

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 15, 2013
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

- 13-5-1 [Approval of the Minutes of the Regular Meeting of April 24, 2013](#)
- 13-5-2 [Approval of the Minutes of the Special Meeting of May 3, 2013](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 13-5-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)
- 13-5-2A [Hearing of the Public on American Federation of State, County and Municipal Employees \(AFSCME\), Local 829, Council 57 Initial Contract Proposal to the District and District's Initial Proposal to AFSCME; Adoption of AFSCME's Initial Proposal and District's Initial Proposal](#)
- 13-5-3A [Hearing of the Public on American Federation of Teachers \(AFT\), Local 1493 Initial Contract Proposal to the District and District's Initial Proposal to AFT; Adoption of AFT's Initial Proposal and District's Initial Proposal](#)

- 13-5-4A [Hearing of the Public on California School Employees Association \(CSEA\), Chapter 33 Initial Contract Proposal to the District and Adoption of CSEA's Initial Proposal](#)

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.

- 13-5-1CA [Renewal of Agreement with American Institute for Foreign Study \(AIFS\), Fall 2013](#)
- 13-5-2CA [Approval of Curricular Additions and Deletions – Cañada College and College of San Mateo](#)

Other Recommendations

- 13-5-1B [Approval of Modification to College of San Mateo's Diversity Statement](#)
- 13-5-102B [Consideration of Service Award for 2012-2013 Student Trustee](#)
- 13-5-103B [Election of Board of Trustees Vice President-Clerk](#)
- 13-5-104B [Approval of Additions and Revisions to Board Policies: 1.05, Student Trustee; 1.40, Meetings of the Board; 2.29, Sexual Assault Education, Prevention, and Reporting; 2.35, Use of District Communications Systems; 6.21, Grading and Academic Record Symbols; 7.21, Speech: Time, Place and Manner; and 8.13, Public Safety on District Property](#)
- 13-5-105B [Approval to Enter Into Cooperative Agreement Between LocusPoint Networks and KCSM-TV](#)

INFORMATION REPORTS

- 13-5-1C [District Financial Summary for the Quarter Ending March 31, 2013](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment: **College of San Mateo** – Director of Student Support, Counseling Services; **District Office** – Director of Maintenance & Operations, Facilities/Public Safety
 - B. Public Employment: **District Office** – Maintenance Engineer, Facilities/Public Safety; Energy Management Coordinator, Facilities/Public Safety; **Cañada College** – Instructional Aide II (Physics), Science & Technology; **College of San Mateo** – Laboratory Technician, Math/Science; **Skyline College** – Instructional Aide II, Kinesiology/Athletics/Dance
 - C. Public Employee Discipline, Dismissal, Release

2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFSCME, AFT and CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
April 24, 2013, San Mateo, CA**

The meeting was called to order at 6:01 p.m.

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

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Instruction Sarah Perkins, College of San Mateo President Michael Claire, Cañada College President Larry Buckley and District Academic Senate President Diana Bennett

Pledge of Allegiance

Vice President Schwarz asked that the meeting be adjourned in memory of Elio Fontana, a former member of the Board of Trustees, who passed away on March 31. Mr. Fontana was also the father of Valerie Anderson, President's Office Coordinator at College of San Mateo.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Holoher and seconded by Student Trustee Girard to approve the minutes of the study session of April 10, 2013. The motion carried, with Trustee Mandelkern abstaining and the remainder of Board members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said a celebration will be held on May 2 to recognize the many contributions President Hausman has made to the District. He said President Hausman has been an amazing ambassador for the District and will be sorely missed.

Skyline College Vice President Perkins said the March 21st President's Breakfast raised more than \$100,000 for the President's Innovation Fund. More than 900 girls attended the Expanding Your Horizons Conference on March 16. Through a partnership with Goodwill, the first group of students earned Skyline College Warehousing Certificates. Two Skyline students, Sarah Kay and Thomas Kroner, were selected for the All-California Academic Team.

College of San Mateo President Claire said San Mateo Mayor David Lim will be the speaker at commencement exercises on May 24. President Claire distributed the latest schedule of classes and noted that new sections have been added. He said the headline on all schedules will be "CSM In Your Community."

Cañada College President Larry Buckley said Andrea Ramirez is the winner of a Pister Scholarship. Ms. Ramirez came to the United States from Mexico at age 20. She was a single mother with very limited English and came to Cañada College to take ESL classes. She eventually began to take regular college courses, joined the honors society, became involved in student government and tutored students. She also volunteered in the community. Ms. Ramirez will major in feminist studies when she transfers.

Alaa Aissi, President of the Associated Students of Cañada College (ASCC) said ASCC is focusing on identifying strengths and skills of student leaders. Every student who is elected to a student government position must take the StrengthsFinder test, which helps the advisor and others to effectively communicate with the students. In other leadership development, ASCC is sending six students to the General Assembly in Burlingame; a leadership retreat was held in February, and Cañada College students are well-represented on College and District participatory governance committees. This semester, 976 student IDs were created. There are 19 active clubs. Spring events included Club Rush, Welcome Back Week, Spirit Thursdays, Pi Day, and Club Awards. ASCC elections will be held next week.

Vice President Schwarz thanked Ms. Aissi for an outstanding presentation. She said it is positive to see students involved in student government and is particularly impressed with the Club Awards. President Hausman said she appreciates the emphasis on strengths and leadership. Trustee Miljanich asked what the categories are in the StrengthsFinder test. Ms. Aissi said categories include Achiever, Communication, Focus, Individualization and Responsibility.

President Buckley said Ms. Aissi is a junior in the Middle College High School. When she graduates from high school, she will have a junior standing in college.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: READING APPRENTICESHIP: A TOOL FOR STUDENT SUCCESS, PRESENTED BY COLLEGE OF SAN MATEO (13-4-5C)

Susan Estes, Vice President of Instruction at College of San Mateo, said members of the Biology Department will report on Reading Apprenticeship, a new initiative which is helping students succeed across a number of disciplines. She introduced Professors Theresa Martin and Kathy Diamond.

Professor Martin said the majority of students coming to the campuses place below college-level classes. Reports indicate notable achievement gaps in gender, age and ethnic demographics. While College of San Mateo has many services for under-prepared students, most target specific groups and impact relatively small numbers of students. The Reading Apprenticeship Initiative (RA) can improve the academic success of all students if faculty adopt the practices in their classrooms. One goal is to help students use textbooks to understand the course material. Often, instructors felt they needed to spend lecture time explaining the course content and breaking down the textbook meaning. This does not help students learn to be independent users of textbooks.

Professor Martin said the California Community Colleges Success Network offered professional development in RA. A group of Science, Reading and English faculty attended summer training in Oakland in 2012. Teachers are trained to help students engage with the text, become more strategic and be more self-sufficient as readers. In the classroom, students receive content-specific help. They learn the course material at the same time they are developing reading strategies. RA is also being implemented in the new Learning Center's tutoring sessions.

Professor Martin said RA is a nationally recognized program. It was developed originally in the K-12 arena. In the adult population, Renton Technical College in Washington State recently adopted RA across their campus and were able to show increases in standardized test performance with decreased preparation time.

Professor Diamond thanked President Claire and Vice President Estes for their support and thanked Dean Charlene Frontiera for her dedication to students and her leadership. She said RA provides tools to help students see that they can be good at learning, that they have the background and skills to apply to their learning, and that they can be successful in using texts to assist their learning. Students can build on models demonstrated by instructors and develop their own strategies by working together and practicing with the class. The first lesson of RA training addresses the social and personal dimensions of the classroom. Instructors at College of San Mateo consider their individual teaching styles in adopting methods for building mutual respect and a sense of success among students. Professor Diamond provided examples of RA, including students answering questions anonymously and use of a Metacognitive Reading Log. She said faculty implementing RA regularly share techniques and experiences with colleagues.

Professor Martin said this is only the second semester using RA, but preliminary results are encouraging. Students exposed to RA routines report that they continue to use RA strategies.

Hilary Webb, a student at College of San Mateo, said she finds the Metacognitive Reading Log to be stimulating and challenging. She said RA has helped her to think more critically while reading and has helped in making connections to other classes. She said RA makes her a more engaged and active reader.

Professor Martin discussed the support for RA on the campus in terms of professional development and the emphasis on student success and achievement.

Trustee Holober said reading comprehension is crucial in everyone's careers and lives and he is pleased to see this effort by faculty.

Trustee Miljanich asked if RA is being used in the District's feeder schools. Professor Martin said she believes very similar programs are being used.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Carlos Martin said he is running for City Council in South San Francisco. He said he would like to start a conversation with the community colleges about the continuing need to provide education in the field of biotechnology. He said he would also like to discuss training for careers in the medical field.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-4-2A)

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-4-2A. The motion carried, all members voting "Aye."

AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFT (13-4-3A)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the actions in Board Report No. 13-4-3A. The motion carried, all members voting "Aye."

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME (13-4-4A)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the actions in Board Report No. 13-4-4A. The motion carried, all members voting "Aye."

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO CSEA (13-4-5A)

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-4-5A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

Vice President Schwarz said the consent agenda consists of Board Report 13-4-1CA, Ratification of January and February 2013 District Warrants, and Board Report No. 13-4-2CA, Ratification of Student Privileges. It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the items on the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF REVISION OF GRADING POLICY: PLUS/MINUS GRADING (13-4-1B)

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the revision as detailed in the report. District Academic Senate President Bennett said detailed information is contained in the report. She said the process for adopting plus/minus grading has been underway for ten years. The new grading system will be in alignment with the UC and CSU systems. Faculty believes plus/minus grading will counteract grade inflation and faculty will use plus/minus grading as a valuable tool to inform students of their performance.

Paul Roscelli, Professor of Economics at Cañada College, spoke in support of plus/minus grading. He said he believes grades are a communication device and any information that can be more precisely given is valuable. He said plus/minus grading provides more precise and accurate information to students, potential employers and transfer institutions. He said surveys have indicated that a majority of faculty on each of the campuses supports implementation of plus/minus grading, and he noted that the use of the system will be voluntary. Professor Roscelli said that if grades are calibrated correctly, the system can be a powerful incentive for students to work harder.

David Laderman, Professor of Film and Vice President of the Academic Senate at College of San Mateo, said he supports plus/minus grading. He said its use has been widespread for many years and most private institutions use it. He said students will get a more precise picture of how they are doing in a class. He said it more accurately reflects what students earn in a class.

Peter Fairchild, a member of the public, said his son attends Cal Poly. He said pluses and minuses are very significant to his son and other students in terms of evaluating themselves and how they are doing in a class.

Trustee Miljanich asked how students can determine which professors use or don't use plus/minus grading. President Bennett said it would be posted on the class syllabus.

Trustee Holoher said there is an issue of consistency and uniformity throughout the institution. He questioned whether the optional use of plus/minus grading might make some professors' classes more or less desirable than the same classes being taught by someone else. Professor Laderman said the potential reputation of instructors is an issue that already exists and will always exist. He said the use of plus/minus grading is optional by default rather than by design; if instructors have strong feelings, they can use the grading system that is in place currently.

President Bennett said the chart shown in Appendix A is the correct chart as it shows the D+ and D- grades. Trustee Holoher asked if the points shown on the chart are fixed by code or other protocol. Chancellor Galatolo said Title 5 prohibits the use of a C- grade. President Bennett said A+ is not included because Title 5 gives the maximum grade point value as 4.0. Some institutions use the A+ grade but it has the same value as an A grade.

Trustee Mandelkern said the vast majority of California community colleges do not use plus/minus grading and he questioned whether this would put the District's students at a competitive disadvantage in terms of transfers. Vice President Schwarz shared this concern regarding transfers and added that the optional aspect could put some students at a disadvantage because not all students can take the same class. Professor Roscelli said he believes that, with the possible exception of the A grade, there is no way to know whether a student will be helped or harmed as the grade could either improve with a plus or decrease with a minus. He said he believes the four-year institutions will take into account the fact that the college attended by a transferring student uses plus/minus grading.

Trustee Mandelkern said students, through the Student Trustee and the three Associated Students organizations, have raised consistent concern regarding the inclusion of the A- grade with no balancing A+. Student Trustee Girard said students' opposition to the A- is based on the potential negative impact on students who wish to transfer to certain institutions such as Ivy League colleges. Trustee Mandelkern said he believes private institutions spend more time analyzing students' applications. He said he is more concerned with any potential impacts on students wishing to transfer to UCs or CSUs. Professor Laderman said he believes plus/minus grading will be beneficial to the majority of students. He said highest achieving students, including those in student government, are expressing concern about the A- grade and he does believe they are representative of the majority of students. Trustee Holoher said students elect their student governments and the Board considers the government to be the voice of students. He said if other students dissent, they are welcome to come to Board meetings and express their views. Ms. Aissi agreed that the Associated Students organizations represent students at the Colleges. She said she believes the use of an A- makes it difficult for some students to reach their full potential, could harm them in terms of transfer, and could result in some students dropping out of school. Trustee Mandelkern asked if the Board would like to consider modifying the recommendation to eliminate the A-. Trustee Miljanich said much work and study has gone into the recommendation and she would not feel comfortable altering it.

President Hausman said she believes plus/minus grading negates individuality. She said she believes it is more difficult for four-year institutions to evaluate students who are coming from a community college that uses plus/minus grading.

Trustee Miljanich said she is fairly supportive of the recommendation. She said it provides a more accurate reflection of a student's performance. She said she does not believe it will generally present a disadvantage when transferring because many four-year institutions already use the plus/minus system.

Trustee Holoher said he believes that allowing students to achieve a little better grade could provide an incentive for them to work harder. He noted that the difference in grade point in sections where plus/minus grades were given vs. sections where letter-only grades were given was very slight (2.73 for letter-only and 2.71 for plus/minus). Trustee Holoher said he agrees with the recommendation.

Trustee Mandelkern says he understands the pressure faced by students regarding their calculated GPAs. However, he agrees with the concept of allowing more variability to present a better picture of student performance. He said he has concerns regarding the inclusion of the A- grade, but overall is in favor of the recommendation.

After this discussion, the motion carried, with President Hausman voting “No” and the remainder of regular Board members voting “Aye.” Student Trustee Girard cast an advisory “No” vote.

APPROVAL OF EDUCATIONAL MASTER PLANS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (13-4-2B)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the Plans as presented. Trustee Mandelkern asked why there is a wide disparity in size among the Colleges’ Plans, with College of San Mateo’s Plan being substantially larger than the others. President Claire said College of San Mateo decided to produce a comprehensive report which will continue to provide useful information for the College. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF CURRICULAR ADDITIONS – CAÑADA COLLEGE AND SKYLINE COLLEGE (13-4-3B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the additions as detailed in the report. The motion carried, all members voting “Aye.” Vice President Schwarz suggested that curricular additions be placed on the consent agenda for future meetings; all Board members agreed.

APPROVAL OF MODIFICATION OF SUBAWARD TO SAN FRANCISCO STATE UNIVERSITY FOR HSI-STEM GRANT FROM THE DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE (13-4-100B)

It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve the modification as detailed in the report. The motion carried, all members voting “Aye.”

ACCEPTANCE OF SUBAWARDS FOR A GRANT FROM THE SAN MATEO COUNTY WORKFORCE INVESTMENT BOARD (WIB) FUNDING FOR MOBILE APPLICATION AND CUSTOMER RELATIONS COHORT TRAINING FOR CAÑADA COLLEGE (13-4-101B)

It was moved by Trustee Holober and seconded by Trustee Mandelkern to accept the subawards as detailed in the report. The motion carried, all members voting “Aye.”

APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO BUILDING 12 ROOF REPLACEMENT PROJECT (13-4-102B)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the contract award as detailed in the report. The motion carried, all members voting “Aye.”

ACCEPTANCE OF DISTRICT ACTUARIAL STUDY (13-4-103B)

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to accept the Actuarial Study as presented. Chancellor Galatolo said the overall retiree health liabilities are shrinking at the same time funding of the trust fund is growing. He said the liability could be fully funded in the next ten years. He applauded the previous Board that put the program in place. Trustee Mandelkern said the Board and administration that put the program in place showed foresight and wisdom. He noted that the trust fund continued to be funded even during difficult economic times. After this discussion, the motion carried, all members voting “Aye.”

ADOPTION OF RESOLUTION NO. 13-6 REGARDING BOARD ABSENCES (13-4-104B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to adopt Resolution No. 13-6. The motion carried, with Trustee Mandelkern abstaining and the remainder of Board members voting “Aye.”

APPROVAL OF REVISIONS TO BOARD POLICIES: 2.25, PROHIBITION OF HARASSMENT; 2.34, COMPUTER AND NETWORK USE; 6.13, CURRICULUM DEVELOPMENT, PROGRAM REVIEW, AND PROGRAM VIABILITY; 6.16, STANDARDS OF SCHOLARSHIP; AND 6.32, INTELLECTUAL PROPERTY (13-4-105B)

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the revisions as detailed in the report. Trustee Holober said it is not clear which individuals, other than employees, are included in Policy 2.25, e.g.

students, volunteers and members of the community. Trustee Mandelkern added that other agencies' policies frequently address outside vendors and contractors as well. He suggested that a statement be added to item number (1) in the policy to clarify that the provisions of the policy apply to all employees, students and others who come onto District property. In addition, any items that refer to employees or students will be changed to "individuals." Staff will make these revisions; the Board agreed that it is not necessary to bring the policy back for further review.

Trustee Holober said he believes Policy 2.34 to be well-written. He said privacy is important and understanding the rules regarding this issue is important. He noted that this is a new policy and that it should be widely publicized. There was discussion about how best to publicize the policy. Chancellor Galatolo said staff will discuss possible ways to distribute the policy and will report back to the Board.

Chancellor Galatolo said staff and AFT leadership met to discuss Policy 6.32 and agreed on the language in the policy. Trustee Mandelkern said item number (7) states that "Intellectual Property owned by the District can be sold to students without royalty or profit to the employee and at a price to be determined by the Bookstore." However, he said he does not believe the intention is to say that the Bookstore determines prices for distance learning course materials. Chancellor Galatolo said this item refers to faculty who put together workbooks, articles or other instructional materials that are sold through the Bookstores. Trustee Mandelkern said "Intellectual Property" is more broadly defined and is not the correct term to use in this item which refers to a limited list of materials. He agreed with Chancellor Galatolo's suggestion to begin the sentence with "Certain Intellectual Property, such as . . ." (provide limited list). Chancellor Galatolo said staff will confer with AFT leadership on this clarification before posting the revised policy.

After this discussion, and with the agreement to make the revisions noted above, the motion carried, all members voting "Aye."

RECEIVE PUBLIC INPUT ON FILLING A POTENTIAL BOARD VACANCY, EITHER BY ELECTION OR BY APPOINTMENT (13-4-106B)

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to receive public input. The motion carried, all members voting "Aye." Vice President Schwarz said a press release inviting public comment was issued on April 17 to all print, radio and television outlets in the area. A notice was also sent to all individuals who regularly receive board packets. In response, four emails were received. Two of the emails expressed support for filling a potential vacancy by appointment; one expressed support for holding a special election; and one expressed support for leaving a potential vacancy unfilled until the next election. Vice President Schwarz asked if there were additional public comments or questions. There were none.

CHOOSE METHOD TO FILL POTENTIAL BOARD VACANCY AND DISCUSSION OF NEXT STEPS (13-4-107B)

Vice President Schwarz said the Board received information from County Counsel's office indicating that it is permissible for the Board to discuss and decide on a process to fill a potential vacancy before a vacancy actually occurs. She said John Nibbelin from County Counsel's office is in the audience to respond to any Board questions regarding this matter.

It was moved by Trustee Miljanich and seconded by President Hausman to fill a potential Board vacancy through an appointment process.

Trustee Mandelkern asked if a letter of resignation was submitted by President Hausman. President Hausman said the letter will be submitted on May 1, which will be the effective date of her resignation. Trustee Mandelkern said it is his understanding that the Board cannot take any actual action until after the letter of resignation is received by the County Superintendent of Schools. President Hausman said the objective at this meeting is only to choose a method for filling a potential vacancy. Mr. Nibbelin said the Board is allowed to make a decision on the method but not to act to fill the vacancy until after it occurs. Trustee Holober asked if it is correct that the Board can vote now on its choice to appoint, call an election, or do nothing to fill a potential vacancy. Mr. Nibbelin said that is correct. He said that if the Board decides to do nothing, the County Superintendent would call a special election. Trustee Holober asked if the Board could wait until the regular November election to fill the vacancy. Mr. Nibbelin said that the special election that would be called if the Board does nothing might be consolidated with the November election. Trustee Holober asked if the Board could request that it be consolidated; Mr. Nibbelin said it could.

Trustee Miljanich said she would like to amend her motion to delegate to Vice President Schwarz the responsibility to work with staff to devise a process which could be brought to the Board for action at the next meeting. Vice President Schwarz said a special Board meeting could be called at which the Board could take action any time after a letter of resignation is submitted. She said there are several examples of how other districts have filled vacancies and a process could be put together quickly.

Trustee Holober said this item does not appear to be an action item. Trustee Mandelkern concurred, stating that there is no recommendation included in the report. Chancellor Galatolo said staff normally makes recommendations; however, since this is a Board matter, staff has no recommendation. Trustee Miljanich said it is an action item to “Choose Method To Fill Potential Vacancy. . .” Mr. Nibbelin said he believes the agenda item contains sufficient description to meet Brown Act requirements for an action item.

Trustee Holober noted that in a letter, Mr. Nibbelin said there is nothing in the law to prevent President Hausman from voting on the method for filling a Board vacancy, but that he believes the safest course would be for President Hausman to abstain from voting. Mr. Nibbelin said the Education Code is very clear that President Hausman cannot vote on her replacement if the Board chooses to appoint a trustee and he believes it would be the safest course if she also does not vote on the process itself. Trustee Miljanich said, and Mr. Nibbelin agreed, that it is acceptable for President Hausman to participate in discussions regarding the process. President Hausman agreed to abstain from voting.

Trustee Mandelkern said he agrees that the Board can engage in conversation about a potential vacancy. However, he is concerned about dealing with a hypothetical situation, particularly given the timing requirements as outlined in Education Code Section 5093. President Hausman said her decision is final and there will be no change in the effective date of her resignation. Mr. Nibbelin suggested that the motion be modified to make clear that the process is being voted on and approved on the condition that a resignation actually occurs on May 1. Vice President Schwarz said she believes the fact that a letter has not yet been submitted is a very minor point, but it can be addressed by the change in the motion as suggested by Mr. Nibbelin.

Student Trustee Girard asked if a policy or procedure should be adopted to deal with future Board vacancies. Trustee Mandelkern said he does not believe a general policy is practical because of varying circumstances and timing issues.

Trustee Holober said he is concerned about the issue of timing, particularly the “blackout period” before the November election, during which an appointment cannot be made. Mr. Nibbelin said the Board will have 60 days from the time of the May 1 resignation to make an appointment and will not run up against the blackout period. Trustee Holober said that during the 60 day period, several steps would need to be taken: the Board would send out a widely publicized notice inviting people to apply for the position; give a reasonable amount of time for people to apply; interview candidates, which could take one or two meetings; and vote to fill the vacancy. Trustee Holober said his preference is not to vote immediately after interviewing candidates, but to have time for reflection and vote at a subsequent meeting. Trustee Mandelkern said he also would like time for reflection and would prefer to vote on a candidate at a subsequent meeting.

Trustee Mandelkern said the four public comments were split, with two people favoring an appointment process. He said he supports an appointment because he believes spending \$500,000 on a special election is not a prudent use of taxpayer funds. Trustee Holober said he agrees that an appointment process is preferable. He said he is concerned that a vacancy has not yet occurred and asked if a special meeting should be called on May 1 or May 2 to vote on adopting an appointment process. Trustee Miljanich said she is confident there will be a vacancy on May 1 and, with the legal advice that it is acceptable to vote on a process should a vacancy occur, she does not feel it is necessary to delay a vote until after a letter of resignation is submitted. Vice President Schwarz said a process is not difficult to develop and, working with staff and using the examples she has gathered, a draft process will be developed as soon as possible. Trustee Miljanich said that when a draft is developed, the Board could meet between May 1 and the regularly scheduled meeting on May 15 to review the draft and adopt a process. Trustee Mandelkern said holding such a meeting would seem prudent in terms of timing. He suggested that Board members submit to staff dates that they would be unavailable between May 1 and the end of June. Board members agreed to do so.

Trustee Mandelkern asked if School Board Association documents make mention of the appropriateness of Board members engaging in discussions with candidates or potential candidates for a Board vacancy. Mr. Nibbelin said he has not seen anything regarding this issue in School Board Association documents. However, he has noted in other

districts' processes that there has been agreement on the part of board members to not have discussions with candidates. After discussion, the Board agreed that it is appropriate to have conversations with people who approach them until the application deadline; after the application deadline, they will agree to hold no further discussions.

Trustee Miljanich amended her original motion to read: In the event that a vacancy occurs on or about May 1, pursuant to the announced resignation of Trustee Hausman, it is the direction of the Board that this vacancy shall be filled by appointment. The further direction of the Board is that Trustee Schwarz will work with staff to develop a draft process to fill this vacancy which will be brought back to the Board at a meeting for discussion at a time to be determined. Vice President Schwarz seconded the amended motion. The motion carried, with President Hausman abstaining and all other Board members voting "Aye."

EVALUATION OF RESULTS OF FIRST REVIEW OF DISTRICT ELECTIONS AND CONSIDERATION OF NEXT STEPS (13-4-108B)

Vice President Schwarz said that at the last Board meeting, Trustee Miljanich asked to have this item placed on the agenda. Trustee Miljanich said she does not want to lose momentum on this issue. She said she has given a lot of thought to the process and conversations that were held in multiple meetings. She said it seemed apparent to her that the two members of the subcommittee had a better grasp and knowledge of the issues. She said it would make sense to her to reconfigure the subcommittee to rotate the current members off and ask Vice President Schwarz and herself to serve so that they might have the benefit of conferring with the experts and becoming better educated.

Trustee Holober said a reconfiguration of the subcommittee would be fine with him. He said he understood that the Board was setting the issue aside for a period of time and he asked Trustee Miljanich if she foresees further consideration in the near future. Trustee Miljanich said the Board will have to look at the maps and last proposals again and possibly consider other suggestions. Vice President Schwarz said she is disappointed that the Board did not receive copies of the last maps that were drawn. She said she does not understand how the maps were developed and it might help if she could examine the issue more closely as a member of the subcommittee.

Regarding a timetable, Trustee Holober said the Board could:

1. Revisit the issue soon and vote on the District election method before making an appointment to fill a Board vacancy; the maps could then be a consideration for applicants or for Board decision making.
2. Vote on the election method after making an appointment to fill a vacancy but before the November election; it would be within the Board's legal right to consider incumbency as long as it is not the determining factor.
3. Do nothing until after November and possibly have two incumbents in the same district.

Trustee Miljanich said she assumed that the issue would not be decided quickly and that a new Board member would be in the mix; Vice President Schwarz said her preference is to have the new Board member in the mix.

Trustee Mandelkern suggested that the Board revisit this topic after getting through the issues that caused the delay in taking action earlier. He said a new Board member might have an interest in becoming involved in redistricting. Trustee Miljanich said she would prefer to make a decision at this time about who will serve on the subcommittee. She said she believes it would help her to ask questions and better understand the issues involved, including statistics and Communities of Interest. Vice President Schwarz said she believes this is fair and she would be willing to serve on the subcommittee.

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to reconfigure the subcommittee on redistricting and that Vice President Schwarz and Trustee Miljanich become the members of the subcommittee. Trustee Holober said he is ambivalent about the motion because nothing is happening currently. Trustee Miljanich said she wants to make a statement that the Board is still engaged in the process, even if it is not acting on it at this time. The motion carried, with Trustee Holober abstaining, Trustee Mandelkern voting "No" and the remainder of Board members voting "Aye."

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Student Trustee Girard said the student trustee from the Ventura County Community College District was present at this meeting but had to leave earlier. Student Trustee Girard said he will attend retirement parties for President

Hausman and Vice President Estes. He also plans to attend State Senator Gordon's education talk on May 4. Student Trustee Girard wished President Hausman the best of luck.

Trustee Mandelkern said he attended the Skyline College President's Breakfast, the Cesar Chavez Commemorative Luncheon at Skyline, and the Progress Seminar. He told President Hausman that she will continue to be a presence in the District because she has given so much. He offered heartfelt thanks from himself, students and staff who have benefitted from her leadership.

Trustee Holober said the Board will never find another Helen Hausman and it will require more work and planning to replace her. President Hausman said she is sure the Board will make the right decision. She advised the Board to be mindful that they are making a choice for 40,000 students and the community.

Trustee Miljanich said that, although the Board may have some differences, she believes they have come together as a student-centered and community-minded Board. She said it will be difficult to find a replacement who will continue to enhance the work of the District as President Hausman has done. Trustee Miljanich said she has fond memories of getting to know President Hausman and will be sad in her absence. She said when she first ran for the Board, she thought she would be a Board member for only four years. Subsequently, she has learned the importance of consistency in leadership and direction and she commends President Hausman for being a consistent leader.

Vice President Schwarz said she went to the College of San Mateo Observatory for a very enjoyable evening of "Jazz Under the Stars." She also attended an art show at which works by former Skyline College President Linda Salter were exhibited. Vice President Schwarz said Vice President Estes will be retiring and wished her the very best. Vice President Schwarz said she knew President Hausman before they began serving on the Board together. She said President Hausman has been a role model and someone she looks up to, and has also been a dear friend. She said she knows they will maintain their friendship. Vice President Schwarz presented an engraved gavel to President Hausman on behalf of the Board.

President Hausman said it was not her intention to retire before her term expires, but she was left with no choice. She said the District is one of the best districts not only in California, but in the entire country. She charged the Board to maintain that excellence and to make it even better if possible.

RECESS TO CLOSED SESSION

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

Vice President Schwarz said the next meeting of the Board will be a regular meeting on May 15 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 9:05 p.m. and reconvened to Open Session at 9:45 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Holober and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:50 p.m. in memory of Elio Fontana.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the May 15, 2013 meeting.

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
May 3, 2013, San Mateo, CA**

The meeting was called to order at 3:42 p.m.

Board Members Present: President Karen Schwarz, Richard Holober, Dave Mandelkern and Patricia Miljanich, Student Trustee Bailey Girard

Pledge of Allegiance

NEW BUSINESS

DISCUSS AND ADOPT A PROPOSED PROCESS FOR FILLING A BOARD VACANCY (13-5-100B)

President Schwarz said she, along with Barbara Christensen and with suggestions from Trustee Mandelkern, developed a draft process for appointing a vacant Board position, as directed at the April 24 meeting of the Board. The draft includes a timeline, application form and potential questions to ask candidates. President Schwarz said much of the material came from the San Carlos School District which recently filled a vacancy through appointment.

Trustee Holober said that when he was contacted by Ms. Christensen regarding possible meeting dates, he said that he was available today and on May 9. He said anything beyond those meeting dates should be discussed at this meeting, including what questions should be asked of candidates.

Trustee Miljanich said she appreciated staff finding potential meeting dates as it can be difficult to find a time to get all Board members together. Regarding the process, Trustee Miljanich said she doesn't know of any way other than an interview process to fill a vacancy through appointment. She said she finds it helpful to have the draft developed by President Schwarz and Ms. Christensen, with Trustee Mandelkern's input.

Trustee Mandelkern said the clock for making an appointment runs out on June 29. He said he appreciates President Schwarz's efforts to put the draft process together. He said it is up to the Board to decide on the process and it might be helpful to break it down into three issues:

1. The application content
2. If there is an interview process, what would be the format and timing
3. The timeline for posting, accepting applications, interviewing candidates, voting

Trustee Holober said that if the Board agrees on an application deadline and what should be included in candidates' submissions, this can be publicized now and then the Board can talk about the interview process. Trustee Miljanich suggested that the Board select questions for the application form. Trustee Holober said he would like to see an open-ended question asking why the candidates feel they would like the job and why they believe they are qualified. Trustee Mandelkern said he also prefers open-ended questions that require thought and give insight into the candidates' thought processes. He said he would prefer not to limit the number of words in the responses.

After discussing potential questions, the Board agreed on the following six questions to go on the application form:

1. Tell us about yourself. Why are you interested in serving on the San Mateo County Community College Board, and what qualities/expertise/attributes will you bring to the Board?
2. What is your understanding and philosophy about the role of a community college board member? If you have served on an elected or appointed board, please provide examples of your activities that have demonstrated your philosophy and understanding.

3. How do you work with people of divergent opinions when problem-solving complicated and potentially controversial issues? Please provide examples of your experiences.
4. What is your approach to how budget reductions should be made when required? Also, what is your philosophy about how to distribute additional funding when available?
5. What is your view of the role of the Board of Trustees in the collective bargaining process?
6. One of the Board's roles is to determine whether the District should place capital bond or parcel tax measures before the public for a vote. What is your experience and philosophy regarding State and local tax measures? How would you determine when to go to the voters for additional tax revenues?

The Board agreed that:

- there will be no limit on the number of words in each answer
- the application form will specify that candidates may submit a resume/CV if they wish
- the application form will include a question asking candidates if they plan to run for the Board in the November election
- the application deadline will be 5:00 p.m. on May 28

Staff will provide copies of all applications and any accompanying materials to Board members; the Board agreed to receive the copies electronically.

The Board agreed to determine whether to interview all candidates or to screen candidates depending on the number of applications received. In accordance with legal requirements, interviews will be held at publicly noticed meetings which will be open to the public.

The Board discussed and formulated 15 questions to be used during the interview process. The format of the interviews will be as follows: the candidate will be offered the opportunity to make a five minute opening statement. The candidate will then be asked five of the questions, selected randomly, and will be given two minutes to answer each of the questions. This will be followed by any questions individual Board members may wish to ask. The candidate may then make a three minute closing statement.

The Board discussed background checks and references and agreed not to pursue these options.

It was agreed that on Monday morning, May 6, Ms. Christensen will issue a press release to all news organizations, all elected official of San Mateo County, all San Mateo County School Superintendents and CEOs of all cities in San Mateo County. Ms. Christensen will also send an email to all employees of the District and will post the application on the District's website. Trustee Holoher said he has an extensive list of individuals who might be interested and asked if there would be objections to his sending the application form to this group; there were no objections.

The Board agreed that they will not hold conversations with candidates after the application deadline of May 28.

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to adopt the process for filling a Board vacancy, including the application form, deadlines, and interview questions as discussed. The motion carried, all members voting "Aye."

DISCUSSION AND APPROVAL OF POTENTIAL MEETING DATES (13-5-101B)

The Board agreed that if screening of candidates is to take place, the Board will meet on June 3 at 3:00 p.m. to complete the screening. The Board agreed to hold a special meeting on June 5 to begin the interview process. If a second meeting is needed, the interviews will continue at the regularly scheduled study session on June 12. On the application form, candidates will be asked to keep those evenings open for a potential interview.

The Board agreed to keep options open regarding a final decision on whom to appoint. They agreed they might want time to reflect before making a decision, or they might make a decision immediately following the interviews if there are few candidates. If the Board decides to call another meeting to make the decision, all Board members agreed they would be available on June 17.

It was moved by President Schwarz and seconded by Student Trustee Girard to approve the dates of meetings as described above. The motion carried, all members voting "Aye."

ADJOURNMENT

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 6:35 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the May 15, 2013 meeting.



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



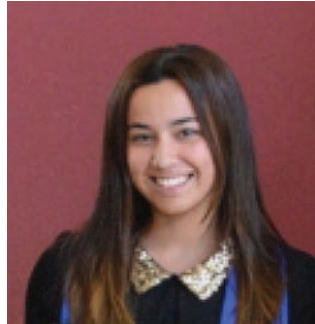
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KAPPA BETA DELTA INTERNATIONAL SCHOLARSHIPS



Jason Chan



Monica Diliberto

Kappa Beta Delta International announced that eleven students were awarded scholarships for 2013. Two of those scholarships went to Skyline College students Jason Chan and Monica Diliberto. Kappa Beta Delta is the international honor society for associate degree business programs accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Skyline College became the first community college in California to earn Business Program accreditation from ACBSP last year. Congratulations Jason and Monica!

Article by Linda Whitten.

CITD HOSTS ENTREPRENEURSHIP ROUNDTABLE DELEGATION FROM CANADA

On March 14th Skyline College's Center for International Trade Development (CITD), with support of the San Bruno Chamber of Commerce, hosted an in-bound delegation of women entrepreneurs from Canada. The Canadian visitors were invited to the United States through the Department of State's International Visitor Leadership Program and the Institute of International Education (IIE). The CITD has an ongoing partnership with IIE.



BACK ROW, L-R: Elizabeth Tablan - CITD Intern; Johnsy Middleton; Jennifer Dawn - CEO, Prince George Chamber of Commerce; Deborah Aliston - President and Founder, Savvy Company Inc.; Jamie Monozon - CEO, San Bruno Chamber of Commerce; Richard Soyombo - Executive Director, CITD; Alex Kramer - Director, Cabrillo College BEC; Pcyeta Jackson - YEP Coordinator; Moaid Mahjoub - CITD Intern

FRONT ROW, L-R: Amina Nleung - President & Founder, Afrique Expansion; Stephanie Jecrois - President, Young Haitian Chamber of Commerce; Fiona Margaret - President & Co-Owner, Manrex Ltd.; Nancy Leigh - Director, Investment & Trade, Greater Halifax Partnership; Allison Mello - CITD Program Services Coordinator

The objective of the in-bound trade mission was to promote business development opportunities with the entrepreneurs while also providing examples of local entrepreneurial work, particularly work established by women. The women entrepreneurs come from various locations and trades in Canada ranging from chambers of commerce, to international market development and trade, marketing and event companies, and even pharmaceutical industries.

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Other guests who attended the delegation roundtable included Alex Kramer from the Cabrillo College Business and Entrepreneurship Center and YEP Advisory Board, and Jamie Monozon of the San Bruno Chamber of Commerce. Topics discussed were the entrepreneur industries, the regional support and establishment of entrepreneurship education throughout California in the form of a deliverable program and the possibility of a business incubator in the city of San Bruno.

As a result of these discussions, CITD is in the beginning stages of developing opportunities for curriculum sharing, contract education and future trade missions within Canada.

For more information please contact Allison Mello at: melloa@smccd.edu.

Article by Elizabeth Tablan, CITD Intern. Photos by Jared Martin.

AFRICAN AMERICAN MUSEUM AND LIBRARY OF OAKLAND COMING TO SKYLINE COLLEGE

On March 25, Skyline College had its first partnership meeting with the African American Museum and Library of Oakland (AAMLO). The partnership is to enhance the Skyline College Africa Diaspora Program (ADP) with various programs available through the museum. Through this partnership, AAMLO will provide Skyline College students with unique resources and educational materials that will enrich learning by allowing students immediate access to artifacts, photographs, books and original documents.



BACK ROW, L-R: Dr. Gina Rosabal; Richard Soyombo - ICTD Director; Dr. Sarah Perkins - Vice President of Instruction; Pcyeta Jackson - YEP Coordinator

FRONT ROW, L-R: Veda Silva - AAMLO Project Coordinator; Dr. Regina Stanback Stroud - President; Rick Moss - AAMLO Director

The AAMLO's mission is to share and preserve the history, culture, and the experiences of African Americans in California and in the West. This speaks directly to Skyline College's mission statement, as this partnership will help foster a global community on campus. This partnership plans to include a speaker series, conferences, and various exhibits highlighting African American history and culture.

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In the coming weeks the Skyline College Library will feature an exhibit from the museum highlighting the settlement of Allensworth, California, a predominantly African American town founded in 1908.



Skyline College intends to develop this partnership with continuous exhibit rotations, master art classes, workshops and events that will develop greater community awareness of African American culture and achievements in California and throughout the Diaspora.



Article by Elizabeth Tablan, CITD Intern.

Photos by Raul Guerra and the City of Oakland.

FIRST YEAR EXPERIENCE PROGRAM (FYE) HOSTS ASSOCIATED STUDENTS OF SKYLINE COLLEGE (ASSC) PRESIDENTIAL DEBATE



On Tuesday, April 16, the First Year Experience (FYE) program hosted an ASSC presidential debate. Vince Meschi and Kayla Razavi, the candidates running for ASSC president, responded to numerous questions from FYE students on topics surrounding the budget, motivating students to succeed academically, encouraging students to be involved on campus and what type of events could be brought to Skyline College. Voting for ASSC candidates in all positions begins soon.



Article by Vanson Nguyen.

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STATE UNIVERSITY OF SÃO PAULO VISITS SKYLINE COLLEGE

Professor Jorge Muniz, a representative from the State University of São Paulo in Brazil (UNESP), visited the Skyline College campus on April 22 for partnership meetings with college President, Dr. Regina Stanback Stroud, and Vice President of Instruction, Dr. Sarah Perkins. Following meetings with administration, Prof. Muniz was taken on a brief tour of some of the tech programs that Skyline College has to offer.



On April 23rd the CITD and UNESP held a special Global, Green/Tech Program Roundtable discussion at the College to identify immediate programs and areas of collaboration. The roundtable was attended by Skyline College faculty, staff and students. Presentations were given by Jorge Muniz along with deans, staff

and faculty to discuss the opportunities the institutions can offer one another. Several programs and departments gave presentations at the roundtable, including ESOL/Technology Ed. Programs, Green/Automotive Technology Entrepreneurship Programs, Environmental Technology, Math/Science Technology and Sports/Exchange Recruitment.



Prof. Muniz, who is also the Vice Director of UNESP's International Program, and Skyline College administration have been working on a partnership involving Skyline College's various green/tech and global programs. Presently, there are ongoing discussions to develop curriculum exchange and study abroad programs, dual degree opportunities and international contract education for the two institutions.

The partnership development has focused on the following programs: Automotive Engineering, the African Diaspora Program, Bio-Technology, Entrepreneurship programs, ESL for Technical Studies and Student Exchange programs.

This partnership with UNESP will assist Skyline College with its mission to globalize the campus community and will give current and future students more education opportunities.

Article by Elizabeth Tablan. Photos by Raul Guerra.

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EOPS STUDENTS TAKE A TRIP TO THEIR FUTURE



The philosophy of EOPS (Extended Opportunity Program & Services) is to “go over & above” when serving students. True to this mission, Skyline College’s EOPS was able to offer students a four-day trip to visit several Southern California universities.

Among the schools were the University of California, Los Angeles; University of California, Irvine; University of California, Merced; University of California, Riverside; California State University, Los Angeles; California State University, Dominguez Hills; California State University, San Bernardino and the University of Southern California (USC). While on these campuses, EOPS students met with student panels to discuss important issues such as transfer admissions, financial aid and support services for transferring students. Furthermore, EOPS students were able to receive an individualized group tour of these campuses. As an added bonus, students were treated to a stroll through Hollywood’s Walk of Fame and Universal Studios.

EOPS students have been traditionally underrepresented and underserved. Being able to take a campus tour is typically beyond their means. Skyline College EOPS, in collaboration with College of San Mateo EOPS, is proud to have sponsored this trip to Southern California. Being able to do so has been in support of Skyline College’s efforts to promote the transfer initiative.

EOPS at Skyline College would like to thank College of San Mateo (CSM) EOPS for its collaboration. A special thanks to CSM EOPS members Ruth Turner (EOPS Counselor/Coordinator), John Vehikite & Tamara Hom (Program Services Coordinators), and to Guillermo Alonzo (Skyline College EOPS Office Assistant II) for having chaperoned students on this trip. Last, but not least, a thank you to Skyline College’s ASSC for helping to fund this activity.

Article by Guillermo Alonzo. Photo taken by John Vehikite.

GREEN ENERGY SUMMER CAMP

High school juniors and seniors have a fun and educational opportunity this summer to learn about the green economy by registering for Skyline College’s Green Energy Camp. The camp allows students to earn 2 units of college credit toward new degrees and certificates and degrees in the Energy Systems Technology Management (ESTM) department. For more information on the program, please visit the website: www.SkylineCollege.edu/estm.



In this week-long camp, students will learn:

- how social media can motivate others to save energy;
- how to create videos demonstrating the importance solar & energy efficiency are in reducing our carbon footprint; and
- the very latest technologies from solar, energy efficiency and social media experts.

The camp is free to high school students enrolled in Skyline’s College Connection Concurrent Enrollment Program and runs June 17th through June 21st from 9:00 am to 3:00 pm. The registration period for summer session for continuing high school students begins on May 6th. For more information, contact Energy Systems Technology Management at 738-4491.

Article by Aaron Wilcher.

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SAN MATEO JOB FAIR



Photographs by Virginia Rosales. Collage by Veronica Osuna.

The first San Mateo Job Fair held on Wednesday, May 1st at Skyline College was the result of collaborative partnerships between Skyline College Career Services and San Mateo County Workforce Development. The existing kinship with community organizations—including Employment Development Department, Peninsula Works, Menlo Park JobTrain, Veterans Services, government agencies and private organizations—provided a collective array of services for the attending job seekers. President of Skyline College, Dr. Regina Stanback Stroud, delivered an inspirational and welcoming introduction to the over 80 representatives from 40 companies who were present at this event. The San Mateo Job Fair provided a dynamic atmosphere of opportunities for job seekers to directly connect with available employment and services that enhance employment opportunities for our Skyline College students, veterans and community members. Over 500 students and community members attended the San Mateo Job Fair and were actively seeking employment. Eighty participants were aided with on-the-spot resume critiquing to enhance their performance in future interviews. To our many visiting partners, employers and Skyline College faculty and staff, we offer our appreciation for your support and compassionate commitment to the career and employment-seeking community we serve. We are forever grateful!

Article by Virginia Padrón.

ANNUAL SKYLINE COLLEGE JURIED STUDENT ART EXHIBITION

Featuring over 140 paintings, drawings, sculptures, photographs, prints and ceramics, this exhibition is on view now through May 16th. The Gallery will be open Monday through Thursday. Please check our website or FaceBook page for a listing of hours:

www.smccd.edu/accounts/skygallery

www.facebook.com/skygallery



*This is Bananas, Acrylic on Canvas by Daniel Sandoval
 Juror's Merit Award Winner for Painting*



*Rising Up, Steel Sculpture, Jana Nisbet
 Juror's Merit Award Winner for Sculpture*

SKYLINE COLLEGE BOARD REPORT

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ACCREDITATION UPDATE

Skyline College students, faculty, staff and administration attended the 3rd Accreditation Open Forum held on April 23rd. The group reviewed the accreditation timeline of where we currently and where we are going. Thanks to Dean Ray Hernandez for leading a discussion on the Delineation of the Functions Map which is intended to illustrate how the three colleges and the district manage the distribution of responsibility by function. A special thanks to Vice President of Instruction Sarah Perkins for leading a lengthy and informative discussion about The Rubric for Evaluating Institutional Effectiveness. The Rubric for Evaluating Institutional Effectiveness was developed to assist colleges as they conduct their Self-Evaluation, and it also helps in assisting external review teams as they examine institutional quality during accreditation reviews. The Rubric gives institutional members, evaluators and the Commission a

common language to use in describing the institution's practices in three key areas of the continuous quality improvement process: Program Review, Integrated Planning and Student Learning Outcomes.

Many suggestions were received and will be included in the Self-Evaluation as examples from participants which demonstrate continuous quality improvement at the college. For example, the English faculty used results from the SLOAC process to make changes to their programs. This example and many others will be incorporated into the final accreditation Self-Evaluation.

Thank you to everyone who attended and participated in the dialogue. Special kudos to the students for their contributions. We look forward to showing the Accreditation Committee how Skyline College really does Shine.

Article by Donna Bestock and Christine Roumbanis.

ACCREDITATION TIMELINE

For full details of the complete accreditation timeline, please visit the accreditation website at www.SkylineCollege.edu/accreditationselfevaluation/timelines.php.

Open forum meeting held for campus community to comment on Self Evaluation report – DRAFT #3	April 23, 2013
Forum feedback to Standards Committees for final revision	April 26-May 3, 2013
Review Team, Editor, PIO get revised draft ready for posting	May 1-2, 2013
Final review by Academic Senate, Associated Students (ASSC), Classified Council, College Council and Management Council	May 6-17
Final editing and printing	May 20-31
Pre-site visit meeting held between Team Chair, Team Assistant and ALO	May 9-10, 2013
Self Evaluation given to Board of Trustees for review and approval	June 2013
Self Evaluation mailed to Team Members	Aug 2013
Accreditation Site Visit	Oct 2013



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ May 15, 2013

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Kathy Chaika Receives Classified Employee of the Year Award

Kathy Chaika, senior accounting technician in CSM's Payroll Office, is one of six employees statewide to be honored by the Board of Governors for California Community Colleges and the Foundation for California Community Colleges with a Classified Employee of the Year Award. The award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Each recipient receives a \$500 cash award and a commemorative plaque.



During her 24-years with CSM, Kathy has been very involved with CSEA leadership, having served as chapter president, second vice president, union steward for the College and District, and chief negotiator; she was founding member of the Labor/Management Committee. In addition to her union work locally, she has been very active with CSEA at the State level. She has also served on numerous college committees, including College Council and the Classified Events Committee. She currently serves on the President's Council and Budget Planning Committee, and over the years, she has participated in numerous ad hoc committees to help improve the operations of the college and district.



(photos: Charles Jones)

Kathy works with students during moments of crisis and her primary concern is always what is best for students. According to President Mike Claire, "Kathy is always willing to lend a helping hand, both in her work and personal life." She is active in her community, having served as team mom for numerous sports teams. She and her family have opened their home to troubled youth who had no other options.



A Celebration of Achievement through Scholarship

On May 3, the college honored 288 students with scholarship awards at the 2013 Scholarship Awards Reception. According to the Financial Aid Office, scholarships were awarded to 244 CSM students and 44 high school students; collectively, they received 394 scholarship awards totaling \$231,668. A crowd of more than 425 attended the celebration, which for the first time, was held in the Bayview Dining Room. The ceremony began with remarks by President **Mike Claire**, Academic Senate President **James Carranza** and ASCSM President **Paige Kupperberg**; Vice President **Jennifer Hughes** individually recognized the many donors who made the scholarships possible and members of CSM's Scholarship Committee and its subcommittee. Mike Claire and Jennifer Hughes presented the awards to each of the scholarship recipients. With many of the donors in the audience, the event provided the opportunity for student honorees to meet with the donors who contributed to their scholarships. The



(photo: Luis Carranza)

Foundation provided the opportunity for students, donors and families to take memorable keepsake photos for free. The event was organized by **Karen Chadwick**, **Jennifer Hughes**, **Claudia Menjivar**, **Dennis Tordesillas** and **Henry Villareal**; volunteer assistance was provided by staff from many departments and student ambassadors.

CSM Marks 6 Years of Free-Tax Service to the Community



2013 VITA class (photo: Donna Marcus)

In partnership with the IRS and United Way of the Bay Area, CSM sponsors a VITA (Voluntary Income Tax Preparation) site where students enrolled in Accounting 175 prepare and e-file free federal and state tax returns for students and the public. The first site opened in 2008 with the preparation of about 100 returns. In 2013, 21 students enrolled in the class prepared 393 tax returns over eight Saturdays. They were assisted by 10 experienced volunteers who answered questions and reviewed every return that was completed. The returns generated \$478,000 in refunds to the

community. Of the refunds, \$129,000 was Earned Income Credit (EIC) provided to low-income clients.

In addition to the on-campus preparation, free internet self-preparation was made possible by United Way. Through CSM's advertising of the site, about 50 people prepared and e-filed their own returns for free. The operation of the VITA site at CSM was made possible by a generous grant of \$12,000 from United Way of the Bay Area. (This article was contributed by Donna Marcus, coordinator of VITA and an adjunct instructor in accounting.)

Mosaic Mural Celebrating the Physical Sciences Dedicated in Central Hall

On Friday, April 26, faculty, staff, administrators, and students gathered in the lobby of Building 16 (Central Hall) to dedicate the mosaic mural “Desperately Seeking Space: Ode to the Realms of Science.” The mural, constructed of glass, was designed and created to celebrate the physical sciences by the students in Professor **Jude Pittman**’s Mosaic Mural II class from 2010. Three of the student-artists were able to attend the ceremony (pictured with Jude Pittman in front of their beautiful work—**Devyani Jackson**, **Lawan Jackson**, and **Gail Strack**). Dedication tiles will be mounted on a wood plaque and attached to the wall near the mural over the summer. Attendees included Jude’s former dean, Linda Avelar as well as many of Jude’s friends, colleagues, and family.

Jude retired from the CSM faculty after many years of teaching (part-time and full-time) in December of 2012. Over the years, Jude and her students also completed other mosaic murals around campus and the Bay Area, including a mural in Building 1 and at the entrance to Samaritan House in San Mateo. The dedication ceremony was followed by a celebratory retirement luncheon for Jude in Foster City. *(This article was contributed by Kevin Henson, dean of Creative Arts and Social Science.)*



From left: Devyani Jackson, Lawan Jackson, Gail Strack and Jude Pittman
(photo: Kevin Henson)

More than 200 Participate in CSM’s Human Rights Day

For the third Semi-Annual Human Rights Day on April 18th, CSM students literally took center stage to build awareness about global human rights, manifesting their passion, their knowledge, and their outrage in a day of activism, music, and theater in the Bayview Dining Room. “I now feel I am part of something greater--a community in pursuit of justice,” wrote student **Dee Dee Pickard**, an AGS member, and a participant in the day’s events. More than 200 activists, the members of the Human Rights Committee of AGS, the students of **Allison Herman**’s, **Tim Maxwell**’s, and **Jeremy Wallace**’s English 100 sections, and the Puente Project. Poster presentations ranged from the exploitation of sex slaves to the right to education in Germany, and stage presentations included the dire situation of orphans in Russia, the execution of teens in Yemen, and the human rights abuses of Mexican citizens at the hands of the government and the cartels. Finally, a new arrangement of John Lennon’s “Imagine” was both a demonstration of outrage and a celebration of the Universal



(photo: Rory Ward)

Declaration of Human Rights. Join us for the next Human Rights Day this fall!

View a YouTube clip of the event: <http://www.youtube.com/watch?v=f3LS5QzamgA>

(This article was contributed by Professor of English Tim Maxwell)

Update on CalTeach Program

“Students in CSM’s CalTeach Program are making a vital contribution to California’s future,” says Professor of Biology **Kathy Diamond**, a co-coordinator of the program. Seven CalTeach students are completing the Bio/Phys 126/128 courses this semester and two students will be “graduating” from the program, having completed all three semesters of the program (representing K-5, middle school and high school). According to Diamond, “It is one of our most successful semesters in terms of student investment in their mentors’ classrooms and seminar meetings.” CSM’s CalTeach program began in fall 2008 and since that time, 50 students have completed one or more courses in the program. In addition to Diamond, her colleague, Professor of Physics and Astronomy **Mohsen Janatpour**, helped to establish the program and serves as co-coordinator.

Each student is matched with a mentor teacher and assists in the classroom with his/her mentor for 15 hours (K-5, middle school) or 30 hours

(high school). Mentors are enthusiastic about CalTeach and give our students valuable experience and inspiration. They attend the first class meeting, offering an inside look at teaching. Some former CalTeach students plan to pursue K-12 teaching careers. Others realize the importance and challenges of teaching and are strongly supportive of education in the community.

About the Program: CalTeach arose as a partnership between California’s universities, K-12 schools, government and industry leaders to address the state’s serious need for mathematics and science teachers. The Aurora project established CalTeach programs at community colleges.



(photo: Kathy Diamond)

College Honors Asian Pacific Islander Heritage



(photo provided by Lews Kawahara)

In celebration of Asian Pacific Islander Heritage Month in May, the college hosted several special activities including the 4th annual Asian Pacific American Film Festival with screenings of *Jake Shimabukuro: Life on Four Strings*; *Among B-boys*; *The Untold Story: Internment of Japanese Americans in Hawai’i*; and *Blossoms & Thorns: A Community Uprooted*. **Lewis Kawahara**, adjunct assistant professor of ethnic studies, coordinated the festival. Encore screenings of these films were sponsored by the Office of Student Life

for members of the college community who were unable to attend the festival. Other events included a presentation by Eddy Zheng on “Asian Pacific Islanders & the Prison Industrial Complex,” Filipino Day, Polynesian dance performances, Chinese lion dancing and traditional foods of each of the cultures.



Eddy Zheng speaks to CSM students (photo: Tami Hom)

CSM Pilates Club Hosts 1st Annual Pilates Day

As part of National Pilates Day, CSM's Precisely Pilates Club presented the First Annual Pilates Day. This all-day event featured classes and workshops taught by guest Pilates instructors. Participants received a good value for a donation of \$20 for a full day of activities.



(photo: Pilates Day flier)

Students “Get Linked” with Employers

CSM's annual Get Linked Career and Internship Fair provided a variety of opportunities for students seeking summer jobs and internships. Thirty employers representing accounting, sales and other paraprofessional fields were on campus to meet individually with students and discuss career opportunities in their respective companies. Students who attended found the fair to be a good chance to learn how to present themselves to employers and practice networking. Prior to the event, the Career Center assisted students in developing resumes and preparing to meet employers at the fair. Career Counselor **Eileen O'Brien** coordinated the event.



(photos: CSM Community Relations and Marketing)

Library Adds More Makerspace Events

The Library's Makerspace activities in April were so well received by students, faculty and staff, that additional events have been added for the month of May. New and returning workshops include:

“Telescopes, Lenses and Optics” in which participants learn to make and operate their own telescope in the Astronomy Lab and led by Professor **Mohsen Janatpour**;

“Express Your Inner Poet” a fun poetry writing workshop led by English instructor, poet and author **Autumn Newman**;



(photo: CSM Library staff)

“Create Your Own Terrarium” hosted by Professor **Matt Leddy**; and

“A Demonstration of 3-D Printing Using the Maker Bot” presented by the **Engineering Club**.

Kudos

~ **CSM's Jazz Ensemble**, under the direction of Professor of Music **Mike Galisatus**, competed in the Reno Jazz Festival. Going into the competition, the Ensemble was ranked among the top ten collegiate bands, which included university and community college groups from California, Washington, Oregon and Wyoming. CSM finished in 4th place, receiving “superior” rankings and outscoring numerous universities in the process. This honor is a major success for any group, but especially meaningful for CSM's Jazz Ensemble which was newly formed this year.

~ CSM student **Joy Marcus** (pictured at right) has already accomplished a great deal in her 71 years. Now, she just wants a college degree—something she was not able to pursue until recently. To help her achieve her latest goal, she has been awarded CSM's Bonnie Chastain Memorial Scholarship for Women in Broadcasting for 2013-2014. The \$3,000 memorial scholarship was established to honor Bonnie Chastain, a pioneer in Bay Area broadcasting and graduate of CSM's class of 1972.

Joy had to leave home at 18, then worked full time and raised a family. Now she's ready to make some waves in broadcast journalism! “I believe that broadcast journalism in the United States is in need of a robust upgrade,” says Joy. Her plan is to use digital media to tell the stories of other seniors. CSM is proud to support Joy's passion to bring attention to issues surrounding aging and add the voices of seniors to the media landscape. Congratulations Joy! (This article was contributed by Associate Professor Michelle Brown)

~ The work of **student artists** in Digital Printing and Mixed Media classes was exhibited earlier this month in a show held in the Theater Lobby. The exhibit highlights student skills in Photoshop, design, drawing, painting, collage, printmaking, photography and digital print techniques.

~ Double Play: CSM shortstop **Brandon DeFazio** was named Coast Golden Gate Most Valuable Player and signed a scholarship letter with University of San Diego. He led the team in virtually every hitting category –371 average, five home runs, 20 doubles, 38 RBIs, 36 runs and a perfect 14 for 14 steals.



Joy Marcus (photo provided by Michelle Brown)

~ CSM's top-ranked **softball team** (pictured below) swept its California Community College Athletic Association women's softball regional series with Feather River College. CSM is one of three Coast Conference teams that will compete in the upcoming super regional tournament. The Lady Bulldogs record as of this writing is 38-4. In addition, CSM's 27-game winning pitcher **Michele Pilster** was the named State Co-Pitcher of the Year and catcher **Jamie Navarro** was named State Co-Player of the Year.

~ CSM's **swim team** capped off its season at the Coast Conference Championships with an impressive haul of medals. **Miya Oto**, who finished the regular season undefeated, took home gold medals for the 100- and 200-meter freestyle and as part of the 200-medley relay team. The college owned the breaststroke as **Alvaro Andaluz** and **Kellsey Mercado** both won gold. Both the men's' and women's' teams captured bronze medals for the 400-freestyle.



(photo: CSM softball website)

Upcoming Events

CSM Spring Electronic Music Concert

Thursday, May 15, 7 pm, Theatre

Track & Field State Finals

Friday & Saturday, May 17 & 18, 2-day event, CSM Track

Classified Staff Appreciation Day Breakfast

Tuesday, May 21, 8:45-11 am, College Heights Conference Room

Yoga Alliance 200 Hour Teacher Training Graduation

Tuesday, May 21, 12 pm; Theatre

Stepping Up: A Transfer Tribute

Thursday, May 23, 4-7 pm, Bayview Dining Room

CSM Commencement

Friday, May 24, 5 pm, Gymnasium

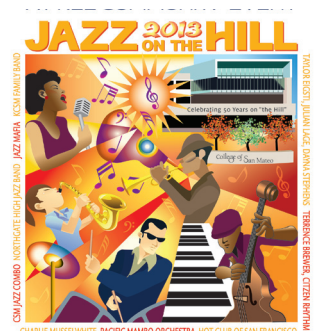
Jazz on the Hill & CSM Open House

Saturday, June 1, Concert: 10 am – 6pm,

Open House: 11 am – 2 pm

CSM Presents at the San Mateo County Fair

Wednesday, June 12 & Saturday, June 1



Student Success Story: Grace Noland

San Francisco State University, Communications Major

For **Grace Noland**, a graduate of Mercy High School in Burlingame, attending CSM was an enhancing and transforming experience. She arrived at the college as a determined and independent student uncertain of what she wanted to pursue academically, but she had confidence that she would be able to figure it out at CSM. “I wanted to start over. I wanted my successful past—that had been successful because of my dedicated parents and supportive teachers and coaches—to be put to the test. I wanted to prove to myself that I could do it alone. And, I wanted my supporters to be proud that they had contributed to my success.”

Grace could have done it alone but she believes that it wouldn't have made her personal or academic life as interesting. She was working full time to pay for her education and participating in a few extra-curricular activities, but she wasn't completely satisfied. It was during her second semester at CSM that her perspective changed completely. “I met a girl in my philosophy class, who is now one my best friends, and she was adamant about me showing up at an Alpha Gamma Sigma* (AGS) meeting. Having tried clubs in high school I tried putting it off for as long as I could, but when I finally attended, I thought it was okay. As I continued to attend meetings, I became more comfortable and realized that I had skills that could help the club.” As she got more involved in AGS, Grace decided to volunteer for a position on the club's executive board, that of communications officer. With the position came a lot of work, organization and fun, and ultimately, her skills helped build a stronger club.

While college life was good, Grace decided to pursue her childhood dream of visiting and studying in Italy. She knew she had wanted to participate in the college's Study Abroad Program and applied for the Semester in Florence. While in Florence, Grace was able to take a full load of transferrable courses and travel throughout Italy. “Most of the organized trips were the perfect length and the right amount of structure and freedom. Italy was a life-changing experience but not for the romanticized reasons most people think. I found myself contemplating my next step. Where was I going? What should my next steps be?”

When Grace returned to the states, she was at a crossroads: her family, health, and finances were hurting. However, she realized that CSM was there for her once again. Faculty helped her believe in her potential both in the classroom and



(photo provided by Grace Noland)

beyond. She was also asked to become a student assistant for a faculty leadership group which she found interesting because it provided insight into how the college operates. Working on campus added a new dimension to her education. “I feel that I'm a stronger and more confident person, both academically and personally because of the friends I've made at CSM and the support I received from faculty and staff.”

Grace will be earning two associate in arts degrees and three certificates in spring 2013 and she now has a clear path to follow: “I was inspired by Professor Rope's Speech 100 class to become a communications major. I will be transferring in the fall to San Francisco State University. I decided I want to stay local, and by doing so, it allows me to work to pay for my education. My goal is for the rest of my education to be as stress-free and fulfilling as possible. While I've not decided on a particular career, I want to keep my options open. I just know that I like helping people.”

“I would recommend CSM to anyone; it is wonderful for all types of people. It's a nurturing place where students are received with open arms and the best intentions. It's what you contribute that will follow you the rest of your academic career and life.”

*Alpha Gamma Sigma is the California Community Honor Scholarship Society.

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

May 15, 2013

Hall of Fame Banquet to be Held June 1

MLB Network analyst Harold Reynolds headlines class.



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“One Community, Many Dreams” Event Draws Hundreds to Learn About Immigration

The two-day event was a huge success as the college worked with organizations from around the region to highlight the plight of undocumented students seeking an education.

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Students Present Research at Stanford

Cañada students presented their research at the Bay Honors Research Symposium.



Page 2

Andrea Ramirez Earns Pister Scholarship

Ramirez will pursue a degree in feminist studies and hopes to attend law school.



Page 3

Judge Cruz Reynoso to Speak at Commencement Ceremony

Reynoso is a former member of the state’s Supreme Court.



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Majors Day Attracts Hundreds of Students

It was an opportunity for students to learn about academic programs from faculty.



Page 4

Cañada College PTK Chapter Recognized as One of the Top Internationally

Beta Zeta Nu, Cañada’s chapter of Phi Theta Kappa, was recognized at the honor society’s international convention last month as one of the organization’s most distinguished chapters.

BZN was named the Most Distinguished Chapter in the Nevada-California Region and the sixth most distinguished chapter out of 1,300 chapters internationally.

The Cañada chapter received the College Project Award for its organization of the Evening of Academic Excellence which annually recognizes the area’s top high school scholars. It also received the Honors in Action Award for a study on academic integrity that several members presented at the annual Bay Honors Research Symposium.



This year’s Phi Theta Kappa officers pose with advisor Paul Roscelli (center)

“This really validates the hard work that the students put into the various projects this year,” said faculty advisor Paul Roscelli. “This has been a great group to work with.”

The Cañada chapter was the only West Coast chapter to be named to the Top 10 in the Most Distinguished Chapter polling. It is the second consecutive year BZN has earned the honor.



“One Community, Many Dreams” Event

To participate in the national movement to support undocumented young people trying to pursue their dreams of college, career and citizenship, the Cañada College DREAMers Task Force and the Bridging Hispanic Minds to Success (BHMS) Club worked with the College Community and the Redwood City community to present a two-day event: One Community, Many Dreams on April 29 and 30.

The event included presentations on the *History of Immigration* by History Professor Alison Field, *Undocumented Student Data* by Mathematics Professor Michael Hoffman (pictured above), as well as information on the *Deferred Action for Childhood Arrivals* policy by staff members from Educators for Fair Consideration (E4FC) and on the *Redwood City Together Initiative* by Cindy Marroquin. The Dream Boys from UC Berkeley provided music. Further enriching the event were presentations by professor Salumeh Eslamieh, Cañada student DREAMers and Allies who shared poetry and stories created during a two-part series of workshops led by Julio Navarrete, coordinator of creative writing from E4FC entitled, *Immigration Stories: Storytelling for Healing and Advocacy*.

The event was introduced by President Larry Buckley and emceed by Romeo Garcia and students, Moises Bautista, Andrea Guzman, Javier Encarnación and Adriana Fernandez and sponsored by the President’s Office, the Offices of the Vice President of Student Services and of the Vice President of Instruction, Associated Students of Cañada College, the Cañada College Library, the Center for Excellence in Teaching and Learning, the Center for Student Life and Leadership, the Center for International and University Studies, the Humanities and Social Science Division, the STEM Center, Redwood City Together, TRiO Student Support Services, TRiO Student Advisory Council, Beating the Odds Peer Mentorship Program, the DREAMers Task Force and Bridging Hispanic Minds to Success.

“This was an extremely successful event and we received a lot of positive feedback from students and community members,” said Romeo Garcia, director of TRiO and Student Support Services. “We are hoping to hold a similar event in the future.”



Students Present Research at Stanford

Andrew Davis, Jessica Rose, Elaina Mattingly (photographed above from left to right) and Elena Tolstova were selected to present their work at this year’s Bay Honors Research Symposium held May 5 at Stanford University.

The annual research symposium is sponsored by the Bay Honors Consortium, which is made up of honors directors and counselors from 16 Northern California community college honors programs. The mission of the consortium is to support honors programs at local community colleges and to host the annual symposium.

Davis, an economics student, presented his investigation into the advantages of using the gold standard for a stable economy. It was titled, *“Everything Midas Touches Turned to Paper.”* His faculty mentor was Paul Roscelli.

Mattingly and Rose presented jointly. They discussed the findings of student research into the prevalence of cheating on college campuses and the reasons why competition pushes students to compromise their academic integrity. The research earned national honors at the recently held Phi Theta Kappa International Conference held in San Jose.

Tolstova is an immigrant from Russia who has earned degrees in computer engineering and paralegal from the college and is now studying art history while working nights. Her presentation was titled, *“The Bear and the Eagle: Parallels in 19th Century Russian and American Landscape Painting.”*

Tolstova’s research compared the social and political forces affecting landscape painting movements in the two countries.

Tolstova was honored with the Outstanding Student in Art History Award at the Student Recognition Ceremony held Friday, May 10. She will be working in the college art gallery next semester.

This is the third year students from the college have been invited to present their research at the annual research symposium.



Athletics Hall of Fame Banquet Set for June 1

The second annual Cañada College Athletics Hall of Fame Banquet will be held Saturday, June 1 at 6 p.m. at the San Mateo Elks Lodge, 229 W. 20th Avenue, San Mateo.

The 2013 class is led by **Harold Reynolds**, a three-time Major League Baseball All-Star and currently the lead analyst for the MLB Network.

“This second group of former athletes and coaches is an exceptional class,” said Cañada College Athletic Director Mike Garcia. The eight-member class includes:

Jerry Drever - Former men’s basketball and golf coach who guided the Colts to the 1988 state championship in golf.

Gordon Gray (posthumously) - Women’s softball coach and an assistant coach for the baseball team and a former athletic director at the college.

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

Mike Legarza - A former athletic director and men’s basketball coach for the Colts. Legarza is a California Community College Basketball Association Hall of Fame member.

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

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

Keith Comstock - A former baseball player who went on to play for four different MLB teams including the San Francisco Giants. He is a member of the San Mateo County Athletics Hall of Fame.

Membership is a tribute to those athletes and coaches for their role in building the rich history of Cañada College athletics.

Andrea Ramirez Earns \$10,000 UCSC Pister Scholarship

While honored by the offer, the single mother plans to stay close to home and attend her dream school, UC Berkeley.

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

It's been a long road to academic success for Ramirez, who arrived at Cañada College from Acapulco, Mexico with no ability to speak English but determined to make a better future for her baby daughter.

When Ramirez came to the United States, she quickly learned she would need to speak English to get a job. "I realized the only way to become independent, successful and set a good example for my daughter was to learn English," she said.

In 2003, she enrolled in English as a Second Language classes at Cañada. "The college became a new home for me and my ESL classes opened up a new world of educational opportunities," she said. "ESL classes helped me develop my skills in writing, communication, reading comprehension, and vocabulary which were important for me to understand if I was going to take other classes at Cañada."

As she gained proficiency in English, Ramirez gained her voice in the college community. She became involved in school activities and clubs, including the school's honor society and student government. She also began working for CORA (Community Overcoming Relationship Abuse) and the local YWCA to help victims of domestic violence, translating and advocating for Latinas with limited English proficiency.

"My bilingual skills have made me an especially effective ally for such women and their families," she said. "I want to pursue a bachelor's degree in feminist studies and then go on to law school. I want to become a family law attorney."

Alison Field, a history professor at Cañada, said Ramirez has served as a role model for other students and the community. "Not only is she an active member of the classroom



Cañada College President Larry Buckley reviews the \$10,000 Karl S. Pister Leadership Opportunity Scholarship Program award letter from the UC Santa Cruz with recipient Andrea Ramirez.

and campus community, but she is also a supportive mom to her daughter and a volunteer for two nonprofit organizations that serve the larger community," Field wrote in a letter of support for Ramirez to the Pister Scholarship Committee.

Victoria Worch, student activities coordinator at the college, has worked closely with Ramirez in student government. Worch said Ramirez has come a long way from arriving in this country as a young mother without the ability to speak English.

"If there is one thing I have noticed about Andrea," Worch said, "it is how she can handle a lot on her plate. Few of us have the strengths to achieve greatness and she has the strength to do that."

Ramirez said the support she received in the Cañada College Learning Center from tutors such as Susan Traynor and Julie Wilson was essential to her academic success. She also credits ESL professors Alicia Aguirre and John Saenz for helping her learn English and Soraya Sohrabi for convincing her to apply for the Pister Scholarship.

"Soraya spent many hours explaining the UC application process to me and answering all of my questions," Ramirez said. "She always encouraged me to try to never give up. She was there to give me a lift up when I was down, especially when I doubted whether I could finish school."

Despite earning the prestigious Pister Scholarship, Ramirez is planning to attend UC Berkeley in the fall. In 2012, Carlos Ortega, a global economics major at Cañada, also earned the Pister Scholarship but turned it down to stay closer to home and attend UC Berkeley.

"Berkeley is closer to home and it was my first choice academically," Ramirez said. "I'll be able to commute to school which will make it easier for me and my daughter."

In 2011, Xochitl Rios, a chemistry student, received the Pister Scholarship from UC Santa Cruz. Rios was born in Mexico and was one of 12 children in her family. She came to California when she was 15-years-old and supporter herself while attending high school.

Rios began studying chemistry at Cañada and, like Ramirez, became a campus leader. Rios was the Vice President and cofounder of the Latino Empowerment Alliance and cofounder of the Women in Science & Engineering Club.

Like Ramirez, Rios was a single mother. She was inspired to work toward her PhD in chemistry by a UC Santa Cruz professor who is the single mother of four children.

"I'm continually amazed at how our students overcome significant barriers in their life to achieve academic success," said President Larry Buckley. "It's really a testament to how the staff and faculty at the college provide a supportive environment that allows students to forget about the pressures they have in their lives and, instead, focus on their studies and their future."

Cañada didn't have a Pister recipient in 2010 but in 2009 the scholarship was awarded to Middle College student Joshua Steinberg. In 2008, Cythia Cruz, a young woman who battled substance abuse and an eating disorder, received the scholarship. The East Palo Alto resident planned to use the scholarship to earn a degree in environmental science and begin a career helping low-income neighborhoods.



Danni Redding-Lapuz (far right), project director for STEM, entertains high school counselors at the annual High School Counselors Luncheon. This event is an important part of Cañada's outreach efforts. It brings counselors from the local high schools to campus to learn about new academic programs and initiatives at the college. This year, the program focused on Preview Day, Math Jam, STEM programs, the new AA-T and AS-T degrees and priority enrollment.

Cañada Alum Marty Martinez Presents Research on Male Sage Grouse at UC Davis Conference



Marty Martinez, the Class of 2012 Student Speaker at Commencement, shared his research into the behavioral patterns of the greater sage grouse at this year's annual Undergraduate Research, Scholarship and Creative Activities Conference at UC Davis.

More than 500 students shared their discoveries and artistic creations at the event, held the last week in April.

Martinez was sponsored by Gail Patricelli, an associate professor of evolution and ecology. Martinez has developed a data protocol for recording and analyzing the behavior of the male greater sage grouse through video footage. His research is focused on identifying whether the male greater sage grouse adjusts its behaviors to female signals and whether this adjustment is related to their success in mating.

Martinez was a biology student at Cañada with a passion for understanding the natural world and teaching it to others. He is a first-generation college student and was the founding president of the Science Outreach Club at Cañada. He was also a member of Phi Theta Kappa, founding president of the EOPS Club, and received the Biophotonics Winter Internship at UC Davis.

He was both a math and biology tutor at Cañada.

First-ever Majors Day Brings Hundreds of Students Together With Faculty to Discover Options



More than 300 day and evening students packed into Building 6 last month to talk with faculty about different majors and career paths.

The event was organized by Interim Vice President of Instruction Linda Hayes and Faculty Senate President David Clay.

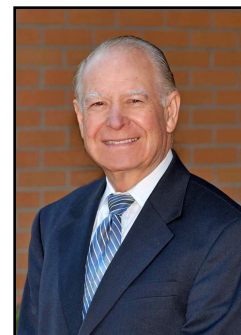
"The event was designed to give students the opportunity to meet with instructional and counseling faculty members, fellow students, and staff to learn more about the various majors on campus," Hayes said.

Hayes said students need guidance on very basic questions such as: What is a major? Why is it necessary to declare a major? What does it take to complete the major?

"This was an excellent event," said Clay. "We weren't sure how many students to expect but we were pleasantly surprised to see the room full, especially during the noon session."

Paul Naas, Professor of Multimedia, said it was a great opportunity to explain the various aspects of his academic program to students. "We offer video game art, web design, photography and other courses and this gave us a chance to talk with students and tell them how they can use the skills they learn in class to develop a career," he said.

Former California Supreme Court Justice, Cruz Reynoso, to Speak at Commencement May 25



Cruz Reynoso, one of California's preeminent civil rights lawyers and a former Associate Justice on the state's Supreme Court, will be this year's Commencement speaker.

Reynoso is recognized for his leadership in civil rights, immigration and refugee policy, government reform, the administration of justice, legal services for the indigent and education. He's currently on the faculty at the UC Davis School of Law.

In 1976, Reynoso was appointed to the California Court of Appeal as an associate justice. He was the first Latino appointed to the Court. In 1981, he was appointed to the California Supreme Court by outgoing Governor Jerry Brown.

President Jimmy Carter appointed Reynoso to the Congressional Select Commission on Immigrant and Refugee Policy in the 1980s and in 2000, President Bill Clinton recognized Reynoso with the Presidential Medal of Freedom, the highest civilian honor in the United States. President Barack Obama appointed Reynoso to his White House transition team in 2009.

"I've known Judge Reynoso for a number of years and I'm honored that he accepted my invitation to speak at this year's Commencement Ceremony," said President Larry Buckley. "He's very engaging and highly entertaining."

BOARD REPORT 13-5-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6767

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. REASSIGNMENT

Cañada College

Kathy Patterson-Smith Project Director Business, Workforce & Athletics

Reassigned through the hiring process from a Staff Assistant position (Grade 21 of Salary Schedule 60) into this higher level position (Grade 175S of Salary Schedule 40), effective June 1, 2013, replacing Julianne Mooney who retired.

Skyline College

Veronica Osuna Career Resources/Counseling Aide Counseling Services

Reassigned through the hiring process from an Office Assistant II position (Grade 18 of Salary Schedule 60) into this higher level position (Grade 19 of Salary Schedule 60), effective May 1, 2013, replacing Nadia Tariq who was reassigned.

Alana Utsumi Office Assistant II Counseling Services

Reassigned through the hiring process from a part-time (48%) Staff Assistant position (Grade 21 of Salary Schedule 60) into the part-time (67%) Office Assistant II position (Grade 18 of Salary Schedule 60), effective May 20, 2013, replacing Claudia Dorantes who was reassigned.

B. CHANGE IN STAFF ALLOCATION

College of San Mateo

Recommend a change in staff allocation to add one College Business Officer position at Grade 192E of the Classified Professional/Supervisory Exempt Salary Schedule (35), effective January 1, 2013. In addition, recommend a change in staff allocation to delete one full-time Accountant position (4C0318) at Grade 190E of the Classified Professional/Supervisory Exempt Salary Schedule (35), effective January 1, 2013. Also recommend the reclassification of Maggie Ko to the new classification, effective January 1, 2013.

Skyline College

1. Recommend approval of a change in staff allocation to change one part-time (80%) 11-month Office Assistant II position (2C0070) to a 67% of full-time, 12-month position in the Counseling Services Division, effective May 1, 2013. The position is needed year round to better serve students.
2. Recommend approval of a change in staff allocation to add one part-time (11%) position while classes are in session (WCIS) to the Kinesiology/Athletics/Dance Division, effective July 1, 2013. The position will serve the needs of adaptive physical education students.

District Office

Recommend creation of a new classification titled, “Director of International Education” at Grade 193E of the Classified Professional/Supervisory Exempt Salary Schedule (35), effective May 1, 2013. In addition, recommend a change in staff allocation to delete one full-time International Education Development Coordinator position (1C0265) at Grade 195S of the Classified Professional/Supervisory Salary Schedule (40) and add one Director of International Education position, effective May 1, 2013. Also recommend the reclassification of Diane Arguijo to the new position, effective May 1, 2013.

Cañada College and Skyline College

Recommend approval of a change in staff allocation to change two full-time 11-month Athletic Trainer positions (2C0014 and 3C0175) to 12 months, effective July 1, 2013. The positions are needed year round to better serve students.

C. LEAVE OF ABSENCE

Skyline College

Patty Della Bona	Project Director	Business Services
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Recommend correction to a previous request for an extension of a medical leave of absence without pay with benefits, effective March 11, 2013 through April 30, 2013 and without pay and without benefits from May 1, 2013 through June 7, 2013. The revised request is for an extension of a medical leave of absence from January 23, 2013 through June 7, 2013 without pay with benefits. The previous request for extension of medical leave of absence was Board approved on April 24, 2013.

Karla Mendez	Office Assistant II	Instruction Office
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Recommend approval of a pregnancy disability leave of absence, effective April 30, 2013, 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.

BOARD REPORT NO. 13-5-2A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry Joel, Vice Chancellor, Human Resources (358-6767)

HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME; ADOPTION OF AFSCME'S INITIAL PROPOSAL AND DISTRICT'S INITIAL PROPOSAL

At its meeting of April 24, 2013, the Board of Trustees received an initial proposal from AFSCME, Local 29, Council 57. A copy of the AFSCME proposal is attached and by reference made a part of this agenda item.

The District proposes salary adjustments that are reasonable and within budgetary parameters.

The AFSCME contract expires on June 30, 2013 and the District will negotiate in good faith AFSCME's proposals as has occurred in the past.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act. After the public hearing, it is recommended that the Board of Trustees adopt AFSCME's initial proposal to the District and the District's initial proposal to AFSCME.

AFSCME, Local 829 - 2013 Sunshine for Contract Negotiations

1. Wage increase that is equitable to all other represented units within the District.
2. Increase in longevity pay. (8.4)
3. Reopener on medical premium cap when the CalPERS Medical rates are published in the August/September time frame.(9.2 & 9.3)
4. Update the Assignment During Large Events language to minimize the continual conflict that occurs with over-time. (5.5.6 & 5.5.6.1)
5. Including the 2 different tiers for CalPERS retirement formulas: 2%@55 & 2%@62. (Article 9)
6. Updating the contracting out of services language to be relevant to our current practices. (15.6)
7. Updating and streamlining the disciplinary procedures to coincide with the grievance procedures and not have additional unnecessary steps. (16.4, 16.4.1, 16.4.3, 16.4.4 & 16.4.5)
8. Clarify working days as the measure of time in the grievance process.(12.4)
9. Clarify the retiree medical benefits language to avoid misinterpretations on who would be covered upon retirement. (9.14)
10. Remove the CSM Pool differential. (8.2.2)
11. Tree Trimming Differential. (8.2.3)
12. Remove the Class A Drivers & Backhoe Differential. (8.2.4)
13. Out of Class detail pay. (8.3)
14. Update the Alternate shift language to be paid only if an employee works 4 or more hours that would begin no earlier than 4:30pm. (5.6)
15. Add Side-Agreements in the Contract.
16. Make all necessary changes to dates, job titles, obsolete language, grammar, spelling, etc. in the contract as needed.

BOARD REPORT NO. 13-5-3A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry Joel, Vice Chancellor, Human Resources (358-6767)

HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFT; ADOPTION OF AFT'S INITIAL PROPOSAL AND DISTRICT'S INITIAL PROPOSAL

At its meeting of April 24, 2013, the Board of Trustees received an initial proposal from AFT, Local 1493. A copy of the AFT proposal is attached and by reference made a part of this agenda item.

The District proposes salary adjustments that are reasonable and within budgetary parameters.

AFT's contract expires on June 30, 2015 and the District is seeking to negotiate a new three year contract from 7-1-13 and expiring on 6-30-16.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act. After the public hearing, it is recommended that the Board of Trustees adopt AFT's initial proposal to the District and the District's initial proposal to AFT.



April 15, 2013

To: Harry Joel, Vice Chancellor
Human Resources & Employee Relations
San Mateo County Community College District

From: Joaquín J. Rivera, Chief Negotiator
San Mateo Community College Federation of Teachers, AFT Local 1493,
AFL-CIO

Re: Contract Proposals for the 2013-2014 Contract of Academic Employees in the
San Mateo County Community College District

Please transmit these contract proposals to the Board of Trustees in order to initiate negotiations for a new contract.

Article 8 Pay and Allowances and Article 9 Health and Welfare

The Union will be seeking an increase in salary and benefits for all academic employees. The Union will also be proposing to define parity for part-time faculty.

Article 6 Workload

The Union will be proposing to modify the language regarding class assignments.

Article 19 Part-time Employment

The Union will be proposing to modify the language regarding part-time seniority.

BOARD REPORT NO. 13-5-4A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry Joel, Vice Chancellor, Human Resources (358-6767)

**HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
(CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND
ADOPTION OF CSEA'S INITIAL PROPOSAL**

At its meeting of April 24, 2013 the Board of Trustees received an initial proposal from CSEA, Chapter 33. A copy of the CSEA proposal is attached and by reference made a part of this agenda item.

The District proposes salary adjustments that are reasonable and within budgetary parameters.

The District will negotiate in good faith CSEA's proposals as has occurred in the past. A copy of the proposals is attached.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act. After the public hearing, it is recommended that the Board of Trustees adopt CSEA's initial proposal to the District.

CSEA CHAPTER 33
INITIAL CONTRACT PROPOSAL
2013-2014

Article 3.18 Immediate Supervisor

The position responsible for the **direct** supervision and evaluation of work performed by a member of the unit.

Article 5.1.5 Regular Workday/Workweek

District and CSEA agree that an employee may request modification of the 37.5 hour workweek of 7.5 hours per day, 5 days per week. The request is subject to the approval of the supervisor. Employees whose work schedule is less than 100% of full time may also request a modification of their work schedules.

The adjustment of the work schedule will not result in a reduction of the total hours worked in a week, ~~nor will the adjustment result in overtime pay, compensatory time, or shift differential pay.~~ ***Overtime pay/compensatory time will be paid for hours that exceed the employee's daily adjusted work hours which must be greater than 7.5 hours per day or exceed the 37.5 hours per week.***

Example: Monday – Thursday works 9.0 hours, overtime/compensatory time begins after the 9th hour. Absence affidavits must also reflect the adjusted daily work hours.

It is understood that the above modification may not be possible in some work areas and will vary from department to department. In all cases, the employee work schedule must be approved in writing by the supervisor.

Article 6.1.1 Vacation Accrual

Restructure vacation accruals, see attached.

Article 6.4.1 Maximum Accrual

The ~~two-year~~ ***three-year*** accrual maximum is based on the employee's current accrual rate.

Article 7 Holidays

7.1 Add Good Friday and two (2) floating holidays.

Article 8.1.1: Pay and Allowances

Effective July 1, 2013, 5% increase to all grades and steps of appendix C and add 3 (three) more steps to all grades. (Most employees have been cap out at step 5 for over 10 -15 years. CSEA has never had a restructuring of our salary schedule.)

Article 8.4 Longevity Service Increments

Effective July 1, 2013 increase all monthly increments by .25%.

Beginning Year:	Monthly Increment:
Eight (8)	2.25% 2.50% of base salary.
Twelve (12)	3.25% 3.5% of base salary.
Sixteen (16)	5.75% 6.0% of base salary.
Twenty (20)	7.50% 7.75% of base salary.
Twenty-four (24)	10.25% 10.50% of base salary.
Twenty-eight (28)	11.50% 11.75% of base salary.

Article 8.7 Salary Survey

~~At least once every four (4) years,~~ A salary survey shall be completed **annually** with the following criteria: (no change to the current criteria with the exception of (e) (i) listed below)

- e. Results of the survey will be utilized to show how our SMCCCD compares to the ~~fourth~~ **second** ranking of each classification.
- i. ~~Salary surveys will be conducted for all groups together once every four (4) years starting with the first survey in 1999-2000, followed by the next survey in 2003-2004 and every four (4) years thereafter.~~

(This will bring CSEA in alignment with changes to Board Policy approved June 2011/December 2011 with Classified Exempt and Non-Exempt Professionals/Supervisor, Confidential Employees, Academic Supervisors and Managers, whom now have their salaries reviewed annually)

Article 8.10 Funding for Conferences, **Seminars, Workshops**

CSEA members wishing to attend a conference, seminar or workshop shall first pursue funding from the Classified Staff Development Program. Should this not resolve the matter, the employee may apply for funding through the division to which he/she is ~~attached~~**assigned**. Priority for such funding will follow normal procedures as they apply to all employees.

Upon approval in writing from the supervisor to attend a work related conference, seminar or workshop, whether on-campus or off-campus, the employee shall receive paid release time to attend.

Article 9.1.1: Medical Insurance

The Board will provide each eligible employee and eligible dependents with one of the PERS Health Plans as chosen by the employee from among those listed in the PERS Basic health Plan Book.

Effective January 1, 2013 the District will adjust the employer paid premium cap for the PERS health plans medical coverage using Kaiser as the Benchmark.

The District will increase the medical cap as follows:

1. Full coverage paid by the Employer for single employees in all plans except PERSCare **which will be capped at \$640.00 per month.**
2. For two-party and family Kaiser coverage: the employee out of pocket contribution will not exceed ~~\$40.00~~ **\$175.00** per month.
3. For two-party and family coverage for all other medical plans, the employer contribution established for the Kaiser Health plan will apply to these plans.

The District will continue to offer Section 125 of the Internal Revenue Code for over-cap medical premiums paid by individual employees.

The plans are fully described in the PERS Basic health Plan Book, which is available in the Office of Human Resources.

Article 9.4.1

To be eligible for District-paid retiree medical *and dental benefits*, the retiree must have ten (10) full years of service with the District and the age at retirement of the retiree (in full years)

when added to the number of completed full years of service must total ~~75~~ **73** or more. For a year of service to be counted, the assignment must have been such that the employee was eligible for medical insurance benefits if such benefits were available to employees. Retirees with five (5) full years of service with the District who do not qualify as stated above, shall have the option of participating, at their own expense, in the PERS Health Plan System as described in the benefits handbook available in the Office of Human Resources.

Article 9.4.2

For the unit members whose first day of paid service commences on or after July 1, 1992, to be eligible for District-paid retiree medical and dental benefits, the retiree must have twenty (20) full years of service within the District; must be at least 55 years of age, must be currently employed by the District at the time of retirement and the age at retirement of the retiree (in full years) when added to the number of full years of service must total ~~75~~ **73** or more. For a year of service to be counted, the assignment must have been such that the employee was eligible for medical insurance benefits if such benefits were available to the employees.

Article 10 Leaves

10.5.1 ~~Two (2)~~ **Four (4)** of the seven (7) personal necessity days may be used at the employee's discretion without prior approval.

Article 11.2 Notification of Vacancies

When a new position in the classified service is created or an existing position becomes vacant and replacement is approved, all employees in the bargaining unit shall be notified by the Office of Human Resources. ***(Refer to Article 3.8 definition of classified service)***

For classified service positions that fall under the CSEA collective bargaining unit, the District will send to the CSEA Chapter President, the job announcement for review. CSEA will have five (5) working days to approve the proposed job announcement before any notification to employees in the bargaining unit is given.

Article 14.2 Schedule of Evaluations: All unit members shall be evaluated by the immediate supervisor in conjunction with the responsible administrator. **The immediate supervisor needs to have supervised the employee for at least one full year, before being allowed to complete the evaluation. as follows (refer to article 3:18 definition of immediate supervisor).**

Article 14.3 All evaluations shall be based upon direct knowledge and observation **by the immediate supervisor. If the immediate supervisor is utilizing other information obtained by faculty, other staff, students or the community, this information shall be documented and attached to the performance evaluation forms.**

The employee shall be given a copy of the performance evaluation five (5) working days prior to the setting up of any meeting/discussion with the immediate supervisor.

Article 14.8 Personnel File

The official personnel file shall be located in the Office of Human Resources. Upon request, every bargaining unit member shall have the right to inspect and receive a copy of all material in his/her personnel file **and any/all personnel information that is stored electronically**. Any employee shall have the right to be accompanied by an individual(s) of his/her choosing when reviewing his/her personnel file and shall have the right to show the contents of his/her file to a designated representative(s). In addition, individual files **and any/all personnel information stored electronically** shall be made available to a person with written authorization from the employee.

Article 14.8.4

Upon request, every bargaining unit member shall have the right to inspect and receive a copy of all material in his/her file **including any/all personnel information stored electronically**, except the following:

1. Materials obtained prior to the employment of the person involved.
2. Materials prepared by identifiable examination committee member
3. Materials obtained in connection with a promotional examination.

Article 20.2 Procedural Steps-Informal Counseling

An informal oral discussions(s) may be initiated by a Supervisor with a unit member when, in the opinion of the Supervisor, a performance-related event has become serious enough for the supervisor to consider discipline. **Five (5) working days prior to the notification to the employee, the President of CSEA shall receive in writing details of the performance-related event.**

The unit member shall be informed of his/her right to CSEA representation at said discussion. Following the oral discussion the Supervisor shall, in writing, describe the problem behavior or areas of needed improvement and the desired corrections needed of the employee. A copy shall be provided to the unit member and CSEA.

Article 20.3 Written Warning/Reprimand

If the behavior is deemed severe or continues, the Supervisor shall issue to the unit member a clearly identified written letter of warning/reprimand. ***Five (5) working days prior to the notification to the employee, the President of CSEA shall receive a copy of the written letter of warning/reprimand.*** A copy will be sent to ~~CSEA~~ and the Office of Human Resources. The member will be notified of the unit member's right to representation by the CSEA. At the request of the CSEA, the Office of Human Resources may also be involved at this level.

BOARD REPORT NO. 13-5-1CA

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

**RENEWAL OF AGREEMENT WITH AMERICAN INSTITUTE FOR
FOREIGN STUDY (AIFS), FALL 2013**

On November 24, 1984, the Board first approved an agreement with the American Institute for Foreign Study (AIFS) initiating a partnership with AIFS for providing an overseas study program. This program has sent students and faculty to London each Fall semester since 1985, as well as in Summer 2000. Foreign study programs for Spring semesters have been offered in Paris, Florence, and Guadalajara through agreements with AIFS.

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

When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

RECOMMENDATION

It is recommended that the Board approve renewal of the agreement with the American Institute for Foreign Study for the Fall 2013 (London, England) foreign study program.

BOARD REPORT NO. 13-5-2CA

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

**CURRICULAR ADDITIONS AND DELETIONS
CAÑADA COLLEGE AND COLLEGE OF SAN MATEO**

The addition of 96 courses to the College catalogs is proposed by Cañada College and College of San Mateo. Additionally, six courses are proposed to be offered in the distance education mode. The addition of two Associate Degrees, three Certificates of Achievement and one Certificate of Specialization, as well as one program deletion, are also proposed.

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

RECOMMENDATION

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

San Mateo County Community College District

May 15, 2013

PREPARED BY: Linda Hayes, Interim Vice President, Instruction
Cañada College

APPROVED BY: Alicia Carmen Aguirre, Curriculum Committee Chair
Cañada College

Doug Hirzel, Academic Senate President
Cañada College

Lawrence Buckley, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BUSINESS

230 INTERNATIONAL MARKETING (3.0) (day or evening)

Justification: This is a required course for our new International Business Certificate of Achievement and Associate in Science Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Survey course outlining the major dimensions of the global business environment while providing a set of conceptual and analytical tools to successfully apply the "4 P's" (product, price, place and promotion) to global marketing. Review global economic, political-legal, and cultural environmental factors. Global market research and data sources are explored. Other topics included in this course are foreign market selection, foreign market entry, supply chain management, international pricing, and global marketing of services.

Classification: AA/AS Degree; Certificate; CSU transferable.

337 INTERNATIONAL BUSINESS LAW (3.0) (day or evening)

Justification: This is a required course for our new International Business Certificate of Achievement and Associate in Science Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This course is an introduction to international business law, featuring trade (import and export), licensing agreements for the transfer and protection of intellectual property (patents, copyrights and trademarks), and active foreign investment through mergers, acquisitions and joint ventures. Learn the varying levels of foreign presence a U.S. business may have, from least intrusive to most substantial, and the resulting increasing impact of host-country laws, cultural norms, policies and procedures.

Classification: AA/AS Degree; Certificate; CSU transferable.

338 INTERNATIONAL FINANCE (3.0) (day or evening)

Justification: This is a required course for our new International Business Certificate of Achievement and Associate in Science Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 120 or 122.

Description: This survey course covers many introductory concepts in international trade finance. Topics include the international monetary system, sources of international trade finance, methods of payment, different types of international trade financing and managing risks in trade finance.

Classification: AA/AS Degree; Certificate; CSU transferable.

339 E-COMMERCE (3.0) (day or evening)

Justification: This is a required course for our new International Business Certificate of Achievement and Associate in Science Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Theory and practice of effectively conducting and managing business over the Internet. Topics include the Internet's impact on the economy, e-business models, business uses of the Internet, online business strategy, technology, and marketing.

Classification: AA/AS Degree; Certificate; CSU transferable.

379 TRAVEL STUDY IN BUSINESS – PREPARING FOR THE TRIP (1.0) (day or evening)

Justification: This is a required course for our new International Business Certificate of Achievement and Associate in Science Degree.

Prerequisite: BUS. 100 or BUS. 335 or equivalent.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Prepares students for a travel experience that focuses on Business by reinforcing the knowledge learned in other Business classes through application of concepts. The purpose of the course is to give context to the trip abroad so that students understand not only what they are seeing but are able to

analyze the cultural experience as a business person would. Topics include learning about the culture, history, and/or business practices of a particular host country.

Classification: AA/AS Degree; Certificate; CSU transferable.

381 TRAVEL STUDY IN BUSINESS (1.5) (day or evening)

Justification: This is a required course for our new International Business Certificate of Achievement and Associate in Science Degree.

Prerequisite: Completion of, or concurrent enrollment in BUS. 379.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This course revolves around a short-term faculty-led study abroad program based in a particular country, focusing on global business in that country. Students have an opportunity to explore directly the widest possible variation of business environments and practices. The course also reviews the cultural, historical, and political environments which affect the business practices in that country.

Classification: AA/AS Degree; Certificate; CSU transferable.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree and/or Certificate of Achievement (12 units or more), in the following programs:

BUSINESS

International Business – A.S. Degree (29.5 units in the major area + General Education and other requirements for the Associate Degree)

International Business – Certificate of Achievement (20.5 units)

ENGINEERING

Engineering – Certificate of Achievement (32-34 units)

San Mateo County Community College District

May 15, 2013

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

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

James Carranza, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ANTHROPOLOGY

125 PHYSICAL ANTHROPOLOGY (3.0) (day or evening)

Justification: Anthropology is traditionally divided into four sub-fields: cultural, archeology, linguistic, and physical. While CSM has not always offered all four subfields, we have offered physical anthropology in the past. Furthermore, both Canada and Skyline offer physical anthropology, a popular option, for their students.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848.

Description: Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments.

Classification: AA/AS Degree; CSU transferable.

ART

391 EXPERIMENTAL PHOTOGRAPHY 1 (3.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: ART 351.

Recommended Preparation: None.

Description: Designed for students who have basic camera and black-and-white darkroom skills. Refinement of visual and technical skills with an introduction to experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee in the amount shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

392 EXPERIMENTAL PHOTOGRAPHY 2 (3.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: ART 391.

Recommended Preparation: None.

Description: Designed for students who have basic experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee in the amount shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

393 EXPERIMENTAL PHOTOGRAPHY 3 (3.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: ART 392.

Recommended Preparation: None.

Description: Designed for students who have intermediate experimental photography skills. Intermediate level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee in the amount shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

394 EXPERIMENTAL PHOTOGRAPHY 4 (3.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: ART 393.

Recommended Preparation: None.

Description: Designed for students who have advanced experimental photography skills. Advanced level work with experimental techniques, such as infra-red, negative image, multiple-imagery, handcoloring and others. Portfolio is produced. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

CAREER AND LIFE PLANNING

128 PUENTE: FOUNDATION FOR COLLEGE SUCCESS (3.0) (day or evening)

Justification: As the Puente Project is newly established at CSM, there is a need for a new course that uniquely fits the mission, curriculum needs, and student population served by the Puente Project. The existing CRER courses do not provide appropriate descriptions nor contents that authentically match the scope that will be covered in this new class tailored specifically and uniquely to the Puente students who will be enrolled.

Prerequisite: None.

Recommended Preparation: None.

Description: Puente: Foundation for College Success is part of the Puente Project and must be taken concurrently with ENGL 838. CRER 128 is designed to assist CSM Puente students in developing the skills and tools critical to succeed in college. Through a holistic and comprehensive approach, the course will consist of college orientation, student success strategies, cultural identity and personal development as a foundation for college success. Puente students will have the opportunity to engage collaboratively and promote team building while building their leadership skills. Topics covered will include educational planning, self-assessment, decision making, student success strategies, motivation, cultural identity, study skills, learning styles, goal setting and financial aid. Students will receive an introduction to library research and complete a research project. CRER 128 will support the degree/transfer attainment of Puente students by establishing a sense of belonging, enhancing student engagement and self-reflection as well as deepening the understanding of the college system and expectations. In addition, consideration of psychological, sociological and physiological components that attribute to personal and academic success will be explored. This course will require participation in off-campus field trips.

Classification: AA/AS Degree; CSU transferable.

129 PUENTE: TRANSFER READINESS (2.0) (day or evening)

Justification: As the Puente Project is newly established at CSM, there is a need for a new course that uniquely fits the mission, curriculum needs and student population served by the Puente Project. The existing CRER courses do not provide appropriate descriptions nor contents that authentically match the scope that will be covered in this new class tailored specifically and uniquely to the Puente students who will be enrolled.

Prerequisite: None.

Recommended Preparation: None.

Description: CRER 129 Puente: Transfer Readiness is part of the Puente Project and must be taken concurrently with ENGL 100/102 or ENGL 105. CRER 129 builds upon CRER 128 and is designed to assist CSM Puente students to develop the knowledge and skills needed to complete their educational goal with a focus on Transfer and Career Planning. Through a holistic and comprehensive approach, this course will consist of areas related to transfer and career planning with a culminating social justice research project. Topics covered will include Personal Statements, Transfer Process, Universities (UC, CSU, Private), TAGs, Transfer resources, Career Planning process, Career Assessment, Values/skills, Research methodology and more within an environment of collaboration and team building. This course will require participation in off-campus field trips and activities.

Classification: AA/AS Degree; CSU transferable.

CHINESE

221 COLLOQUIAL CHINESE I, ADVANCED ELEMENTARY (3.0) (day or evening, distance education)

Justification: This new course will enhance our current Chinese language curriculum and expand our conversation course series. It will facilitate completion of the IGETC foreign language requirement. Moreover, currently in San Francisco Bay Area, all the community colleges which have Chinese programs only offer the first two semesters of conversation courses. Offering this third semester Chinese conversation course at CSM will draw the attention of all the students in the Bay Area who want to continue their Chinese spoken language learning by enrolling in our CHIN 221 Colloquial Chinese, Advanced Elementary I at CSM.

Prerequisite: None.

Recommended Preparation: CHIN 212 or equivalent knowledge.

Description: Continuation of the second semester elementary colloquial Mandarin Chinese course. Extensive oral communication training in Mandarin Chinese. Emphasis on further development of real-world vocabulary, clear pronunciation and idiomatic usage, with sufficient grammar to give flexibility to the spoken language. Use of the Pinyin phonetic system to represent the sounds in Mandarin, and substitute for the characters in writing. Course designed for students who would like to further develop their oral communication skills in spoken Mandarin Chinese.

Classification: AA/AS Degree; CSU transferable.

COMPUTER AND INFORMATION SCIENCE

128 Mobile Web App Development (4.0) (day or evening, distance education)

Justification: The CIS Advisory Committee asked the college to offer a course in mobile web application development. We are creating a degree and certificate in Web and Mobile Application Development, and this new course will be a requirement. The majority of web development jobs require knowledge of mobile application development. In addition, there is tremendous demand from students to offer this.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848 and CIS 111 or 125 or 254.

Description: Employ HTML5, CSS and JavaScript to develop mobile web apps for smart phones and tablet/pad devices. Topics include CSS media queries, mobile user interfaces, platform-independent development, and best practices. Also covers geolocation, maps, audio, video, drawing, animation and offline apps. Provides an introduction to open-source mobile development frameworks, emulators, conversion to native apps, performance and testing. Intended for students with previous programming experience.

Classification: AA/AS Degree; Certificate; CSU transferable.

200 Capstone Project – CIS (2.0) (day or evening, distance education)

Justification: The CIS Advisory Committee recommended that we require a capstone project for the new Web and Mobile Application Development degree and Certificate of Achievement. This will allow students to employ skills they have acquired in their coursework to create a professional Web-based project employing client-side, server-side and database technologies.

Prerequisite: CIS 114 and 121 and 127 and 128 and 380 AND one of the following database courses: CIS 132, 363 or 364.

Recommended Preparation: None.

Description: Students plan realistic career goals while initiating, developing, and completing substantial team projects in consultation with and under the direction of the instructor. Students will employ agile development methodologies to develop a project with client- and server-side technologies, a database, HTML5 and mobile technologies.

Classification: AA/AS Degree; Certificate; CSU transferable.

DRAFTING

113 REVIT (3.0) (day or evening)

Justification: Current job trends in CAD software in the Bay Area ask for proficiency in REVIT as well as AutoCAD. Thus we are adding REVIT to our certificate and degree tracks.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848.

Description: Preparation of working drawings using AutoDesk REVIT. Students prepare drawings of buildings, their components in 3D, annotation of the models with 2D drafting elements, access building information from the building models database and track various stages in the building's lifecycle, from concept to construction and later demolition.

Classification: AA/AS Degree; CSU transferable.

ENGLISH AS A SECOND LANGUAGE

858 READING FOR NON NATIVE SPEAKERS IV (3.0) (day or evening)

Justification: Required for the Group Fitness Instructor Certificate program.

Prerequisite: None.

Recommended Preparation: ESL 857 or placement into ESL 858 or be a non-native speaker placed into READ 825. ESL 827, or higher level writing course and ESL 847 or higher level conversation course. Students are strongly advised to enroll concurrently in ESL 828 or higher level writing course and ESL 848 or COMM 855 or higher level conversation course.

Description: Designed to strengthen vocabulary and comprehension skills, develop critical thinking skills, and increase world/cultural knowledge through the reading of high-intermediate works of fiction and/or non-fiction.

Classification: Not degree applicable; not transferable.

KINESIOLOGY

130 GROUP FITNESS INSTRUCTOR LECTURE (3.0) (day or evening)

Justification: Required for the Group Fitness Instructor Certificate program.

Prerequisite: None.

Recommended Preparation: BIOL 130 and 250.

Description: This lecture course is part of the Group Fitness Instructor program. Students will learn knowledge and skill foundations necessary to teach a safe and effective group fitness class, no matter what type of modality. Students will also learn how to successfully develop and implement safe and effective group exercise programs, and engage their participants. Topics covered include: anatomy, kinesiology, exercise physiology, instructional techniques, class design, cueing, and injury prevention. Upon completion students will be prepared to take a Group Fitness Certification test.

Classification: AA/AS Degree; Certificate; CSU transferable.

131 GROUP FITNESS INSTRUCTOR LAB (1.0) (day or evening)

Justification: Required for the Group Fitness Instructor Certificate program.

Prerequisite: None.

Recommended Preparation: None.

Description: This lab course is part of the Group Fitness Instructor program. Students will learn knowledge and skill foundations necessary to teach a safe and effective group fitness class, no matter what type of modality. Students will also learn how to successfully develop and implement safe and effective group exercise programs, and engage their participants. Topics covered include: anatomy, kinesiology, exercise physiology, instructional techniques, class design, cueing, and injury prevention. Upon completion students will be prepared to take a Group Fitness Certification test.

Classification: AA/AS Degree; Certificate; CSU transferable.

KINESIOLOGY - AQUA109.1 WATER POLO I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to cover the many facets of the sport of water polo at the beginning level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a thorough understanding of team play. Conditioning drills will supplement fundamental skill development. Students must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

109.2 WATER POLO II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to cover the many facets of the sport of Water Polo at the intermediate level. Skills such as passing, receiving, shooting, dribbling and picking up the ball in water will be emphasized. The rules of the game and strategies are taught for a more thorough understanding of team play. Conditioning drills will supplement skill development. Level II will focus more on team strategy. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

109.3 WATER POLO III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to cover the many facets of the sport of Water Polo at the advanced level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

109.4 WATER POLO IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to cover the many facets of the sport of Water Polo at the advanced level. Individual skills such as passing, shooting, dribbling, and picking up the ball in water will be reviewed. Advanced offensive and defensive water polo strategies will be emphasized. Advanced levels of conditioning will supplement team play. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

127.1 SWIM STROKE DEVELOPMENT I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

127.2 SWIM STROKE DEVELOPMENT II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

127.3 SWIM STROKE DEVELOPMENT III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke.

Classification: AA/AS Degree; CSU transferable.

127.4 SWIM STROKE DEVELOPMENT IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An expert level swim course designed to expose students to the benefits of aerobic exercise through swimming. The focus will be on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke.

Classification: AA/AS Degree; CSU transferable.

133.1 INDIVIDUAL SWIM CONDITIONING I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This beginning level swim course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

133.2 INDIVIDUAL SWIM CONDITIONING II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This intermediate level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

133.3 INDIVIDUAL SWIM CONDITIONING III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This advanced level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

133.4 INDIVIDUAL SWIM CONDITIONING IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This expert level course is designed to engage students in a comprehensive cardiovascular exercise through the activity of swimming. The course utilizes tailored exercise prescriptions based on individual need, and is comprised of various drills and exercises to emphasize the physiological value of swimming to obtain cardiovascular fitness and muscular tone. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

135.1 AQUA EXERCISE I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class.

Classification: AA/AS Degree; CSU transferable.

135.2 AQUA EXERCISE II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class.

Classification: AA/AS Degree; CSU transferable.

135.3 AQUA EXERCISE III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class.

Classification: AA/AS Degree; CSU transferable.

135.4 AQUA EXERCISE IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An expert level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY – DANCE

121.1 MODERN DANCE I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self-expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

121.2 MODERN DANCE II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self-expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

121.3 MODERN DANCE III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self-expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

121.4 MODERN DANCE IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Expert level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self-expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

130.1 JAZZ DANCE I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the beginning level by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

130.2 JAZZ DANCE II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

130.3 JAZZ DANCE III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

130.4 JAZZ DANCE IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the expert level by the end of the semester.

Classification: AA/AS Degree; CSU transferable.

140.1 BALLET I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; CSU transferable.

140.2 BALLET II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; CSU transferable.

140.3 BALLET III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; CSU transferable.

140.4 BALLET IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Expert level barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; CSU transferable.

151.1 SOCIAL DANCE I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This is an introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to

footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed.

Classification: AA/AS Degree; CSU transferable.

151.2 SOCIAL DANCE II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This is an intermediate Social Dance class emphasizing the basics of several dance styles, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Triple Step Swing, Slow Waltzes, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed.

Classification: AA/AS Degree; CSU transferable.

151.3 SOCIAL DANCE III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This Social Dance class is taught with an emphasis on the social aspects of dance. Several advanced level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required.

Classification: AA/AS Degree; CSU transferable.

151.4 SOCIAL DANCE IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: This Social Dance class is taught with an emphasis on the social aspects of dance. Several expert level dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: West Coast Swing, Lindy Hop, Rotary Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Bachata and Salsa. Partners are not required.

Classification: AA/AS Degree; CSU transferable.

400.1 DANCE PERFORMANCE & PRODUCTION I (.5 - 2.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

Classification: AA/AS Degree; CSU transferable.

400.2 DANCE PERFORMANCE & PRODUCTION II (.5 - 2.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

Classification: AA/AS Degree; CSU transferable.

400.3 DANCE PERFORMANCE & PRODUCTION III (.5 - 2.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

Classification: AA/AS Degree; CSU transferable.

400.4 DANCE PERFORMANCE & PRODUCTION IV (.5 - 2.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Expert level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY – FITNESS

112.1 CROSS TRAINING I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Class may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU transferable.

112.2 CROSS TRAINING II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU transferable.

112.3 CROSS TRAINING III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU transferable.

112.4 CROSS TRAINING IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An expert level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU transferable.

116.1 BODY CONDITIONING I (.5 or 1.0) (day or evening, distance education)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level.

Classification: AA/AS Degree; CSU transferable.

116.2 BODY CONDITIONING II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and personal fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level.

Classification: AA/AS Degree; CSU transferable.

116.3 BODY CONDITIONING III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level.

Classification: AA/AS Degree; CSU transferable.

116.4 BODY CONDITIONING IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction and personal fitness program development on an expert level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an expert level.

Classification: AA/AS Degree; CSU transferable.

235.1 BOOT CAMP I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at a beginning level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated.

Classification: AA/AS Degree; CSU transferable.

235.2 BOOT CAMP II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an intermediate level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated.

Classification: AA/AS Degree; CSU transferable.

235.3 BOOT CAMP III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A group exercise class that mixes traditional calisthenic and body weight exercises with interval and strength training at an advanced level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated.

Classification: AA/AS Degree; CSU transferable.

235.4 BOOT CAMP IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A group exercise class that mixes traditional calisthenic and body weight exercises with interval training and strength training at an expert level. Modern fitness techniques such as plyometrics and agility and strength training exercises will be incorporated.

Classification: AA/AS Degree; CSU transferable.

301.1 SPINNING I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

301.2 SPINNING II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

301.3 SPINNING III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

301.4 SPINNING IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: An expert level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

334.1 YOGA I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities.

Classification: AA/AS Degree; CSU transferable.

334.2 YOGA II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students.

Classification: AA/AS Degree; CSU transferable.

334.3 YOGA III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; CSU transferable.

334.4 YOGA IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at an expert level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; CSU transferable.

335.1 PILATES I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at a beginning level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; CSU transferable.

335.2 PILATES II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; CSU transferable.

335.3 PILATES III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; CSU transferable.

335.4 PILATES IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at an expert level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY - INDIVIDUAL

121.1 BADMINTON I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles.

Classification: AA/AS Degree; CSU transferable.

121.2 BADMINTON II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles.

Classification: AA/AS Degree; CSU transferable.

121.3 BADMINTON III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced instruction in badminton with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles.

Classification: AA/AS Degree; CSU transferable.

121.4 BADMINTON IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction with an emphasis on expert level strategy, footwork, doubles team work, and singles games in the sport of badminton. Tournament play in singles and doubles.

Classification: AA/AS Degree; CSU transferable.

251.1 TENNIS I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play at a beginning level; testing program in all tennis skills and rules.

Classification: AA/AS Degree; CSU transferable.

251.2 TENNIS II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held.

Classification: AA/AS Degree; CSU transferable.

251.3 TENNIS III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction on the skills of tennis at the advanced level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held.

Classification: AA/AS Degree; CSU transferable.

251.4 TENNIS IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction on the skills of tennis at the expert level. Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY – TEAM

111.1 BASKETBALL I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; CSU transferable.

111.2 BASKETBALL II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; CSU transferable.

111.3 BASKETBALL III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

111.4 BASKETBALL IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an expert level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; CSU transferable.

148.1 INDOOR SOCCER I (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive/defensive systems at a beginning level.

Classification: AA/AS Degree; CSU transferable.

148.2 INDOOR SOCCER II (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive/defensive systems at an intermediate level.

Classification: AA/AS Degree; CSU transferable.

148.3 INDOOR SOCCER III (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level.

Classification: AA/AS Degree; CSU transferable.

148.4 INDOOR SOCCER IV (.5 or 1.0) (day or evening)

Justification: This course has been created in response to the new repeatability regulations. Families of courses have been leveled to show progression from the most fundamental to the most advanced.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an expert level.

Classification: AA/AS Degree; CSU transferable.

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION:

CHINESE

221 Colloquial Chinese I, Advanced Elementary

COMPUTER AND INFORMATION SCIENCE

128 Mobile Web App Development

200 Capstone Project – CIS

ENGINEERING

270 Materials Science

KINESIOLOGY - FITNESS

116.1 Body Conditioning I

NURSING

615 Pharmacology for Nurses: Practical Applications

PROPOSED PROGRAM ADDITIONS

College of San Mateo proposes to offer an Associate Degree, and/or Certificate of Achievement (18 units or more, state approved), and/or Certificate of Specialization (fewer than 18 units, not state approved) in the following programs:

COMPUTER AND INFORMATION SCIENCE

Web and Mobile Application Development – Associate in Science Degree (31-35 units + General Education and other requirements for the Associate Degree)

Web and Mobile Application Development – Certificate of Achievement (31-35 units)

KINESIOLOGY

Group Fitness Instructor – Certificate of Specialization - (6 units)

PROPOSED PROGRAM DELETION

GLOBAL STUDIES

Global Studies – Certificate of Specialization – (15 units)

BOARD REPORT NO. 13-5-1B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Susan Estes, Vice President, Instruction, College of San Mateo, 574-6404

**APPROVAL OF MODIFICATION TO COLLEGE OF SAN MATEO'S
DIVERSITY STATEMENT**

College of San Mateo has made minor revisions in wording to its Diversity Statement to ensure the statement is in alignment with the Mission Statement and Institutional Priorities. College of San Mateo's College Council approved these revisions at its May 1, 2013 meeting.

RECOMMENDATION

It is recommended that the Board approve the revised College of San Mateo Mission Statement, as shown on the attached.

College of San Mateo Diversity Statement:

College of San Mateo maintains ~~as an institutional priority~~ a policy of inclusiveness that recognizes, values, and reflects the diversity of the community ~~we it serves~~. As an academic institution, ~~we the college~~ fosters a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. ~~We~~The college abides by the principle of equal opportunity for all without regard to gender, color, race, ethnicity, national origin, religion, age, economic background, sexual orientation, and physical, learning, and psychological differences.

BOARD REPORT NO. 13-5-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

CONSIDERATION OF SERVICE AWARD FOR 2012-2013 STUDENT TRUSTEE

Currently, the Student Trustee earns a maximum of \$281.50 per month for serving as Trustee. Prior to January 2013, when the Board received a compensation increase, the Student Trustee earned a maximum of \$268 per month. The Student Trustee is eligible, at the Board's discretion, for an additional \$3,288.50 service award if s/he has fulfilled the duties of the position for a 12-month period. The amount has been determined with consideration of the compensation increase.

Student Trustee Bailey Girard has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office as specified in the Education Code and Board Policies.

RECOMMENDATION

It is recommended that the Board authorize payment of a \$3,283.50 service award to Student Trustee Bailey Girard, in accordance with Board Policy 1.05.

BOARD REPORT NO. 13-5-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ELECTION OF BOARD OF TRUSTEES VICE PRESIDENT-CLERK

Neither the Education Code nor Board policies specify a method of succession for officers of the Board of Trustees should a vacancy occur. In absence of law and/or policy, County Counsel has advised staff that Robert's Rules of Order should be followed. Robert's Rules states that ". . . in case of the illness or resignation or death of the president the first vice president becomes president for the unexpired term, unless the rules specify how vacancies shall be filled." Accordingly, Trustee Karen Schwarz has assumed the office of president upon the resignation of Trustee Helen Hausman, and the office of Vice President-Clerk is now vacant.

RECOMMENDATION

It is recommended that the Board elect a member of the Board to serve as Vice President-Clerk until the Board's annual reorganization in December 2013.

BOARD REPORT NO. 13-5-104B

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

APPROVAL OF ADDITIONS AND REVISIONS TO BOARD POLICIES:

1.05 STUDENT TRUSTEE

1.40 MEETINGS OF THE BOARD

2.29 SEXUAL ASSAULT EDUCATION, PREVENTION, AND REPORTING

2.35 USE OF DISTRICT COMMUNICATIONS SYSTEMS

6.21 GRADING AND ACADEMIC RECORD SYMBOLS

7.21 SPEECH: TIME, PLACE AND MANNER

8.13 PUBLIC SAFETY ON DISTRICT PROPERTY

In the continuing effort to review and update Board Policies, additions and revisions to the above referenced policies are recommended.

Policy 1.05 – the change in item (5) was recommended by the District Student Council.

Policy 1.40 – the change in item (3) reflects a requirement in the Education Code.

Policy 2.29 – provides links to Public Safety Department documents for additional information; adds additional legal references.

Policy 2.35 – reflects changes recommended as a result of discussions between AFT representatives and District staff.

Policy 6.21 – reflects the addition of plus/minus grading as approved by the Board on April 24.

Policy 7.21 – new, legally required policy; language was agreed upon as a result of discussions between AFT representatives and District staff.

Policy 8.13 – adds links to Public Safety Department documents for additional information.

Policy 6.21 is within the purview of the District Academic Senate and was presented to the District Participatory Governance Council (DPGC) as an information item. The remaining policies were approved by DPGC at its May 6th meeting.

RECOMMENDATION

It is recommended that the Board approve the additions and revisions to Board Policies as shown on the attached.

**CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.05 (BP 2015 and 2105)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 1.05 Student Trustee
Revision Date: ~~4/12~~ xx/xx
Policy Reference: Education Code Section 72023.5

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

1. A Student Trustee shall serve a one-year term as a nonvoting member of the Board beginning June 1 each year. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to may participate in discussion of issues and receive all materials presented to members of the Board (except for closed session materials). The rights of the Student Trustee shall be limited to those mandated in the Education Code except that the Student Trustee shall have the right to make or second motions and will have the right to exercise an advisory vote. The responsibilities of the Student Trustee shall be those mandated by the Education Code and those approved by the Board including:
 - a. The Student Trustee shall be responsible and accountable to the students of the District and their elected officers.
 - i. The Student Trustee shall study the documents that are presented to the Board of Trustees at regular meetings and study sessions and represent student interests on these matters before the Board.
 - ii. The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees. In addition, the Student Trustee shall attend Student Council meetings at the Colleges when deemed appropriate.
 - iii. Through the District Student Council, the Student Trustee shall keep the Student Council at each College informed about issues brought before the Board of Trustees and shall seek student input on these issues.
2. To be eligible to serve as a Student Trustee, a person must meet all statutory requirements, including:
 - a. Be currently enrolled in one of the Colleges of the San Mateo County Community College District.

1.05 Student Trustee (continued)

- b. Maintain enrollment in at least six semester units during the election period and throughout the Student Trustee's term of office, and meet and maintain the minimum standards of scholarship as described in Section 7.35 of Rules and Regulations.
 - c. Not concurrently hold any recognized Associated Student government position in the three Colleges of the San Mateo County Community College District while holding the office of Student Trustee. Students who wish to run for Student Trustee may not be a candidate for President or Vice President of any Associated Students organization.
 - d. Run for the office of Student Trustee at only one campus.
 - e. A student is not required to give up employment with the District in order to be seated as the Student Trustee.
3. Election of Student Trustee nominees by students from each of the three Colleges shall take place by March 30 of each year. The manner, place, and time of the election shall be determined by the Associated Students at each College. The Associated Students shall make every effort to schedule elections on different days at the Colleges.
4. A panel of seven students (two student body officers from each College, selected by the Student Government, and the outgoing Student Trustee) shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee. None of the members of the panel may be a candidate for the position of Student Trustee. If there is no outgoing Student Trustee to serve on the panel, the District Student Council shall select an alternate member to serve on the panel. Four votes shall be required for election, and the process must be completed by April 15.
 - a. If there is a 3-3-1 tie vote, the candidate with the least amount of votes will be dropped, and the panel will re-vote. Before a vote is taken, the candidates may be re-interviewed.
 - b. If there is a 3-2-2 tie vote, the panel will vote only on the candidates who have two votes, to break the tie, and the candidate with the least amount of votes will be eliminated. The panel will vote on the remaining two candidates. Before a vote is taken, the candidates may be re-interviewed.
 - c. If the panel is unable to elect one of the nominees to be seated on the Board by April 15 of each year, the Chancellor shall select, by lot, the student to be seated on the Board.
5. The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by ~~the District Student Council and shall be considered passed by simple majority~~ at least two of the Associated Students Councils, with a two-thirds vote at each campus.
6. If a vacancy should occur during the Student Trustee's one-year term, the panel described in 1.05(4) shall convene to elect one of the remaining nominees to be seated as Student Trustee. Any College which does not have a previously elected nominee may hold a special election to select a nominee. Such nominee(s) shall be considered by the panel together with the nominee(s) from the other College(s). If the panel is unable to select from among the nominees, the Chancellor shall select, by lot, one of the nominees to fill the vacancy.
7. A student may serve as Student Trustee for only two terms, whether served consecutively or with a break in service.
8. The District shall provide monthly compensation to the Student Trustee for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code. In addition, the Board of Trustees may award the Student Trustee a service award as follows:

1.05 Student Trustee (continued)

- a. One payment annually, payable May 31 at the end of his/her term of office. In order to receive the payment, the Student Trustee must have been in office and fulfilled his/her duties as outlined in this section for the entire 12-month period.
 - b. Each annual payment will be equal to the total of 12 monthly compensations.
 - c. The Board of Trustees reserves all discretion for any partial allocation in case of extraordinary circumstances beyond the Student Trustee's control causing early termination of term of office.
9. Transportation allowance for travel necessary to attend Board meetings and to attend to other official District business as authorized by the Board shall be provided for the Student Trustee at the same rate as that established for other Trustees. The student trustee may, upon prior approval by the President of the Board, attend conferences and be reimbursed for expenses associated with the approved conferences. The Student Trustee shall also receive the same health and welfare benefits as are provided to Board members.

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.40 (BP 2305, 2310, 2315, 2320, and 2365)

BOARD POLICY
San Mateo County Community College District

Subject: 1.40 Meetings of the Board
Revision Date: ~~2/12~~ xx/xx
Policy References: Education Code Sections 72000(c)(2)(A), 72000(d), 72122, 72129; Government Code Sections 54952.2, 54953 et seq., 54954.3(a), 54956, 54956.5, 54956.8, 54956.9, 54957, 54957.6, 54961, **6250 et seq.** and 11125.4

1. All meetings of the Board shall be open to the public, except that the Board may hold closed sessions for purposes specifically exempted from the open meeting laws of the State of California.
2. The rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Board in all cases unless they are inconsistent with the Education Code, other State or Federal laws or District Rules and Regulations.
3. Any audio or video recording of an open and public Board meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. Any such recordings shall be maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceeding. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

4. Annual Organizational Meeting

The Board shall hold an annual organizational meeting within the time frame specified in the Government Code. The purpose of the annual organizational meeting is to elect the President, Vice president-Clerk, Secretary and a representative to the County Committee on School District Organization, and to conduct any other business as required by law or determined by the Board. The organizational meeting shall take place within the regularly scheduled meeting held during the first two weeks of December and shall comply with notification procedures contained in the Education Code. Newly elected members of the Board shall be notified of the date, time, and place of the organizational meeting fifteen (15) days in advance of the meeting.

5. Regular Meetings

- a. The regular meetings of the Board shall normally be held on the second and fourth Wednesday of each month in the Board of Trustees Meeting Room, District Administration Building. Roll call will be held at 6:00 p.m. and the public session of the meeting will begin at that time. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at

1.40 Meetings of the Board (continued)

least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

- b. The date, time and place of the regular meeting may be changed by action of the Board. In the event of a change of meeting date, time, or place, the Secretary for the Board shall take appropriate steps to inform the public and representatives of the news media of the change in advance of the meeting.
- c. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
- d. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

6. Special Meetings

- a. Special meetings of the Board may be called by the President of the Board or by a majority of the members of the Board or by the Chancellor of the District when approved by the President of the Board.
- b. Members of the Board shall be notified of the meeting by the Secretary for the Board at least twenty-four (24) hours in advance of the meeting. Notice of such meetings shall be posted at least twenty-four (24) hours before the time of the meeting, and shall be noticed in accordance with the Brown Act.
- c. Such notice shall also be provided to representatives of the news media who have requested such notification.
- d. No business shall be transacted at a special meeting other than that specified in the call.

7. Emergency Meetings

- a. Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.
- b. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
- c. The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

8. Adjourned Meetings

Adjourned meetings may be held as the business of the Board requires.

9. Closed Sessions

- a. Closed sessions of the Board shall be held only as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code.
- b. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session.

1.40 Meetings of the Board (continued)

- c. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.
- d. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
- e. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

10. Hearing on the Budget

A public hearing on the budget shall be held prior to adoption of the budget as required by law.

CHAPTER 2: Administration
BOARD POLICY NO. 2.29 (BP 3520, 3540)

BOARD POLICY
San Mateo County Community College District

Subject: 2.29 Sexual Assault Education, Prevention, and Reporting
Revision Date: ~~10/09~~ xx/xx
Policy References: California Education Code Sections 67381, 67382, 67385 and 67385.7; 20 U.S. Code Sections 1092(f) and 1232g(b)(7)(A) (Campus Sex Crimes); 34 C.F.R. Section 668-46(b)(11); Penal Code Sections 290, 290.01 and 290.95; 42 U.S. Code Section 14071

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1. Any sexual assault or physical abuse, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.
 2. The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in the Education Code and Code of Federal Regulations.
 3. The District and Colleges will provide information to all SMCCCD faculty, staff, and registered students on the definition of sexual assault, how to prevent it and how to report it if assaulted.
 4. The Colleges shall disseminate this information through means such as the student/staff handbooks, District and College websites and orientations to the Colleges. The District Vice Chancellor of Human Resources and Vice Presidents of Student Services may take additional steps to disseminate the information Districtwide and at each College.
 5. The District/Colleges will develop partnerships with community agencies that provide support and assistance to sexual assault victims.
 6. All Managers shall be educated on the prevention of sexual assault and how to report any incidents of such assaults on a student, employee or visitor to a campus, whether the assault occurred on campus or not.
 7. **Additional information and procedures regarding this matter can be found at:**

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/2012%20SMCCCD%20Annual%20Public%20Safety%20and%20Security%20Report1.pdf> and

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/Department%20of%20Public%20Safety%20Policy%20Manual.pdf>

CHAPTER 2: Administration
BOARD POLICY NO. 2.35

BOARD POLICY
San Mateo County Community College District

Subject: 2.35 Use of District Communications Systems

Revision Date: ~~2/11~~ xx/xx

Policy References: Title 5, Section 18801

1. The District ~~has three internal~~ maintains three communications systems which provide the opportunity for electronic and other communications between the District as employer, employees and students. These systems consist of a) the internal mail system (traditional paper-based communications); b) the electronic mail (email) system; and c) the phone mail system. These systems exist to facilitate the work of the District. ~~While the District respects employees' rights to privacy in the workplace, employees, students and others should realize that communications using District systems are not always private. The District may access these communications pursuant to the provisions set forth in Policy 2.34, section 4.~~
2. When conducting the District's business, all employees have the right to use any or all of the District's communications systems, subject to resource limitations. When a mass distribution of information to employees or students is required, the email system shall normally be used.
3. ~~District employees, students and others may use the District's email or telephone systems pursuant to Board Policy 2.34 and as is consistent with Federal, State and local laws and regulations.~~
- ~~3.4.~~ The email addresses of students may be used by appropriate College and District personnel (as determined by the College Vice President of Student Services or designee) to communicate with students about important information related to their attendance at the College unless the student has specifically requested that the email address not be used. Students who do not want their email addresses used can opt out by contacting the Records Officer at the College (see Board Policy 7.28).
- ~~4.5.~~ Material distributed to employees and students must comply with ~~District Rules and Regulations Section 2.30, Policy on Political Activity, and~~ all other Federal, State and local regulations regarding public employees and political campaigns.
- ~~5.6.~~ The exclusive representatives of employees may have access to email and individual mailboxes of the internal mail system to communicate with employees regarding Union business, and recognized student organizations may have access to the internal mail system to communicate with staff regarding approved student activities, subject to the following regulations:
 - a. ~~In compliance with Federal Private Express statutes, neither District personnel nor District resources may be used to deliver the material via the internal mail system to employees; i.e., a representative of the exclusive representative or of the student organization must deliver the materials directly to the employee mailboxes at each District site.~~ Neither District personnel nor District resources may be used to deliver bulk mailing material via the internal mail system to be placed in employees' mailboxes. A representative of the exclusive representative or of the student organization must deliver all bulk mail materials directly to the employee mailboxes at each District site.

2.35 Use of District Communications Systems (continued)

- b. Materials distributed by recognized student organizations must comply with College time, place and manner regulations **as set forth in Board Policy 7.21.**
 - c. **Violation of these regulations by exclusive representatives of employees or a recognized student organization may result in the employee's or student's temporary loss of access to District internal mail, email and phone systems.**
- ~~6. Any other use of District communications systems by organizations or individuals within the District must be approved by the College President at the College level or the Executive Vice Chancellor for the District.~~
- 7. Outside organizations will not be allowed to access District communications systems to distribute informational or commercial materials. Materials from outside organizations that are properly addressed and stamped and delivered to the District site by the U.S. Postal Service will be delivered to employees.
 - 8. The District will not provide employee or student names, mailing addresses or email addresses to an outside organization.
 - 9. If material from an outside organization is delivered to a District mail location without the proper postage and cancellation, the organization will be contacted and asked to retrieve the material, or the material will be destroyed.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.21 (BP 4230)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.21 Grading and Academic Record Symbols
Revision Date: ~~10/09~~ xx/xx
Policy References: Title 5 Sections 55023 and 55024

1. Courses shall be graded using the grading system established by Title 5.
 - a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive 4 points and the lowest grades shall receive 0 points using only the following evaluative symbols.
 - b. Grading Symbols

i. A	Excellent	4.0 points
ii. A-	Excellent	3.7 points
iii. B+	Good	3.3 points
iv. B	Good	3.0 points
v. B-	Good	2.7 points
vi. C+	Satisfactory	2.3 points
vii. C	Satisfactory	2.0 points
viii. D+	Passing, less than satisfactory	1.3 points
ix. D	Passing, less than satisfactory	1.0 point
x. D-	Passing, less than satisfactory	0.7 points
xi. F	Failing	0 points
xii. P	Passing (At least satisfactory – Units not counted in GPA)	
xiii. NP	No Pass (Less than Satisfactory – Units not counted in GPA)	
 - c. Non-evaluative Symbols: Only the following non-evaluative symbols are authorized:
 - i. I – Incomplete - This symbol is to be used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Dean of Admissions and Records or the designee of the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the faculty member will be entered in the permanent record. The "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The "I" symbol shall not be used in calculating units attempted nor for grade points.

6.21 Grading and Academic Record Symbols (continued)

ii. IP – In Progress:

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “In Progress,” but that assignment of the evaluative symbol (grade) must wait its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the students permanent record for the term in which the course is completed.

iii. RD – Report Delayed: The “RD” symbol may be assigned only by the Dean of Admissions and Records or the designee of the responsible Vice President, for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student’s control. It is to be replaced by a permanent symbol as soon as possible. The “RD” shall not be used in the calculation of grade point average.

iv. W – Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

v. MW – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

CHAPTER 7: Student Services
BOARD POLICY NO. 7.21 (BP 3900)

BOARD POLICY
San Mateo County Community College District

Subject: 7.21 Speech: Time, Place and Manner
Adoption Date: xx/xx
Policy Reference: Education Code Sections 66301 and 76120; California Code of Civil Procedure Section 527.3

1. Public expression in the form of freedom of speech and advocacy is a fundamental American right and an essential element in the marketplace of ideas of higher education. The Board of Trustees recognizes that fostering free speech and encouraging the broad expression of diverse views are essential to the District's goal of offering a rich educational environment. At the same time, in order to carry out its mission of teaching and public service, the District must maintain conditions under which the work of its faculty, students, and staff can be carried out freely, effectively and safely. The District interprets and applies State and Federal Constitutional provisions concerning freedom of expression in a broad and flexible manner so as to allow all views to be expressed while continuing to carry on the colleges' mission of learning, research, and service. This protection of freedom of expression is within the District's mission of learning. This policy is intended to ensure that free speech activities on District campuses are fostered while at the same time preventing unreasonable interference or conflict with the educational, research, outreach, and other functions of the District and its campuses.
2. No restrictions shall be placed on the subject matter, topics or viewpoints expressed by students, employees or members of the public, as long as it does not include expression which is obscene, libelous, slanderous or illegal according to current legal standards; or where such speech advocates for the use of force or law violation and where such advocacy is directed to inciting or producing lawless action on District property and is likely to incite or produce such action or the unreasonable disruption of classroom or college or district activities or operations. The District shall have no content-based nor viewpoint-based restrictions on speech.
3. Employment by the District does not in any way restrict or limit the Federal First Amendment and California Constitutional right to freedom of expression and political activity that employees enjoy as members of their communities during non-work time. Employees are free to speak and write publicly on any issue, as long as they do not indicate they are speaking on behalf of the District. During work hours, District employees have the right to express their opinions which relate, directly or indirectly, to their professional activities or education, in the classroom, in participatory governance meetings, at college sponsored functions and in other settings.
4. In the spirit of open discussion and freedom of expression, any individual or group may use campus and District exterior spaces, including lawns, plazas, quadrangles, patios, and similar or related open spaces on the College campuses and District grounds for the free exercise of academic freedom and free expression, subject to the regulations and the restrictions of this policy.
5. As a publicly financed California community college district, the District recognizes that students, employees and members of the public are free to exercise their rights of free expression and academic freedom on its premises, subject to the requirements and the restrictions of this policy, which are and

7.21 Speech: Time, Place and Manner (continued)

must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.

- a. Areas of the District which are enclosed, such as meeting rooms, auditoriums, classrooms and similar areas periodically may be designated by the District as designated public forums, where freedom of expression is protected, as determined by the circumstances.
 - b. While classrooms are intended for educational purposes, the District may designate a classroom as a designated public forum for a particular event or debate. Generally, a classroom environment is one in which academic freedom protects expression, although subject to the reasonable regulations of the instructor in charge, and other reasonable time, place and manner rules.
 - c. Even when used for educational purposes, classrooms are protected by principles of academic freedom, and comments made in classrooms by those expected to be there are protected by principles of free speech.
6. In order to protect the safety of all individuals on campus and to prevent the unreasonable interference with the educational, research, outreach, and other functions of the District and its campuses, the following content-neutral and narrowly tailored time, place and manner restrictions, designed to serve a significant public interest will apply to all public forums on campus. Speakers and organizers must:
- Allow the District's regularly scheduled classes, research, events, ceremonies and normal and essential operations to proceed without unreasonable interference.
 - Allow parking and the flow of vehicular and pedestrian traffic.
 - Allow the ingress and egress to and from all buildings.
 - Allow a group that has reserved the space to use it. An individual or group with a reservation will have priority in the use of the location.
 - Allow a speaker or performer to be seen and heard by the audience.
 - Maintain a noise level that allows classes, campus events and operations to occur without unreasonable interference. The use of sound amplification shall normally be allowed, except where such sound amplification creates noise or diversion that unreasonably disrupts classroom, College or District activities or operations
 - Assure that actions do not create an imminent health or safety hazard.
 - Assure that actions do not destroy District property
7. Because it is the District's intention to assure maximum use of its grounds for free expression and in compliance with the California Civic Center Act, reservations normally shall be made to the District to ensure that a location is available for use at a specific date and time. An individual or group with a reservation will have priority in the use of the location. The District shall not deny a reservation application based on the speech content of the proposed activity or on the viewpoint of the individual(s) or group.

The District shall not prohibit speech or expressive activity on its campuses and grounds solely because the individual(s) or group did not make or does not have a reservation. Any District denial of a reservation application shall be in writing and may be appealed to the Chancellor, who shall respond promptly in writing to the appeal.

The District shall deny a reservation or restrict speech or an event only when there is clear and convincing evidence that:

7.21 Speech: Time, Place and Manner (continued)

- a. The event is likely to lead to an unreasonable disruption of previously scheduled campus activities or the conduct of education;
 - b. The location is unsuitable based on demonstrable health, safety or fire code restrictions;
 - c. The use or activity would present danger to the health, safety of people; or
 - d. The activity is prohibited by law
8. Peaceful marches and picketing are permitted in the designated public forums of the District.
 9. There shall not be restrictions on the right of students, employees and members of the public to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia, except as is limited by the reasonable time, place and manner restrictions of this policy, which are and must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.
 10. Nothing in this policy shall prohibit the regulation of hate violence (as defined by subsection (a) of Section 4 of Chapter 1363 of the Statutes of 1992) directed at members of the District community in a manner that denies their full participation in the educational process, so long as the regulation conforms to the requirements of the First Amendment of the United States Constitution, and of Section 2 of Article 1 of the California Constitution.

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.13 (BP 3500, 3501, 6520 and 7600)

BOARD POLICY
San Mateo County Community College District

Subject: 8.13 Public Safety on District Property

Revision Date: ~~3/12~~ xx/xx

Policy References: Education Code Sections 67380(a)(4), 72330 et seq. and 81600 et seq.; Government Code Sections 3300 et seq.; Penal Code Sections 626.9 and 626.10; 34 Code of Federal Regulations Part 668.46(b)(3)

1. The Board is committed to a safe and secure District work and learning environment. To that end, each College shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and staff. The campus safety plan shall include availability and location of public safety personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.
2. The District shall maintain a Public Safety Service to provide for the safety and security of persons and facilities under the District's jurisdiction at each District location. The District Public Safety Service is not a police force or a primary law enforcement agency. The Service is assigned responsibility for enforcing parking regulations; protecting persons from injury and property from vandalism, fire, theft and other hazards; and other related duties as determined by the College administration.
3. In order to deter crime, prevent vandalism and maintain a safe and secure environment for students and staff, the District may employ electronic surveillance in and around buildings, parking lots and roadways. The District will not use electronic surveillance to monitor employees' work or work habits.
4. When electronic surveillance is employed, surveillance devices may be monitored and reviewed by personnel authorized by the College President or Chancellor. If suspicious activity is observed, District staff will respond appropriately and may call local law enforcement for assistance. If criminal activity is suspected, the records may be turned over to the appropriate law enforcement authority. Digital records will normally be maintained by the Public Safety Offices for a period of up to three months and then destroyed.
5. In order to provide Public Safety Services, the District may employ or contract with any or all of the following: (a) public safety officers, who may or may not also be sworn peace officers; (b) security services from a private firm; (c) security services from government law enforcement agencies; and (d) safety assistants.
6. Every public safety officer who works more than 20 hours per weeks shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). If an officer is required to carry a firearm, he or she shall also satisfy the training requirements of Section 832 of the Penal Code. Every public safety officer shall meet other requirements set out in Education Code Section 72330.5.

8.13 Public Safety on District (continued)

7. Public Safety Officers and contracted officers from outside agencies (either private or governmental) may be authorized by the College President to wear firearms on College property, or on or about other grounds or properties owned, operated, controlled or administered by the District. Such authorization may be granted only after the officer presents proof of successful completion of firearms training as prescribed by the California Commission on Peace Officer Standards and Training. The Chancellor shall be notified if the College President authorizes a Public Safety Officer to carry firearms.
8. Public Safety Officers must wear the official uniform prescribed by the District at all times while on duty. The District shall provide uniforms for the officers in conformance with the collective bargaining agreement governing employment of classified employees. Contracted Security Officers from outside agencies (private or governmental) shall wear uniforms acceptable to the District at all times while on duty. Clothing other than the prescribed uniform may be authorized by the appropriate administrator when circumstances dictate the need.
9. A policy manual shall be developed for use by those employed as Public Safety Officers in the District.
10. The Public Safety Department shall annually produce an Annual Security Report, in compliance with the Clery Act.
11. The Director of Public Safety or a designee will develop timely warning and immediate notification protocols for the San Mateo County Community College District to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the college community. These warnings will be distributed if the incident is reported either to San Mateo County Community College District Public Safety Department directly or to San Mateo County Community College District Public Safety Department indirectly through a campus security authority or local police department.
12. Firearms or other weapons shall be prohibited on any college or district center or in any facility of the District except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.
13. The Chancellor shall establish procedures for security and access to District facilities. The Chancellor shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment and information from theft, loss or significant damage.
14. **Additional information regarding this matter can be found at:**

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/2012%20SMCCCD%20Annual%20Public%20Safety%20and%20Security%20Report1.pdf> and

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/Department%20of%20Public%20Safety%20Policy%20Manual.pdf>

BOARD REPORT NO. 13-5-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Interim Dean of Business, Workforce, and Athletics, Cañada College

**RECOMMENDATION TO ENTER INTO COOPERATIVE AGREEMENT BETWEEN
LOCUSPOINT NETWORKS AND KCSM-TV**

KCSM-TV, a full power non-commercial UHF transmission facility licensed by the Federal Communications Commission (FCC), has been on the College of San Mateo campus for almost 50 years. It has been supported through membership dues and subsidized by the General Fund of the San Mateo County Community College District (SMCCCD). The Board of Trustees determined that no more general fund money would go into supporting KCSM-TV and made the decision to sell KCSM-TV in June 2011.

In July 2011, District staff began work to create a Request for Proposal (RFP) to solicit bidders to acquire the assets of KCSM-TV and to take assignment of the station licenses. Because of the unique nature of this sale, a team was formed to create and manage the unusual RFP through the sale process. This team consists of District staff Jan Roecks, Director of General Services (currently Interim Dean of Business, Workforce, and Athletics at Cañada College) and Marilyn Lawrence, General Manager of KCSM; Attorney Lawrence Miller, who specializes in FCC law with the law firm Schwartz, Woods & Miller; and Eugene Whitlock, County Counsel for the District.

This initial RFP focused on attracting qualified bidders under the FCC's rules to hold a non-commercial license. The objective of the proposal was for the license for KCSM-TV to be transferred to the successful bidder as well as the lease to Suro Tower and the transmitter and related equipment. Evaluation criteria of the RFP included the bidder being able to meet FCC eligibility rules for assignment of a non-commercial license; meeting the FCC's requirement for a governing board representative of the local community; price offered; source of funding including evidence of the source of cash; and terms of financing. This process ultimately ended in rejection of all bids.

The team developed a second RFP soliciting qualified bidders under the FCC's rules to hold a non-commercial license as defined in the initial RFP, or to partner with SMCCCD in the upcoming FCC spectrum auction. The second RFP was released on December 20, 2012. The District had an optional Pre-Bid meeting on January 15, 2013. The objective of this meeting was to meet with prospective bidders, give a brief overview of the bid process, answer questions, and tour the KCSM-TV station. Eight companies attended the pre-bid meeting.

Bids were due on February 20, 2013. The District received four bids:

- Minority Television Project, Inc.
- Oriental Culture and Media Center of Southern California
- LocusPoint Networks
- Public TV Financing

The team reviewed the four bids. The results are tallied in this table:

	Oriental Culture & Media Center	Minority Television Project, Inc.	Public TV Financing	Locus Point Networks
Station Purchase or Auction Partner	Purchase	Purchase and Sell at auction-combine with KMTP	Partner Subsidy + share of spectrum auction-Requires spectrum sharing agreement	Partner Subsidy + share of spectrum auction
Meet FCC Ownership Requirements	Unclear	Yes	District to run the station until auction	District to run the station until auction
Meet FCC Localism Requirements	Unclear	Yes	District to run the station until auction	District to run the station until auction
Meet FCC Education Program Requirements	Yes	Yes	District to run the station until auction	District to run the station until auction
When Paid	At FCC Approval	At FCC Approval + Balance After Spectrum Auction	Payment begins upon signing agreement Annual subsidy	Quarterly payments begin 7/1/13
Source of Funds	Not Disclosed	Usual Public TV sources	Disclosed Holdings	Disclosed Holdings

The bids were evaluated based on either the price offered or the value of the total package for a cooperative arrangement looking towards the FCC reverse spectrum auction. Additionally, the team evaluated the ability of the bidder to demonstrate their ability to fund the offer.

In our analysis, we reviewed Oriental Culture & Media Center's proposed purchase of the station. Upon investigation it was not clear if they could meet the localism and ownership requirements. In any event, the bid was extremely low, and the timing for the transition was uncertain.

Minority Television Project, Inc. (MTP) is a non-profit corporation and licensee of the noncommercial broadcast television station KMTP TV. MTP proposed to purchase the station with funds from traditional public broadcasting sources including viewer donations, corporate campaigns, capital campaigns and foundation grants. This traditional funding has not been successful for the past 10 years for KCSM-TV, even with its expertise in trying to raise such funds. Additionally, MTP offered as security a Promissory Note and liens upon any future sale of physical assets and/or the proceeds of a sale of the license in the FCC spectrum auction. The team's evaluation of this proposal determined that it was not in the District's best interest to pursue given the lack of identified funding.

Public TV Financing, LLC (PTVF) offered to subsidize existing operations until the KCSM-TV spectrum is tendered for auction and to make an upfront payment as its good faith consideration. This proposal supposes that the District will enter into a spectrum sharing arrangement with a neighboring broadcast licensee which allows KCSM-TV's spectrum assets to be offered at the FCC spectrum auction. The District would share auction proceeds with the other broadcast licensee as part of that partnership agreement. PTVF would be reimbursed from the District's share of the auction proceeds. The District would then continue to operate a public television station in partnership with or alongside the other licensee. Finding a suitable broadcasting partner could be problematic and this proposal, if implemented, would not end the District's ownership and operation of a public television station as directed by the Board. It would also present a number of financial uncertainties.

The bid from LocusPoint commits to subsidizing station operations over an interim period in return for a percentage of proceeds from successful participation in the spectrum auction. Terms of the agreement will address timelines and provisions in the event of a successful or unsuccessful auction bid. Evidence of the funding for this proposal was substantiated in a letter from the bidder's bank. In negotiations with LocusPoint Networks, the team found LocusPoint to be knowledgeable about previous spectrum auctions and auction strategies and addressed differing scenarios such as: delays in the auction proceedings, the auction being cancelled, and the District's recourse in the event of any delay in payments from LocusPoint.

RECOMMENDATION

It is recommended that the Board approve the cooperative agreement with LocusPoint Networks and Station KCSM-TV in accordance with its response to the Request for Proposals.

BOARD REPORT NO. 13-5-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2013

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2013, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 6, 2013.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2012 and March 31, 2013.

	<u>Amount</u>		<u>Difference</u>	
	<u>03/31/12</u>	<u>03/31/13</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	\$ 23,439,981	2,259,126	(21,180,855)	(90.36)
Enrollment Fees	8,014,989	9,836,572	1,821,583	22.73
Non-Resident Tuition	1,905,987	2,410,309	504,323	26.46
Property Tax	7,374,948	64,679,218	57,304,269	777.01
Interfund Transfer	0	0	0	N/A
Other Income	3,590,952	3,346,282	(244,670)	(6.81)
Total Income	\$ 44,326,857	\$ 82,531,507	38,204,650	86.19
% of Budget	41.08%	71.50%		
Expenses:				
Academic Salaries	\$ 30,412,743	\$ 31,622,511	1,209,768	3.98
Classified Salaries	16,690,837	18,418,527	1,727,690	10.35
Administrative Salaries	4,822,619	5,161,952	339,334	7.04
Fringe Benefits	19,715,910	22,633,668	2,917,758	14.80
Supplies & Materials	1,568,733	1,918,273	349,540	22.28
Operating Expenses	7,795,640	7,900,227	104,588	1.34
Capital Outlay	54,482	88,558	34,076	62.54
Transfer Accounts	484,791	574,477	89,686	18.50
Bills & Salaries	\$ 81,545,754	\$ 88,318,194	6,772,440	8.31
% of Budget	66.64%	68.39%		

Total General Fund Income increased by 86.19% over last year, mainly due to the District's basic aid status; payment from Local Property Taxes was paid in full. On the other hand, we did not receive any State general tax apportionment. Total bills and salaries increased by 8.31% due to step increases, adjustment in salaries, rising cost in fringe benefits and operating expenditures.

Parcel Tax Fund - Below is financial data for the Parcel Tax Fund for the quarters ending March 31, 2012 and March 31, 2013.

<u>Expenses:</u>	<u>Amount</u>		<u>Difference</u>	
	<u>03/31/12</u>	<u>03/31/13</u>	<u>Amount</u>	<u>Percentage</u>
Academic Salaries	\$ 3,459,977	\$ 4,382,856	\$ 922,879	26.67
Classified Salaries	703,104	880,715	177,611	25.26
Administrative Salaries	0	0	-	N/A
Fringe Benefits	594,087	720,993	126,906	21.36
Supplies & Materials	46,075	75,526	29,451	63.92
Operating Expenses	149,252	56,608	(92,644)	(62.07)
Capital Outlay	0	0	-	N/A
Transfer Accounts	0	0	-	N/A
Bills and Salaries	\$ 4,952,495	\$ 6,116,697	1,164,202	23.51
% of Budget	50.96%	84.38%		

Bills and Salaries payment for Parcel Tax Fund increased by 23.51% compared with last year. 97.84% or \$5,984,564 of total payment incurred as of 03/31/13 was for salaries and benefits.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2011-2012 and 2012-2013, are listed below:

Restricted General and Other Funds

<u>Summary:</u>	<u>Amount</u>		<u>Difference</u>	
	<u>3/312012</u>	<u>03/31/13</u>	<u>Amount</u>	<u>Percentage</u>
Income	66,450,730	65,783,740	(666,990)	(1.00)
Bills & Salaries	99,916,035	89,212,970	(10,703,065)	(10.71)

Revenue from Other Funds decreased by 1.00% due to the decrease in State revenue for the Restricted General Fund. Payment for bills and salaries decreased by 10.71%, mainly due to the completion of Bond Capital Projects.

REPORT ON INVESTMENTS: As of March 31, 2013, the District had a deposit of \$37,332,485 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with a local bank were 0.28%, 0.78%, 1.30% and 0.05%, respectively. These deposits consisted of the following sources:

Fund	LAIF <u>Investment</u>	County Pool <u>Investment</u>	Money Market, <u>CD Investment</u>	Speccial <u>Deposit Bond</u>	Total <u>Investment</u>
Unrestricted General Fund	\$ 88,810	\$ -	\$ 22,739,218	\$ -	\$ 22,828,028
Capital Outlay Fund				5,000	5,000
Agency Fund (Benefits Reserve)	54,187	4,591,301	9,853,968	-	14,499,457
Total Investment	\$ 142,997	\$ 4,591,301	\$ 32,593,186	\$ 5,000	\$ 37,332,485

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Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

CHANGE THE PERIOD
Fiscal Year: 2012-2013
Quarter Ended: (Q3) Mar 31, 2013

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	113,826,726	118,163,257	110,904,919	115,367,628
A.2	Other Financing Sources (Object 8900)	7,518	328,985	2,755,621	62,835
A.3	Total Unrestricted Revenue (A.1 + A.2)	113,834,244	118,492,242	113,660,540	115,430,463
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	104,367,092	102,184,745	107,863,652	112,683,391
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,019,675	11,659,746	6,820,939	1,577,924
B.3	Total Unrestricted Expenditures (B.1 + B.2)	112,386,767	113,844,491	114,684,591	114,261,315
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,447,477	4,647,751	-1,024,051	1,169,148
D.	Fund Balance, Beginning	14,530,403	15,977,880	20,625,631	19,601,580
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	14,530,403	15,977,880	20,625,631	19,601,580
E.	Fund Balance, Ending (C. + D.2)	15,977,880	20,625,631	19,601,580	20,770,728
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.2%	18.1%	17.1%	18.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	23,405	21,713	19,530	19,679
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		4,772,192	-21,320,987	13,484,156
H.2	Cash, borrowed funds only		14,415,000	19,945,000	23,960,000
H.3	Total Cash (H.1 + H.2)	57,269,772	19,187,192	-1,375,987	37,444,156

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,247,986	115,424,628	82,475,212	71.5%
I.2	Other Financing Sources (Object 8900)	0	5,835	56,294	964.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	115,247,986	115,430,463	82,531,506	71.5%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	127,387,573	127,570,050	87,753,960	68.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,577,924	1,577,924	564,234	35.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	128,965,497	129,147,974	88,318,194	68.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,717,511	-13,717,511	-5,786,688	
L.	Adjusted Fund Balance, Beginning	19,601,580	19,601,580	19,601,580	
L.1	Fund Balance, Ending (C. + L.2)	5,884,069	5,884,069	13,814,892	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.6%	4.6%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

**San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING March 31, 2013**

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST-RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	15,605,601.58	2,498,034.54	15,864,596.71	34,484,484.45	117,837,838.77	3,352,720.94	45,296.06	-
Cash inflow from operations:								
Year-to-date Income	82,531,506.83		14,303,358.94	18,718,657.56	10,933,797.53	5,259,240.38	21,408,478.94	1,160,206.45
Accounts Receivable	4,767,475.95	200.00	408,478.07	44,831.23	1,044,896.89	5,947.81	305,923.29	344,619.61
Deferred Income	(6,393,764.06)	(640.86)	(1,620,961.36)		(74,442.50)	(17,985.00)	(148,600.00)	(656.00)
Cash awaiting for deposit	1,091,710.83							
Total Income	97,602,531.13	2,497,593.68	28,955,472.36	53,247,973.24	129,742,090.69	8,599,924.13	21,611,098.29	1,504,170.06
Cash outflow for operations:								
Year to date expenditure	88,318,194.42		14,718,635.55	27,184,548.37	16,516,725.47	7,017,896.29	21,770,164.78	8,005,000.00
Advances / Prepaid	(70,854.02)		(18,317.75)	-	-	675.00	-	-
Account Payable	929,806.82	(3,172,583.84)	1,139,201.77	-	1,383,387.62	152,691.34	908,385.23	-
Cash Balance From Operations	8,425,383.91	5,670,177.52	13,115,952.79	26,063,424.87	111,841,977.60	1,428,661.50	(1,067,451.72)	(6,500,829.94)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	(48.39)							
TRANS	23,960,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	86,445.83							52,744.54
County Pool Balance	-							11,245,089.79
Special Bond				-	5,000.00			-
C.O.P. & Others	9,205,830.50			197.38				9,702,452.30
Total Beg. Balance	9,292,276.33			197.38	5,000.00			21,000,286.63
Y.T.D. Investment Balance								
LAIF Balance	88,810.08							54,187.08
County Pool Balance	-							4,591,301.46
Special Bond				-	5,000.00			-
C.O.P./Bank CD	22,930,776.19			197.38	-			9,853,968.15
Y.T.D. Balance	23,019,586.27			197.38	5,000.00			14,499,456.69
Net Cash changes from Investment	(13,727,309.94)			-	-			6,500,829.94
Net changes from unrealized gain / (loss)	-							-
Cash Balance in County Treasury	18,658,025.58	5,670,177.52	13,115,952.79	26,063,424.87	111,841,977.60	1,428,661.50	(1,067,451.72)	(0.00)
Net Cash (Excluding TRANS & Trusts)	(5,301,974.42)	5,670,177.52	13,115,952.79	26,063,424.87	111,841,977.60	1,428,661.50	(1,067,451.72)	(0.00)