, resulting in two trustees holding office in that district for a period of two years. Mr. Tunick agreed that this could occur, stating that once the plan goes into effect, it takes a four-year cycle of elections before it would be necessary to have one trustee from each of the five districts. In the interim, if there is a district without a trustee in residence, the Board could appoint a Board member to represent that district until a trustee is elected through by-trustee elections.

President Mandelkern asked if there is a normal period of time for public comment, e.g. 30 or 60 days. Mr. Tunick said it would be better to have a longer period of time, particularly with the holidays approaching. He said that most community colleges take formal action on a shift to by-district elections and a proposed district map at the same time. Given that it would take time to allow for public comment prior to such Board action, Trustee Miljanich asked if the Board has gone far enough that it would not be at risk of litigation. Trustee Schwarz said her understanding is that the Board's discussions constitute evidence that they are attempting to do the right thing; President Mandelkern said this is his understanding as well. Mr. Tunick said that is generally correct and he believes the Board has come far enough down the road in the discussions they have been holding in compliance with the legal requirement to look at how elections are conducted after each census. Trustee Miljanich said she wants to continue to separate the Board's discussion from the Board of Supervisors issue and to emphasize that this Board is not motivated by lawsuits. President Mandelkern said that both he and Barbara Christensen, Director of Community/Government Relations, have clearly made this point in their interactions with the press. Trustee Holober said the discussions have been a Board initiative and the Board has not been reacting to any pressure. He said members of the public who have spoken at meetings have been motivated by theoretical beliefs about good government rather than by feelings that they are not being represented. President Mandelkern said the Board has tried to gather public input and will continue to do so through the website.

President Mandelkern said he would prefer that the shift to by-district elections and the map be considered for adoption at the same time. However, he suggested that the Board take formal action to put the map on the District website and invite public comment for a specified period of time prior to a potential formal vote to shift the election method and adopt the map. The Board agreed with this suggestion and agreed on a 90-day public comment period. The formal action to place the map on the District website will take place at a future Board meeting.

**RECESS TO CLOSED SESSION**

President Mandelkern said that during Closed Session, the Board will consider the personnel items listed as 1A and 1B on the printed agenda.

The Board recessed to Closed Session at 8:40 p.m.

The Board reconvened to Open Session at 9:55 p.m.

**CLOSED SESSION ACTIONS TAKEN**

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

**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 10:00 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 24, 2012 meeting.

Helen Hausman, Vice President-Clerk

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



*Earthbook* by Juana Alicia





# President's Report to the Board of Trustees

Dr. Regina Stanback Stroud

## SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012

### A CALL TO CONSCIOUSNESS Upcoming Lecture Series Schedule

October 25<sup>th</sup>:  
Dr. Pamela Cox Otto,  
Multigenerational  
Communications Expert

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

November 16<sup>th</sup>:  
Dr. J. Stephen Morrison,  
Senior Vice President/Director  
for the Center on Strategic and  
International Studies (CSIS) and  
global health policy

The Center seeks to advance a long-term strategic  
U.S. approach to global health, cultivate new  
global health champions, enrich our understand-  
ing of the security and foreign policy dimensions  
of global health, and link Washington-based work  
to emerging policy expertise in key developing  
and middle income countries.

November 30<sup>th</sup>:  
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.

Fall 2012

The Center for Student Life & Leadership Development Presents:  
A CALL TO CONSCIOUSNESS...



### Generational Communication Dr. Pamela Cox Otto



Chief Executive Officer Interact Communication

Highly skilled, a brilliant strategist, and possessing a wild sense of humor, Pam Cox-Otto, Ph.D. brings a wealth of experience to meeting the marketing needs of community colleges. Pam has created statewide image and recruitment programs for community colleges, implemented government relations efforts, and recreated the brands of many colleges coast-to-coast. She has written a book on best web practices for colleges (Making your Website Work, LRP), and is currently writing the first of a three-part book series on generational marketing for colleges. She's a frequent national keynote speaker and she blends the latest research and marketing skills with a deep understanding of two-year colleges. Pam's current expertise in research, planning and communications began humbly, as a television news reporter in the tiny California town of Eureka in 1974.

Her all-time favorite review of her personal speaking engagements came from a college president at an AACC presentation: "If Robin Williams were a woman, he would be Pam."

Thursday, October 25, 2012

11:00am -12:30pm  
Room 6202, Building 6  
RSVP to (650) 738-4325

Skyline College  
3300 College Drive, San Bruno, CA 94066

Proudly Sponsored by:  
The Associated Students of Skyline College and the  
Skyline College President's Innovation Fund



### FALL 2012 LECTURE SERIES – SAVE THE DATES!

The Fall 2012 Lecture Series presented by the Associated Students of Skyline College and sponsored by the President's Innovation Fund brings to campus world renowned experts in politics, communications, global health and the arts. All lectures are free to attend and open to faculty, staff, students and the community.

The next Fall Lecture Series featuring Dr. Pamela Cox Otto will take place Thursday, October 25, 2012 at 11:00 a.m. in Building 6, Room 6202. Dr. Cox Otto, Chief Executive Officer at Interact Communication, will be speaking on Generational Communication. She is a highly skilled, brilliant strategist with a wild sense of humor with a wealth of experience in marketing community colleges.

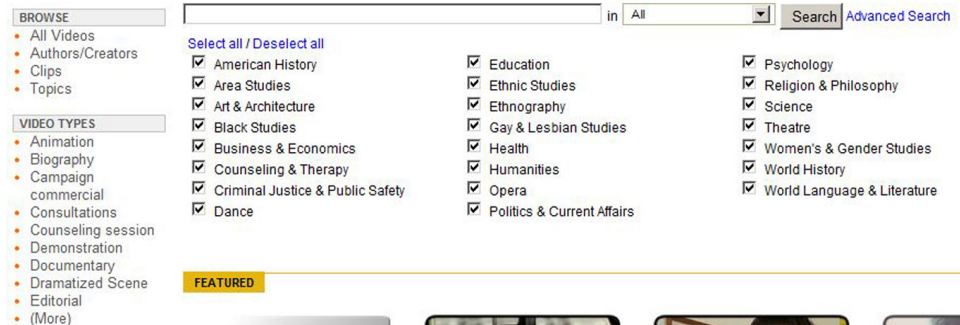
# SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012

## LIBRARY ADDS SECOND VIDEO DATABASE PLUS MANY NEW EBOOKS

Following the popularity of our Films On Demand database (provides instant access to thousands of videos from sources such as PBS, BBC, CNBC, Films for the Humanities & Sciences, Scientific American and much more), Skyline College Library has added a second video database to provide an even greater selection of videos to choose from. Academic Video Online, provides online access to more than 20,000 video titles in a wide range of academic subject areas as shown on the database's search page, *at right*.

Videos in either database can be viewed at any time from any computer. A PLS library card is required to login. Instructors can also select sections of videos to assign for student viewing. The databases may additionally be accessed from the Skyline Library Databases page. The library also has been increasing the number of eBooks in our collections. To begin to explore eBooks that may be relevant for your classes, we recommend that you try searching our eBook Academic Collection database, which provides a large selection of multidisciplinary eBook titles representing a broad range Overdrive Digital Books, Safari Tech Books and PLS Digital Book Library. For more information, see the Skyline Library eBooks page or call a Skyline librarian at x4312.



*example search*

## SKYLINE COLLEGE STUDY ABROAD IN CHINA DECEMBER 26, 2012-JANUARY 9, 2013

Skyline College Asian Studies Center will host another Study Abroad in China program from December 26, 2012 through January 9, 2013. This program will focus on various dimensions of the Chinese language, culture, and business practice. The study venture will provide a life-changing personal and business experience for participants.

## Skyline College Study Abroad in China

*December 26, 2012 - January 9, 2013*

### INFORMATION SESSIONS:

- ★ SATURDAY, SEPT 29<sup>th</sup> 10:30am - 11:30am ROOM 4-273
- ★ WEDNESDAY, OCT 10<sup>th</sup> 5:30pm - 6:30pm ROOM 4-273

### PROGRAM DESCRIPTION:

- ◆ Explore the culture, history, and business of China
- ◆ Participate in a two-week life-enhancing business and personal venture
- ◆ Earn College credits: BUS. 680SB (3 units, Transfer: CSU)
- ◆ Experience first-hand Chinese businesses, economics, and language skills
- ◆ Study at internationally recognized Chinese Universities
- ◆ Visit multi-national companies, and cultural tours
- ◆ Enjoy special guest speakers from multi-national companies



*Hui X. Pate, Ph.D., Professor of Business with students on the Great Wall of China.*

## SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012

### 25TH ANNIVERSARY OF EARTHBOOK & LATINO HISTORY MONTH CELEBRATIONS

On Tuesday, October 16, 2012, the college proudly celebrated Latino History Month and the 25th anniversary of Earthbook, the Skyline College mural painted 25 years ago by Bay Area's world renowned artist and muralist, Juana Alicia.

To celebrate this historic event, Skyline College, TRiO, the Associated Students of Skyline College, the Center for Student Life and Leadership Development, and the Bookstore hosted a discussion of Juana Alicia's work and how it exemplifies the values and aspirations that Skyline College holds dear – inspiring a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Historian and poet Dr. Naomi Quiñonez, poet Leticia Hernandez, and musical group Cascada de Flores participated in the event.

This event is sponsored by Skyline College, TRiO, Associated Students of Skyline College, the Center for Student Life and Leadership Development, Puente, and the Bookstore.



*Dr. Naomi Quiñonez, Historian and poet;  
Juana Alicia, artist and muralist;  
and Leticia Hernandez, poet.*

*left: Leticia Hernandez, poet.*

### CITD SECURES MEMORANDUM OF UNDERSTANDING WITH GRAND BASSA COMMUNITY COLLEGE IN LIBERIA

The CITD secured a Memorandum of Understanding (MOU) with the Grand Bassa Community College in Buchanan, Liberia. Liberia is one of many emerging markets in the world targeted by the CITD as an area with potential for partnerships. Dr. Levi Zangai, President of Grand Bassa Community College has indicated interest and enthusiasm in leveraging Skyline College's expertise in Solar Energy, Automotive (particularly women in Automotive), Early Childhood Education and Cosmetology. The partnership, in its early stages of implementation, will include study abroad opportunities for Skyline College students, reciprocal training opportunities for faculty and an increased number of international students, all assisting the college in globalizing its campus and curriculum.

The Liberian Embassy and Liberian Senate is aware of the partnership between Skyline College and the embassy called to thank Richard Soyombo and the CITD for their

commitment to educating Liberians. Recent meetings were held with CITD, the Liberian Senate President, Senator Finley and executives at Chevron to discuss a partnership. Chevron has made a verbal commitment to financially support the partnership to provide the instruction at Skyline College to train the Liberian workforce of the future.

These accomplishments would not have been possible without the vision of Senator Finley, the Senate President of Liberia and Dr. Zangai, President of Grand Bassa Community College, the support of Dr. Regina Stanback Stroud, President of Skyline College and the hard work of Richard Soyombo and the CITD staff.

This partnership furthers Skyline College's mission of empowering a global community of learners by leaps and bounds!



# SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012



*Juana Alicia, Artist and Muralist.*

## Latino History Month & the 25<sup>th</sup> Anniversary of Earthbook



*Juana Alicia and Nohel Corral unveiling the repainted mural.*



*Cascada de Flores, traditional musicians.*



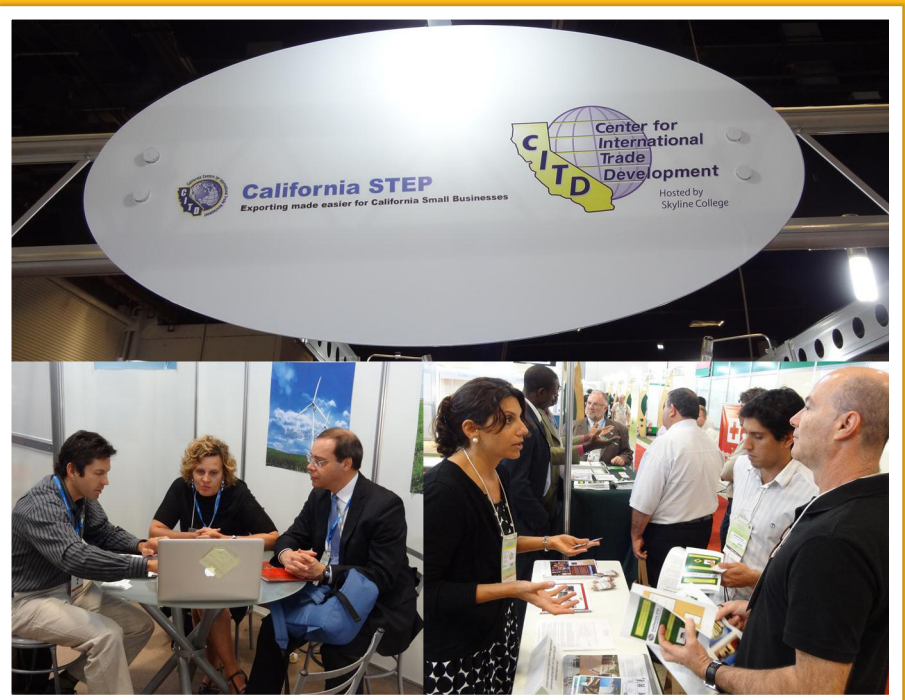
*Kevin Chak, Bookstore Manager with prize winner!*

### CITD LEADS GREEN CONSTRUCTION TRADE MISSION TO BRAZIL

Skyline College Center for International Trade Development (CITD) recently concluded a Green Construction Trade Mission comprised of eight companies from across California to Brazil. While in Brazil, the companies participated/attended the GreenBuilding Brasil 2012 Trade Show and Conference in Sao Paulo.

The Conference/Trade Show: “GreenBuilding Brasil” is the largest Green Construction trade show/conference in Latin America. Brazil represents the largest market potential to US/ CA companies due to the fact that the country will be hosting both the World Cup in 2014 and the Summer Olympics in 2016.

The principal objective of the Trade Mission was to introduce California companies to business opportunities in Brazil and subsequently to the MERCOSUL market comprised of Brazil, Chile, Argentina and Uruguay. As part of the Trade Mission, the companies met one-on-one with several Brazilian companies in both Sao Paulo and Rio-de-Janeiro.





## SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012

### ACCREDITATION UPDATE

Writing Teams are busy working on Draft 1.1 of the 2013 Institutional Self Evaluation which is due on October 31, 2012. Co-chairs Donna Bestock and Christine Roumbanis met with the standard co-chairs on Friday, October 5, 2012 to help customize feedback for each subcommittee. Each of the subcommittee chairs has gone back to their committee writers with guidance on making revisions to Draft 1.0. Writers should review the correct wording of the current standard, look at the themes document to incorporate themes in their document, look at the questions for each standard, and look at the evidence over the last six years.

For assistance or questions, please contact Co-chairs Donna Bestock or Christine Roumbanis. Christine Roumbanis is available Monday through Thursday from 12:00-2:00 p.m. in the Accreditation Resource Room in Building 5, Room 5133.

We truly appreciate all your hard work. Skyline Shines!

### FIRST ACCREDITATION OPEN FORUM IS A MASSIVE SUCCESS!

The Accreditation Open Forum held on October 4, 2012 was a massive success. Over 50 Skyline College students, faculty, staff and administration participated in a lively discussion. There was excellent feedback and sharing of ideas which will be incorporated into the accreditation self-evaluation.

Thank you to everyone who attended and participated in the dialogue. We will definitely use your helpful input. We look forward to the next Accreditation Open Forum and showing the Accreditation Committee how Skyline College really does Shine.



Success Summit planning session.



## Climb to the Summit

BRAINSTORMING & RECEPTION

Success Summit planning session.



### PRESIDENT'S COUNCIL KICKS OFF PENINSULA SUCCESS SUMMIT PLANNING SESSION

The Skyline College President's Council is looking forward to hosting a Peninsula Success Summit that invites community, civic, political and non-profit leaders to convene and develop an action agenda for addressing issues in the county with attention to the north portion of the county. The Summit will explore: (1) ways in which the educational institutions can meet the needs of north county business and civic communities, (2) ideas for resolving issues in north county and (3) ways to highlight innovation and creativity in the county.

President's Council Chair Jessica Evans and Director of Marketing and Public Relations, Cherie Napier facilitated the brainstorming session. Afterwards participants were invited to the President's Suite for light hors d'oeuvres and beverages.

The Success Summit will be held at Skyline college next fall and is sure to identify an agenda upon which the President's Council will act and pursue resolutions. Examples of such issues include jobs, health care, transportation and community connection.

## SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012

### SKYLINE COLLEGE'S TRANSFER CENTER HOSTS FIRST TRANSFER CONFERENCE FOR SKYLINE COLLEGE STUDENTS

On Saturday, September 29th, 2012 the Skyline College's Transfer Center hosted its' first-ever Transfer Conference for Skyline College students. The event was planned in collaboration with staff from many of Skyline Colleges' programs, Counseling and Transfer Center Staff. Over 80 students attended the event- an outstanding turnout, especially for a first time event!

As part of Skyline College's goal to increase the transfer rate of students to 4 year universities, the conference was designed to give students an overview of what is needed in the transfer planning process by introducing them to 3 key components to transfer: knowing their career or major path, knowing what transfer resources they can access to reach their transfer goals and knowing how to pay for their 4 year education and beyond. In addition to workshops facilitated on these topics, the program included a student panel of four former Skyline College students who have either graduated and transferred or graduated, transferred and are working in their field of interest. There was also a panel of university representatives who were able to discuss the different public and private university systems.

During the lunch hour, the Conference offered a resource fair, which included 4-year University representatives, representatives from Skyline College student organizations, programs and services and a representative from an outside community resource organization.

### THE DISABILITY RESOURCE CENTER KICKS OFF DISABILITY AWARENESS MONTH

The Disability Resource Center kicked off *disABILITY! ACHIEVE!*, a month long series of events for disability awareness month, with a low vision simulation in the quad. Students, faculty, and staff were encouraged to try on various goggles that replicated types of low vision. DRC also provided donuts and coffee along with information about techniques used by sighted guides.



*Transfer Center staff, Outreach Ambassadors and student volunteers.*



*Student panel of four former Skyline College students.*

### ART PROFESSOR TIFFANY SCHMIERER'S SCULPTURES FEATURED IN CAA

From September 14 - 16, 2012, Tiffany Schmierer participated in the 2012 Ceramics Annual of America at the Fort Mason Festival Pavilion. A juried exhibition and art fair, the CAA is entirely focused on ceramic art in America and highlights the diversity of contemporary ceramics from around the world, including works from China, Korea, Mexico, Australia and Italy. The only event of its kind in the United States, it provides a venue for the top regional and international artists working in the clay medium to show their work to a broader audience of collectors and foster dialogue between art aficionados and makers of ceramic sculpture.



*Tiffany Schmierer, Art Professor*

# SKYLINE COLLEGE BOARD REPORT

OCTOBER 19, 2012

## SUSTAINABILITY AMBASSADOR NETWORK KICK OFF

The Sustainability Ambassador Network Kick Off meeting held on October 11, 2012 was a success with faculty, staff, and student leaders gathering to hear about the good environmental work already in progress at Skyline College, and discuss ways to take action for positive environmental change on campus.

Thank you to everyone who participated in the dialogue, which centered around the District-wide Sustainability Assessment and Plan as well as brainstorming projects we want to see on campus. There is still plenty of opportunity to get involved – the next meeting will be held on Monday, October 29, 2012 at 2:00 p.m. Contact Anjana Richards [richardsa@smccd.edu](mailto:richardsa@smccd.edu), Sabrina Lawrence-Gomez [lawrencegomez@smccd.edu](mailto:lawrencegomez@smccd.edu) or Briana McCarthy [mccarthybriana@smccd.edu](mailto:mccarthybriana@smccd.edu) for more information.



Transfer Conference 2012

Flyer for the 1st Sustainability Ambassador Network meeting.

Be a leader for environmental change on campus!

Join the Sustainability Ambassador Network!

Thursday, October 11<sup>th</sup> 9:30 - 10:30 am  
Building 1, Room 1319

The Sustainability Ambassador Network will unite faculty, students, and staff to create a Sustainability Plan for Skyline College. The objective of the SAN is to expand current campus initiatives and programs that promote:

- ☘ Environmental Protection
- ☘ Greenhouse Emissions Reduction
- ☘ Reduced Water and Energy Consumption
- ☘ Waste Diversion
- ☘ Environmentally-themed Curriculum
- ☘ Environmental Justice

If you are interested in becoming a Skyline College Sustainability Ambassador or learning more about campus sustainability, join us for a kick off meeting on October 11 at 9:30 a.m.



ALL CAMPUS LEADERS ARE ENCOURAGED TO ATTEND

For questions and RSVP contact Anjana Richards, [richardsa@smccd.edu](mailto:richardsa@smccd.edu) or (650) 738-7076.

## THE SKYLINE VIEW WINS JOURNALISM AWARDS

The Skyline View won General Excellence for both its print and online versions at this year's Journalism Association of Community Colleges NorCal Conference. The 13 Skyline College journalism students who attended the day-long event held September 22, 2012 at Cal State Sacramento had a chance to attend workshops by industry professionals and hear keynote speaker California Watch's Corey G. Johnson talk about investigative reporting. In addition to the networking and skill building opportunities, the students had a chance to compete in on-the-spot contests, with Chris Korp taking first place for copy editing. In the mail-in category, Joe Barrack—currently interning for Comcast SportsNet Bay Area—cleaned up, earning second place for inside page layout, third place for front page layout, honorable mention for profile feature story, and honorable mention for sports game story. Daniel Beckman won fourth place for inside page layout, with Rich Estrada and Daniel Chee garnering honorable mentions in sports game story and sports game photo respectively. The staff also won honorable mention for editorial writing.

## Congratulations to The Skyline View!





# President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ October 24, 2012

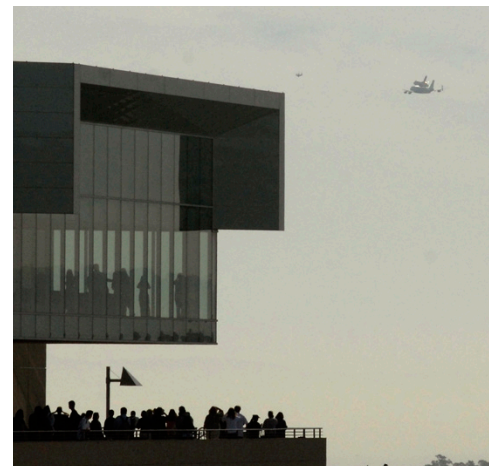
## Inside...

- Space Shuttle Flies Over CSM! . . . 1
- Craig Walsh Speaks to Student Athletes on His Father's "Standard of Excellence" . . . . . 2
- CSM Honors Faculty Service. . . . . 2
- College Community Practices Lockdown . . . . . 3
- Transfer Day More Popular Than Ever . . . . . 3
- Student Ambassadors Selected for 2012-13 . . . . . 4
- CSU Hosts Regional Counselor Conference at CSM. . . . . 4
- New Interns Provide Support to Student Services . . . . . 4
- Athletic Hall of Fame Enshrines 16 New Inductees . . . 5
- CSM Swimmer Navigates English Channel . . . . . 6
- Family Science & Astronomy Day is October 20. . . . . 6
- News from San Mateo Middle College . . . . . 7
- Kudos. . . . . 7
  - Community Relations and Marketing
- Student Success Story: Chennie Castañon . . . . . 8

## Space Shuttle Flies Over CSM!



On September 21, hundreds of CSM students and employees were treated to a once-in-a-lifetime experience: the space shuttle Endeavor flew over the campus on the shuttle's final flight to NASA Ames Research Center at Moffett Field and eventually to Los Angeles. The outdoor venues of College Center provided particularly spectacular viewing. Even though the flyover was brief, it was an awesome site! (Photo credit: Dean Drumheller)





## Craig Walsh Speaks to Student Athletes on His Father's "Standard of Excellence"



**Craig Walsh**, son of legendary NFL coach and CSM alum Bill Walsh, was recently on campus to visit with the Writing in the End Zone English class. The class is reading Bill Walsh's last book, *The Score Takes Care of Itself*, about leadership and achieving success, which Craig Walsh finished writing for his father. Students are applying leadership lessons from the book to essay topics and academic and athletic performance throughout the semester. **Professor of English James Carranza** described one particularly important theory taken from the book which Craig Walsh addressed during the visit, "We're discussing Bill Walsh's 'Standard of Excellence.' At every level and at every moment, Walsh required top performance from every member of the 49ers organization—from the custodian to the star player to the coaches. We're using this theory to establish our own standard of performance for our class." At the end of the class, Walsh signed copies of the book for the students. While on campus, Walsh visited the Athletic Hall of Fame Plaza to see his father's name enshrined on the plaque with other hall of fame inductees from the inaugural class in 2011. (Photo credit: James Carranza)

## CSM Honors Faculty Service

Twenty-three CSM faculty members and administrators were recently honored for 10 and 20 years of service to the college district at CSM's Service Awards Ceremony & Ice Cream Social. The dining deck of College Center with its expansive views provided a stunning setting for the event which featured ice cream sundaes served by the managers.

### 2012 HONOREES

#### 10 Years

**Jeremy Ball**  
**Deborah Ebert**  
**Susan Graven**  
**Shulamit Hoffmann**  
**Daniel Keller**  
**Isabel Perez-Yanez**  
**Judith Pittman**  
**Phillip Tou**  
**John Trimble**  
**Henry Villareal**  
**Joan Walton**  
**Yoshiko Williams**

#### 20 Years

**Peter Bruni**  
**Gary Church**  
**Melvin Hom**  
**Rob Komasa**  
**Matthew Leddy**  
**Jamie Marron**  
**Patricia Moran**  
**Kate Motoyama**  
**Doug Williams**  
**Andreas Wolf**  
**Shana Young**



(Photos: CSM Community Relations and Marketing)

## College Community Practices Lockdown

On September 18, CSM conducted two “lock down” drills as part of the emergency preparedness program. A drill was conducted at 10:30 in the morning and again at 7:15 in the evening. With the advancement in the use of technology, including the ACAM system, which locks the majority of college buildings automatically, and the Emergency Annunciation System which communicates information over loudspeakers throughout the campus, the drill was very successful. It only took nine minutes to lock down the entire campus during the morning drill and six minutes for the evening drill. All faculty and staff participated by turning off all lights, closing blinds, and taking cover for the duration of the drill. Building monitors and staff from Public Safety and Facilities assisted in moving students out of open areas and checking to see if all classroom doors were secure during the drill. A debrief session was conducted immediately after the morning drill which provided an opportunity to learn what worked well and what areas may need improvement. Many students, faculty and staff expressed appreciation that the college is doing everything possible to ensure the safety of the college community. *(Article contributed by Jennifer Hughes; Photo by Helen Souranoff)*



Admissions/Application/Personal Statement Workshop was held in the afternoon and was attended by more than 50 students; it too went longer than scheduled due to the volume of student interest.

To address the growing number of students considering transfer to private institutions, Transfer Services also hosted a Private University/College Fair. Participating schools included Academy of Art University, Art Institute of California, DeVry University, Fashion Institute of Design & Merchandising, Menlo College, National University, National Hispanic University, Notre Dame de Namur University, Palo Alto University, University of Phoenix and University of San Francisco. This event included a Private University Financial Aid and Scholarship Workshop.



## Transfer Day More Popular Than Ever

By all accounts, Transfer Day 2012 was an overwhelming success. According to **Mike Mitchell**, program services coordinator of Transfer Services, approximately 1,000 students attended, which topped last year’s numbers, and the participation by students was non-stop from the beginning to the end of the event. University participation was also extremely high as 55 institutions sent representatives from the UC and CSU campuses and private and out-of-state colleges and universities. Many university representatives remained on campus long after the event to personally answer the large number of student questions. A UC



*(Photos: CSM Community Relations and Marketing)*

## Student Ambassadors Selected for 2012-13



CSM's 2012-13 Student Ambassadors were introduced to the college community at a reception held on September 21. This year's team of 13 students includes first- and second-year ambassadors; they serve as liaisons between the college and local high schools and represent the college at community events. Ambassadors are responsible for leading campus tours, staffing the information desk in College Center and assisting with on-campus activities such as Operation Welcome Mat and Connect to College. *(Photos: CSM Community Relations and Marketing)*



### 2012-13 Student Ambassadors

**Melissa Aliu**  
**Paola Alunni**  
**Janet Barajas-Mendoza**  
**Jasmine Flores**  
**Estela Garcia**  
**Kelsey Harrison**  
**Shamariah Jointer**  
**Anees Khan**  
**Sarah Lowe**  
**Alexis Madayag**  
**Kaylynn Nickerson**  
**David Powell**  
**Michael Ryan**

## CSU Hosts Regional Counselor Conference at CSM

On September 27, CSM's College Center was the site of the 2012 Community College Counselor Conference hosted by San Francisco State University. The event was attended by approximately 250 community college counselors, advisors and counseling support staff. **President Mike Claire** was on hand to offer welcoming remarks to the group. The half-day conference featured various breakout sessions on topics that included Access and Opportunity, Student Services, Preparing Students for Business, Nursing and STEM Careers, Demystifying the Transfer Pathways, Financial Aid, and Campus-Specific Practices—Impacted in all Programs. There was also a college resource fair in the Learning Center.

## New Interns Provide Support to Student Services

New Student Services interns were welcomed to the college community at a recently-held reception. Ten interns have joined the department for the 2012-13 academic year and are serving in three areas: Career Services Center, Student Support Services and Psychological Services. They are currently working on graduate and post-graduate degrees from San Francisco University, Notre Dame de Namur University, Santa Clara University, John F. Kennedy University and Argosy University. This year's interns are **Elisa Castro, Helen Pang, Georgia Jackson, Maisoon Sahouria, Celina Castellanos, John Eckstein, Errol Feria, Kathryn Hedjasi, Travis Woodmansee and Candice Ye Simon.**



## Athletic Hall of Fame Enshrines 16 New Inductees

On September 14, the college inducted the second class of outstanding athletes and coaches into the CSM Athletic Hall of Fame. The event began in the Hall of Fame Plaza with the unveiling of the names of inductees which included 10 former student athletes and six former coaches. **Assemblyman Jerry Hill** attended the ceremony and presented commendations to the new inductees. The unveiling was followed by a reception and banquet in the Bayview Dining Room. **Emcee Hal Ramey** introduced each inductee with anecdotes and highlights about their careers while images of the individuals were displayed on the screen and monitors. The next day, the celebration continued with the Hall of Fame football game as the Bulldogs defeated Diablo Valley College 35-29.

### 2012 Athletic Hall of Fame Inductees

#### Student Athletes

**Norm Angelini**, baseball  
**Stacy Bergstedt**, softball  
**Greg Buckingham**, swimming  
**Chris Diehl**, track  
**Jeff Fishback**, track  
**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



(Photos: CSM Community Relations and Marketing)



## CSM Swimmer Navigates English Channel

CSM student and swimming/water polo athlete **Iya Oto** was featured in a story by the *San Jose Mercury News* on September 19, 2012 titled, "CSM's Oto Swims English Channel on Relay Team." The 18-year old was part of a six-member relay team that swam across the English Channel and back. Oto is a three-time All-America sprinter at CSM. She had never done any open-water swimming before taking on the famed English Channel; the 62 mile-roundtrip swim took her 24 hours. **CSM Water Polo Coach Randy Wright** is quoted as saying, "She's a distance swimmer, she's a sprinter, she's just a phenomenal swimming athlete." Oto is a 2011 graduate of Aragon High School. She enrolled at San Jose State University before transferring to CSM in spring 2012. The full story can be viewed by visiting: [mercurynews.com/peninsula/ci\\_21589494/csms-oto-swims-english-channel-relay-team](http://mercurynews.com/peninsula/ci_21589494/csms-oto-swims-english-channel-relay-team)

## Family Science & Astronomy Day is October 20

On Saturday, October 20, from 2-11 pm, CSM's Astronomy Department hosts the annual Family Science & Astronomy Festival. The day's events include planetarium shows, telescope viewing of the night sky, science demonstrations by CSM science faculty and hands-on workshops for children and adults. The festival will feature a special presentation by one of the world's most highly cited astronomers, **Dr. Seth Shostak**, on the topic of "The Search for Life Nearby, and Beyond." Dr. Shostak, the senior astronomer at the SETI Institute in Mountain View, has devoted much of his career conducting radio astronomy research on galaxies. He is the author of more than 60 papers in professional journals and has written more than 400 popular magazine, newspaper and Web articles on various topics in astronomy, technology, film and television. His most recent work is *Confessions of an Alien Hunter: A Scientist's Search for Extraterrestrial Intelligence* (National Geographic).

Most of the events will be held in CSM's Science Building and Planetarium; however, due to popular demand, Dr. Shostak's lecture will be presented in CSM's Theatre at 8 pm. All events are open to the public and free of charge. A complete schedule of events is available by visiting [collegeofsanmateo.edu/astronomy](http://collegeofsanmateo.edu/astronomy). Family Science & Astronomy Festival, a joint effort by CSM and San Mateo County Astronomical Society, is part of The Bay Area Science Festival.

## Family Science & Astronomy Festival



**Saturday, October 20, 2012**

**Keynote speech by Dr. Seth Shostak,  
senior astronomer at the SETI Institute**

Science demonstrations by CSM faculty and much more!  
(see reverse for full event schedule)

College of San Mateo

## News from San Mateo Middle College



San Mateo Middle College High School sponsored a screening of Episode One of the documentary, *Half the Sky: Turning Oppression into Opportunities for Women Worldwide*. Having read the book *Half the Sky* as their summer reading assignment, Middle College students were inspired to take action in addressing the oppression of women around the globe. As a result, the students have been selected as campus ambassadors by the Half the Sky movement and as such, hosted the screening which served as a fundraising activity. Although admission was free, donations were collected for Afghan Friends Network, a Bay Area non-profit that supports education for girls in Afghanistan. (Photo: Greg Quigley)



San Mateo Middle College recently hosted a visit by two educators from Copenhagen, Denmark. **Lotte Byman** and **Karin Larsen** from KVUC (Voksen Uddannelses Center of Copenhagen), an adult education center, met with **Vice President of Instruction Susan Estes**, and **Middle College Principal Greg Quigley**, to discuss how various local

programs could be replicated in Denmark. San Mateo Adult School and sister school, KVUC, have participated in the global exchange of teachers and administrators. The visits have resulted in a stronger understanding of the needs of all students, especially those new to the two countries. Educators from both schools share common beliefs in lifelong learning and that alternative educational approaches are essential to the well-being and health of both our nations. (Photo: CSM Community Relations and Marketing)

## Kudos



~ College of San Mateo won a first place, Gold Medallion Award for its virtual tour from the National Council for Marketing & Public Relations (NCMPR). The four-minute video allows viewers to experience CSM from the convenience of their computers. The virtual tour was developed by members of the Community Relations and Marketing Department: **Alex Guiriba**, **Alexis Madayag**, **Bev Madden** and **Valerie Tyler**. The award-winning video can be viewed by visiting [collegeofsanmateo.edu/exploreesm/index.php/virtualtour](http://collegeofsanmateo.edu/exploreesm/index.php/virtualtour). (Photo: CSM Community Relations and Marketing)

## Student Success Story: Chennie Castañon

**B. S. degree, U.C. Berkeley  
Conservation Resource Studies**

While she was growing up, Chennie Castañon never considered going to college. Her family moved frequently; it was a lifestyle that created challenges for Chennie's education. As a high school student, she attended no less than eight schools. Unable to settle into one school for any length of time, Chennie lost academic credits and was forced to repeat courses. Discouraged by her teachers and principals, Chennie decided to quit school when she was 17. In spite of her haphazard education, Chennie passed the GED to receive her high school proficiency certificate. Suddenly on her own, this resilient young woman spent the next ten years working to support herself and discovering what kind of a career she wanted to pursue.

For four years, Chennie worked for an airline as a flight attendant, an opportunity that allowed her to travel the world. Her next career was in retail, a field in which she was successful and she enjoyed. With an eye toward climbing the corporate ladder, Chennie found she was passed over for promotions because she lacked a college degree. "That was a tough realization but it helped me decide that I needed to go to college."

At the age of twenty-seven, Chennie resolved to give college a try -- but not without anxiety, "I worried that I was too old and wouldn't fit in; I expected to fail." She started small by enrolling in two classes at CSM: English and pre-algebra. "My math instructor, Professor Cheryl Gregory was a wonderful teacher – very patient, especially considering the wide range of ages in the class. Because of her incredible teaching style, I would rearrange my schedule to be in her class—from pre-algebra all the way to applied calculus." In her first semester, Chennie earned A's which helped build her confidence; each subsequent semester she increased her load until she eventually quit working to become a full-time student. "I made the decision to invest time and money in my education so that I would have future job prospects available to me." I began to feel comfortable at CSM, even though I was older than most students."

With an affinity for math and science and an interest in environmental sciences, Chennie was inspired by her biology



professors and declared biology as her major. She received assistance from her science professors in selecting courses that would prepare her to transfer. "The courses are quality, faculty care about their teaching and they make themselves available to their students; more students should definitely take advantage of that."

While at CSM, Chennie participated in a summer internship, Tobacco Litter Awareness Campaign which resulted in the City of Pacifica passing the first ordinance in the county to ban smoking on beaches. From that experience, Chennie stepped up her environmental activism and launched an Eco Club at CSM. The club helped to promote a restricted smoking policy on the campus which eventually led to a change in the college's policy.

With support from her professors, Chennie aimed high and applied to UC Berkeley as a transfer student. However, while waiting to hear from Berkeley, a sudden change in her financial situation required her take a leave of absence from college to return to work; she contacted UCB to rescind her application for admissions. “When I returned from work one day, I found a blue and gold package from Berkeley and thought, how nice of them to send me a catalog; when I opened it, it was my letter of acceptance. When I called the university to explain it must be a mistake, they assured me that it wasn’t and they also offered me a financial aid package that covered all of my educational expenses. The stars must have been aligned because I felt like I was meant to attend Berkeley. “

In 2009, Chennie graduated from Berkeley with a B.S. degree in conservation resource studies. “CSM prepared me for Berkeley and the hugeness of the university.”

Thanks to her college education--CSM and UC--and a lot of perseverance, Chennie is employed as a biologist with an environmental consulting firm in San Francisco. She is currently serving as an environmental inspector on the San Andreas seismic upgrade project doing what she loves: “I get to work outside, get dirty and look for wildlife to make sure they are not harmed by the construction activities.” As she looks back over her education, Chennie says, “Community college is a wonderful platform to step into college whether you know what you want to do or not and without the pressure of a large university.”

*(Photo: CSM Community Relations and Marketing)*





# Inside Cañada

*Featuring the people, programs, and activities that shape Cañada College*

A Monthly Report for the San Mateo County Community College District Board of Trustees

October 24, 2012

**Former Student Wins Literary Award**

*Gerardo Pacheco will be honored with the 2012 Joseph Henry Jackson Award at a special reception in November. Pacheco is a former Cañada student who studied ESL at the school. He writes about his Mayan/Mexican heritage.*

**Page 2**

**STEM Center Membership Day is a Success**

*More than 200 students studying Science, Technology, Engineering, and Math are now registered.*

**Page 2**



**Former Sequoia H.S. Student to Present at Biomedical Conference**

*Dominic Lopez-Toney worked this past summer at the Structural Biology Department at Stanford University where he developed his poster presentation.*

**Page 4**

**TRiO Students on Bus**



*A group of TRiO students met Secretary of Education Arne Duncan at an event in Redwood City.*

**Page 3**

**Redwood Symphony Celebrates Halloween**

*The Phantom Tollbooth will highlight the annual concert. Audience members are encouraged to attend in costume. This year's concert will be held on Saturday, Oct. 27 at 3 p.m. in the Main Theater.*

**Page 4**

**2013 Athletics Hall of Fame Class**

*MLB Network Analyst Harold Reynolds leads a stellar class of former athletes, coaches.*

**Page 2**



## Robert Reich Entertains at Cañada



The only way the United States can have a strong economy is with an educated middle class that can spend. That was the primary message delivered by Robert Reich last week to a standing-room-only audience in the Main Theater.

Reich, the Chancellor's Professor of Public Policy, University of California at Berkeley and author, of *'Beyond Outrage'* was speaking at Cañada to raise money for the school's Social Sciences Scholarship Fund.

The American economy can't get out of first gear because the middle class doesn't have enough money, Reich told the audience. "The earnings of the great American middle class fueled the great American expansion for three decades after World War II. Their relative lack of earnings in more recent

years set us up for the great American bust," Reich said.

Starting around 1980, globalization and automation began exerting downward pressure on median wages, Reich said. Employers began busting unions in order to make more profits. And increasingly deregulated financial markets began taking over the real economy.

The result was slower wage growth for most households. Women surged into paid work in order to prop up family incomes -- which helped for a time. But the median wage kept flattening, and then, after 2001, began to decline.

Households tried to keep up by going deeply into debt, using the rising values of their homes as col-

lateral. This also helped -- for a time. But then the housing bubble popped.

Families have also become less confident about how much income they can expect in the future. In 2010, over 35% of American families said they did not "have a good idea of what their income would be for the next year." That's up from 31.4% in 2007.

But because their incomes and their net worth have both dropped, families are saving less. The proportion of families that said they had saved in the preceding year fell from 56.4% in 2007 to 52% in 2010, the lowest level since the Fed began collecting that information in 1992.

Bottom line: The American economy is still struggling because the vast American middle class can't spend more to get it out of first gear.

"I'm not a class warrior. I'm a class worrier," Reich confessed, calculating that the top 1% of Americans takes home 28% of income. Today's middle class doesn't have the cash to buy America out of the recession.

Reich also warned that the rising health care costs of the Baby Boomers poses a dire threat to the nation's future economy. "Approximately 76 million Americans are going to need advanced medical care at the same time as we get older together. For you students in the audience, I want to thank you in advance for paying for our health care."



## STEM Center Membership Day is a Success

The STEM Center Membership Day held on Sept. 12 was a great success, with hundreds of new students interested in studying science, technology, engineering, and mathematics attending.

The event was designed to help students learn more about programs and resources for STEM majors. More than 200 students have now signed up to become members of the STEM Center.

"This was a fantastic way for us to engage with our students and educate them about the academic and support services available to them while they attend Cañada," said Cathy Lipe, Director of the MESA Program.

Lipe said the STEM Center team is now going through the student data to determine which students are eligible for various programs and services and they are organizing the students into cohorts to be supported by Retention Specialists, Chris Woo and Melissa Ibarra, and STEM Counselor Will Reyes.

Woo will work directly with a cohort of students who are new to campus while Ibarra will work with students in their final year. "In addition, we will work in focused ways with groups of students who are eligible for the NSF Scholarships or California Connects Program but who have not yet received those resources," Lipe said.

Lipe said many of the faculty members in the Science & Technology Division continue to offer their office hours in the STEM Center. "It's really a hub of activity for our students," she said. "They talk to faculty during office hours, participate in study groups, and hold club meetings here."

The STEM Center is located on the second floor of Building 9 at the back of the Learning Center. It provides a meeting space for students, faculty, and staff in the Science, Technology, Engineering, and Mathematics fields.

At any given time, there can be 50 or more students in the center, studying and socializing.



## Gerardo Pacheco Earns Literary Prize

Former Cañada College student Gerardo Pacheco has been named the 2012 Joseph Henry Jackson Award winner, a literary award offered annually to promising young California writers. The award is sponsored by the San Francisco Foundation and administered by Intersection for the Arts. Recipients receive \$2,000.

Pacheco will be honored on Wednesday, Nov. 28 at 6:30 p.m. at the Mechanics' Institute Library and Chess Room, City Lights Bookstore, 57 Post Street, in San Francisco. As part of the event, he will be reading his poetry. The reading is free and open to the public but space is limited.

Pacheco, who has been an active poet in the group "Poets Responding to SB 1070," is a candidate for the Master of Fine Arts - Poetry at San Francisco State University, where he is an apprentice of the craft of creative writing. He has published poems at *Cipactli Magazine* and *Transfer Magazine*, *El Tecolote Newspaper*, *LA BLOGA Online Magazine*, the *Amistad Howard University Journal* and *Spillway Magazine*. He received the Smart Cookie Scholarship in 2006.

Pacheco was born in Huhu, Yucatan, Mexico. He is a Mayan and migrated to the United States when he was 15 years old. He is the first in his family to graduate from high school and college.

Pacheco's writing is influenced by his Mayan, Mexican heritage, and his experience in the United States. He uses their magic and history to bridge worlds that have been in conflict not only linguistically but culturally and politically as well. Pacheco's writing also deals with the social and cultural hardships immigrant face in this nation.

In addition, Pacheco is passionate about studying and using Western, traditional forms of poetry such as villanelles, sestinas and sonnets in order to understand his role as a Latino, immigrant writer in the Creative Writing community.

"We're extremely proud of how far Gerardo has come," said ESL Professor Jenni Castello.



## 2013 Athletics Hall of Fame Class

Harold Reynolds, a three-time Major League Baseball All-Star and currently the lead analyst for the MLB Network, headlines a list of eight former Cañada College athletes that will be inducted into the school's Athletic Hall of Fame this year.

The formal ceremony is scheduled for June. A special reception is planned for Friday, Dec. 14 from 5 to 8 p.m. at Cañada Vista.

"This is an exceptional class," said Athletic Director Mike Garcia. It includes:

**Jerry Drever** - Drever was head basketball coach for the Colts and guided the men's golf team to a state title in 1988.

**Gordon Gray** - Gray was the women's softball coach, an assistant coach for the baseball team and a former athletic director at Cañada.

**Javier Sanchez** - Sanchez was a key member of the school's 1988 golf championship. He was a state medalist at the finals and went on to become a member of the PGA Tour. He is currently competing on the Senior's Tour.

**Mike Legarza** - Legarza is a former athletic director and head basketball coach at the school. He is a California Community College Basketball Association Hall of Fame member. He's also founder, president, and CEO of Legarza Basketball and Volleyball Camps.

**John Hursh** - A two-time conference champion in tennis and a member of the 1973 state championship team.

**Mike Garcia** - Garcia is the current athletic director, former head baseball coach, and a member of the California Community College Baseball Coaches Association Hall of Fame.

**Keith Comstock** - Former baseball player who went on to play for four different MLB teams, including the San Francisco Giants. He's a member of the San Mateo County Hall of Fame.



## TRiO Students Meet Secretary of Education Arne Duncan at Redwood City Event

A group of TRiO students was front-and-center as Secretary of Education Arne Duncan kicked off the U.S. Department of Education's annual Back-to-School bus tour at Sequoia High School last month.

The theme of this year's bus tour, "Education Drives America," highlighted the urgency, opportunity, and challenge of improving the country's education system and strengthening the workforce.

"The event was well attended by Sequoia High School students and staff, various educators from the local community, including students and staff from Cañada College," said Romeo Garcia, Director of Student Support and TRiO Programs. "We had an opportunity to hear from the panelist about innovative approaches to online learning and how technology can enhance education."

As an internationally recognized hub of technological innovation Silicon Valley provided the ideal backdrop for the event, which explored ways that technology can support and enable powerful teaching and learning. Secretary Duncan moderated a

panel discussion that included Salman Khan, founder of the Khan Academy, an online education platform that offers a library of more than 3,000 free educational videos covering everything from arithmetic to physics; Andrew Ng, director of the Stanford Artificial Intelligence Lab and co-founder of Coursera, an online education platform designed to support top universities world-wide in offering courses online for free; and Catlin Tucker, a high school English language arts teacher in Sonoma County and author of, "Blended Learning for Grades 4-12: Leveraging the Power of Technology to Create a Student-Centered Classroom."

In addition to Garcia, Maria Huning, Lina Mira, and six TRiO Upward Bound students and six TRiO Student Support Service students were in attendance along with Ricardo Flores from CIETL.

"The TRiO community wanted to welcome Secretary Arne Duncan and encourage his continued support of our program, demonstrate that TRiO works, and request for increased funding to address

the rising costs of implementing the Federal TRiO programs that aims to ensure success of first generation, low income, and students with disability," Garcia said.



**Romeo Garcia, Director of Student Support and TRiO Program, stands with students at education event.**

# Large crowds descend on campus to buy the latest fashions at Artistry in Fashion.



## Former Sequoia High School Student to Present at Biomedical Research Conference November 7



Dominic Lopez-Toney, a 2010 Sequoia High School graduate and current Cañada student, has been chosen to present at the 2012 Annual Biomedical Research Conference for Minority Students to be held Wednesday, Nov. 7 in San Jose.

Dominic will present at this year's poster presentation. His presentation is titled "Fluorescence Analysis of  $\alpha$ -Catenin Chimeras and an Overview of the Adherens Junctions."

This past summer, Dominic worked as a research intern in the Structural Biology Department at Stanford University under Professor William Weis. It was there that he began researching how epithelial cells react to the introduction of tension.

Dominic is currently in his fifth semester at Cañada. he is a Molecular and Cellular Biology major. "I am hoping to transfer next fall and I am applying to several schools including UC Davis, UCLA, UC San Diego, and Berkeley."

His career goal is obtain either a PhD in one of the biological sciences and pursue a career in research, or to go on to medical school to pursue a career as a sports doctor or surgeon.

Dominic said he decided to attend Cañada because of the schools reputation for academic excellence and its proximity to his home.

## Redwood Symphony's Annual Halloween Concert is Scheduled for Saturday, October 27



Ghosts and goblins of all sizes will roam the corridors of the Main Theater on Saturday, Oct. 27 as the Redwood Symphony conducts its annual Halloween Concert.

The concert begins at 3 p.m. Children and adults are encouraged to attend in costume.

"This is the must-see children's musical event of the year," said Conductor Eric Kujawsky. "We encourage costumes and members of the orchestra will come in costume."

Children can learn more about the orchestra with a 40-minute tour. "It lets kids see and hear the instruments up close and personal," Kujawsky said.

Following intermission, an hour-long concert will span Beethoven to Sousa, concluding with ten lucky "student conductors" each leading the orchestra during a lively march.

This year's program features something special: A magical light show that will accompany a Colorful Symphony, an episode from the classic children's book, "The Phantom Tollbooth." Milo discovers a vast orchestra, whose conductor, Chroma, is responsible for conducting all the world's colors.

Tickets are available at the symphony website at [www.redwoodsymphony.org](http://www.redwoodsymphony.org).

## Assemblyman Rich Gordon Speaks to Political Science Class and Answers Panel Questions



Assemblyman Rich Gordon discussed the state of education funding, upcoming elections, and explained how Sacramento works - or doesn't - in a lively question and answer session with students in September.

Assemblyman Gordon was elected in November 2010 and represents the 21st Assembly District which includes the communities of San Carlos, Redwood City, Atherton, Menlo Park, East Palo Alto, Woodside, Portola Valley, Palo Alto, Los Altos, Los Altos Hills, Monte Sereno, Los Gatos, and the Almaden Valley of San Jose.

He chairs the Assembly Committee on Business, Professions and Consumer Protections, and is a member of the following Assembly Committees: Budget, Health, Local Government, Revenue & Taxation, and Joint Sunset Review.

Gordon also serves on the Select Committees on Biotechnology, Community Colleges, High Technology, and the Status of Boys and Men of Color in California. Assemblyman Gordon chairs the LBGT Caucus, co-chairs the Bay Area Caucus and is a member of the Environmental Caucus.

"It was great for our students to hear directly from their elected representative," said Political Science Professor Lezlee Ware. It was Ware's class that Gordon addressed.

San Mateo County Community College District

October 24, 2012

**BOARD REPORT NO. 12-10-2C**

**SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) GRANTS AND  
PROGRAMS AT CAÑADA COLLEGE**

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

**BOARD REPORT NO. 12-10-2A**

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. LEAVE OF ABSENCE**

District Office

**Ingrid Melgoza**     **Human Resources Representative**     **Human Resources**

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

District Office

**Alex Pfaeffle**     **Utility Engineer**     **Facilities Planning & Operations**

Recommend a medical leave of absence without pay with benefits, effective August 21, 2012 through December 30, 2012.

**B. CHANGE IN STAFF ALLOCATION**

Skyline College

Recommend approval of a change in staff allocation to add one part-time (80%), 12-month Assistant Project Director position in the SparkPoint Center (Range 26 of Salary Schedule 60), effective November 1, 2012.

**C. 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	President's Office/Center for International & University Studies	1	11/1/2012	11/16/2012	<b>Assistant Project Director:</b> Provide administrative assistance related to University Center projects and closing of the University Center Consortium grant.
CSM	Student Services	1	11/1/2012	5/26/2013	<b>Health Educator:</b> Assist in developing and delivering peer mentor materials; recruit, select, and supervise peer mentors; assist in the development of surveys; participate in health related activities and events; make appropriate referrals; and maintain website materials.

San Mateo County Community College District

October 24, 2012

**BOARD REPORT NO. 12-10-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF JULY AND AUGUST 2012 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 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 July 1, 2012 through August 31, 2012 and ratify the contracts entered into leading to such payments.



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 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>				
026870	07/03/12	U.S. Bank National Association ND, .	418,362.95	District Procurement Card Payment
026871	07/03/12	Computerland	53,324.85	Districtwide Computer Equipment Purchase
026876	07/03/12	Sallie Mae Inc.	130,973.30	Districtwide Financial Aid Disbursement
026877	07/03/12	SMC College Ed Housing Corp - Canada Vista	46,326.89	Cañada Vista Monthly Rent Payment
026878	07/03/12	SMC College Ed Housing Corp - College Vista	31,046.64	College Vista Monthly Rent Payment
026882	07/03/12	SMCCCD Bookstore	40,782.96	CSM Special Programs Books Purchase
026883	07/03/12	VALIC Retirement Services Company	146,944.27	Tax Shelter Annuities
027051	07/10/12	Sarouhan, Dan E.	12,375.00	Program Management Services
027052	07/10/12	U.S. Bank National Association ND, .	55,801.94	District Procurement Card Payment
027058	07/10/12	Evisions, Inc	12,278.00	Annual Licenses
027061	07/10/12	Netronix Integration, Inc.	42,720.21	Districtwide ACAMS System Support Fees
027062	07/10/12	Noll & Tam	22,780.46	Cañada and CSM Architectural Services
027064	07/10/12	Sallie Mae Inc.	27,530.00	Districtwide Financial Aid Disbursement
027079	07/12/12	Computerland	22,242.36	Districtwide Computer Equipment Purchase
027083	07/12/12	Public Radio International	10,786.00	PRI Affiliation Fee
027084	07/12/12	SM County Community College District	20,725.15	Replenish Flex Spending Account
027086	07/12/12	SMCCCD Bookstore	14,054.89	Cañada Special Programs Books Purchase
027100	07/17/12	Official Payments Corporation	20,968.33	Student WebSmart Monthly Service Fees
027103	07/17/12	Sallie Mae Inc.	35,831.00	Districtwide Financial Aid Disbursement
027105	07/17/12	Shannon - Leigh Associates	12,072.50	Districtwide Building Signage Services
027107	07/17/12	SMCCCD Bookstore	12,776.18	Skyline Office Supplies
027108	07/17/12	SMCCCD Bookstore	19,807.11	Skyline Special Programs Book Rentals & Supplies
027109	07/17/12	Swinerton Management & Consulting	67,106.92	Program Management Services
027110	07/17/12	Wesco Graphics, Inc.	18,913.12	Community Education Printing Services
027113	07/19/12	Associated Std-CSM	60,000.00	CSM ASB Interbank Transfer
027115	07/19/12	Computerland	27,530.76	Districtwide Computer Equipment Purchase
027118	07/19/12	Intermountain Electric Company	19,558.73	Cañada Electrical Services
027126	07/24/12	AMS.Net, Inc.	24,529.12	Districtwide Computer Equipment Purchase
027130	07/24/12	Sallie Mae Inc.	53,560.50	Districtwide Financial Aid Disbursement
027142	07/30/12	Sino-US Education Consulting Limited to Beijing	10,282.93	Recruitment Services in China
450242	07/03/12	A.C.C.J.C.	15,579.00	CSM Annual Dues
450267	07/03/12	Comm College League/Calif	10,219.98	Cañada Database subscriptions
450272	07/03/12	Emmett W. MacCorkle Inc. Insurance Services	13,826.00	Districtwide Insurance Premium
450273	07/03/12	Foundation for California Community College	23,897.32	Fusion Annual License Fee

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

Check Number	Check Date	Vendor Name	Check Amount	Description
450288	07/03/12	Strata Information Group	50,504.00	ITS Consulting Services
450299	07/03/12	American Federation of Teachers	14,435.08	Monthly Union Dues
450300	07/03/12	C S E A	11,948.04	Monthly Union Dues
450328	07/03/12	Hartford Retirement Plans Service Center	29,952.33	Tax Shelter Annuities
450339	07/03/12	Public Empl Ret Sys	1,250,946.62	Health Insurance Monthly Premium
450369	07/05/12	Hy Floors & Painting Co.	30,250.00	Skyline Flooring Services
450387	07/05/12	United Striping 101, Inc.	41,850.00	Skyline Parking Lots Painting Services
450540	07/09/12	City of Redwood City	12,234.72	Utilities
450566	07/10/12	Berlin Food & Lab Equipment Company	33,137.00	Cañada Cafeteria Serveware Purchase
450567	07/10/12	John Plane Construction	10,118.66	Cañada Cafeteria Renovation Services
450573	07/10/12	Jewish Vocational and Career Counseling Service	27,750.00	Skyline Development of Job Placement Services
450574	07/10/12	John Plane Construction	115,155.94	Cañada Construction Projects
450579	07/10/12	Schools Excess Liability Fund	42,387.84	Districtwide Excess Liability Insurance Premium
450580	07/10/12	Sedgwick Claims Management Services. Inc.	22,062.50	Districtwide Worker's Comp TPA Service Fees
450586	07/10/12	Enterprise Recovery System, Inc	24,737.65	Monthly Parking Income Allocation
450609	07/12/12	Folsom Lake Ford	22,225.95	ITS Vehicle Purchase
450615	07/12/12	JKL Construction Services, Inc.	31,175.00	Skyline DSPS Relocation Project
450616	07/12/12	John Plane Construction	36,572.00	Cañada Cafeteria Renovation Services
450624	07/12/12	Scantron Service Group	41,441.00	CSM Software Installation and Upgrade Services
450634	07/12/12	American Federation of Teachers	12,484.37	Monthly Union Dues
450652	07/12/12	S.M.C.S.I.G.	19,457.84	Vision Premium Payment
450653	07/12/12	S.M.C.S.I.G.	161,191.20	Dental Premium Payment
450662	07/16/12	Associated Surface Prep Inc.	16,392.00	Skyline Concrete Floor Work
450669	07/16/12	City of San Bruno	15,888.96	Utilities
450670	07/16/12	Decker Electric Company, Inc.	57,240.00	Skyline Construction Services
450671	07/16/12	Godbe Corporation	20,270.00	Revenue Measure Feasibility Study Services
450712	07/17/12	CalPERS	12,482.68	Monthly PERS Contribution Final Payment
450717	07/17/12	Employment Development Department	314,805.22	Quarterly State Unemployment
450721	07/17/12	Hartford Life & Accident Insurance Co.	34,933.96	Monthly Insurance Premiums
450725	07/17/12	U.S. Postal Services	11,757.00	Community Education Postage
450729	07/17/12	Vavrinek, Trine, Day & Co.	22,500.00	Districtwide Auditing Services
450747	07/19/12	Commercial Energy of Montana, Inc.	33,291.07	Utilities
450759	07/19/12	James Middleton and Associates, Inc.	17,940.00	Districtwide Annual Extended Warranty & Maintenance
450760	07/19/12	John Plane Construction	21,604.00	Skyline Construction Services
450776	07/19/12	Pac Gas & Elec Co	42,057.05	Utilities
450782	07/19/12	Preston Pipelines	19,047.50	Skyline Construction Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
450785	07/19/12	RemyMooseManley, LLP	29,472.45	CSM Construction Services
450788	07/19/12	Robert A. Bothman	38,600.00	District Parking Lot Inspection Service
450811	07/19/12	U.S. Postal Services	10,000.00	Skyline Postage
450812	07/19/12	U.S. Postal Services	10,000.00	Skyline Postage
450829	07/23/12	Energy Management and Cogeneration Sys	20,000.00	CSM High Efficiency Filtration System
450831	07/23/12	JH Technologies, Inc.	12,688.65	Cañada Microscope Purchase
450835	07/23/12	Pac Gas & Elec Co	13,073.08	Utilities
450864	07/26/12	Associated Std -Canada	19,803.60	Cañada Quarterly Student Fees Reimbursement
450865	07/26/12	Associated Std-CSM	32,525.92	CSM Quarterly Student Fees Reimbursement
450866	07/26/12	Associated Std-Skyline	32,063.53	Skyline Quarterly Student Fees Reimbursement
450891	07/26/12	Nuventive, LLC	17,627.00	Districtwide Subscription License Maintenance Renewal Fees
450921	07/30/12	Governet	23,040.00	Districtwide Annual Support Fees
450923	07/30/12	International Students Network	11,950.00	International Student Recruitment Expositions Registration Fees
450928	07/30/12	Linden Educational Service, Inc.	17,000.00	Participation in Latin America Fall 2012 Tour
450933	07/30/12	Pac Gas & Elec Co	30,350.42	Utilities
450936	07/30/12	Pac Gas & Elec Co	25,359.19	Utilities
<u>District Payroll Disbursement (Excluding Salary Warrants)</u>				
J1300030	07/02/12	US Treasury - Union Bank	951,800.90	Federal Tax
J1300030	07/02/12	EDD - Union Bank	177,394.02	State Tax
J1300164	07/13/12	State Teacher Retirement - County Paid	100,991.41	STRS Retirement - Defined Benefit
J1300030	07/16/12	US Treasury - Union Bank	197,886.50	Federal Tax
J1300030	07/16/12	EDD - Union Bank	30,861.43	State Tax
J1300165	07/20/12	State Teacher Retirement - Cash Balance	21,874.14	STRS Retirement - Cash Balance
J1300170	07/31/12	State Teacher Retirement - County Paid	285,179.98	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
109949	07/16/12	CSM Bookstore	10,714.10	Purchase of Inventory
109974	07/16/12	MBS Textbook Exchange	11,671.49	Purchase of Inventory
109983	07/16/12	PEARSON Education Inc.	28,627.88	Purchase of Inventory
EFT04124	07/31/12	Board of Equalization	<u>46,241.00</u>	Sales Tax

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

Check Number	Check Date	Vendor Name	Check Amount	Description
		Subtotal	6,444,539.24	85%
		Warrants Issued ≤ \$10,000	<u>1,163,854.39</u>	<u>15%</u>
		Total Non-Salary Warrants Issued	<u><u>7,608,393.63</u></u>	100%
District Accounts Payable		CK#450242-450951,DD26867-27142	5,650,331.72	
District Payroll		CK#81236-82174, DD50037065-50038462	6,603,598.20	
SMCCCD Bookstores		Ck#109930-109999, EFT04124	<u>169,448.82</u>	
		Total Warrants Including Salaries - July 2012	<u><u>12,423,378.74</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 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>				
027149	08/02/12	Constellation NewEnergy, Inc.	51,691.66	Utilities
027152	08/02/12	Sallie Mae Inc.	28,964.00	Districtwide Financial Aid Disbursement
027154	08/02/12	SMC College Ed Housing Corp - Canada Vista	36,913.00	Cañada Vista Monthly Rent Payment
027155	08/02/12	SMC College Ed Housing Corp - College Vista	25,845.00	College Vista Monthly Rent Payment
027159	08/02/12	VALIC Retirement Services Company	102,393.94	Tax Shelter Annuities
027162	08/07/12	U.S. Bank National Association ND, .	219,324.97	District Procurement Card Payment
027164	08/07/12	Constellation NewEnergy, Inc.	42,316.99	Utilities
027165	08/07/12	Coulter Construction Inc.	33,679.17	Skyline Construction Project
027170	08/07/12	Krueger International	10,154.56	Cañada Furniture Purchase
027171	08/07/12	Netronix Integration, Inc.	28,671.78	Skyline Security Cameras Services
027175	08/07/12	Sallie Mae Inc.	129,380.50	Districtwide Financial Aid Disbursement
027177	08/07/12	Keenan & Associates	115,973.00	CSM Construction Insurance Premium
027190	08/14/12	Sallie Mae Inc.	132,020.70	Districtwide Financial Aid Disbursement
027200	08/16/12	Official Payments Corporation	46,245.39	Student WebSmart Monthly Service Fees
027206	08/21/12	Sarouhan, Dan E.	11,375.00	Program Management Services
027208	08/21/12	Computerland	14,105.48	Districtwide Computer Equipment Purchase
027209	08/21/12	Constellation NewEnergy, Inc.	118,192.71	Utilities
027210	08/21/12	Coulter Construction Inc.	97,536.55	Skyline Construction Project
027214	08/21/12	Krueger International	155,028.34	Cañada Furniture Purchase
027217	08/21/12	Sallie Mae Inc.	2,422,889.70	Districtwide Financial Aid Disbursement
027220	08/21/12	SMCCCD Bookstore	10,001.84	Skyline Central Duplication Charges
027221	08/21/12	Sutro Tower Inc.	17,764.00	KCSM TV Broadcast Site lease at Sutro Tower
027229	08/23/12	Cor-O-Van Moving & Storage Co.	12,655.56	Skyline Construction Project
027235	08/23/12	Swinerton Management & Consulting	65,700.92	Program Management Services
027242	08/28/12	Constellation NewEnergy, Inc.	30,513.54	Utilities
027243	08/28/12	Coulter Construction Inc.	12,261.90	Cañada and Skyline Construction Projects
027248	08/28/12	Netronix Integration, Inc.	10,030.31	CSM and Skyline Security Cameras Services
027250	08/28/12	Sallie Mae Inc.	642,374.69	Districtwide Financial Aid Disbursement
027253	08/28/12	SM County Community College District	32,670.17	Flex Spending Account Reimbursement
027260	08/30/12	Associated Std-Canada	21,539.41	Cañada ASB Interbank Transfer
027261	08/30/12	Automatic Door Systems, Inc.	20,495.00	Skyline and CSM Automatic Door Repairs
027265	08/30/12	Krueger International	83,683.46	Skyline Furniture Purchase
027266	08/30/12	Sutro Tower Inc.	35,528.00	KCSM TV Broadcast Site lease at Sutro Tower
450959	08/02/12	CalPERS	501,252.79	Monthly PERS Contribution Advance Payment

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

Check Number	Check Date	Vendor Name	Check Amount	Description
450968	08/02/12	ELS Language Centers	10,000.00	Annual Fee Participation
450969	08/02/12	Emmett W. MacCorkle Inc. Insurance Services	1,176,332.99	Districtwide Insurance Premium
450977	08/02/12	Mt. Diablo Group	12,807.24	KCSM FM Booster Rentals
451005	08/02/12	American Federation of Teachers	25,369.00	Union Dues
451007	08/02/12	Calif Water Service Co	27,430.75	Utilities
451015	08/02/12	Hartford Retirement Plans Service Center	28,683.66	Tax Shelter Annuities
451022	08/02/12	Public Empl Ret Sys	1,234,748.07	Health Insurance Monthly Premium
451035	08/02/12	Xap Corporation	14,542.65	Skyline E-transcription Operation
451037	08/06/12	American Public Television	17,225.00	KCSM APT Exchange Fee
451044	08/06/12	Folsom Lake Ford	76,534.79	District Facilities Vehicles Purchase
451048	08/06/12	Godbe Corporation	29,260.00	Revenue Measure Feasibility Study Services
451051	08/06/12	Los Angeles Community College District	43,406.53	Cañada SETI and JEP Programs Services
451060	08/06/12	Pac Gas & Elec Co	13,380.42	Utilities
451067	08/07/12	Bayside Heating & Air Conditioning	41,205.00	Skyline AC Projects
451075	08/07/12	Industrial Employers/Distributors Assoc.	10,437.58	Monthly Labor Relations Service Fees
451082	08/07/12	PeopleAdmin, Inc.	25,020.00	Service Fees for Enterprise Applicant Tracking
451085	08/07/12	S.M.C.S.I.G.	161,217.22	Dental Premium Payment
451086	08/07/12	S.M.C.S.I.G.	19,457.85	Vision Premium Payment
451102	08/09/12	Comm College League/Calif	27,400.00	Districtwide Annual Membership Dues
451113	08/09/12	Health Education Services	12,869.90	AED Equipment Purchase
451140	08/09/12	Quick Crete Products Corp.	10,314.00	Skyline Concrete Planters Purchase
451150	08/09/12	Steelcase Inc.	46,385.24	Skyline Furniture Purchase
451168	08/09/12	Hartford Life & Accident Insurance Co.	34,796.06	Monthly Insurance Premiums
451176	08/14/12	Comm College League/Calif	15,120.00	Districtwide Annual Membership Dues
451206	08/16/12	City of San Bruno	21,530.15	Utilities
451240	08/16/12	National Public Radio	12,000.00	KCSM Annual Membership Fees
451244	08/16/12	Pac Gas & Elec Co	27,169.01	Utilities
451245	08/16/12	Pac Gas & Elec Co	41,659.44	Utilities
451272	08/16/12	County of San Mateo	11,029.00	Monthly Parking Income Allocation
451366	08/21/12	Calif Water Service Co	29,309.42	Utilities
451372	08/21/12	Decker Electric Company, Inc.	20,489.40	Skyline Electrical Project
451376	08/21/12	Hellas Construction, Inc.	314,932.04	Skyline Track Construction Project
451379	08/21/12	Landscape Forms	16,565.63	Skyline Outside Furniture Purchase
451381	08/21/12	Sally Swanson Architects, Inc.	14,875.00	CSM Architectural Services
451388	08/21/12	Steelcase Inc.	28,938.58	Skyline Furniture Purchase
451392	08/21/12	Verde Design Inc.	24,180.00	Cañada Tennis Courts Architectural Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
451407	08/23/12	Bay City Boiler & Engineering Company, Inc.	42,398.27	Skyline Boiler Burners Upgrade
451421	08/23/12	City of Redwood City	12,823.80	Utilities
451451	08/23/12	JKL Construction Services, Inc.	33,358.00	Skyline DSPS Relocation Project
451526	08/23/12	United Striping 101, Inc.	10,978.00	Skyline Parking Lots Painting Services
451578	08/23/12	Vavrinek, Trine, Day & Co.	10,000.00	Districtwide Auditing Services
451654	08/28/12	Landscape Forms	38,919.45	Cañada Outside Furniture Purchase
451706	08/30/12	D & D Pipelines Inc.	91,010.00	CSM Storm Drains Upgrade and Repair Services
451774	08/30/12	Pac Gas & Elec Co	24,867.39	Utilities
451775	08/30/12	Pac Gas & Elec Co	11,931.04	Utilities
451788	08/30/12	Reed Exhibitions Alcantara Machado	13,540.00	Skyline Green Innovation Challenge Program
451800	08/30/12	Schindler Elevator Corporation	14,916.06	Skyline Elevator Repair Services
<u>District Payroll Disbursement (Excluding Salary Warrants)</u>				
J1300076	08/01/12	US Treasury - Union Bank	1,120,072.32	Federal Tax
J1300076	08/01/12	EDD - Union Bank	219,175.22	State Tax
J1300076	08/01/12	EDD - Union Bank	14,278.48	State Tax SDI
J1300146	08/07/12	State Teacher Retirement - Cash Balance	47,043.16	STRS Retirement - Cash Balance
J1300174	08/15/12	State Teacher Retirement - County Paid	29,690.75	STRS Retirement - Defined Benefit
J1300261	08/22/12	US Treasury - Union Bank	81,362.71	Federal Tax
J1300332	08/31/12	State Teacher Retirement - County Paid	415,993.72	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
110014	08/08/12	Comet School Supplies Inc,	26,231.58	Purchase of Inventory
110020	08/08/12	CSM BOOKSTORE	10,553.10	Purchase of Inventory
110049	08/08/12	McGraw-Hill Companies	11,086.59	Purchase of Inventory
110051	08/08/12	MPS	31,867.81	Purchase of Inventory
110064	08/08/12	SM CC College District	214,455.67	Salaries & Benefits - June 2012
110067	08/08/12	SYSCO Food Company of SF	19,038.87	Purchase of Inventory
110159	08/23/12	McGraw-Hill Companies	43,790.63	Purchase of Inventory
110162	08/23/12	MPS	13,758.35	Purchase of Inventory
110167	08/23/12	Pearson Education Inc.	35,748.02	Purchase of Inventory
110169	08/23/12	Pens Etc.	10,828.04	Purchase of Inventory
110174	08/23/12	ReadyCare/Frio	13,450.00	Purchase of Inventory

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

Check Number	Check Date	Vendor Name	Check Amount	Description
110181	08/23/12	SM CC College District	195,343.14	Salaries & Benefit - July 2012
110194	08/23/12	Vista Higher Learning	14,892.01	Purchase of Inventory
110197	08/23/12	Roadway Express	12,446.47	Purchase of Inventory
		Subtotal	<u>11,881,644.30</u>	91%
		Warrants Issued ≤ \$10,000	<u>1,109,375.90</u>	9%
		Total Non-Salary Warrants Issued	<u><u>12,991,020.20</u></u>	100%

District Accounts Payable	CK#450952-451837, DD27144-27266	10,182,312.91
District Payroll	CK#82175-82840, DD50038463-50040015	6,475,975.64
SMCCCD Bookstores	Ck#110000-110197, EFT13341	<u>858,455.45</u>
	Total Warrants Including Salaries - August 2012	<u><u>17,516,744.00</u></u>



**BOARD REPORT NO. 12-10-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 2.02, CHANCELLOR OF THE DISTRICT; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 2.34, COMPUTER AND NETWORK USE; 6.01, PHILOSOPHY AND PURPOSE; 6.22, ACADEMIC RENEWAL; 7.41, DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS); 7.43, FINANCIAL AID PROGRAMS; 8.33, AUXILIARY SERVICES; 8.40, RISK MANAGEMENT; 8.47, STUDY/TRAVEL TOURS; AND 8.55, CONFERENCE ATTENDANCE AND TRAVEL**

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

Policy 2.34 is a new policy. It was presented to the Board at the May 16, 2012 meeting and, as a result of Board discussion, a new paragraph was added stating that District computer and networks are the property of the District.

Policy 2.26 was also presented to the Board at the May 16, 2012 meeting, at which time the Board asked that the policy be further revised to provide consistency in the language regarding the prohibition of alcohol and other controlled substances, as well as the disciplinary measures for students and employees who are found to be in violation of the policy. The Board also asked that the order of some items in the policy be changed to flow more smoothly.

The proposed revisions to Policy 8.55 remove the portions of the policy that are procedural in nature and which are included in the procedure on Conference Attendance and Travel.

The remaining policies were revised to conform to legal requirements and/or to make minor changes to language.

Policies 6.01 and 6.22 were approved by the District Academic Senate and presented to the District Shared Governance Council for information. The remaining proposed revisions were approved by the District Shared Governance Council.

**RECOMMENDATION**

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

## 2.02 Chancellor of the District

1. The Board shall employ a full-time Chancellor to serve as chief executive officer of the District, whose principal responsibility is leadership of the educational program. In the case of a vacancy for the position of Chancellor, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
2. The Board shall delegate to the Chancellor of the District the executive responsibility for administering policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Chancellor shall act as professional advisor to the Board.
3. The Chancellor may delegate any powers and duties entrusted to him/her by the Board (including the administration of colleges) but will be specifically responsible to the Board for the execution of such delegated powers and duties.
4. The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-one (21) calendar days at a time. In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with the Executive Vice Chancellor.
5. The Board shall appoint an acting Chancellor for periods exceeding twenty-one (21) calendar days.
6. The Chancellor shall establish such administrative procedures as are necessary for the operation of the District and the Colleges.
7. The Chancellor shall perform all duties specifically required of or assigned to him/her by the statutes of the State of California and by the Board of Trustees of the San Mateo County Community College District. **The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.**
8. **The Chancellor is empowered to reasonably interpret Board policy.** In situations for which the Board has provided no policy for administrative action, the Chancellor shall have the power to act, but his/her decisions shall be subject to review by the Board. It shall be the duty of the Chancellor to inform the Board promptly of such action and to recommend a written Board policy if one is necessary.
9. The Chancellor will be evaluated by the Board annually based upon goals which are mutually agreed upon by the Board of Trustees and the Chancellor and in accordance with any other provisions of the Contract of employment for Chancellor.
10. The compensation of the Chancellor shall be fixed by the Board at the time of appointment, and the terms shall be set forth in the contract for his/her services. By mutual consent, the compensation and contract of the Chancellor may be adjusted.

**References:** Education Code Sections 70902(d) and 72400; Title 5 Sections 53000 et seq. and 53121(b); Accreditation Standards III.A.1.b, IV.A, IV.B.1, IV.B.1.j and IV.B.2

(Revised ~~3/12xx/xx~~)

## 2.26 Drug-Free Workplace and Educational Environment

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

## 2.26 Drug-Free Workplace and Educational Environment

- 6 8. Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
9. Notice of the District Drug-Free Workplace and Education Environment policy will be included in regular student publications and will be made available to employees annually.
10. The District maintains a program of random alcohol and controlled substances testing for all persons who perform safety-sensitive functions such as driving passenger vehicles or operating a vehicle with a weight that is subject to this policy, as defined by the Omnibus Transportation Employee Testing Act of 1991 (hereinafter referred to as "the Omnibus Act"). This policy applies only to those District employees who are directly identified by the Vice Chancellor, Human Resources and appropriate administrator as holding and performing functions which have been identified as safety-sensitive and who are considered to be covered by the Federal regulations. These employees include all District employees who hold a commercial driver's license which is necessary to perform job-related duties such as operating a commercial motor vehicle or carrying fifteen (15) or more passengers, including the driver.
11. Employees who are covered by the Omnibus Act will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.
12. Pursuant to the Omnibus Act, District employees who are affected by this Act are subject to alcohol and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or illegal manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, a controlled substance, or impaired as the result of a legally prescribed medication, are considered "prohibited conduct" for the purpose of this Act.
13. Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.
14. The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures which may be imposed on the employee will adhere to District and collectively-bargained policies and procedures.
15. The Chancellor shall assure that the District distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees annually.

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

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

### **2.34 Computer and Network Use**

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

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

(xx/xx)

### 6.01 Philosophy and Purpose

1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires intelligent support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.
2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.
3. In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can benefit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their career/technical abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.
4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
  - a. General education
  - b. Lower-division college education
  - c. Career/technical education
  - d. Developmental education
  - e. Special educational programs and services for the community
5. The District shall provide library services for students and faculty as an integral part of the educational program **and will comply with the requirements of the Reader Privacy Act.**
6. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of advising and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

**References:** Education Code Section 78100; **Civil Code Section 1798.90**; Accreditation Standard II.C

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

## 6.22 Academic Renewal [Replaces Section 7.35(3)]

~~Up to 36 semester units of substandard course work (i.e., D, F, and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:~~

1. Previously recorded substandard academic performance (grade of "D", "F" or "NP") may be disregarded if it is not reflective of a student's demonstrated ability.
  - a. A student may file a petition with the Office of Admissions and Records seeking grade alleviation of substandard academic work.
    - i. A period of at least one year must have elapsed since the course work to be alleviated was completed.
    - ii. ~~A student seeking alleviation~~ The student must have completed 9 units of course work with a 3.5 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the course work to be alleviated was completed.
    - iii. ~~The s~~ Substandard course work to be alleviated must have been ~~taken-completed~~ at Cañada College, College of San Mateo or Skyline College. However, the course work upon which the application for alleviation is based may be completed at any ~~accredited college or university-accredited by the Western Association of Schools and Colleges or equivalent accrediting agency.~~
    - iv. The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program.
    - v. To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.
2. When academic course work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

**Reference:** Title 5 Sections 55040, 55046

(Revised xx/xx)

#### 7.41 Disabled Students Programs and Services (DSPS)

1. Students with disabilities shall be ~~assisted to participate whenever possible in the regular educational~~ reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.
2. The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by Federal and State laws.
3. DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to: reasonable accommodations, academic adjustments, accessible facilities and equipment, instructional programs, rehabilitation counseling, and academic counseling.
4. Students with disabilities are not required to participate in the Disabled Students Programs and Services program.
5. The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor or designee shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.
- ~~5.6.~~ The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 56027

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



### 7.43 Student Financial Aid Programs

1. The District shall participate in federal, state, and local financial aid programs approved by the Board. ~~These programs may include but are not limited to: Federal College Work Study, Supplemental Educational Opportunity Grants, Pell Grants, Direct Loan Programs, Parent Loan Program, California Cal Grant B and C, Board of Governors' Waivers, Extended Opportunity Programs and Services, and scholarships. These programs-~~ Financial aid programs, including but not limited to loans, scholarships, grants and work programs, shall be implemented to assist students who, without financial assistance, might be denied a college education. All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and incorporate federal, state, and other applicable regulatory requirements, including District Rules and Regulations.
2. The Executive Vice Chancellor shall have the responsibility for insuring the overall coordination of District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.
3. The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.
4. The District Financial Aid Advisory Committee shall function as a coordinating body between District Instructional Technology Services and College Financial Aid Offices. The Committee shall be responsible for insuring that appropriate procedures, policies, and printed materials are used to implement District financial aid programs.
5. Responsibility for the Financial Aid Program at each College shall rest in the Office of the Vice President, Student Services with operational responsibility designated to the Director of Financial Aid. The Vice President shall insure that College programs are operated in accordance with Federal and State laws and regulations and District Rules and Regulations. The Vice President or the Director of Financial Aid will also insure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.
6. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation of (1 the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
7. The Chancellor or designee shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing ~~covered services-~~ educational programs, marketing, advertising, recruiting or admission services concerning the District's educational programs, financial charges, and employment of graduates to ensure compliance with this policy.
8. The Chancellor or designee shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

**References:** Education Code Section 76300; 20 U.S. Code Sections 1070 et seq.; 34 CFR Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

(Revised ~~3/12~~ xx/xx)

### 8.33 Auxiliary Services

#### 1. Bookstores

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

#### 2. Vending Services

- a. Vending revenue will be reviewed annually by the District Auxiliary Services Advisory Committee, which shall recommend its uses and allocation to the Executive Vice Chancellor.

#### 3. Cafeterias

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

#### 4. Fitness Center

- a. Fitness centers may be operated by an outside management firm as directed by the San Mateo County Community College District and College administration and the District will operate on a not-for-profit basis, primarily as a service to students, faculty, staff and the community. Any Retained Earnings at the fitness centers beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements within the District.
- b. A single quarterly financial summary covering the operations of the fitness center(s) shall be presented to the Board.
- c. The Health and Wellness Center/Pool is a joint use facility shared by the academic programs at College of San Mateo and the San Mateo Athletic Club (SMAC). Scheduling is determined by the Kinesiology, Athletics, and Dance Division Dean and the Vice President of Instruction in consultation with the Vice Chancellor of Auxiliary Services and SMAC. The ultimate goal is that each program benefit the other and that both be successful.

**References:** Education Code Section 72670, Statutes of 1976; Education Code Sections **81676 and 88003.1; Civil Code Section 1798.90**

(Revised ~~5/12~~ xx/xx)

### 8.40 Risk Management

1. The District shall provide a program of Risk Management consistent with all legal requirements and within the financial ability of the District.
2. Within the Risk Management program, the District may purchase insurance for all real and personal property of the District; to protect the District from losses due to employee dishonesty, injury, or death; and to protect the Board, its appointed officers, and its employees while acting in the discharge of duties within the scope of their employment.
3. The District shall assure that students are covered by accident insurance in those instances required by law or contract.
- ~~3.4.~~ The Executive Vice Chancellor is responsible for developing and maintaining procedures necessary for carrying out all aspects of the District's Risk Management policy.
- ~~4.5.~~ Self-insurance, insurance pools, and insurance policies shall be evaluated to provide the most economical approach for the District's Risk Management program.
- ~~5.6.~~ Insurance coverage will be recommended for purchase if the potential loss could significantly affect the District's financial position and if the extent of risk is higher than the cost of insurance.
  - a. All risks of loss and need for insurance will be evaluated both as a single activity and from the viewpoint of the entire District.
  - b. Conditions and practices which may cause loss are to be eliminated or modified whenever possible.
- ~~6.7.~~ Insurable Value - Buildings and Contents
  - a. The insurable value of a building shall be defined as the replacement cost of such buildings.
  - b. The term "contents," as used in connection with insurance, shall be defined as all personal property not specifically excluded by the terms of the broad form for fire insurance policies. The valuation of contents, for insurance purposes, shall be on the basis of replacement cost.
  - c. The District shall not be responsible for the cost of repair or replacement or employees' personal property which is lost, stolen, or damaged while on District property.
- ~~7.8.~~ A comprehensive report on the District's insurance coverage shall be brought to the Board on an annual basis.

**Reference:** Education Code Section 72506

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

**8.47 Study/Travel Tours**

1. The name of the District or one of its Colleges may be associated with an organized tour, group travel arrangement, or other travel enterprise or activity only when the study/travel tour has been approved as a part of the educational program of the District.
2. Study/travel tours will be approved only if they have educational value not associated with commercially conducted or independent tours.
3. A principal test of such educational value is that the study/travel tour must be approved through established District-College channels as an integral part of a credit course or as a ~~Corporate and~~ Community Education Program administered through the ~~Corporate and~~ Community Education Office.
4. The College President will be responsible for approval of the individual study/travel course after taking into consideration both its educational value and the possible risk or liability which the District might incur.
5. No employees, while on District property or at any authorized District or College function, shall publicize, solicit for, or in any manner attempt to seek students or staff as participants in tours or other travel ventures except for those study/travel tours which have been officially approved as outlined above.
6. Staff members or the tour organization they represent may place paid advertisements in student newspapers on the same basis as any other commercial enterprise.
7. No District equipment, supplies, or postage shall be used in the development, advertisement, or operation of tours or other travel ventures except for those study/travel tours which have been officially approved as outlined above.

xx/xx (previously undated)

### 8.55 Conference Attendance and Travel

1. It is the policy of the District to reimburse, to the extent possible within financial restraints, expenses incurred for travel, conferences and meetings of professional and educational organizations and associations. It is the position of the District that the training of employees gained by participation in such activities can contribute significantly to personal effectiveness as it relates to District purposes and operations and to the quality of education provided.
2. Reimbursement of expenses must be fully documented, authorized by the appropriate personnel and must meet the most current necessity and reasonableness standards set by the Internal Revenue Service and California Education Code Section 87032.
3. The Chancellor shall ensure that District administrative procedures are comprehensive and prescribe what expenses and activities are reimbursable. District administrative procedures for conference attendance and travel will be reviewed and updated at least annually by the Executive Vice Chancellor.

**References:** Internal Revenue Service regulations; Education Code Section 87032

(Revised ~~11/92~~ xx/xx)

#### ~~1.—Employees~~

~~District employees performing District services, regardless of funding source, shall be reimbursed as provided by the Education Code, for authorized expenses incurred in the following categories:~~

##### ~~a.—Required Travel~~

~~A District employee who is required by an appropriate District or College administrator to attend meetings, or to transact any District business outside the District, shall be reimbursed for all necessary expenses in accordance with District administrative procedures.~~

##### ~~b.—Mileage In District Travel~~

~~Use of an employee's car in connection with in-District travel necessary in the normal course of the employee's duties, may be authorized in accordance with District administrative procedures and will be reimbursed at the current Internal Revenue Service standard mileage reimbursement rate.~~

##### ~~c.—Other Conference/Travel~~

~~1) A District employee may be authorized, without loss of salary and with reimbursement for all or a portion of necessary expenses, to attend conferences, meetings or workshops called by other than the San Mateo County Community College District. Such conference or meeting attendance and travel must be authorized by the appropriate administrator when it has been determined that the District will benefit by such attendance.~~

~~2) Employees who hold elected or appointed positions in recognized educational and professional organizations may attend regional, State or national conferences if the District will benefit sufficiently to justify the cost of such attendance and participation has been approved by the Chancellor-Superintendent.~~

## 8.55 Conference Attendance and Travel (continued)

~~3) Employees accepting speaking engagements tendered by organizations or associations in which the District does not hold membership or is not otherwise associated shall be expected to pay personally, or arrange for external payment of, their own travel and conference expenses. Exceptions to this policy may be made only by the College President and/or the Chancellor-Superintendent. Exceptions shall be based on a clearly indicated advantage to the District.~~

~~4) District reimbursement for expenses incurred through participation in review panels and advisory bodies of external organizations, agencies and associations must be approved by the College President and/or the Chancellor-Superintendent. Reimbursement shall be in accordance with District administrative procedures.~~

~~d. Out of State or Country Travel~~

~~All out of State or country travel by Chancellor's Office employees must be approved by the Chancellor-Superintendent or, in the case of College personnel, by the College President. Reimbursement will be authorized for all or a portion of expenses in accordance with District administrative procedures.~~

~~e. In service Training~~

~~1) Permanent employees may be authorized by the College President or the Chancellor-Superintendent, or his/her designee, to attend, at District expense, training programs designed specifically to upgrade their skills and knowledge of new technology and/or methodology that will benefit the District. This in-service training shall not be used as a basis for salary advancement.~~

~~2) Programs eligible for reimbursement shall include, but not be limited to, seminars, training institutes or specific training courses, conducted by recognized professional institutions, organizations, or associations.~~

~~3) In accordance with District procedures, reimbursements will be made upon successful completion of the approved training. Tuition will not be reimbursed if it is not a mandatory requirement of the program.~~

~~4) Reimbursement shall not be allowed for any employee who is receiving training and is eligible for reimbursement by any other government agency, organization or association, in accordance with the Education Code.~~

~~f. Authorized Expenses~~

~~1) Reimbursement for travel and participation in meetings and conferences shall relate directly to District rules and regulations covering organizational membership, required travel and other conferences.~~

~~2) Only "actual and necessary traveling expenses" will be allowed for transportation, lodging, meals, registration fees and other authorized expenses in accordance with District administrative procedures.~~

## 8.55 Conference Attendance and Travel (continued)

~~2.—Students~~

~~a.—Students shall be reimbursed from District funds to the extent authorized by the Education Code for expenses incurred in the following categories:~~

- ~~1)—Participation in co-curricular activities or events as authorized and defined by the Education Code.~~
- ~~2)—Participation in other conferences where student attendance is required may be authorized by the appropriate administrator if it has been determined that the District and students will benefit by such attendance.~~
- ~~3)—Participation by students as members of the athletic team in athletic events at a place other than the San Mateo County Community College District, as authorized by the Education Code.~~
- ~~4)—Participation in activities or events supported in full or in part by external funding which are conducted within the framework of the purposes and guidelines established for the program and is approved by the College President.~~

~~b.—Authorized Expenses~~

- ~~1)—Reimbursement for co-curricular activity expenses shall be limited to lodging, transportation and conference fees in accordance with District administrative procedures.~~
- ~~2)—Reimbursement for athletic activity expenses will include lodging, meals, entry fees and transportation in accordance with District administrative procedures.~~
- ~~3)—Reimbursement for expenses of student representatives at selected conferences may be authorized by the College President and/or Chancellor Superintendent in accordance with District administrative procedures.~~
- ~~4)—Social events and awards intended to recognize the achievements of student athletes shall be funded, to the extent possible, from gate receipts, contributions, fund-raising activities and the individual payment by participants in such events. Other District funds may be used supplementally if approved by the College President or the Chancellor Superintendent.~~

~~3.—Other Than Employees or Students~~

~~a.—Travel, conference attendance or mileage for other than employees or students shall be authorized by the appropriate District or College administrator only when conducted within the purposes of externally funded projects and in accordance with District administrative procedures.~~

~~b.—Whenever a person is requested by the District to travel to the District for an interview or examination prior to possible employment, the District may reimburse the candidate for~~

## 8.55 Conference Attendance and Travel (continued)

~~expenses necessarily incurred in traveling from his/her residence to the interview or examination. Reimbursement for such expenses shall be authorized in advance by the Chancellor Superintendent.~~

~~4. Chancellor Superintendent~~

~~A request for reimbursement of travel and conference attendance expenses incurred by the Chancellor Superintendent or for an advance shall be approved by the Board President.~~

~~5. Non-reimbursable Events~~

~~Reimbursement cannot be claimed by a Board member or District employee for the following types of functions:~~

~~a. Political functions — either for a candidate, ballot measure or proposition whether Federal, State or local.~~

~~b. An event which is primarily a fund-raiser for an organization, nonprofit or otherwise. It is recognized, however, that it may be appropriate to claim the cost of a meal provided at this type of function if the employee or Board member is representing the District in an official capacity.~~

~~c. Testimonials honoring an individual which are clearly political in nature or where a fundraising element is present.~~

~~d. Cost of dinner or event for guest(s)/spouse of Board member or District employee.~~

~~e. Breakfast, lunch or dinner with a Board member, District officer or employee when the business can be conducted during the working day. It is recognized that reimbursement would be appropriate where business is reasonably conducted as part of a breakfast, lunch or dinner meeting.~~



**BOARD REPORT NO. 12-10-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Interim Dean of Business, Workforce, and Athletics, Cañada College,  
650-306-3460

**APPROVAL TO REJECT ALL BIDS FOR THE SALE OF KCSM-TV**

The Request for Proposal for the sale of KCSM-TV was released December 7, 2011. The District had a mandatory Pre-Bid meeting on January 10, 2012. Bids were due on February 14, 2012.

The District received six bids:

- Community Educators of Orange County (affiliated with the Daystar Television Network, headquartered near Dallas, TX)
- FM Media TV, Inc. (a locally owned and controlled company affiliated with Public Media Company, headquartered in Boulder, CO)
- KAXT, LLC (licensee of a low-power television station licensed to San Francisco-San Jose, San Jose, CA)
- Minority Television Project, Inc. (licensee of KMPT-TV), South San Francisco, CA
- Locus Point Networks – headquartered in Belmont, CA
- San Mateo Community TV Corporation (created by Independent Public Media Project and its principal supporters, collectively known as the EBS Companies)

The District evaluated the bids for KCSM-TV based on the price offered and its independent evaluation of whether the Bidder had demonstrated the availability of funding, would qualify under FCC rules to take assignment of the KCSM-TV license and whether FCC approval could likely be secured within a reasonable time. In the analysis, Community Educators of Orange County, KAXT, KMPT, and Locus Point offered the lowest effective prices and/or the District was not convinced, after consultation with the FCC attorney, that they could meet FCC requirements.

The two responsive highest bidders were FM Media TV, Inc. and San Mateo Community TV Corporation. The District asked them for additional clarifying information to fully evaluate their responses. Upon their answers, the District exercised its right to request and negotiate Best and Final offers with them.

Extensive negotiations have been ongoing with both of the highest bidders since March. After multiple attempts the District was unable to meet closure with either bidder. FM Media TV, Inc. has not been able to demonstrate funding as promised. San Mateo Community TV Corporation has not been able to demonstrate to our satisfaction that it could meet the FCC's requirement of local representation, or at least that it could do so within a reasonable time.

**RECOMMENDATION**

It is recommended that the Board approve rejection of all bids for the sale of the assets of and the transfer of the FCC licenses associated with television Station KCSM-TV.

### HIGHLIGHTS OF CENSUS COMPARISONS

Comparing the Fall 2011 to the Fall 2012 Census, the following changes are noted:

#### District As a Whole (SMCCCD)

❑ The overall percentage distribution of student headcount at the three colleges remained relatively stable: 25% Canada, 37% CSM and 38% Skyline, but the actual headcounts all experienced a decrease.

❑ The total student headcount for fall 2012 was 26,833. Compared to fall 2011, the total district student headcount decreased by 935 students or -3.4%.

❑ The Multi-Race category continued to increase and is the only group that increased: 600 students or 19.9%. Hispanic and White students both experienced a decrease.

❑ Compared to fall 2011, concurrently enrolled students increased by 64 (6.0%). In addition, there were fewer students (316 or -7.7%) with BA or higher degrees in fall 2012 than in fall 2011.

❑ Compared to fall 2011, the largest decrease by age was seen among students over the age of 40 (420 or -10.9%). The next largest decrease is among students between the age of 25-29 (200 or -5.2%)

#### Cañada College

❑ Cañada College's total student headcount for fall 2012 decreased by 209 (-3.0%).

❑ Compared to fall 2011, Asian and students claiming to be multi-race increased.

❑ Compared to fall 2011, concurrently enrolled students increased by 49 (15.0%). Students with a high school diploma or equivalent and those with a BA or higher degrees experienced a large decrease.

❑ Part-time students decreased by 236 students (-4.6%).

#### College of San Mateo

❑ CSM's total student headcount for fall 2012 was 9,946, which represented a decrease of -5.6% or 594 students.

❑ Compared to fall 2011, there was a decrease of 391 White students and 143 Asian students. Students of both genders decreased.

❑ Compared to fall 2011, concurrently enrolled students decreased by 99 (-19.2%). Students with a high school diploma or equivalent and those with a BA or higher degrees experienced large decreases.

❑ Evening Students decreased by a count of 344 (-9.8%) and Day Students decreased by a count of 197 or -4.0%.

#### Skyline College

❑ Skyline's total student headcount in fall 2012 was 10,104, which represented a decrease of 132 students (-1.3%).

❑ Compared to fall 2011, Asian students experienced the largest decrease in number: 122 (-5.9%) among all ethnicities.

❑ Compared to fall 2011, concurrently enrolled students increased by a count of 114 (52.5%). Full-time students, however, decreased by a count of 128 (-3.6%).

❑ Almost all ranges of Class Standing decreased, except for those with 60 or more units.

*Official fall 2012 Census Day was September 10.*

*Data provided by Hyperion Real-time Census Report & Suki Chang.*

SMCCCD Census Comparison Report (*Headcount* Distribution)

Colleges & District

	Cañada				CSM				Skyline				District			
	Fall 2011	Fall 2012	# Change	% Change	Fall 2011	Fall 2012	# Change	% Change	Fall 2011	Fall 2012	# Change	% Change	Fall 2011	Fall 2012	# Change	% Change
<b>Total Students</b>																
Percent of SMCCCD Total	25%	25%		0.1%	38%	37%		-0.9%	37%	38%		0.8%				
College and District Totals	6,992	6,783	-209	-3.0%	10,540	9,946	-594	-5.6%	10,236	10,104	-132	-1.3%	27,768	26,833	-935	-3.4%
<b>Gender</b>																
Female	4,419	4,205	-214	-4.8%	5,182	4,812	-370	-7.1%	5,427	5,435	8	0.1%	15,028	14,452	-576	-3.8%
Male	2,452	2,456	4	0.2%	5,110	4,901	-209	-4.1%	4,633	4,516	-117	-2.5%	12,195	11,873	-322	-2.6%
Unknown	121	122	1	0.8%	248	233	-15	-6.0%	176	153	-23	-13.1%	545	508	-37	-6.8%
<b>Ethnicity</b>																
Asian	478	519	41	8.6%	1,625	1,482	-143	-8.8%	2,071	1,949	-122	-5.9%	4,174	3,950	-224	-5.4%
African American	285	260	-25	-8.8%	373	377	4	1.1%	399	379	-20	-5.0%	1,057	1,016	-41	-3.9%
Filipino	241	223	-18	-7.5%	726	684	-42	-5.8%	1,787	1,672	-115	-6.4%	2,754	2,579	-175	-6.4%
Hispanic	2,613	2,472	-141	-5.4%	2,012	1,904	-108	-5.4%	1,802	1,738	-64	-3.6%	6,427	6,114	-313	-4.9%
Native American	27	24	-3	-11.1%	31	24	-7	-22.6%	21	19	-2	-9.5%	79	67	-12	-15.2%
Multi-Race	600	726	126	21.0%	1,188	1,415	227	19.1%	1,228	1,475	247	20.1%	3,016	3,616	600	19.9%
Pacific Islander	123	119	-4	-3.3%	231	228	-3	-1.3%	184	163	-21	-11.4%	538	510	-28	-5.2%
White	2,231	2,104	-127	-5.7%	3,627	3,236	-391	-10.8%	2,163	2,247	84	3.9%	8,021	7,587	-434	-5.4%
Unknown	394	336	-58	-14.7%	727	596	-131	-18.0%	581	462	-119	-20.5%	1,702	1,394	-308	-18.1%
<b>Age</b>																
Less than 18	381	431	50	13.1%	695	587	-108	-15.5%	333	468	135	40.5%	1,409	1,486	77	5.5%
18-20	1,589	1,578	-11	-0.7%	3,349	3,369	20	0.6%	3,211	3,081	-130	-4.0%	8,149	8,028	-121	-1.5%
21-24	1,331	1,365	34	2.6%	2,014	1,970	-44	-2.2%	2,608	2,587	-21	-0.8%	5,953	5,922	-31	-0.5%
25-29	1,049	946	-103	-9.8%	1,354	1,279	-75	-5.5%	1,480	1,458	-22	-1.5%	3,883	3,683	-200	-5.2%
30-39	1,117	1,077	-40	-3.6%	1,348	1,201	-147	-10.9%	1,191	1,199	8	0.7%	3,656	3,477	-179	-4.9%
40-59	1,253	1,146	-107	-8.5%	1,439	1,221	-218	-15.1%	1,161	1,066	-95	-8.2%	3,853	3,433	-420	-10.9%
60 or more	272	235	-37	-13.6%	337	316	-21	-6.2%	252	245	-7	-2.8%	861	796	-65	-7.5%
<b>Enrollment Pattern</b>																
Day Students	2,901	2,604	-297	-10.2%	4,953	4,756	-197	-4.0%	3,968	3,857	-111	-2.8%	11,822	11,217	-605	-5.1%
Evening Students	2,518	2,418	-100	-4.0%	3,501	3,157	-344	-9.8%	3,473	3,668	195	5.6%	9,492	9,243	-249	-2.6%
Day & Evening Students	1,573	1,761	188	12.0%	2,086	2,033	-53	-2.5%	2,790	2,579	-211	-7.6%	6,449	6,373	-76	-1.2%
<b>Residence</b>																
Calif. Residents	6,723	6,408	-315	-4.7%	10,143	9,549	-594	-5.9%	9,953	9,779	-174	-1.7%	26,819	25,736	-1,083	-4.0%
Non-Calif. residents	269	375	106	39.4%	397	397	0	0.0%	283	325	42	14.8%	949	1,097	148	15.6%
<b>Highest Educational Level</b>																
Not a High School Graduate	672	668	-4	-0.6%	304	239	-65	-21.4%	296	254	-42	-14.2%	1,272	1,161	-111	-8.7%
Concurrent High School	326	375	49	15.0%	516	417	-99	-19.2%	217	331	114	52.5%	1,059	1,123	64	6.0%
Concurrent Adult School	20	24	4	20.0%	54	55	1	1.9%	57	57	0	0.0%	131	136	5	3.8%
HS Grad or Equivalent	4,530	4,421	-109	-2.4%	7,555	7,295	-260	-3.4%	7,960	7,750	-210	-2.6%	20,045	19,466	-579	-2.9%
AA/AS Degree	271	244	-27	-10.0%	381	392	11	2.9%	424	396	-28	-6.6%	1,076	1,032	-44	-4.1%
BA/BS Degree or Higher	1,159	1,009	-150	-12.9%	1,682	1,479	-203	-12.1%	1,261	1,298	37	2.9%	4,102	3,786	-316	-7.7%
<b>Student Status</b>																
Full Time >= 12 units	1,838	1,865	27	1.5%	3,306	3,295	-11	-0.3%	3,524	3,396	-128	-3.6%	8,668	8,556	-112	-1.3%
Part Time < 12 units	5,154	4,918	-236	-4.6%	7,234	6,651	-583	-8.1%	6,712	6,708	-4	-0.1%	19,100	18,277	-823	-4.3%
<b>Class Standing</b>																
0.5 - 14.5 units	3,051	2,820	-231	-7.6%	4,582	4,393	-189	-4.1%	4,319	4,200	-119	-2.8%	11,952	11,413	-539	-4.5%
15.0 - 29.5 units	1,049	1,070	21	2.0%	1,700	1,460	-240	-14.1%	1,548	1,525	-23	-1.5%	4,297	4,055	-242	-5.6%
30.0 - 44.5 units	756	756	0	0.0%	1,168	1,173	5	0.4%	1,213	1,179	-34	-2.8%	3,137	3,108	-29	-0.9%
45.0 - 60.0 units	609	630	21	3.4%	977	881	-96	-9.8%	1,051	1,039	-12	-1.1%	2,637	2,550	-87	-3.3%
60.5 or more	1,527	1,507	-20	-1.3%	2,113	2,039	-74	-3.5%	2,105	2,161	56	2.7%	5,745	5,707	-38	-0.7%

# SMCCCD Census Comparison Report (*Percentage* Distribution)

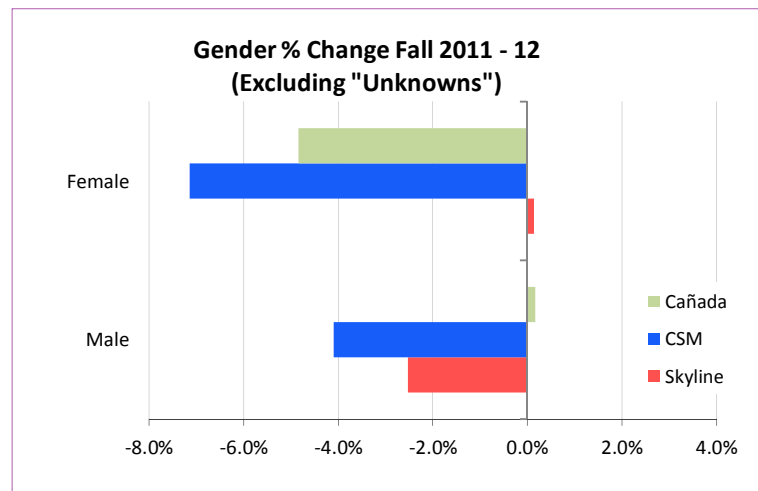
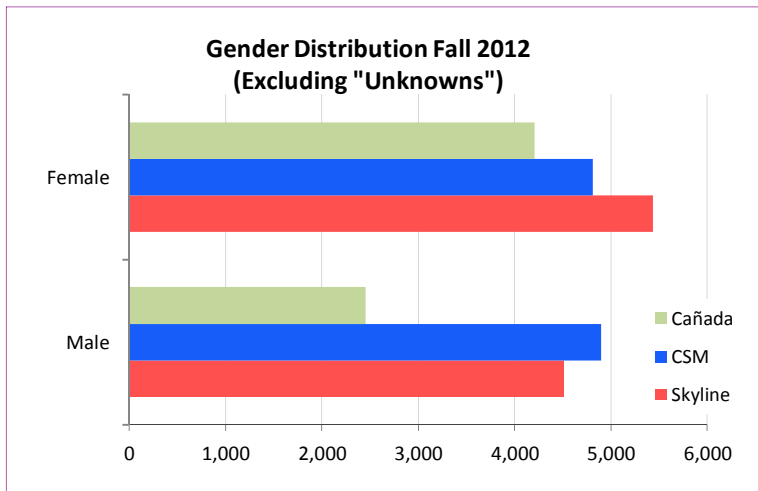
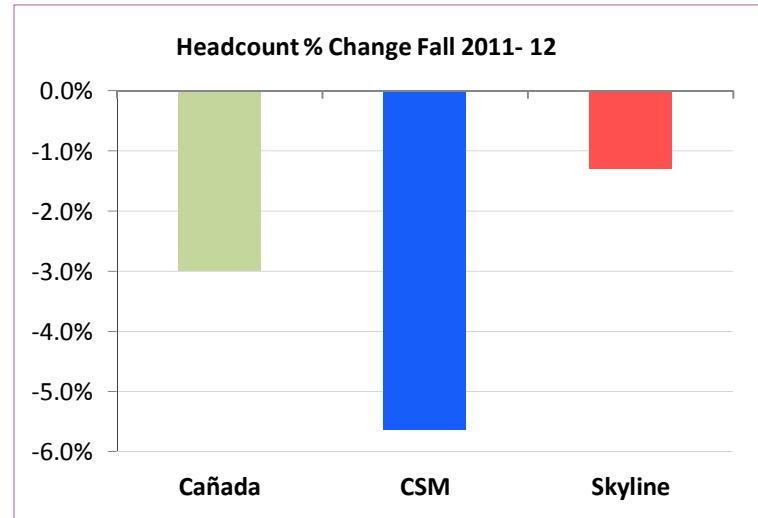
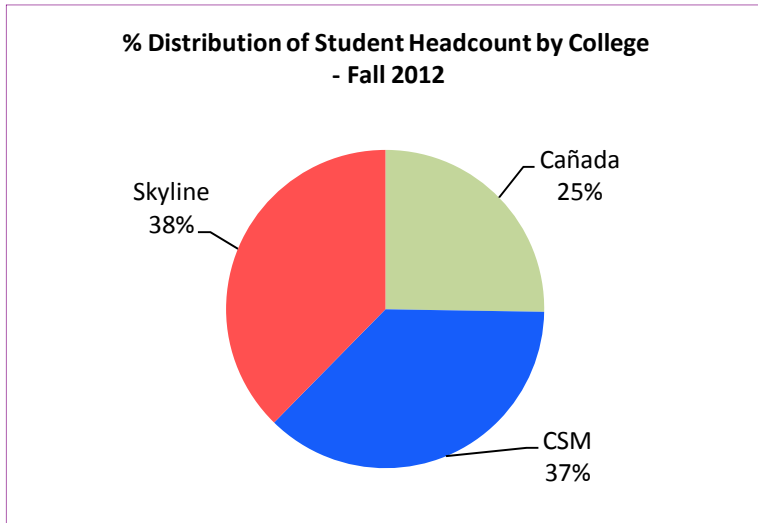
Colleges & District

	College				District				Total				Change			
	Fall 2011	Fall 2012	# Change	% Change	Fall 2011	Fall 2012	# Change	% Change	Fall 2011	Fall 2012	# Change	% Change	Fall 2011	Fall 2012	# Change	% Change
<b>Total Students</b>																
Percent of SMCCCD Total	25%	25%		0.1%	38%	37%		-0.9%	37%	38%		0.8%				
College and District Totals	6,992	6,783	-209	-3.0%	10,540	9,946	-594	-5.6%	10,236	10,104	-132	-1.3%	27,768	26,833	-935	-3.4%
<b>Gender</b>																
Female	63%	62%	-214	-4.8%	49%	48%	-370	-7.1%	53%	54%	8	0.1%	54%	54%	-576	-3.8%
Male	35%	36%	4	0.2%	48%	49%	-209	-4.1%	45%	45%	-117	-2.5%	44%	44%	-322	-2.6%
Unknown	2%	2%	1	0.8%	2%	2%	-15	-6.0%	2%	2%	-23	-13.1%	2%	2%	-37	-6.8%
<b>Ethnicity</b>																
Asian	7%	8%	41	8.6%	15%	15%	-143	-8.8%	20%	19%	-122	-5.9%	15%	15%	-224	-5.4%
African American	4%	4%	-25	-8.8%	4%	4%	4	1.1%	4%	4%	-20	-5.0%	4%	4%	-41	-3.9%
Filipino	3%	3%	-18	-7.5%	7%	7%	-42	-5.8%	17%	17%	-115	-6.4%	10%	10%	-175	-6.4%
Hispanic	37%	36%	-141	-5.4%	19%	19%	-108	-5.4%	18%	17%	-64	-3.6%	23%	23%	-313	-4.9%
Native American	0%	0%	-3	-11.1%	0%	0%	-7	-22.6%	0%	0%	-2	-9.5%	0%	0%	-12	-15.2%
Multi-Race	9%	11%	126	21.0%	11%	14%	227	19.1%	12%	15%	247	20.1%	11%	13%	600	19.9%
Pacific Islander	2%	2%	-4	-3.3%	2%	2%	-3	-1.3%	2%	2%	-21	-11.4%	2%	2%	-28	-5.2%
White	32%	31%	-127	-5.7%	34%	33%	-391	-10.8%	21%	22%	84	3.9%	29%	28%	-434	-5.4%
Unknown	6%	5%	-58	-14.7%	7%	6%	-131	-18.0%	6%	5%	-119	-20.5%	6%	5%	-308	-18.1%
<b>Age</b>																
Less than 18	5%	6%	50	13.1%	7%	6%	-108	-15.5%	3%	5%	135	40.5%	5%	6%	77	5.5%
18-20	23%	23%	-11	-0.7%	32%	34%	20	0.6%	31%	30%	-130	-4.0%	29%	30%	-121	-1.5%
21-24	19%	20%	34	2.6%	19%	20%	-44	-2.2%	25%	26%	-21	-0.8%	21%	22%	-31	-0.5%
25-29	15%	14%	-103	-9.8%	13%	13%	-75	-5.5%	14%	14%	-22	-1.5%	14%	14%	-200	-5.2%
30-39	16%	16%	-40	-3.6%	13%	12%	-147	-10.9%	12%	12%	8	0.7%	13%	13%	-179	-4.9%
40-59	18%	17%	-107	-8.5%	14%	12%	-218	-15.1%	11%	11%	-95	-8.2%	14%	13%	-420	-10.9%
60 or more	4%	3%	-37	-13.6%	3%	3%	-21	-6.2%	2%	2%	-7	-2.8%	3%	3%	-65	-7.5%
<b>Enrollment Pattern</b>																
Day Students	41%	38%	-297	-10.2%	47%	48%	-197	-4.0%	39%	38%	-111	-2.8%	43%	42%	-605	-5.1%
Evening Students	36%	36%	-100	-4.0%	33%	32%	-344	-9.8%	34%	36%	195	5.6%	34%	34%	-249	-2.6%
Day & Evening Students	22%	26%	188	12.0%	20%	20%	-53	-2.5%	27%	26%	-211	-7.6%	23%	24%	-76	-1.2%
<b>Residence</b>																
Calif. Residents	96%	94%	-315	-4.7%	96%	96%	-594	-5.9%	97%	97%	-174	-1.7%	97%	96%	-1083	-4.0%
Non-Calif. residents	4%	6%	106	39.4%	4%	4%	0	0.0%	3%	3%	42	14.8%	3%	4%	148	15.6%
<b>Highest Educational Level</b>																
Not a High School Graduate	10%	10%	-4	-0.6%	3%	2%	-65	-21.4%	3%	3%	-42	-14.2%	5%	4%	-111	-8.7%
Concurrent High School	5%	6%	49	15.0%	5%	4%	-99	-19.2%	2%	3%	114	52.5%	4%	4%	64	6.0%
Concurrent Adult School	0%	0%	4	20.0%	1%	1%	1	1.9%	1%	1%	0	0.0%	0%	1%	5	3.8%
HS Grad or Equivalent	65%	65%	-109	-2.4%	72%	73%	-260	-3.4%	78%	77%	-210	-2.6%	72%	73%	-579	-2.9%
AA/AS Degree	4%	4%	-27	-10.0%	4%	4%	11	2.9%	4%	4%	-28	-6.6%	4%	4%	-44	-4.1%
BA/BS Degree or Higher	17%	15%	-150	-12.9%	16%	15%	-203	-12.1%	12%	13%	37	2.9%	15%	14%	-316	-7.7%
<b>Student Status</b>																
Full Time >= 12 units	26%	27%	27	1.5%	31%	33%	-11	-0.3%	34%	34%	-128	-3.6%	31%	32%	-112	-1.3%
Part Time < 12 units	74%	73%	-236	-4.6%	69%	67%	-583	-8.1%	66%	66%	-4	-0.1%	69%	68%	-823	-4.3%
<b>Class Standing</b>																
0.5 - 14.5 units	44%	42%	-231	-7.6%	43%	44%	-189	-4.1%	42%	42%	-119	-2.8%	43%	43%	-539	-4.5%
15.0 - 29.5 units	15%	16%	21	2.0%	16%	15%	-240	-14.1%	15%	15%	-23	-1.5%	15%	15%	-242	-5.6%
30.0 - 44.5 units	11%	11%	0	0.0%	11%	12%	5	0.4%	12%	12%	-34	-2.8%	11%	12%	-29	-0.9%
45.0 - 60.0 units	9%	9%	21	3.4%	9%	9%	-96	-9.8%	10%	10%	-12	-1.1%	9%	10%	-87	-3.3%
60.5 or more	22%	22%	-20	-1.3%	20%	21%	-74	-3.5%	21%	21%	56	2.7%	21%	21%	-38	-0.7%

**SELECT GRAPHIC COMPARISONS**

Overview Fall 2012

Change Since Fall 2011



Overview Fall 2012

Change Since Fall 2011

