

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES REGULAR MEETING

July 24, 2013, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
 - *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
 - *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM 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 recorded; recordings are kept for one month.*
 - *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*
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6:00 p.m. **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

DEFERRED BUSINESS

Minutes

- 13-7-1 [Approval of the Minutes of the Regular Meeting of June 17, 2013](#)
- 13-7-2 [Approval of the Minutes of the Special Meeting of June 19, 2013](#)
- 13-7-3 [Approval of the Minutes of the Special Meeting of June 20, 2013](#)

Other Deferred Recommendation

- 13-7-2A [Recommendation for Administrator Employment Contract Renewals](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

STATEMENTS FROM EXECUTIVES

NEW BUSINESS

- 13-7-4 Approval of the Minutes of the Study Session of July 10, 2013
- 13-7-1A Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (combined with deferred personnel actions)
- 13-7-3A Adoption of Resolution No. 13-9 Regarding Employer Paid Member Contributions to the California State Teachers' Retirement System

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.

- 13-7-1CA Approval of Budgetary Transfers for the Period Ending May 31, 2013 and Adoption of Resolution No. 13-10 Authorizing Budget Transfers for 2012-13
- 13-7-2CA Disposition of District Records
- 13-7-3CA Declaration of Surplus Property

OTHER RECOMMENDATIONS

- 13-7-1B Approval of 2013 Self Evaluation Reports – Cañada College, College of San Mateo and Skyline College
- 13-7-100B Adoption of Resolution No. 13-11 for the Reorganization of the Pacifica School District, Jefferson Union High School District, San Bruno Park Elementary School District, and San Mateo Union High School District
- 13-7-101B Adoption of Resolution No. 13-2 (Amended) Electing to Receive Tax Revenue Pursuant to Former Health and Safety Code Section 33676 (a) (2), Millbrae
- 13-7-102B Adoption of Resolution No. 13-12 Endorsing Immigration Reform and Adoption of a Federal Dream Act
- 13-7-103B Adoption of Resolution No. 13-13 Regarding Board Absence
- 13-7-104B Acceptance of Grant Funds from the California Community Colleges Chancellor's Office, Economic and Workforce Development Division Deputy Sector Navigator: Retail Hospitality/Tourism/Learn & Earn Sector, and Authorization to Execute Grant Agreement
- 13-7-105B Acceptance of Grant Funds from the California Community Colleges Chancellor's Office, Economic and Workforce Development Division Deputy Sector Navigator: Global Trade & Logistics Sector, and Authorization to Execute Grant Agreement

INFORMATION REPORTS

13-7-2C Revisions to Board Policies and Administrative Procedures, Chapter 7

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment: **College of San Mateo** – Interim Vice President of Instruction, Instruction; Director of Respiratory Therapy, Math, Science & Technology; **District Office** – Interim Vice President of Special Projects, Chancellor’s Office
 - B. Public Employment:
 1. Employment: **Skyline College** – Music Instructor, Science, Math & Technology; ASTEP Math Academy Instructor, Science, Math & Technology; **District Office** – Staff Assistant, Community Education; Groundskeeper, Facilities/Public Safety; Recruitment Specialist, Human Resources
 2. Re-Employment: **Skyline College** – Planning & Research Analyst, Planning, Research & Institutional Effectiveness
 - 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
June 17, 2013, San Mateo, CA**

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

President Schwarz announced that Trustee Mandelkern is en route from Sacramento and will arrive late.

Board Members Present: President Karen Schwarz, Trustees Richard Holoher, Dave Mandelkern (partially via telephone) and Patricia Miljanich, and Student Trustee David Latt

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Student Services Jennifer Hughes, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said Trustee Mandelkern would prefer to be present in person for the discussion of items 13-6-4B and 13-6-5B. Accordingly, she asked if Board members would agree to postpone consideration of these items until Trustee Mandelkern's arrival. There were no objections.

SWEARING IN OF STUDENT TRUSTEE

President Schwarz administered the oath of office to Student Trustee David Zay Latt, who assumed office on June 1, 2013. Student Trustee Latt introduced audience members Haley Sharpe, President of the Associated Students of College of San Mateo (ASCSM); Amanda Governale, Vice President of ASCSM; Kayla Razavi, President of the Associated Students of Skyline College; Jonali Chun, Vice President of the Associated Students of Cañada College; Wayne Phillips, who taught Student Trustee Latt English and has been an inspiration to him; and Dr. David Chai, who has mentored him in public speaking. Student Trustee Latt's family arrived later and he introduced his mother, father and other family members.

Trustee Schwarz said that Student Trustee Latt has already added knowledge and expertise to discussions and the Board is very pleased to have him as a member of the Board.

MINUTES

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the minutes of the regular meeting of May 15, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the minutes of the special meeting of June 3, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Holoher and seconded by Trustee Miljanich to approve the minutes of the special meeting of June 5, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the minutes of the special meeting of June 12, 2013. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES

Chancellor Galatolo congratulated Student Trustee Latt. He said the State budget has passed and Executive Vice Chancellor Keller will address the budget in his remarks.

Skyline College President Stanback Stroud thanked Board members who participated in commencement exercises. She said a record number of students participated and a record number of students received degrees and certificates. She said both the student speaker and keynote speaker were excellent. President Schwarz said President Stanback Stroud's speech was excellent as well.

College of San Mateo Vice President Hughes said “Jazz on the Hill” returned to the campus after nine years and was a successful event. She recognized KCSM General Manager Marilyn Lawrence who helped coordinate the variety of bands. She also recognized Bev Madden, Director of College Development and Marketing, as well as the student ambassadors and many volunteers who helped with the event. Vice President Hughes said the College hosted a “Stepping Up: A Transfer Tribute” event the night before commencement; the event was coordinated by the Academic Senate.

Cañada College President Buckley thanked those who attended the commencement ceremony. He said Judge Cruz Reynoso, the keynote speaker, did not disappoint. Math Jam was held last week and a record number of students enrolled. Cañada College signed an agreement with National Hispanic University to offer a bachelors degree in early childhood education. A celebration was held today and President David Lopez, along with others from National Hispanic University, attended the event. President Buckley thanked Lucy Carter and Linda Hayes for initiating the program.

Executive Vice Chancellor Keller said the State budget does not affect the District to the extent it did in the past because the District is now self-supporting. There are, however, some areas that will benefit the District: Proposition 39 energy efficient funds; deferred maintenance funding; online education coordination; and additional dollars for categorical programs.

Executive Vice Chancellor Keller said the community college system still receives less funding per student than other components of public education. He said the Governor’s revised funding model folds categorical programs into the base and this is one more way to raid the property taxes of school districts and cities. He said this will not affect current basic aid districts but, in the future, it will take longer for districts to achieve basic aid status.

Chancellor Galatolo said he and President Schwarz attended a meeting held by Senator Jerry Hill, to which all superintendents and trustees from San Mateo and Santa Clara Counties were invited. The meeting focused primarily on K-12 schools and Chancellor Galatolo pointed out that the community college system receives much less funding per student than K-12. He said Barbara Christensen is working diligently on collecting Redevelopment Agency monies and the District is also receiving some Proposition 30 money. He noted that the time it takes to pass a budget has accelerated since passage of the budget has been tied to legislators getting paid.

District Academic Senate President Bennett congratulated Student Trustee Latt and said she looks forward to working with him. President Bennett thanked faculty who are working over the summer on the International Advisory Committee, Performance Evaluation Taskforce, Web Access update, and accreditation reports. She said there will be new Academic Senate officers in the fall. She will continue as District Academic Senate President. Presidents and Vice Presidents of the College Academic Senates will be:

Skyline College – Leigh Anne Shaw, President; Kate Williams Browne, Vice President
 College of San Mateo – David Laderman, President; Theresa Martin, Vice President
 Cañada College – Doug Hirzel, President; Anne Nicholls, Vice President

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-6-1A)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the actions in Board Report No. 13-6-1A. The motion carried, all members voting “Aye.”

ADOPTION OF RESOLUTION NO. 13-7 AUTHORIZING REPORTING OF DEFINED BENEFIT CONTRIBUTIONS AND REMITTANCE DIRECTLY TO THE CALIFORNIA STATE TEACHERS RETIREMENT SYSTEM (13-6-2A)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the adoption of Resolution No. 13-7. Trustee Holober said the resolution addresses penalties pursuant to Title 5; he asked if there are any penalties to pay or whether this only authorizes such penalties. Chancellor Galatolo said it is the authorization. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Schwarz said the Consent consists of the following reports:

13-6-1CA	Approval of Curricular Additions and Deletions – Cañada College, College of San Mateo and Skyline College
13-6-2CA	Annual Review and Approval of Instructional Material Fees
13-6-3CA	Approval of Community Services Classes, Fall/Winter 2013 – Cañada College, College of San Mateo and Skyline College
13-6-4CA	Approval of Off-Campus Facilities, 2013-14
13-6-5CA	Ratification of March and April 2013 District Warrants
13-6-6CA	Adoption of Resolution No. 13-8 Establishing 2013-14 Budget Limits
13-6-7CA	Approval of Domestic/International Student Insurance Program, 2013-14
13-6-8CA	Approval of Student Accidental Injury Insurance Program, 2013-14

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to approve the items on the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations**ACCEPTANCE OF GRANT FUNDS FOR THE CAREER LADDERS PROJECT AND AUTHORIZATION TO EXECUTE GRANT AGREEMENT (13-6-100B)**

It was moved by Trustee Holoher and seconded by Trustee Miljanich to approve the grant agreement as detailed in the report. The motion carried, all members voting “Aye.”

APPROVAL OF CONTRACT FOR MEAL SERVICES FOR THE CHILD DEVELOPMENT CENTERS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (13-6-101B)

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

APPROVAL OF BOARD POLICY 7.21, SPEECH: TIME, PLACE AND MANNER (13-6-102B)

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the policy as detailed in the report. Trustee Holoher asked for an explanation of the participatory governance process that led to the proposal. Chancellor Galatolo said that AFT initially believed this should be a negotiated item. AFT and the District agreed to set up a subcommittee to devise a policy that made sense for all parties. Chancellor Galatolo, Vice Chancellor Harry Joel and Barbara Christensen worked with AFT over a period of approximately four months and the parties devised and agreed on the proposed policy. It was then reviewed and approved by the District Participatory Governance Council. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF AGREEMENT WITH MOODLEROOMS, INCORPORATED (13-6-103B)

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

APPROVAL OF 2015-2019 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (13-6-104B)

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

ADOPTION OF THE 2013-14 TENTATIVE BUDGET (13-6-105B)

It was moved by Trustee Miljanich and seconded by Trustee Holoher to adopt the tentative budget. Executive Vice Chancellor Blackwood said the tentative budget is based on the Governor’s May Revise and was finalized one day before the Legislature passed the State budget. The report tonight will note changes based on the State adopted budget.

Executive Vice Chancellor Blackwood said that budget guidelines:

- Address board goals and District strategic plan
- Stay at or near the State-funded FTES cap
- Balance the budget projections in each of the next three years
- Use one-time funds for one-time expenses
- Use the existing allocation model while reviewing a revised model

Executive Vice Chancellor Blackwood reviewed the budget assumptions:

- State FTES access restoration (growth): the Governor’s proposal allowed 1.4% and the adopted budget allows 1.63%; accordingly, the District will adjust its goals slightly.
- State COLA: was rounded up in the adopted budget from 1.565% to 1.57%.
- Property tax increase: 4%
- Non-resident FTES growth based on International Education plans
- Inflation: 3.1%
- Student Fees: no increase

Executive Vice Chancellor Blackwood reviewed Fund 1 (Unrestricted General Fund) revenues and expenses. She said that 80% of total revenues come from property taxes. Other revenue sources include ongoing RDA funds, student fees, Proposition 30, non-resident tuition, lottery, interest and other miscellaneous sources. Total revenues in the tentative budget are \$126.4 million. Most of the expenditures go to site allocations. Other expenses include retiree/other benefits, utilities, managed hiring, formula adjustments/contracts, telephone/hardware/software maintenance, insurance, and other/one-time expenses. Total expenses in the tentative budget are \$126.4 million.

Executive Vice Chancellor Blackwood said the number of College FTES dropped due to budget cuts and now is slowly going back up. The current numbers are slightly above the goals because the goals were set assuming Proposition 30 would not pass; when it did pass, the Colleges were able to increase the FTES more than was budgeted. The number of FTES is projected to continue to grow slightly for 2013-14, with almost 21,000 FTES.

Executive Vice Chancellor Blackwood discussed other funds included in the budget: Internal Service, Debt Service, Restricted Fund, Capital Projects, Enterprise/Auxiliary (Bookstore, Cafeteria, San Mateo Athletic Center), Special Revenue (Child Development, Measure G), Student Aid, and Reserve for Post-Retirement Benefits.

Executive Vice Chancellor Blackwood discussed basic aid status and what it means for the District. She said the revenue limit formula uses the 2012-13 base of \$99,742,921 and then adds Access Restoration and COLA, resulting in the 2013-14 revenue limit of \$102,668,900. The basic aid formula uses 2013-14 property taxes (\$99,289,984) and adds RDA Ongoing Funds and Students Fees, resulting in 2013-14 revenue of \$112,700,274 — \$10,031,374 more than the District would receive if it were a revenue limit district. This excess has been built into the expenditures in the tentative budget.

Trustee Holober said he wanted to make sure there is no subsidy to KCSM-TV in the budget. Chancellor Galatolo said there is no subsidy; the agreement with LocusPoint includes \$225,000 per quarter which covers the operations of the station.

Student Trustee Latt asked Executive Vice Chancellor Blackwood to elaborate on the effect of Proposition 30. Executive Vice Chancellor Blackwood said Proposition 30 includes a sales tax increase for four years and income tax increase for seven years. Although the amount of money will drop off after four years, the law also states that a district shall receive a minimum of \$100 per FTES. The District should receive \$1.9 million to \$2 million for seven years.

After this discussion, the motion to adopt the tentative budget carried, all members voting “Aye.”

INFORMATION REPORTS

UPDATE ON 2013 ACCREDITATION (13-6-1C)

Sarah Perkins, Vice President, Instruction at Skyline College and Accreditation Liaison Officer (ALO) for the College, recognized Vice President Robin Richards, ALO for Cañada College and Susan Estes, ALO for College of San Mateo. Vice President Perkins said draft copies of the Colleges’ self-evaluation reports will be delivered to Board members on June 26 and will be available to the public online. The reports will contain 98% of the content; the evidence charts will be provided by July 3. The reports will be discussed at the Study Session of July 10 and the Board will be asked to approve the reports on July 24. They will be sent to the Accrediting Commission for Community and Junior Colleges (ACCJC) during the first week of August. Each campus will have hard copies of the final reports. Vice President Perkins acknowledged the work of the writing teams, marketing and research offices and others who contributed to the reports. She said the ALOs believe the Colleges have much to be proud of for the accomplishments of the last seven years.

Trustee Miljanich thanked the ALOs, along with all others who worked hard to fulfill accreditation requirements. Trustee Miljanich asked Chancellor Galatolo to comment on the policy recently enacted by the ACCJC in terms of destroying materials and asked which materials are included. Chancellor Galatolo said the materials that are to be destroyed are mainly team member notes, decisions, communications between team members and recommendations to the Commission. Chancellor Galatolo said he is concerned that the ACCJC is making this determination to destroy materials without going through a policy process. He said this decision could put the Commission in jeopardy; for instance, if a district disagrees with the outcome or initiates litigation, the Commission would not have the documentation to support their conclusion. Chancellor Galatolo said he believes the Executive Director of the ACCJC should realize that the reason confidentiality has been breached is that there are frustrated team members who have made recommendations that are overturned by the Commission.

INFORMATION REPORT ON INTERNATIONAL EDUCATION PROGRAM (13-6-2C)

Executive Vice Chancellor Blackwood asked if there were questions or comments regarding the written report. Trustee Miljanich asked how international students are assimilating into the community. Student Trustee Latt said the program at Skyline College is excellent. He said the College makes international students feel welcome and the students are integrated into campus life. President Buckley said international students report that their primary goal is to learn English and they can do so more easily at a small college where they do not associate mainly with others from their home countries.

Chancellor Galatolo said innovation is key to the success of the District's program. He said most international students come to community colleges so that they can transfer and eventually obtain a four-year degree. Consequently, Vice Chancellor Luan developed guaranteed transfers with prestigious universities all around the country. The District also realizes the importance of transportation and housing issues and is addressing them. The District will provide opportunities for housing and transportation but will not be involved contractually and will not receive an economic return.

Trustee Mandelkern asked about the status of the partnership with Tianhua University in China. Executive Vice Chancellor Keller said there has been a delay; the partnership is still open but Tianhua University is not sending students and Vice Chancellor Luan is now working directly with high schools.

THIRD QUARTER REPORT OF AUXILIARY SERVICES, 2012-13 (13-6-3C)

Vice Chancellor Tom Bauer said the District's bookstores are more successful than most in the State. He said five community college bookstores in the Bay Area have leased their operations because they were not financially sustainable. Vice Chancellor Bauer said the cafeterias continue to do very well. He said the Bay View Dining Room at College of San Mateo has become an event destination center in the County. Vice Chancellor Bauer said the San Mateo Athletic Club (SMAC) has exceeded all expectations. He said SMAC recently partnered with Swim Across America, which raises money for childhood cancer. The District's group that participated in the event raised \$48,000.

Trustee Holober complimented Vice Chancellor Bauer on the report, specifically with reference to the bookstores. He said that a few years before Vice Chancellor Bauer came to the District, there were serious discussions about contracting the bookstore operations out. He said he is pleased that, because of excellent management, the District can continue to have the bookstores as part of its operations.

Student Trustee Latt thanked Vice Chancellor Bauer for the excellent work he does. He said that in terms of pricing, it is important for students that the District has its own bookstores. Vice Chancellor Bauer said the textbook rental program has saved students \$6 million since it was founded. He recognized Cañada Bookstore Manager Jai Kumar for his leadership in the textbook rental program.

Trustee Mandelkern said the textbook rental program would never have taken place if the District had outsourced the bookstore operations. He said this shows that District employees, with proper management, can find solutions that are financially viable. He said Vice Chancellor Bauer does an excellent job with all auxiliary services, with the bookstores being a shining example. Trustee Mandelkern said he hopes Vice Chancellor Bauer will continue to tell this great success story, as he has done in the past at conferences and in national publications.

President Schwarz said the Board was not in favor of outsourcing the bookstores and hoped to keep them in-house with proper management. She said the District is an example to other colleges of how auxiliary programs can benefit an entire

district. President Schwarz commended Vice Chancellor Bauer for the success of the textbook rental program which provides a great advantage to the District's students.

After this report, Trustee Mandelkern arrived and President Schwarz said items 13-6-4B and 13-6-5B would be addressed.

APPOINTMENT OF CANDIDATE TO FILL BOARD OF TRUSTEES VACANCY (13-6-4B)

It was moved by Trustee Miljanich and seconded by Student Trustee Latt to consider the appointment of a candidate to fill the position.

President Schwarz said that at the Board of Trustees meeting of April 10, 2013, Trustee Helen Hausman announced that she would retire from the Board effective May 1. On April 24, the Board made the decision to fill the vacancy by appointment should the vacancy occur. The Board subsequently interviewed seven of the twelve candidates who submitted applications. The interviews were conducted at open public meetings on June 5 and June 12. Following the interviews on June 12, the Board discussed the candidates and their qualifications. The Board agreed to continue the discussion and consider the appointment again at this meeting. President Schwarz called for comments from the public.

Annette Perot said she believes Tom Mohr is the best choice to fill the vacancy. She said he has many years of experience working in both K-12 and higher education. She said he understands what is needed to keep the District viable and moving forward. She said he is open-minded, fair, and can see the big picture. Ms. Perot said Mr. Mohr can be counted on to do what is best for employees, students and the District. She said Mr. Mohr is devoted to whatever role he holds and is dedicated to the mission of the District and the success of students. She said Mr. Mohr would be a tremendous asset to the Board, the three Colleges and the entire community.

Brian Horwitz, night manager at the Cañada College Bookstore, said he believes Tom Mohr is the ideal person to serve on the Board. He said Mr. Mohr has served in nearly every capacity as an educator, including chemistry teacher, principal, assistant superintendent, superintendent and college president. As President of Cañada College, Mr. Mohr attracted more than \$3 million in grants; helped establish the four-year degree program with Notre Dame de Namur University; and established the Veterans Resource and Opportunity Center. Mr. Horwitz said this merely scratches the surface in terms of Mr. Mohr's accomplishments. He said that, in order to capture the true essence of the value of Mr. Mohr as an educator and person, he would like to read the last paragraph of Congresswoman Jackie Speier's speech to Congress in 2011:

“Mr. Speaker, everyone in this body knows that there are no easy solutions to improving education in America. Were it only possible to clone a thousand or so Tom Mohrs, our nation's students would, indeed, be in capable hands. Since we can't do that, we are best served to simply follow his example and learn from the many lessons this lifelong educator has taught us.”

Mr. Horwitz said he is in complete agreement with Congresswoman Speier. He said he believes the District is best served by following Mr. Mohr's example and continuing to learn from this lifelong educator by bestowing upon him the honor of trustee.

Christopher Lee Fishel, a community member from the City of Belmont, said he has observed that Tom Mohr has not only won minds, which is so important in education, but has also won hearts, which is perhaps even more important.

Rachel Corrales said she worked with Tom Mohr at Cañada College as a member of the College Planning Committee. She said that Mr. Mohr listened to everyone, was willing to communicate and made everyone feel important, even when he did not agree with them. She said Mr. Mohr looked at the big picture and explained his reasons for the decisions he made as President. Ms. Corrales said Mr. Mohr cared greatly about the community, faculty, staff and students. She said he was a good president and she believes he would be an even better Board member.

Vice President Sarah Perkins said she worked for Tom Mohr at Cañada College and then transferred to Skyline College. She said she has full confidence that Mr. Mohr will be evenhanded in how he deals with all three Colleges in the District. She said Mr. Mohr will think about the District; she is not at all concerned that having been at Cañada College would skew how he thinks about things.

Maria Lara Blanco said she works at Cañada College in Admissions and Records. She said that when she served on the College Budget Committee in 2007-08, she was impressed with how Mr. Mohr saw into the future, planned ahead, and started to cut back in order to save positions. Ms. Lara Blanco said she was present during Mr. Mohr's interview to fill the vacancy and heard concerns about his connection to Cañada College. She said she believes this issue is no different than Mr. Mohr's experience with the high school district, where he served first as faculty, then principal, and superintendent. She said Mr. Mohr takes each role very seriously and is fair to everyone.

There were no further comments from the public.

Trustee Holober said the Board discussed this for some time at the last Board meeting and ended in a deadlock among Board members. He said his question now is whether any Board members have changed their point of view. He added that he has not changed his point of view.

President Schwarz informed the audience that the Board did not take an official vote at the last meeting. She said two Board members were in favor of appointing Tom Mohr and two were not. She said she will call for a vote after discussion among Board members tonight.

Student Trustee Latt said he is in favor of appointing Tom Mohr to fill the vacancy as he believes he would be a good addition to an already well-managed Board. He said Mr. Mohr has dedicated his life to education for 36 years. He is well-respected and has experience in how to work with staff and administrators in the District. He said Mr. Mohr spoke about how to help students throughout his interview. Student Trustee Latt said that he believes it would be a tragedy not to have Mr. Mohr as a trustee.

Trustee Miljanich said she was in support of appointing Tom Mohr at the last meeting. She said his application was a demonstration of his commitment to students and to the District. She said she did not personally have the idea to suggest or encourage him to apply but, since the last meeting, she has heard many community members who are not associated with the District say that they encouraged him. She said this does not surprise her; she has watched Mr. Mohr work in many settings and sees that he has the respect of business, education and political leaders as well as his colleagues and members of the community.

Trustee Miljanich said that, having served as a superintendent and college president, Mr. Mohr knows the appropriate roles of trustees, administrators and others. Trustee Miljanich said she finds no value in the suggestion that it was inappropriate for Mr. Mohr to submit an application. She said students are always Mr. Mohr's priority and there is no rule book about fostering a passion for students. Trustee Miljanich said she also finds no value in the suggestion that Mr. Mohr might not be able to separate himself from the day-to-day running of the organization vs. the governing of the organization. She said she has no concern regarding Mr. Mohr's ability to be independent and make the transition to Board member. She said he is his own man and will form his own opinions while being collaborative and working with others. She said it was good to receive applications from members of the community; however, she believes there is simply no one else who has the level of ability, knowledge, capability and experience that could keep the District on track and moving forward. For these reasons, Trustee Miljanich said she continues to support the appointment of Mr. Mohr.

Trustee Holober said he supported a different candidate to fill the position, but believes the Board will be fine if it does not agree on a candidate and waits until the voters have a chance to decide. He noted the many supporters of Tom Mohr in the audience and said he also is a fan of Mr. Mohr. He said he was happy to have Mr. Mohr's name presented to fill the presidential vacancy at Cañada College; he supported him for that position and believes he did an excellent job.

Trustee Holober said his concern has to do with the governance structure of the District. He said California has created a structure in which lay persons (who could be educators) come before voters, make their case, and win or lose. He said he believes it is important for the trustees to be mindful of the separation of powers, which he believes is the correct governance structure; staff answers to administrators, administrators answer to the Chancellor, the Chancellor answers to the elected Board, and the Board answers to the voters in the County. Trustee Holober said that for the District to work best, all constituents – students, faculty, staff, administrators and Board members – have to work as a team. He said the relationship between the administrators and Chancellor and the Board is perhaps the most crucial piece of the teamwork. He said the District is fortunate to have a superb Chancellor. He said he believes the Board has a positive working relationship with the Chancellor and administrators and the District overall has very good teamwork. Trustee Holober

said that when there is a positive working relationship, it is sometimes easy to blur the lines that he believes need to be maintained among the components of the system. He said that having an independent Board will always be a crucial issue to him. He said that maintaining a degree of distance, separation and independence while at the same time having a working team is what he believes is a formula for success.

Trustee Holober said he does not support Mr. Mohr, as much as he would like to support him if he applied for another presidency or other top-level position, for the very reason that many believe qualify him: that is, having spent his very successful career in the ranks of high-level administration in the education system, including several years as President of Cañada College. He said that he is looking for someone to serve on the governing board who comes at the position from a degree of independence and separation. Trustee Holober said that in an election, the voters will have the last word and, if Mr. Mohr runs and is successful, he will look forward to working with him.

Trustee Miljanich said she does not agree that it would be fine to not make an appointment. She said she does not support the suggestion that the fact that Mr. Mohr has experience and served as a leader at Cañada College and a leader in the high school district somehow disqualifies him. She questioned who would be better to serve the District than an education leader. Trustee Miljanich said she wants to go on record as being very strong in her support of appointing Mr. Mohr. She said this is not just about appointing him, but is also about the recognition of everyone else who also feel strongly that Mr. Mohr would be a good leader for the District.

Trustee Mandelkern said his viewpoint has not changed since last week. He said there is no question that Tom Mohr is a superb educator and was an excellent superintendent and college president. He said there appears to be a fundamental disagreement among Board members about what the key qualification is to be appointed to the Board of Trustees. He said that if experience and demonstrated educational leadership were the key criteria, school boards throughout the State would be loaded with retired superintendents, principals and executives. However, this does not seem to be the case. Trustee Mandelkern said the current Board members managed to get elected without having experience as educational administrators and have learned and are doing a good job.

Trustee Mandelkern said he believes there are two fundamental criteria for the role of trustee as a representative of the community: (1) to govern the input to the District in terms of financial funding and how the money is spent, and (2) to measure the output of the District in terms of the education provided to members of the community. Trustee Mandelkern said he believes the Board now has an opportunity to make sure all points of view of the community are represented on the Board. He said the Board discussed the issue of district elections as a way of diversifying the opinions and points of view on the Board and increasing the representation of all members of San Mateo County. He said the Board did not move forward and he sees this as an opportunity to take a step forward in that direction and give a voice to parts of the County that have not previously had a voice on the Board. Trustee Mandelkern said that if Mr. Mohr runs for the Board and gets elected, he will be happy to serve with him.

Regarding district elections, Trustee Miljanich said the Board did not agree on specific maps as they were drawn but there was no agreement to not move forward. She said that she asked, after not voting on those specific maps, that there be another agenda item to talk about moving forward with district elections and what the timing would be. She said she takes offense if the suggestion is that her decision about whom she supports to fill the vacancy suggests that she is not in favor of diversity on the Board. She said that when Trustee Mandelkern was running for the Board, she worked to elect another candidate who would have brought diversity to the Board. Trustee Miljanich said she believes the Board should choose the best-qualified candidate for the job and she is in awe that anyone could say that Tom Mohr is not qualified for the job.

President Schwarz said there is a difference of opinion among Board members about what the priorities are for making an appointment. She said the Board spent a considerable amount of time developing the process and the questions for the application, and they centered around candidates' experience, what they knew about community colleges, and what they could bring to this District. She said she was delighted to receive 12 applications but found that the majority did not do their homework; very few actually knew about the District, funding for community colleges, etc. President Schwarz said her priority has always been to find the best candidate who has educational experience and will work with the District and the Board to move the District forward. She said she did not consider it a priority to appoint someone from another region or with a different ethnic background. She said she would have been very pleased to appoint such a candidate; however, she does not believe that the applicants who met these criteria have the qualifications that would make them good for this Board.

President Schwarz said she cannot believe that two Board members say they respect Tom Mohr and would be happy to work with him, yet refuse to appoint him when they have this opportunity to do so. She said she believes the process has turned out to be a travesty. She said many in the community that elects the Board and for whom the Board works have indicated their support for Mr. Mohr.

It was moved by Trustee Miljanich and seconded by Student Trustee Latt to appoint Tom Mohr to fill the vacancy on the Board of Trustees. The motion failed, with President Schwarz and Trustee Miljanich voting "Aye" and Trustees Holober and Mandelkern voting "No." Student Trustee Latt cast an advisory "Aye" vote.

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to interview the five candidates whose applications were previously eliminated because they indicated they would not run in November or were unsure about whether they would run. Trustee Miljanich said she is very concerned about a continued vacancy and would like to see if there is a candidate who could be supported by all members of the Board. The motion carried, with President Schwarz voting "No" and the remaining Board members voting "Aye." Student Trustee Latt cast an advisory "Aye" vote. It was agreed that special meetings would be held on June 19 and June 20 to interview the five candidates.

ELECTION OF BOARD OF TRUSTEES VICE PRESIDENT-CLERK (13-6-5B)

President Schwarz said that upon the retirement of Trustee Helen Hausman and in accordance with Robert's Rules of Order, Trustee Karen Schwarz assumed the office of President of the Board of Trustees, leaving the office of Vice President-Clerk vacant. At this meeting, the Board will elect a Vice President-Clerk to serve until the Board's annual reorganization in December 2013. President Schwarz said that in the natural rotation, Trustee Miljanich would follow as Vice President.

It was moved by Student Trustee Latt and seconded by President Schwarz to appoint Trustee Miljanich to serve as Vice President until the annual reorganization. The motion failed, with President Schwarz and Trustee Miljanich voting "Aye" and Trustees Holober and Mandelkern voting "No."

It was moved by Trustee Holober and seconded by Student Trustee Latt to appoint Trustee Mandelkern to serve as Vice President until the annual reorganization. Trustee Mandelkern asked if the office of Vice President necessarily rolls into the Presidency. President Schwarz said it normally follows, but is always discussed and voted upon by the Board. Trustee Mandelkern said he would be happy to serve as Vice President on an interim basis without the expectation of becoming President. The motion failed, with Trustees Holober and Mandelkern voting "Aye" and President Schwarz and Trustee Miljanich voting "No."

It was moved by Trustee Holober and seconded by Trustee Mandelkern to appoint Trustee Miljanich to serve as Vice President until the annual reorganization, with the understanding that the office of President will be reconsidered in December. The motion carried, all members voting "Aye."

COMMUNICATIONS

President Schwarz said that since the May 15 meeting, the Board received seven emails regarding KCSM-TV and six emails expressing support for Tom Mohr to fill the vacancy on the Board. A letter of congratulations was sent on behalf of the Board to Shelley Kessler who was named 2013 Woman of the Year for the 8th Senatorial District by Senator Leland Yee.

STATEMENTS FROM BOARD MEMBERS

President Schwarz said she attended the Skyline College and Cañada College commencement ceremonies; Jazz on the Hill; College of San Mateo and Cañada College Middle College recognition ceremonies; Kent Awards; San Mateo County School Boards Association events; Assemblyman Rich Gordon's Higher Education Advisory Council meeting; College of San Mateo Nursing and Dental Assisting pinning ceremonies; and the Skyline College Automotive Technology banquet.

RECESS TO CLOSED SESSION

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

The Board recessed to Closed Session at 8:35 p.m. and reconvened to Open Session at 8:55 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the items listed as 1A, 1B, 1C and 1D.

ADJOURNMENT

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:00 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 10, 2013 meeting.

Patricia Miljanich
Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
June 19, 2013, San Mateo, CA**

The meeting was called to order at 8:30 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober and Dave Mandelkern, Student Trustee David Zay Latt

Pledge of Allegiance

President Schwarz said that five candidates for the Board vacancy were previously not chosen for interviews because they indicated on their applications that they would not run or they were undecided about running in November for the full term. At the special meeting of June 3, the Board decided that, because of the need for continuity beyond the interim period leading up to the November election and the substantial investment made in the training and orientation process for a new trustee, they would not to grant interviews to these applicants. However, after failing to reach a majority vote on any of the remaining seven candidates who were interviewed, the Board decided at their June 17 meeting to invite for interviews the five candidates who were previously disqualified. Three of the candidates will be interviewed at the meeting tonight and the other two will be interviewed at the special meeting tomorrow morning.

President Schwarz said that at special meetings, the public may address the Board on any item described on the agenda before or during consideration of that item. Statements from the public on non-agenda items are not heard at special meetings.

President Schwarz said that each candidate will be allowed to make an opening statement of five minutes or less, followed by questions from Board members and a closing statement of three minutes or less.

The candidates interviewed were:

1. Victor James
2. Natalie Gore
3. Josh Becker

There were no comments or questions from members of the public.

ADJOURNMENT

The Board adjourned by consensus at 10:46 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 10, 2013 meeting.

Patricia Miljanich
Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
June 20, 2013, San Mateo, CA**

The meeting was called to order at 7:32 a.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober and Dave Mandelkern, Student Trustee David Zay Latt

Pledge of Allegiance

President Schwarz said that the final two candidates to fill the Board vacancy will be interviewed at this meeting, followed by deliberation by the Board.

President Schwarz said that at special meetings, the public may address the Board on any item described on the agenda before or during consideration of that item. Statements from the public on non-agenda items are not heard at special meetings.

President Schwarz said that each candidate will be allowed to make an opening statement of five minutes or less, followed by questions from Board members and a closing statement of three minutes or less.

The two candidates interviewed were:

1. Christopher Miller
2. Brian Irion

There were no comments or questions from members of the public.

The Board discussed candidates' interviews, along with their qualifications and experience. Individual Board members expressed their views about which candidates they might support; after deliberating for some time, it became clear that no candidate would receive a majority vote (three votes) for appointment. Therefore, it was moved by Trustee Miljanich and seconded by Trustee Mandelkern to not appoint a candidate to fill the vacancy; to notify the County Superintendent of Schools of this decision; and to request that the election of a trustee to fill the Board vacancy be consolidated with the November 2013 general election. The motion carried, all members voting "Aye."

The Board requested that staff prepare letters to all candidates telling them of the decision and to notify the County Superintendent of Schools on behalf of the Board.

ADJOURNMENT

The Board adjourned by consensus at 9:34 a.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 10, 2013 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT NO. 13-7-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS

In 2008, the Board of Trustees gave approval, as a part of the overall administrator compensation program, to place administrators who were not already covered by an employment contract on a rolling two year contract. In addition, the Board of Trustees annually renews contracts for administrators who have been on employment contracts. The District administrator contracts are now being submitted for approval to extend the contracts for one more year. There are a total of twelve executive and thirty-three administrator positions under contract for renewal.

RECOMMENDATION

It is recommended that the employment contracts for all administrator positions listed below be approved for renewal as follows:

Position	Contract Duration
Chancellor	July 1, 2013 through June 30, 2017
Executive Vice Chancellor	July 1, 2013 through June 30, 2016
President of Cañada College	July 1, 2013 through June 30, 2016
President of College of San Mateo	July 1, 2013 through June 30, 2016
President of Skyline College	July 1, 2013 through June 30, 2016
Vice Chancellor, Auxiliary Services & Enterprise Operations	July 1, 2013 through June 30, 2016
Vice Chancellor, Educational Services & Planning	July 1, 2013 through June 30, 2016
Vice Chancellor, Facilities	July 1, 2013 through June 30, 2016
Vice Chancellor, Human Resources & Employee Relations	July 1, 2013 through June 30, 2016
Chief Financial Officer	July 1, 2013 through June 30, 2016
Director of Community and Government Relations	July 1, 2013 through June 30, 2016
Vice President, Instruction, Skyline	July 1, 2013 through June 30, 2015
Vice President, Student Services, Cañada, CSM & Skyline.	July 1, 2013 through June 30, 2015
Dean, Counseling, Advising & Matriculation, CSM & Cañada	July 1, 2013 through June 30, 2015
All Instructional Division Deans, Cañada, CSM & Skyline	July 1, 2013 through June 30, 2015
Dean, Admissions and Records, CSM	July 1, 2013 through June 30, 2015
Dean, Enrollment Services, Skyline	July 1, 2013 through June 30, 2015
Dean, Plan., Res. & Instit. Effectiveness, CSM & Skyline	July 1, 2013 through June 30, 2015
Director, Center for International Trade Development, Skyline	July 1, 2013 through June 30, 2015
Director of Business Services, Skyline	July 1, 2013 through June 30, 2015
Executive Director, Foundation	July 1, 2013 through June 30, 2015
Director of Development	July 1, 2013 through June 30, 2015



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



SKYLINE COLLEGE BOARD REPORT

JULY 24, 2013

CITD HOSTS DELEGATION OF ENTREPRENEURS FROM UNITED ARAB EMIRATES

On June 10th Skyline College's Center for International Trade Development (CITD) hosted an inbound delegation of entrepreneurs from the United Arab Emirates (UAE). The visitors were invited to the United States through the Department of State's International Visitor Leadership Program and the Institute of International Education (IIE), with whom the CITD has developed an ongoing partnership.

The objectives of the inbound trade mission were to promote business development opportunities with the entrepreneurs while also providing examples of local entrepreneurial initiatives. Also, delegates were able to learn about and discuss international educational exchange opportunities with Skyline College's International Student's Program. Since the delegates' return to the UAE, the CITD has resumed contact with participants and is moving forward in exploring modes of collaboration.



JEFF DUNCAN-ANDRADE TO SPEAK ON OPENING DAY, AUGUST 16, 2013



President Regina Stanback Stroud is pleased to host a distinguished and inspirational guest speaker for Skyline College's upcoming Opening Day Ceremonies: Jeff Duncan-Andrade, Ph.D. His innovative work has brought Dr. Duncan-Andrade to the forefront of current discussions on pedagogy. He has appeared on TEDx with his popular lecture *Growing Roses in Concrete*.

Jeff is an Associate Professor of Raza Studies and Education Administration and Interdisciplinary Studies. In addition to these duties, he continues as a high school teacher in East Oakland where for the past 18 years he has practiced and studied the use of critical pedagogy in urban schools. He currently teaches English at Mandela High School in East Oakland. Before joining the faculty at SFSU, Duncan-Andrade taught English and coached in the Oakland public schools for 10 years, and completed his doctoral studies at the University of California, Berkeley. Duncan-Andrade has lectured around the world about the elements of effective teaching in schools serving poor and working class children. He works closely with teachers, school site leaders, and school district officials nationally, and as far abroad as Brazil and New Zealand, to help them develop classroom practices and school cultures that foster self-confidence, esteem, and academic success among all students.

His research interests and publications span the areas of urban schooling and curriculum change, urban teacher development and retention, critical pedagogy, and cultural and ethnic studies. He has authored numerous journal articles and book chapters on the conditions of urban education, urban teacher support and development, and effective pedagogy in urban settings (see <http://cci.sfsu.edu/taxonomy/term/68>) that have been published in leading journals such as *Harvard Educational Review* and *Qualitative Studies in Education*. He recently completed two books, *The Art of Critical Pedagogy: Possibilities for Moving from Theory to Practice in Urban Schools* and *What a Coach Can Teach a Teacher*, with Peter Lang Publishing. These books focus on effective pedagogical strategies for urban schools. He is currently completing his third book on the core competencies of highly effective urban educators with Routledge Press.

SKYLINE COLLEGE BOARD REPORT

JULY 24, 2013

SUCCESS SUMMIT 2013



SEPTEMBER 21, 2013
8:00AM - 3:00PM
STUDENT & COMMUNITY CENTER
SKYLINE COLLEGE



THE FIRST ANNUAL SUCCESS SUMMIT AT SKYLINE COLLEGE - SEPTEMBER 21, 2013

The first annual *Success Summit* is a one-day forum that will bring together community leaders from all sectors to explore innovative strategies for solving issues that affect San Mateo County businesses and residents. In dynamic breakout sessions, participants will meet face-to-face with key decision makers within the county, including elected officials, business and industry leaders, employers and educators and gain insight on how they can effectively work to shape the future of their community. Breakout topics include:

- Transportation, “The Last Mile”
- How to better “Inform and Engage our Community”
- Job Retention and Job Creation

Breakout sessions will offer knowledge on topics of importance to the region through an overview of current trends and activities presented by a panel of experts, a moderated question and answer session, and the opportunity for attendees to add their voice to the conversation contributing their perspectives, sharing solutions and providing their choices for shaping forward movement and successful outcomes.

Inspiring Innovation on the Peninsula, *Success Summit 2013* is presented by the President’s Council of Skyline College. The registration fee is \$150 per person and includes continental breakfast, lunch and materials. Visit the *Success Summit* website at www.skylinesuccesssummit.com.



SKYLINE COLLEGE BOARD REPORT

JULY 24, 2013

RECORD NUMBER OF GRADUATES FOR SKYLINE COLLEGE'S COMMENCEMENT

More than 250 of this year's 885 graduating students participated in the May ceremony, and 1150 degrees and certificates were awarded. Seating accommodated family members of the record number of participants, and overflow seating was provided with a live video stream of the ceremony (www.SkylineCollege.edu).

The keynote speaker was Juan Sepúlveda, Senior Advisor for Hispanic Affairs at the Democratic National Committee (DNC). He led the DNC portion of the Latino Obama 2012 team that helped re-elect President Obama with a record-level of Hispanic support (75%).

Prior to joining the DNC, Juan led the White House Initiative on Educational Excellence for Hispanics for the Obama Administration for two-and-a-half years, and was appointed in 2009 to the position of Executive Director. In this role, he built a national education network of Latino leaders and key community stakeholders by convening half-day Community Conversations in more than 100 communities across 35 states with more than 10,000 people participating. Juan designed and facilitated the first-ever White House Hispanic Policy Conference. Co-sponsored with the White House Office of Public Engagement, 160 Hispanic leaders from 25 states joined over 100 Administration officials over two days to discuss the President's agenda and its impact on the Hispanic community and more importantly, to strategize on how

to best move forward together in order to improve outcomes and access for the Hispanic community.

Before joining the Obama Administration, Juan had been a senior executive, strategist and advocate in the nonprofit and philanthropic communities, with a focus in community development, capacity building and transformational management for more than 20 years. He was president of The Common Enterprise (TCE), which he founded in 1995 as an outgrowth of a national Rockefeller Foundation initiative to help build stronger communities across America by making nonprofits, philanthropic organizations, governments, businesses, and communities more effective as they tackled significant critical social issues in more than 35 states and nationally.

Mr. Sepúlveda received a bachelor's degree in government from Harvard University. The third Latino ever to be awarded a Rhodes Scholarship, he graduated with a combined degree in politics, philosophy and economics from the Queens College of Oxford University. He received a J.D. from Stanford Law School and has been admitted to the Texas Bar.



SKYLINE COLLEGE BOARD REPORT

JULY 24, 2013

JUMP START SUMMER 2013 IN SESSION

Jump Start is a six-week summer program designed to help high school students with college potential to upgrade their skills in English, math, critical thinking, and college success. The program is held during the Summer Session each year. This year's session began on June 17th and ends on July 25th. Many students who complete the Jump Start program and were previously not planning on attending college see themselves as college material. This program is a direct result of the partnerships Skyline College has built over the years with local area high schools. The program goals include 1) Building foundational skills to enable students to succeed in college level courses; 2) Providing students with instruction that engages a variety of learning styles and is presented in a non-intimidating manner; 3) Providing students with opportunities to explore college and future careers in a realistic and optimistic context; and 4) Creating a supportive environment that highlights student success and motivates students to meet challenges.





President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ July 24, 2013

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- ~ Tim Tulloch, Larry Owens,
 Omari Green, Hanson Sekone

Students’ Success Story

Melissa Aliu, U.C. Santa Cruz, Major: Sociology

Sione “Fehoko” Fanaika, Louisiana State University, Major: Sociology

Cousins **Melissa Aliu** and **Fehoko Fanaika** come from a close-knit Pacific Islander family that greatly values a college education. Sacramento native and high school football player, Fehoko made the move to the Bay Area to be closer to his extended family and continue his football career at CSM. He lived with Melissa’s family in South San Francisco and the two cousins found themselves attending CSM at the same time. As fellow students, they provided each other with motivation to work hard and inspiration to reach their respective goals.



After graduating from El Camino High School, Melissa attended another community college for a year but she realized it wasn’t the right place for her. “I decided to enroll at CSM and although I didn’t know anyone at the college, I was better able to focus on academics.” At CSM, opportunities began to open up for Melissa. She adapted quickly as she got to know faculty and staff and made new friends. “I appreciate the diversity of the campus; it made me feel more comfortable,” says Melissa. Making connections with faculty was another benefit for Melissa. “My ethnic studies professors **Frederick Gaines** and **Rudy Ramirez** and my English professor **Jon Kitamura** were especially inspiring.

She became involved in student life by joining the Pacific Islander Club and participating in events that celebrate the culture. Melissa also worked as a student assistant in the Financial Aid Office conducting workshops and as a student



ambassador assisting the college's marketing department with outreach activities. Her work experience at CSM provided the opportunity to work with people from different backgrounds and cultures. Melissa explains, "I could understand the struggles that students go through, and, to best assist them, I became knowledgeable about appropriate resources that I could refer them to."

Melissa's overall involvement at CSM—through academics, extra-curricular activities and work experience—played an important role in her decision of a career path. "Since attending CSM, my life has changed for the better. I realized that I can apply my CSM experience to a career: I've decided to become a counselor and work with high school students in their transition to college," says Melissa.

In spring 2013, Melissa became the first in her immediate family to become a college graduate and did it in a big way: she earned *three* associate degrees from CSM. She also was the recipient of the prestigious UC Santa Cruz Karl S. Pister Leadership Opportunity Award. This two-year scholarship is awarded to outstanding community college transfer students who are nominated by college presidents. Melissa will transfer to UC Santa Cruz in fall 2013 to study sociology.

For Fehoko, attending CSM was a welcome opportunity for multiple reasons, as he describes, "CSM is known for having a very successful football program. It was a perfect place get a great education and to meet good people from all over the Bay Area. The camaraderie I experienced with my teammates through athletics and academics will have a lasting impact – my 'CSM brothers' are like family to me."

As a student-athlete, Fehoko gives credit to his coaches and professors for supporting and encouraging him to succeed in and out of the classroom. "**Coach Bret Pollack** and the other coaches helped me become stronger academically, physically and mentally. I also appreciated my professors who pushed me to do my best and develop strong study habits that would help me when I transferred. English Professor **Teeka James** and Math Instructor **Monsour Kalantar** gave a great deal of their time to help me understand the material in their classes. I am thankful to them for what they did for me."

Another person who provided motivation to Fehoko was his cousin Melissa. "She was the definition of hard work: she held three jobs and was enrolled as a full-time student. Melissa was a role model for me and encouraged me to do well in classes so that I could transfer to a university. She gets credit for keeping me on track."



Photos courtesy of Melissa Aliu

After two standout seasons as a guard and offensive lineman for the CSM bulldogs, Fehoko earned his associate degree from CSM and received a full-ride scholarship to play football for Louisiana State University, one of the finest football programs in the nation. Fehoko has the distinction of being the first football player in LSU history of Tongan heritage. In addition to finishing college, Fehoko hopes to play in the NFL and eventually he would like to have a career in which he can give back to his community.

Attending CSM with Fehoko also had an impact on Melissa, "Fehoko is a very optimistic person and his optimism kept me motivated. His success in football hasn't changed him. For all he has accomplished, Fehoko has remained humble and appreciative of where he is now and how he got there. I find that inspiring!"

Even though Melissa and Fehoko are attending universities thousands of miles apart, they will continue to motivate and inspire one another. Melissa explains, "Since Fehoko has moved to LSU, we have become pen pals—it's a more meaningful way to communicate because we can keep the letters and re-read them when we get homesick. And it's a good way to share our college experiences."



Photos by Alexis Madayag

CSM Hosts Valor Games

The Valor Games Far West, a three-day event, held the second of three days of competition at CSM on June 12. More than 100 disabled and wounded military veterans participated in the inaugural event that is open to any veteran with a disability who is eligible for health care through the Veterans Administration. The Valor Games started in Chicago in 2011 as a way to get disabled veterans and service members involved in paralympic sport clubs and activities and connected with community resources in their area. In addition to CSM, competitions were also held at Candlestick Park and Leo Ryan Memorial Park in Foster City.



CSM Reaches Out to Community at the County Fair

Continuing the tradition, CSM participated in the San Mateo County Fair held earlier this summer. CSM created a large presence for two days during the fair's June run with help from approximately 40 college staff and student ambassadors, a cast of student musicians, dancers and cosmetologists and the loyal Bulldog. The college showcased talented student entertainment on both days for fairgoers to enjoy. It was a wonderful opportunity for CSM students to perform for a live audience.

Adjacent to the stage, CSM hosted information tables staffed by college employees and students meeting the public and handing out college materials, giveaways, drawing prizes and candy. The CSM bulldog was on hand to greet and take photos with fair goers. College programs participating this year included electronics, reading, astronomy, dance, financial aid, cosmetology, counseling, and the Veterans Resource Center. Special thanks to the Community Relations and Marketing Department for coordinating CSM's participation.



Photos by David McLain



Athletes Reunite to Celebrate 50 Years of Aquatics



Photo courtesy of Rich Donner

A reunion of more than 60 CSM water polo, swimming & diving alumni was held in CSM's Bayview Dining Room this past June. The event, organized by **Rich Donner**, retired water polo, swimming and diving coach, commemorated the 50th anniversary of the college's first water polo team on the College Heights campus. Donner, proudly welcomed "home", his former CSM student athletes.

Kudos



Photo courtesy of Alex Guiriba

~ **Alex Guiriba**, college recruiter in Community Relations and Marketing Department, is a new graduate of the Leadership Program. As part of the program, participants are required to collaborate on a community issue and engagement group project. Alex and his group focused on the issue of childhood poverty in San Mateo County and partnered with THRIVE to create an awareness about resources available in schools, public agencies, churches and community centers. The Leadership Program is sponsored by the San Mateo Area Chamber of Commerce, Foster City Chamber of Commerce, Burlingame Chamber of Commerce, and the Town of Hillsborough.

~ **Andreas Wolf** (pictured at right), dean of kinesiology, athletics, and dance at CSM, recently completed serving as 1st vice president of the California Community College Athletic Directors Association; in that role, he coordinated the association's yearly convention which was held this past June. As of July 1, Andreas began a one-year term as president of the organization.



~ Bulldog pitcher **Zac Grotz** (pictured at left) has signed with the University of Tennessee where he will continue his education and baseball career. Grotz, a graduate of Burlingame High School, transitioned from reliever to starting pitcher in his two seasons at CSM. Last year, he posted a 2.24 ERA with a 7-3 record.

~ CSM offensive tackle **Dominick Jackson** (pictured below right), considered to be the nation's No. 1 overall junior college prospect, has flipped his verbal commitment from UCLA to University of Alabama. The 6-foot-6, 310 pound prospect is expected to be an instant-impact player for the Crimson Tide. Jackson was the focus of an intense recruiting battle that included 9 other universities: Arizona State, Florida, Kansas, Missouri, Oregon, Texas A&M, Texas Tech, USC and Washington.



Photo courtesy of 247Sports

~ CSM's **football program** continues to have great success with university transfers. Recently, six more transfers have signed with universities offering athletic scholarships, bringing the current total for the year to 26.

- Matt Vinal** University of Nevada-Las Vegas
- Aaron Criswell** University of Nevada-Las Vegas
- Sione Maile** University of Idaho
- Michael Worthen** Clark Atlanta Univeristy
- Shai Kobayashi** Arkansas Tech University
- Chris DeeJay** Weber State

~ Two former CSM baseball players were selected in this year's Major League Baseball Draft. **Clint Terry**, left handed pitcher (CSM/Lee University) was selected in the 18th round (542 overall) by the Milwaukee Brewers and **Justin Maffei**, outfielder (CSM/ University of San Francisco) was selected in the 25th round (749 overall) by the Pittsburg Pirates.



Clint Terry (photo courtesy of CSM Baseball)



Justin Maffei (photo courtesy of USF Baseball)



From left to right: Coach Larry Owens, Coach Mike Nolan, Coach Tim Tulloch, Coach Omari Green (photo courtesy of Andreas Wolf)

~ Assistant Head Football Coach **Tim Tulloch** and his defensive staff—**Larry Owens**, **Omari Green** and **Hanson Sekona**—were invited to visit University of Georgia, University Alabama, and the Atlanta Falcons to meet with their respective coaching staffs. CSM's coaches received an opportunity to sit in on their coaches meetings and were afforded the opportunity to engage with their coaches

individually. The CSM coaches met with Mark Richt (University of Georgia), Nick Saban (University of Alabama), and Mike Nolan (Atlanta Falcons). The behind the scenes look was a unique professional development opportunity with coaches that are at the top of their professions and will ultimately benefit the CSM football program and our student-athletes. *(Article contributed by Andreas Wolf)*

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

July 24, 2013

Gregory Anderson Joins Cañada as VPI

Anderson most recently served as Dean of Learning Resources at De Anza College.



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Adriana Fernandez Earns Scholarship

Adriana Fernandez, an environmental science student, has received a scholarship worth up to \$20,000 from the Silicon Valley Community Foundation. She will transfer to UC Davis in 2014.

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Cañada Student Studies Labor Issues in UAE

Matet Malit studied the plight of Filipino domestic workers in the Middle East.



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Amelito Enriquez Earns Best Paper Honors

Presentation outlines success in retention due to summer research internships.



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New Community Health Program Starts in Fall

Classes will be taught in Spanish and English and tuition and textbook fees will be waived.



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Cañada Fourth of July Float Celebrates 45th

The ASCC float earns fourth-place honors at Redwood City's annual parade.

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Robotics Team Finishes Sixth at National Competition

The Cañada Robotics Club traveled to Atlanta, Georgia in late June and proceeded to “pick some Georgia peaches” at a national robotics competition.

Cañada sent a team of four women and three men to the American Society of Engineering Education Model Design Competition on June 26. The ASEE competition is a design and build robotics challenge open to all freshmen and sophomore engineering and engineering technology students at both two-year and four-year colleges. It is held each year as part of the ASEE Annual Conference. The goal of the competition is to give students an opportunity to use the engineering design process to build an autonomous vehicle to complete a specified task or to complete a specified track.

This year, teams were challenged to build a robot that could collect 12 orange colored golf balls representing ripe Georgia peaches and deposit them in a peach basket in the center of the track. Each team had 60 seconds to collect all the balls. In the first three trials, Cañada’s robot, named “Roush,” picked up 10 of the golf balls and on the fourth trial picked up nine. The winning robot was able to pick up all 12 golf balls and successfully deposit them in the peach basket.



Members of the school's robotics team prepare “Roush” for competition.

Brigitte Rafnel, a Redwood City resident and Cañada team member who was home-schooled for high school, said Roush was consistently collecting 11 of the 12 golf balls in trial runs the night before the competition and occasionally had perfect runs. “Unfortunately, we didn’t get any perfect runs dur-

ing the actual competition trials, but it was good to know the robot was capable,” she said. “It was also very interesting to see the different ways other teams approached the same task.”



Matet Malit Studies Labor Rights in UAE

Cañada College student Matet Malit recently finished a six-month study the plight of Filipino domestic workers in the United Arab Emirates that included an internship with Migrate International in Dubai, a Filipino labor rights group

It is estimated that thousands of domestic workers from the Philippines, Sri Lanka, Indonesia, and Ethiopia are hired each year by families in the UAE and Saudi Arabia and are paid substandard wages. Recently, the Philippines and UAE began discussing a new agreement outlining the rights of domestic workers

Malit said the internship was an eye-opening experience. "I had the opportunity to interview several key grass-roots actors, including the president of Migrate International in UAE as well as the organization's members." Malit said she conducted policy studies on runaway domestic workers and other cases involved low-skilled workers. She reviewed the legal, economic, and political challenges and constraints in providing labor and employment assistance to Filipino workers.

"At the policy level, I had the opportunity to assist the Philippine Ambassador to the UAE, Grace Princesa, on identifying legal and policy challenges in securing labor protection for household workers in the UAE," she said.

Last December, Malit spent a month working for Kanlungan (Shelter), a Philippine organization in London. There, she assisted domestic workers applying for citizenship and other labor employment related cases. "All of these experiences have not only deepened my understanding of labor but they've also inspired me to pursue a career in public policy."

Malit's interest in the subject was sparked by Cañada College History Professor Mike Noonan. "I took Professor Noonan's Middle East History class and he instructed us to analyze a current event in the Middle East. I selected the issue of labor and migration issues of Filipino workers in the UAE. I focused on the coping mechanisms and experiences of workers."



Gregory Anderson Joins Cañada as VPI

Gregory Anderson, formerly the Dean of Learning Resources at De Anza College in the Foothill-De Anza Community College District, has been hired as the new Vice President of Instruction at Cañada College.

"We are all simply thrilled that he has joined our team and I'm certain he will be a key player in Cañada's continuing growth and development as one of the state's premier academic and career training institutions," said Cañada College President Larry Buckley.

Before becoming a dean at De Anza, Anderson served for five years as director of the school's college readiness programs. He also taught English as a Second Language courses, directed the campus Basic Skills Initiative and served as immediate past president of the Academic Senate.

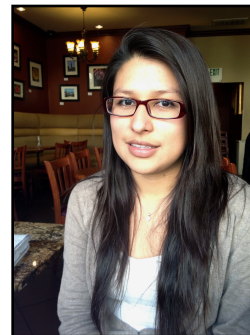
Before arriving in the Bay Area, Anderson held several positions at the University of Southern California, including the director of testing and assessment and senior lecturer at the university's American Language Institute.

"I'm very excited to join Cañada," Anderson said. "I'm eager to begin working with our faculty and staff to develop academic programs that serve the needs of our community."

Anderson is multilingual and has lived around the world. While teaching in Lesotho as a Peace Corp. volunteer, he co-founded a night school for women. In Venezuela and Guatemala, he studied the history and cultures of indigenous people. He facilitated seminars on human rights while teaching English and training teachers at colleges and universities in Japan.

Anderson holds a Master's Degree in Teaching from the School for International Training and a Doctorate in Higher Education from USC.

"My primary role is to support the mission of the college through our academic offerings," Anderson said. "In doing so, I want to increase our ability to reach those who can most benefit from a community college education."



Fernandez Earns \$20,000 Scholarship

Adriana Fernandez, a 2011 graduate of San Mateo High School, has been awarded the Marie A. Calderilla Scholarship from the Silicon Valley Community Foundation.

The scholarship is worth \$5,000 annually and can be renewed up to four years. It is designed to support students who are enrolled or plan to enroll in a community college, including adults who are pursuing a college education later in life, are seeking new jobs skills and training, or are juggling work and family responsibilities. Up to 15 scholarships are given annually to female students from San Mateo or San Mateo County who are pursuing their first undergraduate degree or certificate and are planning to attend a college in the San Mateo County Community College District.

Fernandez will continue to study at Cañada in the fall and then plans to transfer to UC Davis where she will study environmental science.

One of her favorite classes at Cañada was an independent studies class where she worked with Professor Bob Tricca to conduct undergraduate research analyzing the nitrate levels in the soil of Brussels sprouts farms in San Mateo County. "It was really cool and interesting to see the levels of nitrates in the soil and realize that our research was helping local farmers," she said.

Tricca said Fernandez and other students engaged in the research project learned valuable skills that will help them when they transfer to four-year schools. "We are fortunate at Cañada because our labs are stocked with equipment used to conduct research in both universities and private industry," he said. "This provides a tremendous opportunity for students to gain hands-on experience with tools they'll use as they continue their education and enter the workforce."

Fernandez said she also enjoyed studying engineering graphics with Professor Amelito Enriquez. "Although I always had a difficult time visualizing 3-D objects and I was always one of the last students to leave his class, he stayed to help make sure I comprehended the lab," she said. "He is just amazing."

Amelito Enriquez Earns Best Paper Honors at Conference

His presentation outlined the success Cañada has had in retaining students through summer research internships.

Cañada College Professor Amelito Enriquez was honored last month at the American Society for Engineering Education Conference for his presentation detailing a partnership between the college, San Francisco State University, and the National Aeronautics and Space Administration (NASA) Ames Research Center that provides internship opportunities for Cañada students.

The paper, titled *"Promoting Academic Excellence Among Underrepresented Community College Engineering Students through a Summer Research Internship Program,"* received the Best Paper Award from the ASEE Two-Year College Division. The annual conference was held June 23-26 in Atlanta, Georgia.

The partnership between the two schools and NASA was developed through a three-year grant funded by the NASA Curriculum Improvements Partnership Award for the Integration of Research (CIPAIR) program. The 10-week summer research internship provides opportunities for freshmen and sophomore students at Cañada to participate in engineering research under the supervision of SFSU faculty and a graduate student mentor.

Research topics covered during the internship include performance-based earthquake engineering, circuit design for biomedical applications, embedded system design, and transistor reliability issues in nano-scale circuits.

Enriquez said the program was developed to study its affect on student retention. "A recent report prepared by the President's Council of Advisors on Science and Technology, indicates that the United States needs to produce one million additional STEM (Science, Technology, Engineering, and Mathematics) professionals in the next decade to retain its historical preeminence in science and technology," Enriquez said. "The report proposes that addressing the retention problem in the first two years of college is the most promising and cost-effective strategy to address this need."

John Paulino, a former Aragon High School graduate, spent two summers in the internship program at Cañada. He is now studying mechanical engineering at UC Berkeley and has been named a NASA Student Ambassador mentoring other engineering students.

"Being a NASA Student Ambassador allows me to connect with a network of great professionals, interact and work with my peers, prepare to enter the STEM workforce, and represent and help NASA inspire and engage future scientists and engineers," Paulino said.

For Jesus Garcia, the summer internship at SFSU taught him how to conduct research and work with groups of researchers. "These are two very important skills for engineers," he said. "The internship also helped me become a better analyst, critical thinker, and problem solver.



Cañada Professor Amelito Enriquez (fourth from left) was honored for his mentoring activities in 2011 by President Barack Obama. This year, he was honored for his academic paper on engineering internships.

This internship is a perfect opportunity for students who have no previous experience to gain real-world knowledge in the field of engineering."

Garcia studied under SFSU Professor Cheng Chen, investigating a phenomenon called Soft Oxide Breakdown in the performance of integrated circuits. He later presented his findings at a regional ASEE conference.

"The first two years of implementation of the program have generated high quality research outcomes from the participating community college students," Enriquez said. The post-program surveys filled out by students indicate success in strengthening their identity as engineers, in increasing their interest in further research, and in enhancing their desire to transfer to a four-year university, complete a baccalaureate degree in engineering, and pursue a graduate degree.

The internship program was funded in 2010 with a three-year, \$450,000 grant from NASA. The space agency is providing the college with \$150,000 per year to help improve student success in math and engineering courses by contextualizing the learning.

Since 2008, Cañada has emerged as a regional center for science, technology, engineering and mathematics education. The school has attracted more than \$10 million in state and federal funding. Highlights include:

- **Summer Mathematics Bridge Program:** In August of 2008, the college received a \$900,000 grant from the U.S. Department of Education to help underrepresented students with science, technology, mathematics, and engineering. The money funded a Summer Mathematics Bridge Program; Summer Engineering Institute; a student-centered model of academic counseling and mentoring; a series of personal and professional development activities; and improved academic services.

- **COMETS Grant Establishes Math Jam:** In October of 2008, the college received a \$1.5 million grant from the U.S. Department of Education to help shorten the time students need to enroll in transferable level science classes. The money was used to develop a six-week summer program in math instruction called Math Jam designed to raise math placement levels for students pursuing science, technology, engineering and mathematics degrees. It is now open to all students, has expanded to including mini-math jams, and continues to grow.
- **The National Science Foundation-STEM Grant:** In March of 2009 Cañada received a \$600,000 grant from the National Science Foundation to provide student scholarships over a five-year period. The scholarship is open to currently enrolled students and incoming high school students majoring in a STEM field. Students can receive up to \$15,000 over three years, which includes \$4,000 for the first year in a four-year college or university. Twenty-one students received the scholarship in 2009; 37 students in 2010-11; 41 students in 2011-12; and 12 more students in 2012-13.
- **Rebuilding the Community College Transfer Engineering Pipeline:** In September of 2011, the college received a \$6 million grant from the U.S. Department of Education to help rebuild the pipeline of engineering students from California's community colleges to the UC and CSU systems while simultaneously increasing the number of minority students studying science, technology, engineering and mathematics. The grant funds the California Alliance for the Long-term Strengthening of Transfer Engineering Programs (CALSTEP). The project solicits involvement from community colleges all over the state while encouraging collaboration among community college engineering programs to maximize their ability to serve students. It is in the process of developing a Model Transfer Curriculum to make it easier for students to articulate courses with four-year institutions.



The college celebrated its 45th Anniversary in style at this year's Redwood City Family 4th Celebration. A crowd of close to 50 students, staff, and faculty walked in this year's parade. The ASCC, with help from theater designer Mike Walsh, built a float that earned fourth-place honors and the college earned third-place honors in the Community Group category. Parade organizers presented President Buckley with a check for \$350 which will go to the ASCC Scholarship Fund.

Former CSU San Bernardino Star Alicia Karver Hired to Lead the Cañada College Volleyball Team



Alicia Karver, a former assistant coach at Sierra College in Rocklin, has been hired to rebuild the Cañada College volleyball program.

Karver spent three seasons as the first assistant at Sierra, winning a Northern California championship during her tenure. She was also a successful college player, winning conference titles at San Joaquin Delta Community College in Stockton and winning two conference titles and finishing second in the nation at California State University San Bernardino.

Karver is a 2005 graduate of St. Mary's High School in Stockton where she played four years earning first-team all-area three times. Most recently, she's been coaching Mercy High School in Burlingame, which finished 20-12 in 2012. That record was good for a three-way split of the West Bay Athletic League Skyline Division title.

"I'm really excited for this opportunity," she said. "I enjoy coaching at the community college level. I played at a community college and I've coached at a community college so I know that's where I want to be."

Once the volleyball season starts, Karver said she'll be attending local high school matches to introduce players to the Cañada program.

A New One-Year Program in Community Health Will be Offered at the Menlo Park Center This Fall



A new one-year program designed to train students to become community health workers will begin this fall at the Menlo Park Center.

The Patient Navigation & Health Promotion Program will be taught in the evenings and on Saturdays. Tuition and textbook fees will be waived for eligible students and most courses will be taught in Spanish and English.

Students need to commit to a one-year schedule but they'll receive on-the-job experience as a patient navigator or *promotor* while taking courses during the second semester. Students in the program will also receive individual guidance to help them obtain their associate's degree or transfer to a university.

The program is being developed in cooperation with the state and county departments of Mental Health, Rehabilitation, Vocational Rehabilitation, and Human Services.

The Patient Navigation & Health Promotion Program will train students to provide assistance to families in need of temporary social, health, and economic assistance. Students will be taught to view the client as a whole person in context of family and community. Students will need to demonstrate a working knowledge of emergency and non-emergency services available in San Mateo County.

Approximately 150 Students Learn About Jobs for STEM Majors in Government and Non-Profits



As Edward Allen explained how science, technology, engineering, and mathematics influence his day-to-day work at the Monterey Bay Aquarium, he could see the lights turn on for students around his table.

Allen was just one professional from more than 15 government agencies and non-profits describing jobs for STEM students outside of industry. Approximately 150 students were in attendance.

"We could have added another 100 students but we just didn't have the room," said Juan Alvarez, United States Department of Agriculture Regional Director.

The Second Annual STEM Professionals workshop was sponsored by the college and USDA Hispanic Serving Institutions National Program.

Through workshops and hands-on activities, students learned about the variety of career options in STEM fields within the government and non-profits. "We want to open their minds to other options outside of traditional industries," said Rosalina Mira, program director for Upward Bound at Cañada and event organizer.

Students from National Hispanic University joined Upward Bound, Physics Jam, and other Cañada students at the four-hour workshop.

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 10, 2013, San Mateo, CA**

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

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich (by telephone), Trustees Richard Holober (by telephone) and Dave Mandelkern, Student Trustee David Zay Latt

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, and District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz announced that Trustees Richard Holober and Patricia Miljanich will be participating in this meeting by telephone from locations that are not within district boundaries. The Brown Act states that “if a meeting is conducted, in part, by teleconference, then at least a quorum of the board must participate from teleconference locations within the district’s boundaries.”

District staff has been advised by legal counsel that no action items may be considered at this meeting; however, it is permissible for the Board to hear information reports. Therefore, the following action items will be removed from the agenda for tonight’s meeting:

- Approval of minutes as listed on the agenda
- Approval of personnel items
- Recommendation for administrator employment contract renewals

President Schwarz said the closed session of the Board will also be canceled.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

INFORMATION REPORTS

DISCUSSION OF 2013 INSTITUTIONAL SELF EVALUATION PROCESS AND COLLEGE SELF EVALUATION REPORTS (13-7-1C)

Jing Luan, Vice Chancellor, Educational Services and Planning, acknowledged the work done by Board members, faculty, staff, students and others. He also recognized those who prepared the presentation for this meeting, especially Jennifer Hughes, Vice President, Student Services at College of San Mateo.

Vice Chancellor Luan asked the presenters to introduce themselves:

Sarah Perkins, Vice President, Instruction, Skyline College; Accreditation Liaison Officer (ALO)
Laura Demsetz, Professor of Engineering, College of San Mateo; Faculty Co-Chair
Susan Estes, former Vice President, Instruction, College of San Mateo; was ALO and Co-Chair until June 30
Jennifer Hughes, Vice President, Student Services, College of San Mateo; ALO effective July 1
Jing Luan, Vice Chancellor, Educational Services and Planning; District ALO
Donna Bestock, Dean of Social Science/Creative Arts, Skyline College; Administrative Co-Chair
Doug Hirzel, Professor of Biology, Cañada College; Faculty Co-Chair
Robin Richards, Vice President, Student Services, Cañada College; ALO and Co-Chair

Overview

Vice President Perkins said expectations have changed dramatically since the last time the Colleges went through accreditation in 2007, including the use of new manuals for writing the self evaluation reports. In addition to the self evaluation reports, requirements by the Accrediting Commission for Community and Junior Colleges (ACCJC) include: annual report every spring; fiscal report every spring; substantive change reports as required; ongoing Student Learning Outcomes (SLOs) assessment; mid-term reports; and intermittent mandates. Vice President Perkins said all colleges now have committees dedicated specifically to accreditation for organizing and writing reports, collecting evidence, and preparing for site visits.

Vice President Perkins discussed the levels of reaffirmation of accreditation: reaffirm accreditation; reaffirm accreditation with a follow-up report by a certain time; reaffirm accreditation with a follow-up report and visit; defer action on accreditation; issue a warning; impose probation; order show cause; terminate accreditation.

Vice President Miljanich asked who reads all of the material and provides feedback. Vice President Perkins said a team, composed of faculty and administrators from community colleges, is assigned to each College and each has a team chair. The team chairs for the District's and Colleges' 2013 site visits are:

Cañada College – Pamela Luster, President, San Diego Mesa College

College of San Mateo – José Ortiz, Chancellor, Peralta Community College District

Skyline College – Melinda Nish, Superintendent/President, Southwestern Community College District
District – for the first time, a fourth team will be assigned; the team's makeup is not yet known

The team reads the materials and conducts the site visits. The team site chair is responsible for writing a response to the College. The ACCJC meets, reviews the team's recommendations and issues a level of reaffirmation in February. Trustee Mandelkern noted that the ACCJC is not required to follow the team's recommendation and can make any decision they want without disclosing the basis for their decision.

President Schwarz asked if the 2013 accreditation will be affected by previous accreditations. Vice President Perkins said it will because a college or district must show that prior recommendations have been addressed and how they have been addressed, even when the college or district has been removed from sanctions. Vice President Estes added that the ACCJC wants to make sure the college/district has continued to meet the recommendations as well as meeting others that may have been added. Executive Vice Chancellor Keller said all new team members are provided with information regarding prior recommendations and will look to see if those recommendations have been addressed; in that sense, the recommendations stay with a college/district rather than having the slate wiped clean. President Claire said it is important to fully address prior recommendations because that is the first part of the report that the team will read.

Chancellor Galatolo said the College of San Mateo report states that a "majority" of the College's courses, certificates and degrees have established SLOs; he said he is concerned because "majority" could mean as little as 51%. Trustee Mandelkern said he is also concerned about the use of the word "majority," followed by the statement that the College has met the recommendation in full. Vice President Estes said new information in the appendix indicates that the number reaches 97%. President Claire said the suggestion to omit the word "majority" is noted and will be addressed in the revisions.

Vice President Perkins discussed the most common deficiencies leading to sanction since 2009: program review; planning using assessment results; Board roles and responsibilities; internal governance issues; and financial management or stability. Emerging reasons for sanction noted for colleges on sanction as of January 2013 are: SLOs; student services, employee evaluation; use of research for improvement; and mission statements. President Schwarz asked for examples of what the team will be looking at in terms of Board roles and responsibilities. Chancellor Galatolo said examples are Board self evaluation, evaluation of the Chancellor and whether the Board is micromanaging. He said this is the area on which the fourth team will focus.

College Self Evaluation Process

Professor Hirzel said faculty, staff and students from the College communities volunteered countless hours to serve on Standards Writing Committees. Committee members were selected for representation, diversity and expertise. The committees differed in size at each of the Colleges, ranging from 50 to 80 members. The committees were approved through the Academic Senate, CSEA and Student Senates. Input was also provided by District liaisons. Each College went through a multi-draft process; each draft was reviewed by various governance groups, technical experts and by the College communities at large. The College communities were kept abreast of the process through emails, newsletters, participatory governance groups, open College-wide forums, and training and orientation workshops.

Professor Demsetz said a major part of the process is providing evidence showing that the Colleges/District have done what they report they have done. Evidence is drawn from College and District documents, such as institutional plans and reports, research reports, meeting summaries and minutes, websites, catalogs and schedules. The reports contain references to research that has been done at the College and District levels. Professor Demsetz said the Committees have relied on the research offices at the Colleges to help provide evidence.

District Role in Accreditation

Vice Chancellor Luan said District liaisons were assigned to the Colleges and each was assigned a specific area of the accreditation standards. The liaisons are: Kathy Blackwood, Barbara Christensen, Harry Joel, José Nuñez, Karen Powell, John Hashizume, Richard Inokuchi, Frank Vaskelis, Eric Raznick, Sue Harrison and Jing Luan. The District liaisons participated in College meetings and provided information that is consistent across all three Colleges. They also brought back input and requests to the District Accreditation Coordinating Council (DACC), which is co-chaired by Executive Vice Chancellor Keller and Vice Chancellor Luan. The work of DACC is to address District recommendations in collaboration with the Colleges; contribute to the College self evaluation reports; share information Districtwide; maintain the web page in reference to Districtwide information; and provide periodic briefings to the Board of Trustees. In addition, one meeting of the Chancellor's Council per month has been dedicated to accreditation.

Vice Chancellor Luan said the Delineation of Functions Review is a new requirement beginning with the last accreditation cycle. The District formed a Delineation of Functions Review Committee, co-chaired by Vice Chancellor Luan and Vice President Hughes; other members are Ray Hernandez of Skyline College and Jan Roecks of Cañada College. The Committee developed a review process in 2008 which was reviewed by the shared governance bodies and approved by the Chancellor's Council. The Committee also developed a Delineation of Functions document showing whether the District and the Colleges play a primary, secondary or shared role for each of the accreditation standards and substandards. The Committee agreed to review the document on a regular basis (every three years) as required by the ACCJC.

Organization of the Self Evaluations

Vice President Estes said the self evaluations include:

- Introduction
- Overview of the College
- Organization of the self evaluation
- Thematic Abstract (optional)
- College and District Organization
- Certification of Continued Compliance
- Responses to 2007 Recommendations
- Standards I – IV, which include a new emphasis on financial information
- Appendices, requiring expanded evidentiary information in areas such as student achievement data, SLOs, international education, and college integrity

Recommendations from the 2007 Self Study

Vice President Richards said all three Colleges have fully addressed previous recommendations from the ACCJC. The recommendations were in key areas: Planning and Institutional Effectiveness; SLOs; Distance Education; Student Services and Student Learning; Decision Making; and Evaluation.

Dean Bestock said District-related recommendations were: Evaluation Procedures for Chancellor and College Presidents; Evaluation Procedures for Faculty (include student learning outcomes into the evaluation process); Evaluate Delineation of Functions; and complete review of all District policies and procedures. Dean Bestock said all of the recommendations have been fully addressed.

Next Steps and Timeline

Vice President Hughes said the latest version of the self evaluations will be posted on the accreditation website by July 19. After the site visits, the initial report from the Team Chair will be sent to the College Presidents. The Colleges are allowed to respond with regard to any factual errors. The ACCJC will take action in January and the results will be sent to the Colleges and District in early February.

In summary, Executive Vice Chancellor Keller said the self evaluations were completed with broad participation from all constituents and District liaisons; all recommendations from the 2007 self studies have been addressed; and all accreditation standards have been met. Executive Vice Chancellor Keller said all new team members must attend one training session and there is great variance in experience among members.

Trustee Holober said he applauds and thanks everyone who put a tremendous amount of work into this process.

Trustee Mandelkern said the reports are very thorough and thoughtful. He asked if the ALOs believe the Colleges or District fall short in addressing any of the 2007 recommendations or in meeting the accreditation standards. Vice President Perkins said the 2007 recommendations are fully addressed. She said the responses are well documented with strong data and the Colleges collaborated to address them in the same way.

Vice President Hughes said she is confident that College of San Mateo addressed the 2007 recommendations and she is also confident that the standards have been met. She said plans for improvement are included. Vice President Estes added that it may be considered suspicious if there are no plans for improvement.

Vice President Richards said she is confident that Cañada College has addressed all of the 2007 recommendations and has met all standards. She said she has been impressed with everything Cañada's staff and faculty do to help assure that this is the case.

Trustee Mandelkern said there is wide variance in the format and level of detail in the reports; he asked if this could be a concern. Vice President Perkins said this can reflect the character and size of the College and is not a concern. Vice President Richards said Cañada College uses graphs and charts instead of words in many cases and this makes the report shorter. She said it is a matter of style for each individual College. Vice President Perkins added that the reports are closer in size in the sections that address the four standards; most of the difference is in the evidence sections. Trustee Mandelkern said the Skyline College report relies on a large number of hyperlinks and asked if that is sufficient for the printed report. Vice President Perkins said she understands that the ACCJC is moving toward digital usage because of this problem. She said that Skyline College will include more hard copy evidence in the next version of the report.

Trustee Mandelkern suggested that Cañada College and Skyline College include detailed information on SLOs as College of San Mateo did in an appendix. Vice Presidents Perkins and Richards said they will incorporate this in their revised versions.

Trustee Mandelkern asked that the College Presidents share feedback from the site visit team chair with the Board. President Claire said the Board will be provided copies of the team reports. He said the report will include opinions and each College will have until approximately December 15 to provide additional information to try to address any concerns. The Colleges can also comment on errors of fact.

President Schwarz thanked everyone involved with working on the self evaluation. She said she is concerned about the amount of time it takes away from other things. She said it appears that the ACCJC is continually adding requirements and this may need to be addressed in terms of budget.

Student Trustee Latt said he is impressed with the depth of the reports. He asked if the Colleges/District need to work on any of the common deficiencies mentioned earlier. Vice President Perkins said there is documentation which shows that these ten areas are not issues for the Colleges or District.

Student Trustee Latt asked if the reports are available digitally. Vice President Perkins said the ACCJC will receive a digital copy to distribute to team members, as well as a hard copy. There will be hard copies at each campus and it will also be posted on the websites which are accessible to the public.

Trustee Mandelkern said the reports are impressive and asked if a press release should be issued to announce that the documents are accessible on the website. Trustee Miljanich and Trustee Schwarz were supportive of making the documents accessible to the public but did not believe a press release was necessary.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 24, 2013 meeting.

Patricia Miljanich, Vice President-Clerk

BOARD REPORT NO. 13-7-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

College of San Mateo

Joseph (Alex) Guiriba College Recruiter Administrative Services

Reclassified from a full-time, 12-month Program Services Coordinator position (Grade 27 of Salary Schedule 60) into this full-time, 12-month position at Grade 175S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013. The reclassification will reflect an increase in the responsibilities for this position.

Melanie Berzon Director of Radio Program Operations KCSM

Reassigned from a full-time, 12-month FM Program Director position (Grade 29 of Salary Schedule 60) into this full-time, 12-month position at Grade 29 of the same salary schedule, effective July 1, 2013.

Alisa Clancy FM Program Director KCSM

Reassigned from a full-time, 12-month Director of Radio Program Operations position (Grade 29 of Salary Schedule 60) into this full-time, 12-month position at Grade 29 of the same salary schedule, effective July 1, 2013.

Skyline College

Gary Cheang Laboratory Technician (Biology/Chemistry) Science/Math/Technology

Reassigned through the hiring process from a part-time (48%), 12-month Laboratory Technician position (Grade 26 of Salary Schedule 60) into this full-time, 12-month position at the same classification, effective July 1, 2013, replacing Patricia Carter who retired.

Sherrie Prasad Administrative Assistant Instruction Office

Reassigned through the hiring process from a full-time, 12-month Administrative Secretary position (Grade 27 of Salary Schedule 60) into this full-time, 12-month position at Grade 180S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013.

District Office

Suneetha Pasumarthi Senior Programmer I Information Technology Services

Reclassified from a full-time, 12-month Programmer Analyst position (Grade 37 of Salary Schedule 60) into this full-time, 12-month position at Grade 200S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013. The reclassification into an existing position (1C0047) will reflect an increase in the responsibilities for this position.

Christopher Smith Web Support Analyst Information Technology Services

Reclassified from a full-time, 12-month Web Programmer Analyst position (Grade 37 of Salary Schedule 60) into this full-time, 12-month position at Grade 200S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013. The reclassification into an existing position (1C0289) will reflect an increase in the responsibilities for this position.

B. TRANSFERCollege of San Mateo

Erin Gruman Cosmetology Aide Business & Technology

Reassigned through the hiring process from a part-time (48%), 10-month Cosmetology Aide position (Grade 26 of Salary Schedule 60) into this equivalent full-time, 11-month position, effective August 1, 2013.

Skyline College

Christopher Rico Program Services Coordinator Language Arts/Learning Resources

Reassigned through the hiring process from a full-time, 12-month Program Services Coordinator position (Grade 27 of Salary Schedule 60) at College of San Mateo into this equivalent full-time, 12-month position, effective August 6, 2013.

District Office

Yanely Pulido Administrative Assistant Administrative Services

Reassigned through the hiring process from a full-time, 12-month Administrative Assistant position (Grade 180S of Salary Schedule 40) into this equivalent full-time, 12-month position, effective July 1, 2013.

C. PHASE-IN RETIREMENTSkyline College

Phyllis Taylor-Gulbransen Professor, Communication Studies Language Arts/Learning Resources

Recommend approval of participation in the Phase-In Retirement Program, effective August 15, 2013. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

D. CHANGES IN STAFF ALLOCATION**College of San Mateo (KCSM)**

1. Recommend creation of a new classification titled, “Radio Station Manager” at Grade 191E of the Classified Professional/Supervisory Salary Schedule (35), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time, 12-month Radio Station Manager position at KCSM and to delete one full-time 12-month KCSM Programming Development Manager position, effective July 1, 2013. Also recommend the reclassification of Dante Betteo into the new classification, effective July 1, 2013.
2. Recommend a change in salary level for the Director of Radio Operations position classification from Grade 26 to Grade 29 of the Classified Salary Schedule (60), effective July 1, 2013.

Districtwide

1. Recommend creation of a new classification titled, “Financial Aid Reconciliation Specialist” at Grade 30 of Classified Salary Schedule (60), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time Financial Aid Reconciliation Specialist position, effective July 1, 2013. The position will be housed at College of San Mateo and will provide accounting support duties for all three campuses.
2. Recommend creation of a new classification titled, “Financial Aid Technical Support Specialist” at Grade 30 of Classified Salary Schedule (60), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time, 12-month Financial Aid Technical Support Specialist position at Cañada College, effective July 1, 2013. Also recommend the reclassification of Lucy Nolasco from Lead Financial Aid Technician at the same salary level, effective July 1, 2013.
3. Recommend a change in salary level for the Student Life & Leadership Manager position classification from Grade 180S to 190S of Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013. Accordingly, recommend an adjustment in salary for the incumbents (Amory Cariadus, Aaron Schaefer, and Victoria Worch [Michiko Maggi substitute]) effective July 1, 2013.
4. Recommend creation of a new classification titled, “Vice President of Administrative Services” at Grade AB of the Management Salary Schedule (20), effective July 1, 2013. In addition, recommend a change in staff allocation to add full-time, 12-month Vice President of Administrative Services positions at Cañada College, College of San Mateo, and Skyline College, effective July 1, 2013. Also recommend the reclassification of Eloisa Briones from Director of Business Services into this new position, effective July 1, 2013.
5. Recommend creation of a new classification titled, “Curriculum & Instructional Systems Specialist” at Grade 220S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013. In addition, recommend a change in staff allocation to add a full-time, 12-month Curriculum & Instructional Systems Specialist positions at Cañada College, College of San Mateo, and Skyline College and to delete the current Administrative Analyst positions (2C0208, 3C0176, and 4C0037), effective July 1, 2013. Also recommend the reclassification of Ada Delaplaine, Maria Norris, and Jose Peña into these new positions, effective July 1, 2013.

Skyline College

1. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of Classified Salary Schedule (60) in the Career Center. The position is necessitated by the recent expansion of services provided by the Career Center.

2. Recommend creation of a new classification titled, “Director of Retail, Hospitality, and Tourism Center” at Grade 190E of the Academic/Classified Professional/Supervisory Exempt Salary Schedule (35), effective July 9, 2013. In addition, recommend a change in staff allocation to add a full-time, 12-month Director of Retail, Hospitality, and Tourism Center at Skyline College, effective July 9, 2013.

District Office

1. Recommend creation of a new classification titled, “Deputy Chancellor” at Grade EB of the Executive Salary Schedule (10), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time, 12-month Deputy Chancellor position at the District Office, effective July 1, 2013. Also recommend the reclassification of James Keller from Executive Vice Chancellor into this new position at the same salary level, effective July 1, 2013.

2. Recommend a change in staff allocation to add one full-time, 12-month Administrative Analyst position at Grade 195S of the Classified Professional/Supervisory (40) and to delete one full-time Administrative Assistant (1C0215) position at Grade 180S of the same salary schedule, effective July 1, 2013. Also recommend the reclassification of Rebecca Papenhouse into the Administrative Analyst position, effective July 1, 2013.

D. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District	Auxiliary Services/Bookstores	1	7/11/2013	8/30/2013	Shipping/Receiving Clerk: Assist store with stocking and set up through the Fall semester rush.
District	Educational Services & Planning	1	7/11/2013	6/30/2014	Program Services Coordinator: Assist with program coordination for the International Education program, including teacher orientation, campus visits/tours, agent and overseas counselor orientation, and entry and analysis of international student data.
Cañada	Vice President of Student Services/Student Support & TRIO	1	6/18/2013	12/18/2013	Retention Specialist: Support the retention efforts of the Beating the Odds and Financial Literacy programs, including providing workshops and individualized attention related to academics, support services, scholarships, and internships. <i>This position was previously requested with an incorrect start date of July 1.</i>
Cañada	Vice President of Instruction/Learning Center	1	8/1/2013	1/31/2014	Instructional Aide II: Assist students through individual and group tutoring in all levels of math. This position is for evening and Saturday hours only.

CSM	President's Office/Community Relations & Marketing	1	7/11/2013	12/31/2013	Staff Assistant: Provide operational support for the department; implement and coordinate office procedures and timelines; assist with the oversight of day to day outreach activities and event planning; and prepare correspondence and spreadsheets.
CSM	Student Services/CalWORKS	1	7/11/2013	12/31/2013	Program Services Coordinator: Assist with the development of job skills training workshops for CalWORKS students; assist with case management; and update files for student records.
Skyline	Business Services	1	7/1/2013	12/31/2013	Accounting Technician: Intermittent collection of fees, issuance of parking permits, and functions of cashiering; assist students at counter and by phone during registration periods. <i>This position was inadvertently omitted from the June 17 Board Report.</i>
Skyline	Business/Cosmetology	12	8/19/2013	6/27/2014	Cosmetology Aide: Oversee student performance during practical application experiences. The services are provided intermittently at varied days/times. <i>This request is to correct the dates for previously approved positions.</i>
Skyline	Business/Early Childhood Education	1	7/1/2013	6/30/2014	Program Services Coordinator: Serve as a liaison between ECE student program participants and college departments on an intermittent schedule during peak periods; research and compile information for reporting. <i>This position was previously requested in error with a start date of 8/20/13.</i>
Skyline	Enrollment Services/ Admissions & Records	1	7/1/2013	6/30/2014	Admissions & Records Assistant II: Intermittent processing of applications and student registrations; assist students at counter and by phone during registration periods. <i>This position was inadvertently omitted from the June 17 Board Report.</i>
Skyline	Language Arts	14	7/11/2013	6/30/2014	Instructional Aide II: Provide individualized and small group tutorial services to students in specific disciplines over the course of a 12-hour day; assist in the presentation of workshops, classroom visits, and study groups.

Skyline	Language Arts	3	7/11/2013	6/30/2014	Instructional Aide II: Tutorial services outside of the classroom for specific classes. This activity is a fundamental component of the Basic Skills Initiative and is designed to improve student success.
Skyline	Science/Math/ Technology	4	7/11/2013	6/30/2014	Laboratory Technician: Provide assistance during intense instructional times such as lab tests, complex experiments, and student check in and check out. Each position is for a different discipline.
Skyline	Vice President of Student Services/SparkPoint	2	7/11/2013	12/31/2013	Office Assistant II: Provide clerical assistance for SparkPoint Program, exchange information with students, staff, and the general public, data entry and retrieval, and maintenance of budgets and data files.
Skyline	Vice President of Student Services/SparkPoint	1	7/11/2013	12/31/2013	Program Services Coordinator: Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, management of Efforts to Outcome data system, and implementation of CTE program services.
Skyline	Vice President of Student Services/SparkPoint	2	7/11/2013	12/31/2013	Financial Aid Technician: Assist with the planning, implementation, coordination, and data collection of Financial Aid and SparkPoint Center financial coaching services and resources.
Skyline	Vice President of Instruction/Center for Workforce Development	1	7/11/2013	6/30/2014	Office Assistant II: Assist the center during times of registration and student recruitment for the career advancement academy.

BOARD REPORT NO. 13-7-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ADOPTION OF RESOLUTION NO. 13-9 REGARDING EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM

The San Mateo County Community College District is required by the State Teachers Retirement System (STRS) to make contributions to on behalf of employees covered by STRS directly to STRS and designate such contributions as employee contributions from the same source of funds as used in paying salary. This resolution is made in accordance with the provisions of Section 414 (h) (2) of the Internal Revenue Code.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Resolution No. 13-9 reflecting how contributions are made to the State Teachers Retirement System effective July 1, 2013.

RESOLUTION NO. 13-9
BY THE GOVERNING BOARD
OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION REGARDING EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE CALIFORNIA STATE TEACHERS RETIREMENT SYSTEM

WHEREAS, the San Mateo Community College District Board of Trustees has the authority to implement the provisions of Section 414 (h) (2) of the Internal Revenue Code (IRC); and

WHEREAS, the Teachers' Retirement Board of the State Teachers' Retirement System adopted its resolution Section 414 (h) (2) IRC on May 17, 1985; and

WHEREAS, the Internal Revenue Service has stated on August 27, 1985, that the implementation of the provisions of Section 414 (h) (2) IRC pursuant to the resolution of the Teachers' Retirement Board would satisfy the legal requirements of Section 414 (h) (2) IRC; and

WHEREAS, the San Mateo Community College District Board of Trustees has determined that even though the implementation of the provisions of Section 414 (h) (2) IRC is not required by law, the tax benefit offered by Section 414 (h) (2) IRC should be provided to its employees who are members of the State Teachers' Retirement System.

NOW, THEREFORE, BE IT RESOLVED:

- I. That San Mateo Community College District Board of Trustees will implement the provisions of Section 414 (h) (2) of the Internal Revenue Code by making employee contributions to the State Teachers' Retirement System on behalf of its employees who are members of the State Teachers' Retirement System. "Employee contributions" shall mean those contributions to the State Teachers' Retirement System which are deducted from the salary of employees and are credited to individual employees' accounts.
- II. That the contributions made by the San Mateo Community College District Board of Trustees to the State Teachers' Retirement System, although designated as employee contributions, are being paid by the San Mateo Community College District School Board in lieu of contributions by the employees who are members of the State Teachers' Retirement System.
- III. That employees shall not have the option of choosing to receive the contributed amounts directly instead of having them paid by the San Mateo Community College District Board of Trustees to the State Teachers' Retirement System.
- IV. That the San Mateo Community College District Board of Trustees shall pay to the State Teachers' Retirement System the contributions designated as employee contributions from the same source of funds as used in paying salary.

- V. That the amount of the contributions designated as employee contributions and paid by the San Mateo Community College District Board of Trustees to the State Teachers' Retirement System on behalf of an employee shall be the entire contribution required of the employee by the Teachers' Retirement Law (California Education Code sections 22000 et seq.).
- VI. That the contributions designated as employee contributions made by the San Mateo Community College District Board of Trustees to the State Teachers' Retirement System shall be treated for all purposes, other than taxation, in the same way that member contributions are treated by the State Teachers' Retirement System.
- VII. That the San Mateo Community College District Board of Trustees shall make no contributions designated as employee contributions until the State Teachers' Retirement System has developed and implemented procedures for administering the provisions of Section 414 (h) (2) of the Internal Revenue Code and until the State Teachers' Retirement System has officially notified the San Mateo Community College District Board of Trustees that it will accept contributions pursuant to section 414 (h) (2) Internal Revenue Code.

REGULARLY PASSED AND ADOPTED 24th day of July 2013.

Ayes:

Noes:

Abstentions:

Attest: _____
Patricia Miljanich, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 13-7-1CA

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

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING
 MAY 31, 2013 AND ADOPTION OF RESOLUTION NO. 13-10 AUTHORIZING
 BUDGET TRANSFERS FOR 2012-13**

Section 58307 of Title 5 Regulations requires that the Board approve all transfers between expenditure classifications made after final adoption of the annual budget. Additionally, District Rules and Regulations Section 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain accounting classifications are in excess of amounts budgeted and when there are amounts in other classifications that will not be required for expenditures in those classifications. The changes to the final adopted budget are submitted to the Board semi-annually.

The 2012-13 final budget (adopted by the Board in September 2012), mid-year changes approved by the Board in February 2013, and transfers shown below are summarized as follows:

	2012-13	Transfers	Transfers
	<u>Final Budget</u>	<u>12/31/12</u>	<u>5/31/13</u>
General Fund (Unrestricted)	\$ 117,681,373	\$182,917	\$103,716
Self-Insurance Fund	1,282,000	0	0
Debt Service Fund	29,030,413	0	0
General Fund (Restricted)	27,768,125	2,180,486	1,238,448
Capital Projects Fund	9,468,367	1,616,873	14,384,169
Bookstore Fund	8,457,700	0	0
Cafeteria Fund	170,000	0	0
San Mateo Athletic Club	2,360,000	0	0
Child Development Fund	1,031,074	0	115,382
Measure G – SM Parcel Tax	7,050,000	0	0
Trust Fund (Financial Aid)	22,719,031	158,854	169,536
Post-Retirement Benefits	<u>1,256,000</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 228,274,083</u>	<u>\$ 4,139,130</u>	<u>\$16,011,251</u>

Detailed budget transfer records are maintained in the District’s Administrative Services Office and serve as support documentation for the summary report information below. This report highlights increases and decreases in major classifications of object accounts for each fund and provides a brief explanation for changes in the fund totals that have occurred since the mid-year transfer report.

Unrestricted General Fund – Fund 1Adjust the **EXPENDITURE** amounts in the following classifications:

1000 Academic Salaries	\$124,860
2000 Classified Salaries	252,988
3000 Employee Benefits	217,322
4000 Materials & Supplies	634,391
5000 Operating Expenses	(1,038,297)
6000 Capital Outlay	(56,047)
7000 Other Outgo	<u>(31,500)</u>
Total	\$103,716

Adjust the **REVENUE** amounts in the following classifications:

8600 State Revenues	\$ 8,540
8800 Local Revenues	90,764
8900 Other Sources	<u>4,412</u>
Total	\$103,716

Large transfers in expenditure budgets in the Unrestricted General Fund are a result of transfers of site ending balances as well as between position control and hourly accounts. Changes in revenue amounts are correcting entries to the proper fund sources.

Restricted General Fund – Fund 3Adjust the **EXPENDITURE** amounts in the following classifications:

1000 Academic Salaries	\$809,836
2000 Classified Salaries	42,513
3000 Employee Benefits	216,831
4000 Materials & Supplies	(35,676)
5000 Operating Expenses	25,531
6000 Capital Outlay	34,494
7000 Other Outgo	<u>144,918</u>
Total	\$1,238,448

Adjust the **REVENUE** amounts in the following classifications:

8100 Federal Revenues	\$284,480
8600 State Revenues	622,243
8800 Local Revenues	331,725
8900 Other Sources	<u>-0-</u>
Total	\$1,238,448

Increases in the Restricted General Fund budget occurred as a result of new external programs and grants. The District received \$460,000 for Career Advancement Academy (CAA) from the State. There was a grant from the Grove Foundation as well as numerous WIA contracts with the County of San Mateo.

Capital Outlay Projects Fund – Fund 4Adjust the **EXPENDITURE** amounts in the following classifications:

2000 Classified Salaries	\$ 810,022
3000 Employee Benefits	1,136
4000 Materials & Supplies	4,333,034
5000 Operating Expenses	916,809
6000 Capital Outlay	2,421,223
7000 Other Outgo	<u>5,901,944</u>
Total	\$14,384,168

Adjust the **REVENUE** amounts in the following classifications:

8600 State Revenues	\$6,361,151
8800 Local Revenues	772,496
8900 Other Sources	<u>7,250,521</u>
Total	\$14,384,168

Adjustments in revenue amounts are due to reclassifications to the appropriate fund sources.

Child Development Fund – Fund 6

Adjust the **EXPENDITURE** amounts in the following classification:

1000 Academic Salaries	\$31,514
2000 Classified Salaries	42,240
3000 Employee Benefits	19,270
4000 Materials & Supplies	<u>22,357</u>
Total	\$115,381

Adjust the **REVENUE** amounts in the following classifications:

8100 Federal Revenues	\$10,000
8800 Local Revenues	(2,140)
8900 Other Sources	<u>107,521</u>
Total	\$115,381

Budget augmentations occurred to recognize incoming transfers from redevelopment funds to cover deficits.

Measure G (San Mateo Parcel Tax) – Fund 6

Adjust the **EXPENDITURE** amounts in the following classification:

1000 Academic Salaries	\$(404,806)
2000 Classified Salaries	134,858
3000 Employee Benefits	89,084
4000 Materials & Supplies	62,090
5000 Other Operating Expenses	118,024
6000 Capital Outlay	<u>750</u>
Total	\$-0-

Additional revenue of \$190,451 was received in July less senior exemptions. This entry will be reflected as of June 30, 2013.

Trust Fund (Financial Aid) – Fund 7

Adjust the **EXPENDITURE** amounts in the following classification:

7500 Student Financial Aid	\$98,659
7600 Other Outgo	<u>70,877</u>
Total	\$169,536

Adjust the **REVENUE** amounts in the following classifications:

8900 Other Sources	<u>169,536</u>
Total	\$169,536

Budget augmentations occurred to recognize incoming transfers from CARE, EOPS, and TRIO grants, and NSF scholarships within the Restricted General Fund (Fund 3) as well as SMCCC Foundation scholarships that are now being disbursed through District accounts. Direct payments to students from federal and state grants are shown within the Financial Aid Fund.

To close the fiscal year, a blanket budgetary transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2012-13.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2013 through May 31, 2013. It is further recommended that the Board adopt Resolution No. 13-10 authorizing budgetary transfers for 2012-13, as listed and as needed for year-end closing activities.

RESOLUTION NO. 13-10

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

**RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2012-13**

WHEREAS, Section 58307 of Title 5 Regulations provides that the governing board of a community college district may authorize transfers between expenditure classifications at any time by written resolution of the board of trustees of a district; and

WHEREAS, the governing board of the San Mateo County Community College District deems it necessary to make such budgetary transfers between expenditure classifications in the current year's budget as required to permit the payment of obligations of the District incurred during said fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2012-13 budget as required to permit the payment of obligations of the District during the 2012-13 fiscal year.

REGULARLY PASSED AND ADOPTED this 24th day of July, 2013.

Ayes:

Noes:

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 13-7-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Susan Harrison, Interim Director of General Services, 358-6879
Bob Domenici, Senior Buyer, 358-6728

DISPOSITION OF DISTRICT RECORDS

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records during fiscal years 2012 and 2013, District staff requests the Board's approval for the destruction of the records in Exhibit A. Future reviews will be reported to the Board annually. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized:

- Class 1: Permanent Records
- Class 2: Optional Records –Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

RECOMMENDATION

It is recommended that the Board approve destruction of the obsolete records as listed on the attached.

Site	Description
District	Purchase Orders
District	Human Resources Reports
District	General Accounting Reports
District	Payroll Reports
District	Foundation Bank Statements
District	Bookstore Reports
CSM	Counseling Student Records
CSM	Language Arts Reports
CSM	Nursing Records
CSM	Financial Aid Reports
CSM	Business Office Reports
CSM	President's Office Reports
CSM	Business/Technology Reports
CSM	Math / Science Records
CSM	Social Science Records
Skyline	Admission & Records Student Schedules
Skyline	Automotive Budget Records
Skyline	Cahiers Office Student Schedules
Skyline	CITD Client Files
Skyline	Child Development Center Food Program and Family Data Records
Skyline	Counseling Student Records
Skyline	DSPS Records
Skyline	Financial Aid Loan Files
Skyline	Public Safety Reports
Skyline	Social Science/Arts Student Evaluation Forms
Canada	Humanities/Social Science Records
Canada	Business Office Records
Canada	Workforce/Athletics Records

Site	Description
Canada	Science/Technology Records
Canada	Human Resources Reports
Canada	Admission & Records Financial Records
Canada	Counseling Financial Records
Canada	CBET Records
Canada	Vice President of Instruction Records
Canada	Disability Resource Center Records

BOARD REPORT NO. 13-7-3CA**TO:** Members of the Board of Trustees**FROM:** Ron Galatolo, Chancellor**PREPARED BY:** Susan Harrison, Interim Director of General Services, 650-358-6879
Bob Domenici, Senior Buyer, 650-358-6728**DECLARATION OF SURPLUS PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Associate Chancellor, or designee.

With the completion of most of the District's major construction and renovation projects, the amount of surplus has diminished compared to recent years. The equipment and furniture listed below consisted mainly of audio and video equipment from Cañada College and outdated microscopes and miscellaneous tables and task chairs at Skyline College. As always, the General Services Department is committed to handling this surplus in an efficient manner.

Commodity	Surplus Sales
Equipment	\$ 7,462
Vehicles	\$ 4,050
Furniture	\$ 3,462
Total Sales	\$ 14,974

RECOMMENDATION

It is recommended that the Board of Trustees declare the items listed above as surplus to the needs of the District's and the Colleges' services and programs.

BOARD REPORT NO. 13-7-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jim Keller, Executive Vice Chancellor
(District Accreditation Coordinating Council co-chair), 358-6790
Jing Luan, Vice Chancellor, Educational Services and Planning
(District Accreditation Coordinating Council co-chair), 358-6880

**APPROVAL OF 2013 SELF EVALUATION REPORTS
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The SMCCCD Accreditation Coordinating Council, in collaboration with the Self Evaluation Steering/Oversight Committees and Accreditation Liaison Officers of the three Colleges, established a timeline for the Board of Trustees to review and ultimately approve the College Accreditation self-evaluation reports. On June 26, 2013, hard copies of the colleges' self evaluation reports were delivered to the Board of Trustees for their review. At the study session of July 10, College and District Accreditation Liaison Officers updated the Board on the 2013 Institutional self evaluation process and the self evaluation reports, followed by discussion and input from Board members, at which time Board members had an opportunity to ask questions of the College representatives.

The self evaluation reports have been developed over a multi-year period. Each College formed a steering/oversight committee and standards committees for each of the four standards according to the ACCJC guidelines. Faculty, staff, students and District employees were represented on these committees. Over the course of developing the reports, hundreds of personnel were involved in drafting and compiling the self evaluation reports. The Board of Trustees, College governing bodies, and the large College communities were informed of the progress and invited to participate at various junctures. Final drafts were reviewed and approved by various College governing bodies. Additionally, as part of the accreditation process, the Board of Trustees reviewed and approved the Colleges' mission statements in June 2012.

Upon formal approval by the Board of Trustees, the self-studies will be sent to the Commission in mid-August, as required, in preparation for the Accreditation team visit in October 2013.

The self evaluation reports can be viewed at:

Cañada College: <http://www.canadacollege.edu/accreditation/2013-Self-Evaluation-Vol1.pdf>
<http://www.canadacollege.edu/accreditation/2013-Self-Evaluation-Vol2.pdf>

College of San Mateo: <http://collegeofsanmateo.edu/2013selfevaluation/boardoftrustees.asp>

Skyline College: <http://www.skylinecollege.edu/accreditationselfevaluation/draft.php>

RECOMMENDATION

It is recommended that the Board of Trustees approve the self evaluation reports of Cañada College, College of San Mateo and Skyline College, to be forwarded to the Accrediting Commission for Community and Junior Colleges.

BOARD REPORT NO. 13-7-100B

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

APPROVAL OF RESOLUTION NO. 13-11 FOR THE REORGANIZATION OF THE PACIFICA SCHOOL DISTRICT, JEFFERSON UNION HIGH SCHOOL DISTRICT, SAN BRUNO PARK ELEMENTARY SCHOOL DISTRICT, AND SAN MATEO UNION HIGH SCHOOL DISTRICT

In 1999, an agreement was reached among four school districts in the North County regarding attendance of children residing in the City of San Bruno at local schools. In this negotiated settlement, it was agreed that all San Bruno residents would attend schools in the San Bruno Park and the San Mateo Union High School Districts, while Pacifica residents would attend schools in the Laguna Salada (now Pacifica) Elementary and the Jefferson Union High School District.

Skyline College, which is located in San Bruno, was not included in the negotiated settlement.

In 2000, the College District petitioned the County Committee on School District Organization to transfer the former Parcel A at Skyline College (now the Marisol Development) from the Laguna Salada District and Jefferson High School District to the San Bruno Park District and San Mateo Union High School District and that transfer was approved

At this time, the College District would like to transfer the remaining four parcels of land that comprise Skyline College (see attached map) from the Pacifica School District and the Jefferson Union High School District to the San Bruno Park and the San Mateo Union High School District. This transfer is requested 1) to be consistent with the negotiated agreement that the four school districts made in 1999 and 2) so that if, in the future, faculty housing is constructed at Skyline College, children of employees would be able to attend the schools closest to their residences. All four superintendents involved in this potential territory transfer have been consulted and none have expressed any reservations about the transfer of this vacant land.

The County Committee on School District Organization is responsible for overseeing territory transfer matters. The law specifically states that the County Committee can approve a territory transfer without calling for an election if the following conditions exist:

- The territory is uninhabited,
- A majority of owners agree to the transfer,
- The governing boards of all the affected school districts agree to the transfer.

The process will include public hearings and action by all four school districts involved in the transfer. In order to start the process, the Board needs to adopt the attached resolution which will be forwarded to the County Committee on School District Organization.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Resolution 13-11 regarding the transfer of territory and submit it to the County Committee on School District Organization.

**RESOLUTION NO. 13-11
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION FOR THE REORGANIZATION OF THE PACIFICA SCHOOL DISTRICT,
JEFFERSON UNION HIGH SCHOOL DISTRICT, SAN BRUNO PARK ELEMENTARY
SCHOOL DISTRICT, AND SAN MATEO UNION HIGH SCHOOL DISTRICT**

WHEREAS, San Mateo County Community College District, as the owners of certain parcels of land situated in the County of San Mateo, State of California, as shown on the attached map (Attachment A) and described in the attached legal descriptions (Attachment B), desires to reorganize the Pacifica School District, Jefferson Union High School District, San Bruno Park Elementary School District and San Mateo Union High School District by transferring the described territory from the Pacifica School District and Jefferson Union High School District to San Bruno Park Elementary District and San Mateo Union High School District; and

WHEREAS, the proposed reorganization is authorized pursuant to the California Education Code, Section 35700, *et seq.*; and

WHEREAS, the County Committee on School District Organization is responsible for overseeing territory transfer matters. The law specifically states that the County Committee can approve a territory transfer without calling for an election if the following conditions exist:

- The territory is uninhabited
- A majority of owners agree to the transfer
- The governing boards of all the affected school districts agree to the transfer; and

WHEREAS, Education Code Section 35700 states that a petition for reorganization can be initiated by a majority of the members of the governing boards of all affected Districts; and

WHEREAS, California Education Code Sections 35707 and 35735 require the County Committee on School District Organization to report whether the proposed reorganization would impact school districts in any of eleven different ways; the District's response to these criteria is attached (Attachment C).

NOW THEREFORE BE IT RESOLVED, that the Governing Board of the San Mateo County Community College District hereby requests that the San Mateo County Committee on School District Organization reorganize the Pacifica School District, Jefferson Union High School District, San Bruno Park Elementary School District and San Mateo Union High School District by transferring Parcels 017-080-160, 017-480-040, 017-030-610 and 017-080-110 from the Pacifica School District and Jefferson Union High School District to the San Bruno Park Elementary School District and San Mateo Union High School District.

REGULARLY PASSED AND ADOPTED this 24th day of July, 2013.

Ayes:

Noes:

Abstentions:

Attest: _____
Patricia Miljanich, Vice President-Clerk
Board of Trustees



CSW | ST2

CSW/Stuber-Stroeh Engineering Group, Inc.

Civil & Structural Engineers | Surveying & Mapping | Environmental Planning
Land Planning | Construction Management

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Rev. -

Job No. 4.1121.07

Date: 07/05/2013

Scale: 1" = 500'

SKYLINE COLLEGE PARCEL EXHIBIT

S.M.C.C.D.

SAN BRUNO

SAN MATEO

CALIFORNIA

Parcel: APN 017-080-160

Parcel B, as delineated upon that certain map entitled "Parcel Map, Skyline College, Lands of San Mateo County Community College District, San Bruno, San Mateo County, California", Filed for record in the office of the recorder of the County of San Mateo, State of California, on May 11th 2001 in volume 73 of Parcel Maps at Page 75.

Parcel: APN 017-480-040

Parcel 3, as delineated upon that certain map entitled "Parcel Map, Skyline College, Lands of San Mateo County Community College District, San Bruno, San Mateo County, California", Filed for record in the office of the recorder of the County of San Mateo, State of California, on May 11th 2001 in volume 73 of Parcel Maps at Page 75.

Parcel: APN 017-080-110

Property Description of Site for Skyline College Learning Resource Center

Situate in the City of San Bruno, County of San Mateo, State of California and described as follows:

Being a portion of Parcel B as said parcel is shown on that certain map entitled "Parcel Map, Skyline College, Lands of San Mateo County Community College District, San Bruno, San Mateo County, California", Filed for record in the office of the recorder of the County of San Mateo, State of California, on May 11th 2001 in volume 73 of Parcel Maps at Page 75, more particularly described as follows:

Commencing at the southwesterly terminus of the course on the northwesterly line of said Parcel B described as North 39° 29' 15" East 720.34 feet.

THENCE South 83° 56' 45" East 308.43 feet to the True Point of Beginning

THENCE North 57° 11' 04" East 137.67 feet

THENCE South 32° 48' 56" East 197.67 feet

THENCE South 57° 11' 04" West 137.67 feet

THENCE North 32° 48' 56" West 197.67 feet to the True Point of Beginning.

Parcel APN 017-030-610

A Portion of The Rancho San Pedro described as follows:

Beginning at the Southwest corner of Lot 27, Block 8, as shown on that certain Map entitled "Pacific Heights #3, San Bruno, San Mateo County, California", filed for record February 27, 1959, in Book 50 of Maps, at Page 37; thence from said point of beginning along the Southerly line of said Lot 27, Block 8 and the general Southerly line of said Subdivision Map North $89^{\circ} 51' 50''$ East 250 feet; thence continuing along said Southerly line North $55^{\circ} 25'$ East 365.22 feet, more or less, to the Southeast corner of Lot 33, Block 7, Pacific Heights No. 3; thence leaving said subdivision and running along the Westerly line of Block 7, as shown on the Map of Pacific Heights #1, San Bruno, San Mateo County, California, filed for record on May 21, 1957, in Book 47 of Maps, at Page 24, South $34^{\circ} 35'$ East 100 feet, South $55^{\circ} 25'$ West 110 feet and South $34^{\circ} 35'$ East 50 feet, more or less to the Southwest corner of Lot 1, Block 7, Pacific heights #1, and a point on the Northwesterly line of Parcel I, as shown on that certain record of survey filed January 30, 1959, in Book 4 of License Land Survey Maps, at Page 44; thence leaving said subdivision line and running along the Northwesterly line of said Parcel I South $39^{\circ} 29' 15''$ East 720.34 feet; North $72^{\circ} 05' 20''$ East 566.28 feet to a point on the Easterly line of Lot 52, Block 8, as shown on that certain Map entitled Pacific Heights No. 3, San Bruno, San Mateo County, California, filed for record May 19, 1959, in Book 51 of Maps, at Page 23; thence Northerly along the Easterly line of said Lot and Block North $29^{\circ} 55'$ East 147.85 feet; North $16^{\circ} 45'$ East 179.59 feet and North $00^{\circ} 08' 10''$ West 344.62 feet, more or less, to the point of beginning.

California Education Code Findings

California Education Code Section 35707 requires the County Committee on School District organization to report whether either of the following would be true regarding the proposed reorganization:

1. Will the proposal adversely affect the school district organization of the County?

Because the property involved currently is an operating college within the San Mateo County Community College District and will continue to be an operating college within the District, there would be no adverse impact on the school district organization in the County.

2. Will the proposal be compatible with any master plans submitted by the County Committee and approved by the State Board of Education?

The College District is not aware of any master plans submitted by the County Committee and approved by the State Department of Education that would be affected by the proposed property transfer.

Education Code Section 35753 requires the County Committee to determine whether all of the following criteria are substantially met:

1. Will the reorganized districts be adequate in terms of number of pupils enrolled?

Because the parcels to be transferred do not contain any residential buildings, there would be no effect on the number of pupils enrolled.

2. Will the districts be organized on the basis of a substantial community identity if the proposed reorganization were approved?

This proposed reorganization would be in keeping with an agreement made in the late 1990s among four school districts in the North County regarding attendance of children residing in the City of San Bruno at local schools. In this negotiated settlement, it was agreed that all San Bruno residents would attend schools in the San Bruno Park and the San Mateo Union High School Districts, while Pacifica residents would attend schools in the Laguna Salada (now Pacifica) Elementary and the Jefferson Union High School District.

Skyline College, which is located in San Bruno, was not included in the negotiated settlement.

In 2000, the College District petitioned the County Committee on School District Organization to transfer the former Parcel A at Skyline College (now the Marisol Housing Development) from the Laguna Salada District and Jefferson High School District to the San Bruno Park District and San Mateo Union High School District and that transfer was approved.

At this time, the College District would like to transfer the remaining four parcels of land that comprise Skyline College (see attached map and descriptions) from the Pacifica School District and the Jefferson Union High School District to the San Bruno Park and the San Mateo Union High School District. This transfer is requested 1) to be consistent with the negotiated agreement that the four school districts made in 1999 and 2) so that if, in the future, faculty housing is constructed at Skyline College, children of

employees would be able to attend the schools closest to their residences. All four superintendents involved in this potential territory transfer have been consulted and none have expressed any reservations about the transfer of this vacant land.

3. Would the proposal, if approved, result in an equitable division of property and facilities of the original district or districts?

Because the property involved currently houses college buildings and grounds and will continue to house college buildings and grounds, there are neither facilities nor property that would need to be divided. Because the land is uninhabited, there is no ADA generated by this property. Because these parcels are owned by a public entity—the San Mateo County Community College District—there is no assessed valuation assigned to the property.

4. Would the proposal, if approved, promote racial or ethnic discrimination or segregation?

Because this parcel contains no residential buildings, there will not be any additional students generated and there would be no effect on racial or ethnic distribution, discrimination or segregation.

5. Would the proposal, if approved, result in any substantial increase in costs to the state?

It is not anticipated that there would be any additional cost to the state as a result of this proposed reorganization.

6. Would the proposal, if approved, significantly disrupt the educational programs in the proposed districts and districts affected by the proposed reorganization or impair the districts' ability to continue or promote sound educational performance?

Because the territory involved is land owned by the College District—a public entity—and because the College District will continue to occupy the property and operate it as a College, it is not anticipated that there will be any disruption of educational programs nor will it impair the College District's ability to continue and promote sound educational performance. Because there are no residential buildings on the property to be transferred, there is no ADA generated by this property. Because these parcels are owned by a public entity—the San Mateo County Community College District—there is no assessed valuation assigned to the property.

7. Would the proposal, if approved, result in a significant increase in school housing costs?

Because the territory involved is land owned by the College District—a public entity—and because the College District will continue to occupy the property and operate it as a College, it is not anticipated that there will be any increase in school housing costs.

8. Would the proposal, if approved, result in a significant increase in property values causing financial advantage to property owners because of the transfer of the territory?

Because the territory involved is land owned by the College District—a public entity—and because the College District will continue to occupy the property and operate it as a College, it is not anticipated that the property value will change if the proposed reorganization is approved. Because these parcels are owned by a public entity—the San Mateo County Community College District—there is no assessed valuation assigned to the property.

9. Would the proposal, if approved, negatively affect the fiscal management or fiscal status of the proposed district or any existing district affected by the proposed reorganization?

Because no buildings, facilities or students will be transferred to another district, the proposed reorganization would have no effect on the fiscal management or fiscal status of the San Mateo County Community College District or the other four districts involved in this potential transfer.

BOARD REPORT NO. 13-7-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ADOPTION OF RESOLUTION NO. 13-2 (AMENDED) ELECTING TO RECEIVE TAX
REVENUE PURSUANT TO FORMER HEALTH AND SAFETY CODE
SECTION 33676 (a) (2), MILLBRAE**

The Board adopted a “2% election” resolution related to the former Millbrae Redevelopment Agency on February 27 of this year. This election, which was provided for in the 1991 agreement between the College District and City of Millbrae, will return an additional \$4 million to the College District over the remaining term of the Redevelopment Plan. In that resolution, the base year for calculation of payments was specified as 1987-88. After discussion with the Millbrae Successor Agency to the former Redevelopment Agency, we have concluded that the base year for payments should actually be 2011-12. The attached amended resolution makes this change in the base year.

RECOMMENDATION

It is recommended that the Board adopt the attached amended resolution 13-2 Electing to Receive Tax Revenue Pursuant to Former Health and Safety Code Section 33676 (a) (2) Millbrae.

RESOLUTION NO. 13-2 (Amended)**BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION ELECTING TO RECEIVE TAX REVENUE PURSUANT
TO FORMER HEALTH AND SAFETY CODE SECTION 33676 (a) (2)
MILLBRAE**

- WHEREAS,** the City of Millbrae adopted a Redevelopment Plan for the Millbrae Redevelopment Project on July 12, 1988 pursuant to Community Redevelopment Law that was in place at that time; and
- WHEREAS,** On August 3, 1988, the San Mateo County Community College District filed an action entitled Millbrae School District et. al. v. Millbrae Redevelopment Agency, et. al. (RDA) challenging the validity of the Plan, the EIR and the Ordinance adopting the plan. This action was dismissed by the Superior Court on November 4, 1988 and subsequently reinstated by the Court of Appeal on March 31, 1989; and
- WHEREAS,** The District filed a second action on February 21, 1990 challenging the validity of the pass through agreement made between San Mateo County and the RDA; and
- WHEREAS,** Subsequently, the RDA determined that because of the loss of property taxes and an increase in demand for service the District could incur due to the Redevelopment Project, certain actions were necessary to alleviate the potential burden and detriment to the District; and
- WHEREAS,** The District and the RDA entered into a pass through agreement on March 21, 1991 (the 1991 Agreement) that provided payments to the District; and
- WHEREAS,** The 1991 agreement also provided, in Section 2, that the District could elect one time during the life of the Agreement to receive to be allocated, in addition to the portion of taxes allocated to the affected taxing agency pursuant to subdivision (a) of then existing Section 33670, all or any portion of the tax revenues allocated to the agency pursuant to subdivision (b) of then existing 33670 attributable to one or both of the following:
- (1) Increases in the rate of tax imposed for the benefit of the taxing agency which levy occurs after the tax year in which the ordinance adopting the Redevelopment Plan becomes effective.
 - (2) Increases in the assessed value of the taxable property in the redevelopment project area, as the assessed value is established by the assessment role last equalized prior to the effective date of the ordinance adopting the Redevelopment Plan pursuant to subdivision (a) of Section 33670, which are, or otherwise would be, calculated annually pursuant to subdivision (f) of Section 110.1 of the Revenue and Taxation Code; and

WHEREAS, the San Mateo County Community College District desires to receive all such increases. The “base roll” to be used in calculating the District’s 2% share is 2011-12; and

WHEREAS, The District understands that the agreement also provides, in Section 5, that the District cannot receive payments that would exceed the amount annually that the District would have otherwise received from the Project Area if the Project had not been adopted. Therefore, if the additional payments, when added to the pass through payments, exceed that amount, the District will receive only the amount that would have been owed if the Project had not been adopted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District hereby elects to receive, pursuant to the 1991 Agreement, all increases which are, or otherwise would be, calculated annually pursuant to subdivision (f) of Section 110.1 of the Revenue and Taxation Code as further defined in Section 33676 (a) (2) of the Health and Safety Code as that section read on March 21, 1991.

Originally adopted February 27, 2013; amended and re-adopted this 24th day of July, 2013

Ayes:

Noes:

Abstentions:

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees

RESOLUTION NO. 13-12

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

ENDORISNG IMMIGRATION REFORM AND ADOPTION OF A FEDERAL DREAM ACT

WHEREAS, the San Mateo County Community College District believes in equity, access and social justice for all and recognizes that a strong and vibrant democracy requires that all men and women-- regardless of their ethnicity or where they were born--participate in the political process with full rights and equal protections; and

WHEREAS, the creation of a pathway to citizenship for immigrants living in the United States would improve wages and labor standards by empowering immigrant workers; and

WHEREAS, the United States Congress has been debating the DREAM ACT (Development, Relief and Education for Alien Minors) since 2001. The San Mateo County Community College District believes that this bill should be passed and signed into law at the federal level so that all students can continue their education, regardless of immigration status; and

WHEREAS, the San Mateo County Community College District supports the Deferred Action for Childhood Arrivals program implemented in 2012 that allows certain immigrants who arrived here as children to avoid deportation and urges Congress not to overturn that program; and

WHEREAS, The San Mateo County Community College District remains committed to working with faculty, staff, students and community partners to pass immigration reform that encompasses these principles and strengthens our democracy.

NOW, THEREFORE, BE IT RESOLVED THAT the San Mateo County Community College District urges the 113th Congress to swiftly enact immigration reform that includes a humane, fair, affordable and practical path to citizenship for undocumented immigrants who are currently residing in the United States; that allows for family reunification; and that includes a DREAM Act provision; and

BE IT FINALLY RESOLVED THAT the San Mateo County Community College District will continue to work with its students, faculty, staff and the community to promote comprehensive immigration reform based on the principles outlined in this resolution and will communicate this position to California's congressional delegation.

REGULARLY PASSED AND ADOPTED this 24th day of July, 2013.

Ayes:

Noes:

Abstentions:

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees

RESOLUTION NO. 13-13

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

RESOLUTION REGARDING BOARD ABSENCE

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

WHEREAS, at the time of the May 15, 2013 meeting of the Board, Trustee Richard Holober was absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Holober is entitled to receive the regular compensation for the meeting at which he was absent.

REGULARLY PASSED AND ADOPTED this 24th day of July, 2013.

Ayes:

Noes:

Abstentions:

Attest: _____
Patricia Miljanich, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 13-7-104B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Sarah Perkins, Vice President of Instruction, Skyline College

**ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE, ECONOMIC AND WORKFORCE DEVELOPMENT DIVISION
DEPUTY SECTOR NAVIGATOR: RETAIL HOSPITALITY/TOURISM/LEARN & EARN
SECTOR, AND AUTHORIZATION TO EXECUTE GRANT AGREEMENT**

The California Community Colleges Chancellor's Office, Economic and Workforce Development Division have awarded the Deputy Sector Navigator: Retail Hospitality/Tourism/ Learn & Earn Sector grant in the amount of \$300,000 to San Mateo County Community College District (SMCCCD)-Skyline College/Andrea Vizenor, for the period of July 9, 2013 through June 30, 2014.

The purpose of this grant is to:

- Provide relevant workforce training
- Facilitate and establish effective partnerships of industry, academic and community stakeholders
- Create pathways to high schools
- Enhance economic and workforce development by providing training tool sand resources for an adequately trained workforce
- Create and provide resources in support of faculty development at both the high school and community college levels
- Collaborate with Regional Consortia and Sector Navigator on program development and sharing of resources
- Enhance the EWD network through resource sharing and dissemination of information

RECOMMENDATION

It is recommended that the Board of Trustees accept this California Community Colleges Chancellor's Office, Economic and Workforce Development Division Deputy Sector Navigator: Retail Hospitality/Tourism/Learn & Earn Sector grant for the period July 9, 2013 – June 30, 2014 in the amount of \$300,000.

BOARD REPORT NO. 13-7-105B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Sarah Perkins, Vice President of Instruction, Skyline College

**ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE, ECONOMIC AND WORKFORCE DEVELOPMENT DIVISION
DEPUTY SECTION NAVIGATOR: GLOBAL TRADE & LOGISTICS SECTOR, AND
AUTHORIZATION TO EXECUTE GRANT AGREEMENT**

The California Community Colleges Chancellor's Office, Economic and Workforce Development Division have awarded the Deputy Sector Navigator: Global Trade & Logistics Sector grant in the amount of \$300,000 to San Mateo County Community College District (SMCCCD)-Skyline College/ Richard Soyombo, for the period of July 9, 2013 through June 30, 2014.

The purpose of this grant is to:

- Sustain and expand the global competitiveness of companies in the Bay Area Region by removing barriers to international trade services across the region
- Ensure global competitiveness of the region through increased export of goods and services
- Enhance economic and workforce development by providing training tools and resources for an adequately trained workforce
- Create and provide resources in support of faculty development at both the high school and community college levels
- Collaborate with Regional Consortia and Sector Navigator on program and resource development
- Enhance the EWD network through resource sharing and dissemination of information

RECOMMENDATION

It is recommended that the Board of Trustees accept this California Community Colleges Chancellor's Office, Economic and Workforce Development Division Deputy Sector Navigator: Global Trade & Logistics Sector grant for the period July 9, 2013 – June 30, 2014 in the amount of \$300,000.

BOARD REPORT NO. 13-7-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Joi Blake, Vice President, Student Services, Skyline College
Jennifer Hughes, Vice President, Student Services, College of San Mateo
Robin Richards, Vice President, Student Services, Cañada College

REVISIONS TO BOARD POLICIES AND ADMINISTRATIVE PROCEDURES, CHAPTER 7

Background:

As required by the state and accreditation, the district/colleges need to have Board Policies and Administrative Procedures, and the Board must review these documents at least every six years. Board Policy 2.06, “Board Policy and Administrative Procedures,” outlines this process. Specifically, two excerpts from BP 2.06 are:

1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District’s activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as District employees.
7. Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

What was done? The Vice Presidents of Student Services at the three colleges reviewed all Chapter 7 Student Services Policies and Procedures, comparing them with the model policies and procedures developed by the Community College League of California (CCLC)¹. For each Board policy and administrative procedure, an action was identified. These actions included:

- **No Change:** no change required – the policy matched well with CCLC
- **Delete Board Policy:** there was a need to completely delete the existing policy and replace with a new policy
- **Revise Board Policy:** there was a need to adjust the policy
- **Delete Board Policy and move to Procedures:** the content of the policy belonged in procedures
- **Draft New Procedure:** there was no existing procedure

Why the complete revision? The complete revision of the Chapter 7 Board Policies and Procedures was made for two key reasons:

- 1) **Some Board Policies = Procedures:** There are some Board policies that were actually administrative procedures rather than policy and these required major adjustments.
- 2) **Missing Procedures:** Most of the Board policies did not have procedures associated with them, and these needed to be developed.

¹ Note: The district subscribes to the CCLC Policy and Procedure Service where policies and procedures are created and reviewed by legal counsel to assure we are compliant with Title 5 and the Education Code. Many colleges throughout the state have completely revised their policies and procedures to mirror them.

It was important for consistency to systematically review all of the policies and make the needed changes in one document so it was clearer for the review process.

Review Process:

The proposed Board policies and administrative procedures have been reviewed page by page by numerous campus groups at the three Colleges as well as three District committees. Recommendations have been made by these groups and incorporated into the final document.

The Enrollment Services Committee (ESC), which has representatives from all three Colleges and District staff, has reviewed the final edition by incorporating comments received from the various meetings. The thorough reviews of Chapter 7 were conducted by the following groups:

Cañada

- Student Services Council: February 13, 2013
- College Planning & Budgeting Council: February 20, 2013

CSM

- Student Services Council: February 5, 2013
- Student Services Administrators: February 11, 2013
- College Council: February 6, March 20, 2013

Skyline

- President's Cabinet: February 6, 2013, March 13, 2013
- Management Council: February 12, 2013
- Student Services Leadership Team: February 26, 2013
- College Governance Council: February 27, 2013

Districtwide Committees

- Enrollment Services Committee (ESC): February 8, March 1, and March 29, 2013 - This group had extensive discussions as they implement most of the administrative procedures.
- Financial Aid Steering Committee: January 29, 2013 – Reviewed the financial aid policy and procedure.
- District Participatory Governance Council (DPGC): May 6 (first review) and May 20 (action) – (Note for the DPGC, Board policies are the only items this group recommends. Administrative procedures were sent to this group for information.)

Specific Program Review: In addition, College staff in various programs at the three Colleges (e.g. Admissions, Counseling, DSPS, EOPS, Financial Aid, and International Students Program) reviewed their sections for consistency among the three Colleges.

Vice President Review and Revision: The Vice Presidents of Student Services reviewed and consolidated the recommended changes received into the final document.

Presentation to Board of Trustees:

Chapter 7 policies and procedures are being presented to the Board of Trustees at their July 24th meeting for first reading. The Board policies will be brought to the Board for action at the August 14, 2013 meeting. (Note: The Board of Trustees only approves policies, but they are being provided with a copy of the administrative procedures to help them understand how the Colleges will implement the policies.)

POLICIES	PROCEDURES
7.00 Student Services	
7.01 Admissions and Concurrent Enrollment (BP 5010) REVISED	7.01.1 Admission of Students (AP 5010) NEW 7.01.2 Admission of Concurrent Enrollment High School Students, Middle College High School Students, Other Young Students, and Non-immigrant Visitor Students (AP5011) NEW 7.01.3 International Students (AP 5012) NEW 7.01.4 Students in the Military (AP 5013) NEW
7.02 Residence Determination (BP 5015)	7.02.1 Residence Determination (AP 5015)
7.03 Eligibility Requirements for Admission of International Students-DSGC (DELETE ; Move to New Procedure 7.01.3)	
7.05 Admission of Non-immigrant Visitors (DELETE ; Move to New Procedure 7.01.3)	
7.07 Non-resident Tuition Fees (DELETE)	
7.07 Non-resident Tuition Fees (BP5020) NEW	7.07.1 Non-resident Tuition (AP 5020) NEW
7.09 Withholding of Student Records (BP 5035)	7.09.1 Withholding of Student Records (AP 5035) NEW
7.20 Student Equity (BP 5300)	7.20.1 Student Equity (AP 5300) NEW
7.22 Student Credit Card Marketing (BP 5570)	7.22.1 Student Credit Card Marketing (AP 5570) NEW
7.23 Athletics (BP 5700)	7.23.1 Athletics (AP 5700) NEW
7.26 Prevention of Identity Theft in Student Financial Transactions (BP 5800)	7.26.1 Prevention of Identity Theft in Student Financial Transactions (AP 5800) NEW
7.28 Student Records, Directory Information, and Privacy (BP 5040) NEW	7.28.1 Student Records, Directory Information, and Privacy (AP 5040) NEW 7.28.2 Student Records: Challenging Content and Access Log (AP 5045) NEW
7.28 Student Records, Directory Information, and Privacy (DELETE ; Create new policy)	
7.35 Academic Standards (DELETE ; Move to New Procedure 6.21.1)	

7.37 Open Enrollment (BP 5052)	7.37.1 Open Enrollment (AP 5052) NEW
7.38 Enrollment Priorities (BP 5055) NEW	7.38.1 Enrollment Priorities (AP 5055) NEW
7.39 Student Success (BP 5050) NEW	7.39.1 Student Success (AP 5050) NEW
7.39 Matriculation (DELETE ; Create new policy)	
7.40 Counseling and Advising Services (BP 5110) NEW	7.40.1 Counseling and Advising Services (AP 5110) NEW
7.40 Counseling and Advising Services (DELETE ; Create new policy)	
7.41 Disabled Students Programs and Services (BP 5140)	7.41.1 Disabled Students Programs and Services (AP 5140) NEW
7.42 Extended Opportunities Programs and Services (EOPS) (BP 5150) REVISED	7.42.1 Extended Opportunities Programs and Services (AP 5150) NEW
7.43 Student Financial Aid Programs (BP 5130)	7.43.1 Student Financial Aid Programs (AP 5130) NEW
7.44 Student Health and Psychological Services (BP 5200)	7.44.1 Student Health and Psychological Services (AP 5200) NEW 7.44.2 Student Accident Insurance (BP 5205) NEW 7.44.3 Communicable Disease (AP 5210) NEW
7.45 Transfer Center (BP 5120)	7.45.1 Transfer Center (AP 5120) NEW
7.48 Child Development Centers REVISED	7.48.1 Child Development Centers NEW
7.56 Collection of Delinquent Loans and Other Financial Obligations	
7.60 Student Organizations and Activities (BP 5400) REVISED	7.60.1 Student Organizations and Activities (AP 5400) NEW
7.61 Financial Responsibilities: Student Body Associations and Organizations (BP 5420)	7.61.1 Financial Responsibilities: Student Body Associations and Organizations (AP 5420) NEW
7.62 Associated Students Election (BP 5410)	

7.63 Off-Campus Student Organizations (BP 5510) NEW	
7.67 Sexual Harassment Involving Students (BP 3430) REVISED	
7.69 Student Conduct (BP 5500) REVISED	7.69.1 Student Disciplinary Procedures (AP 5520) REVISED 7.69.2 Student Disciplinary Sanctions NEW
7.70 Student Disciplinary Sanctions (DELETE ; Move to New Procedure, 7.69.2)	
7.73 Student Grievances and Appeals (BP 4231) REVISED	7.73.1 Student Grievances and Appeals (AP 5530) REVISED

No change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.00**

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

Subject: BP 7.00 Student Services

Revision Date: 5/09; Reviewed xx/xx

Colleges of the San Mateo County Community College District shall maintain an organized and comprehensive program of student services to assist students in realizing their individual potential. Services shall be designed to facilitate registration of students at District Colleges, to advise them of educational and career opportunities, to insure their welfare while attending the Colleges, and to encourage their participation in District and College governance as well as in student activities and other campus programs.

Revised

CHAPTER 7: Student Services
BOARD POLICY NO. 7.01 (BP 5010)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.01 ~~Eligibility Requirements for Admission of Students~~ Admissions and Concurrent Enrollment

Revision Date: 5/12; xx/xx

Policy References: Education Code Sections 48800, 48800.5, 76000, 76001, 76002 and 76038.; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 668.16(p)

- ~~1. The Dean of Enrollment Services shall be responsible for coordinating the admission process of students, including student eligibility.~~
1. ~~Any individual applying for admission to any College of the District must~~ The District shall admit students who meet one of the following requirements and ~~be~~ who are capable of profiting from the instruction offered:
- a. ~~Be a graduate of a high school.~~ Be a person over the age of 18 and possessing a high school diploma or its equivalent. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The ~~Chancellor~~ College President or designee shall establish procedures for evaluating the validity of a student's high school completion.
 - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
 - ~~e. Be 18 years of age or older and, in the judgment of the President of the College or designee, be capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition of being readmitted in any succeeding semester.~~
 - c. Be an apprentice as defined in Section 3077 of the Labor Code.
 - d. Be a high school student (grades 9-12) whose admission as a part-time (as defined in Education Code, Section 48800) or full time student (as defined in Education Code Section 48800.5) is recommended for advanced scholastic or vocational courses by his/her high school principal, or designee, and approved by the President of the College or designee. Any student enrolled in grades 9-12 may attend fall, spring and summer sessions. ~~Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special full-time student or part-time student.~~

BP 7.01 Admissions and Concurrent Enrollment (continued)

- i. The ~~Chancellor~~ College President or designee shall establish procedures regarding ability to benefit and admission of high school or younger students.
- ii. Denial of Requests of Admission
 1. If the President of the College or designee deems that a high school student does not demonstrate the ability to profit from the advanced scholastic or vocational courses recommended by the high school principal, or designee, the President of the College will provide a recommendation to the Board of Trustees to deny the student's admission as a special full time or part time student.
 2. The Board of Trustees will review the College President's recommendation. If the Board of Trustees denies a request for special full time or part time enrollment by any student, to include a student who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within sixty (60) days.
 3. The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least thirty (30) days after the student submits the request to the District.
2. The District may deny or place conditions on a student's enrollment upon finding out that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.
3. The Chancellor or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.
4. The College President or designee shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.
5. Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
6. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The College President shall establish procedures for evaluating the validity of a student's high school completion.
7. The District will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive federal student assistance.

8. BP 7.01 Admissions and Concurrent Enrollment (continued)

- ~~3.—Admission to the College may be granted or denied within the framework of existing education and administrative codes and District/College policies.~~
- ~~4.—Colleges of the District shall admit transfers from other collegiate institutions. If such transfer students are academically deficient, they may be admitted, but upon admission are subject to the academic standards of the District applied to all coursework completed at any of the Colleges in the District.~~
- ~~5.—Each College shall admit students who are not residents of the State of California. These students shall be required to pay non-resident tuition.~~
- ~~6.—In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff.
 - ~~a.—Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college level work, standard testing, interview, and evidence the persons meets health requirements.~~
 - ~~b.—The District has the primary responsibility for providing educational opportunities for residents of the District. Therefore, priority in admission to these programs shall be given to District residents.~~~~
- ~~7.—Information regarding admission policies and procedures shall be maintained in the college catalogs.~~

New Procedure

**CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.01.1 (AP 5010)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 7.01.1 Admission of Students
Adoption Date: xx/xx
Policy References: Education Code Section 76000, 76001, 76002 and 76038; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;34 Code of Federal Regulations Section 668.16(p)

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1. The College President or designee shall be responsible for coordinating the admission process of students, including student eligibility.
 2. Any individual applying for admission to any College of the District must meet one of the following requirements and be capable of profiting from the instruction offered:
 - a. Be a person over the age of 18 and possessing a high school diploma or its equivalent. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion. The Vice President of Student Services shall be responsible for evaluating the validity of a student’s high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from the entity that provides secondary school education.
 - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
 - c. Be an apprentice as defined in Section 3077 of the Labor Code.
 - d. Be a high school student (grades 9-12) whose admission as a part-time (as defined in Education Code, Section 48800) or full time student (as defined in Education Code Section 48800.5) is recommended for advanced scholastic or vocational courses by his/her high school principal, or designee, and approved by the President of the College or designee. Any student enrolled in grades 9-12 may attend fall, spring and summer sessions.
 3. The District may deny or place conditions on a student’s enrollment upon finding out that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

AP 7.01.1 Admission of Students (continued)

4. Each College shall admit students who are not residents of the State of California. These students shall be required to pay non-resident tuition. Further information regarding the admission procedures for non-residents is found in AP 7.02.1
5. In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff. Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and evidence the persons meets health requirements.
6. Information regarding admission policies and procedures shall be maintained in the college catalogs.
7. The District will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive federal student assistance.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.01.2 (AP 5011)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.01.2 Admission of Concurrent Enrollment High School Students, Middle College High School Students, Other Young Students, and Non-immigrant Visitor Students

Adoption Date: xx/xx

Policy References: Education Code Sections 48800, 48800.5, 76001, and 76002

Admission of Concurrent Enrollment of High School, Middle College High School, and Other Young Students

1. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must submit:

- a. application for admission;
- b. program request form;
- c. written and signed parental or guardian consent;
- d. written and signed approval of his/her principal. A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.

2. To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must submit:

- a. district application for admission;
- b. written and signed parental or guardian consent;
- c. written and signed acknowledgment of his/her principal. A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal;

3. To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

The student must submit:

- a. district application for admission;
- b. written and signed parental or guardian consent;
- c. written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and demonstration that the student has adequate preparation in the disciplines to be studied, if needed.

AP 7.01.2 Admission of Concurrent Enrollment High School Students, Middle College High School Students, Other Young Students, and Non-immigrant Visitor Students (continued)

4. All required documents shall be sent to the Admissions Office.
5. Special part-time students may enroll in up to, and including, 11.5 units per semester, or the equivalent thereof, at the community college.

High School Students:

For students attending high school, the Vice President of Student Services or designee may review the materials, and, if needed, may determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Vice President of Student Services or designee shall be final. This determination may be done by one or more of the options listed below:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by the Vice President of Student Services or designee. The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The Vice President of Student Services or designee may determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Vice President of Student Services or designee shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
 - a review of the student's placement tests;
 - meeting with the student and his/her parent or guardian;
 - consultation with appropriate division deans
 - consideration of the welfare and safety of the student and others;
 - consideration of local, state, and/or federal laws;
 - review of the content of the class in terms of sensitivity and possible effects on the minor;
 - requirements for supervision of the minor; and/or
 - times the class(es) meet and the effect on the safety of the minor.
6. If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

AP 7.01.2 Admission of Concurrent Enrollment High School Students, Middle College High School Students, Other Young Students, and Non-immigrant Visitor Students (continued)

7. Students will be granted college credit for all coursework that is successfully completed. Students may request that an official transcript be sent to their high school registrar to be considered toward high school graduation.
8. Special part-time or fulltime students shall be assigned a lower enrollment priority, except for students attending a middle college high school program if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not replace regularly admitted students. The priority registration dates are set for each registration cycle by an established District committee.
9. The Vice President of Student Services or designee maintains records of enrollment for of special part-time and fulltime students for state apportionment purposes.
10. In order to claim apportionment for K-12 students, the following criteria are met:
 - a. The class is open to the general public
 - b. The class is advertised as open to the general public in one or more of the following:
 - i. The college catalog
 - ii. The regular schedule of classes
 - iii. An addenda to the catalog or schedule
11. If the decision to offer a class, other than a contract education class, on a high school campus is made after publication of the regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.
12. If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school Board of Trustees.
13. If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students, unless it is a contract education course for which the district does not claim apportionment.

Admission of Non-immigrant Visitors

1. Non-immigrant visitors who are precluded from establishing domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may enroll in any College in the District as a non-resident. Applicants in this status must:
 - a. Meet all applicable general admission requirements as set forth in Board Policy, 7.01, Eligibility Requirements for Admission of Students.
 - b. Present evidence, if conflicting information has been submitted, that the passport and Visa are dated to permit study for the duration of the program of study for which enrollment is being requested.
 - c. Enrollment may be subject to Visa limits on units.

AP 7.01.2 Admission of Concurrent Enrollment High School Students, Middle College High School Students, Other Young Students, and Non-immigrant Visitor Students (continued)

2. Non-immigrant visitors holding a B-1 or B-2 Visa, except concurrent enrollment students, are not eligible to enroll in credit classes at any College in the District.
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.
4. Non-immigrant visitors who are eligible to establish domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may be admitted to any of the Colleges in the District without restriction and shall be eligible to establish residency. AB 540 students who have attended high school in California for three or more years and have graduated or attained the equivalent prior to the start of the term are exempt from paying the non-resident tuition, but will not be classified as California residents.
5. All non-immigrant visitors shall be subject to residency classification in accordance with the California Education Code, and the California Code of Regulations, Title 5. Students classified as non-residents will be required to pay non-resident tuition.
6. The various visa types are summarized in the below table. Students with any of these visa types are not eligible to establish residency.

Class of Non-immigrant

A	Foreign Government Official
C	Transit
C-1/D	Combination transit/crew member (indiv. iss.)
D-Crewlist	Crew member (individual issuance) and Crewlist Visas
E	Treaty trader or investor
F	Student
G	Representative/Staff of international organization
H	Temporary worker and Trainee
I	Representative of Foreign Information Media
J	Exchange visitor
K	Fiance(e) of U.S. citizen
L	Intracompany Transferee
M	Vocational student
N	Certain Relatives of SK Special immigrants
NAFTA	NAFTA Professional
NATO	NATO Official
O	Person with extraordinary ability in the Sciences, Arts, Education, Business, or Athletics
P	Athlete, Artist or Entertainer
Q	International Cultural Exchange Program Participant
R	Person in a Religious Occupation
S	Informant Possessing Information on Criminal Activity or Terrorism
T	Victim of a Severe form of Trafficking in Persons
U	Victim of Criminal Activity
V	Spouse/Child of Lawful Permanent Resident Awaiting Availability of Immigrant Visa

New Procedure; Delete Board Policy 7.03; Replaced with new procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.01.3 (AP 5012)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.01.3 International Students
Adoption Date: xx/xx
Policy References: Education Code Sections 76141 and 76142; Title 5 Section 54045; Title 8, U.S. Code Sections 1101. et seq.

The District adheres to all federal requirements regarding the admission of international students, including the submission by students of all required immigration documentation.

1. An international student is defined as one who is in the United States on a valid and current student visa.
2. International students must meet the following requirements for admission by deadlines established each semester:
 - a. Satisfy all requirements for college required by U.S. Customs and Immigration Service.
 - b. Provide verification of being in compliance with all applicable rules of the U.S Customs and Immigration Service, with respect to an existing F-1 (student) visa, when transferring from a United States educational institution.
 - c. Offer evidence of a standard degree of academic aptitude reflecting good academic standing equivalent to an American high school education (normally a C or 2.00 average or better.)
 - d. Demonstrate proficiency in the use of the English language by submitting a minimum score of 480 (paper based), 160 (computer based), or 56 (internet based) on TOEFL, or 5.5 on ILETS to demonstrative ability to benefit from instruction.
 - e. Present evidence of sufficient funds to cover tuition fees and living expenses while attending the College.
 - f. Provide proof, before registration, of medical insurance coverage or enroll in a medical insurance plan provided for international students by the San Mateo County Community College District.
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester. Students must present documentation from the institution issuing the I-20 that the student has permission to enroll in another educational institution.
4. All international students will be required to pay non-resident tuition, as outlined in Board Policy 7.07, Non-resident Tuition Fees and Administrative Procedures, 7.07.01, Non-resident Tuition, including the Capital Outlay Fee.

AP 7.01.3 International Students (continued)

5. All international students are required to complete a minimum of 12 units of class work each semester to maintain their status. During the last semester of attendance, international students are not required to complete a minimum of 12 units. Those who fail to complete the required units are out of status and may be required to return to their home country.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.01.4 (AP 5013)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.01.4 Students in the Military
Adoption Date: xx/xx
Policy References: Education Code Sections 68074, 68075, and 68075.5; Title 5 Sections 55023, 55024, 54041, 54042, 54050, and 58620 Military and Veterans Code Section 824

Residence Determinations for Military Personnel and Dependents

1. A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.
2. An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.
3. A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.
4. A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
5. A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty

AP 7.01.4 Students in the Military (continued)

after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

No change

CHAPTER 7: Student Services
BOARD POLICY NO. 7.02 (BP 5015)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.02 Residence Determination
Revision Date: 5/09; Reviewed xx/xx
Policy References: Education Code Sections 68040, 68041, 68079 and 76140; Title 5, Sections 54000 et seq.

1. Students shall be classified at the time of application for admission as a resident or a nonresident student.
2. A resident is any person who has been a bona fide resident of California for more than one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or session for which the student applies to attend.
3. A student who is a full-time employee of the District or who is a child or spouse of a full-time employee of the District shall be classified as a resident until s/he has resided in the State the minimum time necessary to become a resident.
4. Residence classification shall be made for each student at the time application for admission is accepted and whenever a student has not been in attendance for more than two semesters. A student previously classified as a nonresident may be reclassified as of any residence determination date.
5. The Vice President of Student Services or a designee shall evaluate information presented by an applicant for admission and make determination of residence. The student shall have the right to appeal residency determination in accordance with Rules and Regulations, Section 7.73.
6. The Chancellor or designee shall develop procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.02.1 (AP 5015)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP7.02.1 Residence Determination

Adoption Date: xx/xx

Policy References: Education Code Sections 68000 et seq. and 68130.5; Title 5 Sections 54000 et seq.

Residence Classification

1. Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one year. Residence classifications are to be made in accordance with the following provisions:
 - a. A residence determination date is that day immediately preceding the first day of instruction for any term during which the student proposes to attend.
 - b. Residence classification is the responsibility of the Admissions Office
2. Students must be notified of residence determination within 14 calendar days of submission of application.

Rules Determining Residence

1. A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
2. A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.
3. The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:
 - a. Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
 - b. A person may have only one residence.
 - c. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
 - d. A residence cannot be lost until another is gained.
 - e. The residence can be changed only by the union of act and intent.
 - f. A person may establish his or her residence. A spouse's residence shall not be derivative from that of his or her spouse.
 - g. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was

AP 7.02.1 Residence Determination (continued)

maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

- h. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

1. A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:
 - a. A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
 - b. A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
 - c. A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
 - d. A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - i. He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - ii. He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - iii. He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - iv. A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
 - e. A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of

AP 7.02.1 Residence Determination (continued)

California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.

- f. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- g. A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- h. A student who was a member of the armed forces of the United States stationed in this state on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in this state after being discharged up to the minimum time necessary to become a resident.
- i. A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- j. A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- k. A student who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- l. A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- m. A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.

AP 7.02.1 Residence Determination (continued)

- n. Any students who are U.S. citizens, permanent residents of the U.S., and visitors who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

high school attendance in California for three or more years;
 graduation from a California high school or attainment of the equivalent thereof;
 registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;]
 completion of a questionnaire form prescribed by the Chancellor and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
 in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.

Right To Appeal

1. Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admission Office, may make written appeal to the Vice President of Student Services or his/her designee within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

1. The appeal is to be submitted to the Admissions Office which must forward it to the Vice President of Student Services or his/her designee within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
2. The Vice President of Student Services or his/her designee shall review all the records and have the right to request additional information from either the student or the Admissions Office.
3. Within 30 calendar days of receipt, the Vice President of Student Services or designee shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

1. A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
2. Students requesting to petition their residency classification must submit a residency questionnaire to the Admissions Office prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for

AP 7.02.1 Residence Determination (continued)

reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

3. Written documentation may be required of the student in support of the reclassification request.
4. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District (Education Code Section 68044).
5. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:
 - a. Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
 - b. Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.
6. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024. Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.
7. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.
8. The Vice President of Student Services or designee will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification. The student may appeal following the procedures outlined above.

Non-Citizens

1. The District will admit any non-citizen who is 18 years of age or older or a high school graduate.
2. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.
3. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.
4. Any students who are U.S. citizens, permanent residents of the U.S., and visitors who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:
 - a. high school attendance in California for three or more years;

- b. graduation from a California high school or attainment of the equivalent thereof;
 - c. registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002;
 - d. completion of a questionnaire form prescribed by the Chancellor and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
 - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so.
5. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services or his/her designee. The decision of the Vice President of Student Services is final.

Delete Policy; create new procedure, 7.01.3

CHAPTER 7: Student Services
BOARD POLICY NO. 7.03 (BP 5015)

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.03 Eligibility Requirements for Admission of International Students~~

Revision Date: ~~5/12~~

Policy References: ~~Education Code Sections 76141 and 76142; Title 5 Section 54045.5; Title 8, U.S.C. Section 1101, et seq.~~

- ~~1. An international student is defined as one who is in the United States on a valid and current student visa. Students who live outside the United States and who take only online courses may not need a visa as determined by the Deans of Enrollment Services.~~
- ~~2. The following are the admission requirements for international students. International students must:

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

Delete Policy: Create new procedure
7.01.2

CHAPTER 7: Student Services
BOARD POLICY NO. 7.05 (BP 5010)

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.05 Admission of Non-immigrant Visitors-~~

Revision Date: ~~7/11~~

Policy References: ~~Education Code, Sections 68040, 76140 Title 5, Sections 54000, 54045, et seq.~~

- ~~1. Non-immigrant visitors who are precluded from establishing domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may enroll in any College in the District as a non-resident. Applicants in this status must:

 - ~~a. Meet all applicable general admission requirements as set forth in Rules and Regulations, Section 7.01.~~
 - ~~b. Present evidence that the passport and Visa are dated to permit study for the duration of the program of study for which enrollment is being requested.~~
 - ~~c. Enrollment may be subject to Visa limits on units.~~~~
- ~~2. Non-immigrant visitors holding a B-1 or B-2 Visa are not eligible to enroll in credit classes at any College in the District.~~
- ~~3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.~~
- ~~4. Non-immigrant visitors who are eligible to establish domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may be admitted to any of the Colleges in the District without restriction and shall be eligible to establish residency. AB-540 students who have attended high school in California for three or more years and have graduated or attained the equivalent prior to the start of the term are exempt from paying the non-resident tuition, but will not be classified as California residents.~~
- ~~5. All non-immigrant visitors shall be subject to residency classification in accordance with the California Education Code, and the California Code of Regulations, Title 5. Students classified as non-residents will be required to pay non-resident tuition.~~

New Policy; Deleted Prior Policy

CHAPTER 7: Student Services
BOARD OF POLICY NO. 7.07 (BP 5020)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.07 Non-resident Student Tuition Fees
Adoption Date: xx/xx
Policy References: Education Code Sections 68050, 68051, 68130, 68130.5, and 76141;
 Title 5 Section 54045.5

-
1. Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.
 2. Not later than February 1 of each year, the Chancellor or designee shall bring to the Board of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.
 3. The College President or designee shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.
 4. The Chancellor or designee is authorized to implement a capital outlay fee to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.
 5. Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.
 6. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.
 7. Non-resident high school concurrent students are not charged non-resident fees, regardless of the number of units they enroll in.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.07.01 (AP5020)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.07.1 Non-resident Student Tuition Fees
Adoption Date: xx/xx
Policy References: Education Code Sections 68130.5 and 76140 et seq.; Title 5 Section 54045.5

1. Non-resident students shall be charged non-resident tuition for all units enrolled, except for any students, other than non-immigrant visitors under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:

high school attendance in California for three or more years;
graduation from a California high school or attainment of the equivalent thereof;
registration or enrollment in a course offered for any term commencing on or after January 1, 2002
completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so
reside in California.

2. The College may exempt from all or part of the fee for any non-resident who is both a citizen and resident of a foreign country provided that the non-resident has demonstrated financial need for the exemption and not more than ten percent (10%) of the non-resident international students are exempted.

3. The non-resident tuition fee shall be set not later than February 1 of each year. The Chancellor or designee shall bring to the Board of Trustees for approval an action to establish non-resident tuition for the following year.

4. The calculation of the non-resident tuition fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

5. The calculation of the non-resident tuition fee will reflect the expense of education in the preceding year and reflect the fees in contiguous districts.

6. The College assesses a \$10 processing fee (plus an additional \$50 processing fee for non-resident tuition) if a refund is issued a student withdrawing from all classes. For all classes dropped after the established deadline, fees are not refundable unless an action of the College (e.g., class cancellation) that prevents a student from attending class. Further information regarding the Credit and Refund Policy can be found in the College Catalog and website.

Delete and Replace with new Board Policy, 7.07

BOARD POLICY NO. 7.07 (BP 5020)

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.07 Non-resident Student Tuition Fees~~

Revision Date: ~~10/09~~

Policy References: ~~Education Code Sections 68050, 68051, 68052, 68130, 76130, 76141; Title 5 Section 54045.5~~

1. ~~Tuition Fees~~

- ~~a. A tuition fee shall be charged each non-resident student. Each student shall pay tuition for the number of units in which enrolled unless specifically required otherwise by law.~~
- ~~b. The Board of Trustees shall establish fees in compliance with California Education Code, Title 5 and the California Community College Attendance Accounting Manual.~~
- ~~c. The Chancellor or designee shall establish procedures regarding collection, waiver, and refunds of non-resident tuition.~~
- ~~d. Collection of tuition fees at each College shall be the responsibility of the Cashier's Office.~~

2. ~~The Chancellor is authorized to implement a capital outlay component to the nonresident tuition to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.~~

- ~~a. Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.~~
- ~~b. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States.~~
- ~~c. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.~~

3. ~~Payment of Fees~~

- ~~a. The non-resident tuition fee for the number of units for which the student is registering is due and payable in full at the time of registration. If it is determined by the Vice President of Student Services or designee that, for reasons beyond his/her control, a student is not able to make full payment of the fee at the time of registration, the following deferred payment schedule may be utilized:~~

BP 7.07 Non-resident Student Tuition Fees

- ~~i.—One third of the total tuition shall be paid at the time of registration.~~
- ~~ii.—The balance shall be paid prior to November for Fall semester, prior to April for Spring semester, and two weeks after the date of registration for Summer Session.~~
- ~~iii.—A student who has a tuition fee balance from a previous semester or session shall not be allowed to complete registration for any other semester or session.~~

~~4.—Residence Classification~~

~~Residence classification shall be made for each student at the time the application is accepted for admission and whenever a student has not been in attendance for more than one semester. The Vice President of Student Services, or designee, shall be responsible for notifying each student who has been classified a non-resident not later than fourteen (14) calendar days after the beginning of the semester/session for which the student has applied or fourteen (14) calendar days after the student's application is received, whichever is later.~~

- ~~a.—A non-resident student who was incorrectly classified as a resident and who is attending a class or classes is required to pay the non-resident tuition fee upon notification of the error. Failure to make proper payment may result in cancellation of the student's registration. Notification shall consist of written notice from the College to the student. The student shall have the right to appeal the residency determination in accordance with Rules and Regulations, 7.73.~~

~~5.—Admission by Misinformation~~

- ~~a.—A non-resident student who has been admitted to a class or classes without payment of the fee because of misinformation submitted by him/her during registration shall be subject to disciplinary action and excluded from such class or classes until a payment program is agreed upon by the student and the designated manager. For the purpose of this rule only, such notification may be given at any time during the period of enrollment. Unless a payment program is agreed to by the student and the designated manager, the student shall not be readmitted during the semester or session from which s/he was excluded, nor shall s/he be admitted to any following session or semester until all previously incurred tuition obligations are met. The student may appeal this action in accordance with Rules and Regulations, 7.73.~~
- ~~b.—The District shall vigorously pursue collection of non-resident fees and shall, when necessary, initiate legal action to collect such fees.~~

~~6.—Non-resident Tuition Fee Waiver~~

- ~~a.—The College may waive non-resident tuition fees which were not collected as a result of the College's error and not through the fault of the student or if collection of such a fee would cause the student undue hardship in accordance with regulations and definitions adopted by the State.~~

Revisions

CHAPTER 7: Student Services
BOARD POLICY NO. 7.09 (BP 5035)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.09 Withholding of Student Records
Revision Date: 5/09; xx/xx
Policy References: Title 5, Section 59410

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1. Students or former students who have been provided with written notice that they have failed to pay their ~~proper~~ financial obligations to the district shall have grades, transcripts, **enrollment verifications**, and diplomas **and degrees** withheld.
 2. Any items held, shall be released when the student satisfactorily resolves the financial obligation.

New procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.09.1 (AP5035)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.09.1 Withholding of Student Records
Adoption Date: xx/xx
Policy References: Title 5, Section 59410

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1. The College will withhold grades, transcripts, enrollment verifications, diplomas and degrees, and registration privileges from any student or former student who fails to pay a financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.
 2. The definition of financial obligation shall include, but is not limited to:
 - a. student fees;
 - b. obligations incurred through the use of facilities;
 - c. equipment or materials;
 - d. library fines; unreturned library books;
 - e. materials remaining improperly in the possession of the student; and/or
 - f. any other unpaid obligation a student or former student owes to the District.

A financial obligation does not include any unpaid obligation to a student organization.

3. Unpaid student accounts are reviewed regularly and a bill is sent electronically to the student requesting payment. In addition, student account information is available through WebSMART. Students requesting to appeal a financial obligation must do so in writing to the College Business Office.

No Change

CHAPTER 7: Student Services
BOARD OF POLICY NO. 7.20 (BP 5300)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.20 Student Equity

Revision Date: 1/10; **Reviewed xx/xx**

Policy References: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5 Section 54220

The Board of Trustees is committed to assuring student equity in educational programs and College services. Each College shall establish a student equity plan that meets the Title 5 standards for such a plan.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE 7.20.1 (AP 5300)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.20.1 Student Equity
Adoption Date: xx/xx
Policy References: Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
 Title 5 Section 54220

1. Each College has a student equity plan. The plan is filed as required to the California Community Colleges Chancellor's Office, following approval by the Board of Trustees.
2. The development of the student equity plan includes the following:
 - a. active involvement of appropriate groups on campus;
 - b. involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups;
 - c. campus-based research as to the extent of student equity;
 - d. institutional barriers to equity;
 - e. goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group;
 - f. activities most likely to be effective to attain the goals, including coordination of existing student equity related programs;
 - g. sources of funds for the activities in the plan;
 - h. a schedule and process for evaluation of progress towards the goals;
 - i. an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the College will undertake to achieve the goals, the resources budgeted for that purpose, and the College official who can be contacted for further information.
3. The Student Equity Plan shall be developed, maintained, and updated under the supervision of the College President or designee.

No change

CHAPTER 7: Student Services
BOARD POLICY NO. 7.22 (BP 5570)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.22 Student Credit Card Marketing
Revision Date: 1/10; **Reviewed xx/xx**
Policy References: Title 5 Section 54400; Civil Code Section 1747.02(m); Education Code Sections 99030 and 99040.

Marketing for student credit cards is prohibited at all three Colleges, the District Office and other facilities operated by the District.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE 7.22.1 (AP 5570)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.22.1 Student Credit Card Marketing
Adoption Date: xx/xx
Policy References: Education Code Section 99030; Title 5 Section 54400; Civil Code Section 1747.02(m)

Student credit card marketing is prohibited on any of the Colleges of the San Mateo County Community College District and the District Office. Financial literacy, including credit card and debt education, is offered to students during financial aid orientation and other college orientations and workshops.

No change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.23 (BP 5700)**

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

Subject: BP 7.23 Athletics
Revision Date: 1/10; **Reviewed xx/xx**
Policy References: Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq.

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1. The District shall offer an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.
 2. The Chancellor shall assure that the athletics program complies with federal and state law, the California Community College Athletic Association (CCCAA) and Sports Guides, and the Coast Conference Constitution regarding student athlete participation.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.23.1 (AP 5700)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.23.1 Athletics
Adoption Date: xx/xx
Policy References: Education Code 66271.6, 66271.8, 67360 et seq.; Title IX, Education Amendments of 1972

1. As part of the overall mission of the District and respective Colleges, athletics is designed to provide an environment that stresses critical thinking and skill development while encouraging personal growth, discipline, assertiveness, persistence, honesty, sensitivity and emotional control.
2. The goals and practices of the athletic programs are to:
 - a. sponsor intercollegiate competitive sports in accordance with the Education Code, Title V, Title IX, conference rules and the State Athletic Constitution and Bylaws;
 - b. foster broad programs of men's and women's intercollegiate athletics that are consistent with students educational objectives with an emphasis on retention, completion and matriculation;
 - c. encourage excellence in performance by all participants in intercollegiate athletics, as well as recognize the link that exists between academic scholarship and athletic achievement;
 - d. not allow the recruitment of out-of-state student-athletes as specified in the State Athletic Constitution and Bylaws;
 - e. direct recruiting efforts toward student-athletes residing in San Mateo County and support the right of student-athletes to attend their school of choice and participate in all activities within the conditions specified by the State Athletic Constitution and Bylaws;
 - f. and maintain or increase balanced athletic program offerings for both men and women as student, budget and community interest will allow.
3. The colleges offer the following sports:
 - a. **Cañada College:** Women's Golf, Women's Volleyball, Men's and Women's Soccer, Men's Basketball and Baseball
 - b. **College of San Mateo:** Men's and Women's Cross Country, Football, Women's Water Polo, Women's Basketball, Baseball, Men's and Women's Swimming, Softball, and Men's and Women's Track and Field
 - c. **Skyline College:** Men's and Women's Soccer, Women's Volleyball, Wrestling, Men's and Women's Basketball, Women's Badminton and Baseball
4. Teams are open to all students who have not exhausted their eligibility at the community college level. Teams may be added or discontinued as deemed appropriate by the Colleges. As a multi-college district, students are allowed to attend one college and participate in athletics at another college as long as they meet all applicable requirements.

AP 7.23.1 Athletics (continued)

5. **Participation Requirements**

Student-Athletes are required to complete the following in order to participate:

- a. Form 1, Student Eligibility Report, identifying whether this is the student's first or second season of competition in this sport or any sport, and if the student has attended and / or participated in athletics at any other college or university. The Form 1 also includes a required signature from the student regarding the rules and regulations related to competition and eligibility.
- b. Form 2, Student Athlete Transfer Form, required to be sent to any college or university the student had attended to verify if the student had attended the college or university, the student's status at that college or university, and if the student had participated in athletics at that college or university.
- c. Form C, Out of Recruitment Area Student Contact Record, certifying that the student had chosen the college without prior contact by members of the staff or persons representing the College. This form is required for any student who participates from outside the District designated recruiting boundaries.
- d. Pre-Participation Medical Screening Evaluation and all applicable medical, insurance, waiver and consent forms designed to insure the safe and effective participation of the student in the athletic program.
- e. Student Athlete Declaration of Eligibility Form asking the student to declare and verify that she/he does not fall under the provisions set forth in Section 67362 of the California Education Code.

6. **Initial Eligibility Certification**

Once the aforementioned requirements are complete, the coach will prepare a roster to be submitted to the athletic director to evaluate each student athlete relative to regulations governing athletic competition at the California community college level. The evaluation includes determining:

- a. the number of units the student is actively and continuously enrolled in (minimum of 12 required);
- b. the student is enrolled in the appropriate VARS class;
- c. the status of the student's Student Education Plan (SEP);
- d. the recruiting area high school of the student (In-District, Recruiting Area In-State, Out-of-State);
- e. the enrolled and completed units to ensure they meet the requirements of Bylaw 1 of the State Athletic Constitution and Bylaws;
- f. whether a Form 2, Student Athlete Transfer Form, from another college or university has been received and what impact that information has regarding eligibility;
- g. whether transcripts are available to certify the requirements of Bylaw 1 of the State Athletic Constitution and Bylaws; and,
- h. if the student has successfully completed all the participation requirements.

7. **Initial Evaluation**

After this initial evaluation, the athletic director and coach will sign the Form 1.

- a. Students who are deemed eligible by the athletic director and coach have their Form 1's and all supporting documentation forwarded to the designated assistant who enters their names on the Form 3, Team Eligibility Form, and into Banner as designated student athletes.
- b. Once finalized the Form 3 is:

AP 7.23.1 Athletics (continued)

- i. sent electronically to the California Community College Athletic Association (CCCAA);
 - ii. copied along with the Form 1 and mailed to the conference commissioner;
 - iii. copied and given to the head coach, equipment technician and athletic trainer; and
 - iv. saved electronically and given to the athletic director.
- c. A random sampling of Form 1's will be reviewed by Admissions staff each semester to verify that the residency status of the student application matches the information provided on the Form 1.

Any student who is certified for eligibility after the initial submission of the Form 3 may be added at that time, provided they complete all the steps for participation and initial eligibility certification.

8. Continuing Eligibility Certification:

Per CCCAA rules, weekly certification of all sports in season for compliance with Bylaw 1.3.1 is completed on Monday. The designated athletic administrator receives this eligibility report. For those students who do not meet the tenets of Bylaw 1.3.1, as discovered during this weekly check, the athletic administrator must determine if the student-athlete participated in any contests or dates, while under unit requirement standards. Students who did not participate in any contests or dates are ineligible to participate further until they meet unit standards. For those students who did participate in contests or dates while under required unit limits, they will be penalized as described under Bylaw 1.4.2, D. Continuing eligibility information is disseminated to the appropriate coach, student athlete, athletic trainer and equipment technician as deemed appropriate by the athletic administrator.

9. Final Eligibility Certification

At the end of the season, the coach and athletic administrator review the Form 3. The coach certifies that only students on the Form 3 have participated and notes which students have used a season of eligibility under CCCAA rules. The athletic director then forwards this participation record to the designated assistant who completes the Form 3 indicating those students who have and have not participated and submits it electronically to the conference commissioner. Once approved by the conference commissioner, copies are given to the head coach and placed with the original Form 1's and supporting documentation. A paper and electronic copy of the final Form 3 is kept on file by the athletic director.

10. Form Location

All information required for each student's eligibility is filed in program folders and kept in a lockable file cabinet in the division office during the season of sport. After the season, all records are cataloged and locked in the Athletic Director's office. Those cataloged files are kept for five years. Copies of the Form 3 are kept on file 15 years.

11. Student Conduct

Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the colleges function as educational institutions. Students are subject to civil authority and to specific regulations established by each college in the district. Athletes are also responsible for abiding by the decorum standards established by the CCCAA related to their participation in athletics.

AP 7.23.1 Athletics (continued)

If students violate the Student Code of Conduct, they may be subject to the following disciplinary actions:

- a. Warning
- b. Temporary Exclusion
- c. Suspension
- d. Censure
- e. Cancellation of Registration
- f. Disciplinary Probation
- g. Expulsion

Student athletes who violate the Student Conduct Code are subject to disciplinary action as outlined in Board Policy 7.69 and Administrative Procedures 7.69.1 and 7.69.2.

No change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.26 (BP 5800)**

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

Subject: BP 7.26 Prevention of Identity Theft in Student Financial Transactions
Revision Date: 5/10; Reviewed xx/xx
Policy References: 15 U.S. Code Section 1681m (e); Fair and Accurate Credit Transactions Act

The District is required to identify, detect and respond to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students’ financial transactions. This is due to the fact that the District serves as a creditor in relation to its students. The District shall develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.26.1 (AP 5800)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.26.1 Prevention of Identity Theft in Student Financial Transactions
Adoption Date: xx/xx
Policy References: 15 U.S. Code Section 1681m(e) (Fair and Accurate Credit Transactions Act (FACT ACT or FACTA))

1. The Purpose of the Identity Theft Prevention Program

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft.

2. Definitions

- a. “Identity theft” is a fraud attempted or committed using identifying information of another person without authority.
- b. A “creditor” includes government entities who defer payment for goods (for example, payment plans for bookstore accounts or parking tickets), issued loans or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.
- c. “Deferring payments” refers to postponing payments to a future date and/or installment payments on fines or costs.
- d. A “covered account” includes one that involves multiple payments or transactions.
- e. “Person” means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan, and/or debit card.

3. Detecting “Red Flags” For Potential Identity Theft

Detection or discovery of a “Red Flag” implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

4. Risk Factors for Identifying “Red Flags” include:

- a. the types of covered accounts the District offers or maintains;
- b. the methods the District provides to open the District’s covered accounts;
- c. the methods the District provides to access the District’s covered accounts;
- d. the District’s previous experience(s) with identity theft.

5. Sources of “Red Flags” include:

- a. incidents of identity theft that the District has experienced;
- b. methods of identity theft that the District identifies that reflects changes in identity theft risks;
- c. guidance from the District’s staff who identify changes in identity theft risks.

AP 7.26.1 Prevention of Identity Theft in Student Financial Transactions (continued)

6. Categories of “Red Flags”**a. Alerts, Notifications, or Warnings from a Consumer Reporting Agency:**

- i. A fraud or active duty alert is included with a consumer report the District receives as part of a background check.
- ii. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
- iii. A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section (5)(i) for specific steps that must be taken to address this situation.
- iv. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant, such as:
 1. A recent and significant increase in the volume of inquiries;
 2. An unusual number of recently established credit relationships
 3. A material change in the use of credit, especially with respect to recently established credit relationships; or
 4. An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.

b. Suspicious Documents:

- i. Documents provided for identification appear to have been forged or altered.
- ii. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- iii. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- iv. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.
- v. An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled.

c. Suspicious Personal Identifying Information:

- i. Personal identifying information provided is inconsistent when compared against external information sources used by the District. For example:
 1. The address does not match any address in the consumer report; or
 2. The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration’s Death Master File.
- ii. Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person. For example, there is a lack of correlation between the SSN range and date of birth.
- iii. Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example:
 1. The address on an application is the same as the address provided on a fraudulent application; or
 2. The phone number on an application is the same as the phone number provided on a fraudulent application.
- iv. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:

AP 7.26.1 Prevention of Identity Theft in Student Financial Transactions (continued)

1. The address on an application is fictitious, a mail drop, or a prison; or
2. The phone number is invalid, or is associated with a pager or answering service.
- v. The SSN provided is the same as that submitted by other persons currently being served by the District.
- vi. The address or telephone number provided is the same or similar to the account number or telephone number submitted by an unusually large number of other persons being served by the District.
- vii. The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- viii. Personal identifying information provided is not consistent with personal identifying information that is on file with the District.
- ix. The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

d. **Unusual Use Of – Or Suspicious Activity Relating To – A Covered Account:**

- i. A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments made.
- ii. A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
 1. Nonpayment when there is no history of late or missed payments; or
 2. A material change in electronic fund transfer patterns in connection with a payment.
- iii. A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active.
- iv. Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with person's covered account.
- v. The District is notified that the person is not receiving paper account statements.
- vi. The District is notified of unauthorized transactions in connection with a person's covered account.

e. **Notices From Customers/Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses About Possible Identity Theft in Connection with Covered Accounts:**

The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

7. **Measures to Detect “Red Flags”**

The District shall do the following to aid in the detection of “Red Flags”:

- a. When a new covered account is open, the District shall obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account. Two forms of identification shall be obtained (at least one of which must be a photo identification). The following are examples of the types of valid identification

AP 7.26.1 Prevention of Identity Theft in Student Financial Transactions (continued)

that a person may provide to verify the identity of the person seeking to open the covered account:

- i. valid state-issued driver's license,
 - ii. valid state-issued identification card,
 - iii. current passport,
 - iv. a Social Security Card,
 - v. current residential lease,
 - vi. copy of a deed to the person's home or invoice/statement for property taxes.
- b. Persons with covered accounts who request a change in their personal information on file, such as a change of address, will have the requested changes verified by the District. The person shall provide at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new address shall be obtained. If a phone number change is requested, then documentation evidencing the new phone number, such as a phone bill, shall be obtained.

8. Preventing and Mitigating Identity Theft

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to "Red Flags" that are detected:

- a. Monitor the covered account for evidence of identity theft;
- b. Contact the person who holds the covered account;
- c. Change any passwords, security codes, or other security devices that permit access to a covered account;
- d. Reopen the covered account with a new account number;
- e. Not open a new covered account for the person;
- f. Close an existing covered account;
- g. Not attempt to collect on a covered account or not sell a covered account to a debt collector;
- h. Notifying law enforcement;
- i. Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to for a reasonable belief that the District knows the identity of the person for whom the District obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the District establishes a continuing relationship with the consumer , and regularly, and in the course of business, provides information to the credit reporting agency; or
- j. Determine that no response is warranted under the particular circumstances.

9. Updating the ITPP

The District shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

- a. The experiences of the District with identity theft;
- b. Changes in methods of identity theft;
- c. Changes in methods to detect, prevent and mitigate identity theft;
- d. Changes in the types of covered accounts that the District maintains;
- e. Changes in the business arrangements of the District, including service provider arrangements.

AP 7.26.1 Prevention of Identity Theft in Student Financial Transactions (continued)

10. Methods for Administering the ITPP

- a. Oversight of the ITPP : Oversight by the District’s Chief Technology Director shall include:
 - i. Assigning specific responsibility for the ITPP’s implementation;
 - ii. Reviewing reports prepared by the staff regarding compliance of the ITPP; and
 - iii. Approving material changes to the ITPP as necessary to address changing identity theft risks.
- b. Reports
 - i. In General. Staff responsible for the development, implementation, and administration of this ITPP shall report to the Board of Trustees on an annual basis.
 - ii. Contents of Report. The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management’s response; and recommendations for material changes to the ITPP.
 - iii. Oversight of Service Provider Arrangements. Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant “Red Flags” that may arise in the performance of the service provider’s activities, and either report the “Red Flags” to the District, or to take appropriate steps to prevent or mitigate identity theft.

NEW POLICY: NOTE MORE
RESTRICTED DIRECTORY
INFORMATION

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.28 (BP 5040)**

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

Subject: BP 7.28 Student Records, Directory Information, and Privacy
Adoption Date: xx/xx
Policy References: Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.

1. The College President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.
2. The College President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.
3. Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.
4. No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.
5. Students shall be notified of their rights with respect to student records, including the definition of directory information defined below, and that they may limit the information.
6. Federal and State laws provide that the college may release certain types of “Directory Information” unless the student submits a request, in writing to the Registrar that certain or all such information is not be released without his/her consent. Directory information shall include:
 - a. Student’s name and dates of attendance.
 - b. Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
 - c. Degrees and awards received, including honors, scholarship awards, athletic awards and Dean’s List recognition.

NEW PROCEDURE; NOTE MORE
RESTRICTED DIRECTORY
INFORMATION

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.28.1 (AP 5040)

ADMINISTRATIVE PROCEDURES
San Mateo County Community College District

Subject: AP 7.28.1 Student Records, Directory Information, and Privacy
Adoption Date: xx/xx
Policy References: Education Code Sections 71091 and 76200 et seq.; Title 5 Sections 54600 et seq.; U.S. Patriot Act; Civil Code Section 1798.85

1. A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.
2. **Release of Student Records:** No instructor, official, employee, or Board of Trustees member shall authorize access to student records to any person except under the following circumstances:
 - a. Student records shall be released pursuant to a student's written consent.
 - b. Students are required to submit a request form to Admissions. A log of all requests for student information will be maintained in the Admissions and Records Office. "Directory information" may be released in accordance with the definitions in Board Policy 7.28, Student Records, Directory Information and Privacy.
 - c. Currently enrolled students may request that "Directory Information" be withheld by notifying the Registrar in writing.
 - d. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena signed only by a judge. If the subpoena does not accompany a written release of information by the student, he/she will be notified in writing by certified mail of the request for records. A period of 10 days must elapse before records may be released in order to allow the student to seek legal representation to quash the motion if so desired.
 - e. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
 - f. Student records may be released to employees of the District or other officials only when they have a legitimate educational interest to inspect the record. A log of such requests shall be maintained in the Admissions and Records Office.
 - g. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Vice President of Student Services or designee is responsible for the security and privacy of such records. A log of such requests shall be maintained in the Admissions and Records Office.

AP 7.28.1 Student Records, Directory Information, and Privacy (continued)

- h. The Vice President of Student Services or designee is responsible for providing information and updating procedures.
 - i. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. The Vice President of Student Services or designee is responsible for the security and privacy of such records. A log of such requests shall be maintained in the Admissions and Records Office.
 - j. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Dean of Enrollment Services or designee is responsible for the security and privacy of such records. A log of such requests shall be maintained in the Admissions and Records Office.
 - k. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Dean of Enrollment Services or designee is responsible for the security and privacy of such records.
 - l. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The Dean of Enrollment Services or designee is responsible for the security and privacy of such records.
 - m. The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.
 - n. Students who are minors who are enrolled at the College are considered college students and records cannot be shared with parents or guardians without the written permission of the student.
3. **Charge for Transcripts or Verifications of Student Records:** A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the rate of \$5.00 per copy. Students may request expedited processing of a transcript for an additional charge of \$10.00.
4. **Electronic Transcripts:** The District has implemented a process for the receipt and transmission of electronic student transcripts which is contingent upon receipt of sufficient funding.
5. **Use of Social Security Numbers:** The District shall not do any of the following:
- a. Publicly post or publicly display an individual's social security number;
 - b. Print an individual's social security number on a card required to access products or services;
 - c. Require an individual to transmit his/her social security number over the internet using a connection that is not secured or encrypted;

AP 7.28.1 Student Records, Directory Information, and Privacy (continued)

- d. Require an individual to use his/her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
 - e. Print an individual's social security number that is visible on any materials that are mailed to the individual, except the following:
 - official transcript
 - 1098 tax forms
 - materials used to establish, amend, or terminate an account, contract, or policy
 - materials used to confirm the accuracy of the social security number
6. If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:
- a. The use of the social security number is continuous;
 - b. The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
 - c. The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
 - d. No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.28.2 (AO 5045)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.28.2 Student Records: Challenging Content and Access Log
Adoption Date: xx/xx
Policy References: Education Code Sections 76222 and 76232; Title 5 Section 54630

1. **Challenging Content:** Any student may file a written request with the Vice President of Student Services or designee to correct or remove information recorded in his or her student records that the student alleges to be:
 - a. inaccurate;
 - b. an unsubstantiated personal conclusion or inference;
 - c. a conclusion or inference outside of the observer's area of competence; or
 - d. not based on the personal observation of a named person with the time and place of the observation noted.
2. Within 30 days of receipt of the request, the Vice President of Student Services or designee shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Vice President of Student Services or designee shall then sustain or deny the allegations.
3. If the Vice President of Student Services or designee sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the Vice President of Student Services or designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Board of Trustees.
4. Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Vice President of Student Services or designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.
5. If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.
6. Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.
7. Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual

AP 7.28.2 Student Records: Challenging Content and Access Log (continued)

assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

8. Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- a. Students seeking access to their own records;
- b. Parties to whom directory information is released;
- c. Parties for whom written consent has been executed by the student;
- d. Officials or employees having a legitimate educational interest;
- e. The log or record shall be open to inspection only by the student and appropriate college staff, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

DELETE policy 7.28;
Create new policy 7.28

CHAPTER 7: Student Services
BOARD POLICY NO. 7.28 (BP 5040)

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.28 Student Records, Directory Information, and Privacy~~

Revision Date: ~~5/09~~

Policy References: ~~Education Code Sections 76200, 76210, 76220-76221, 76222, 76232-76234, 76240, 67242, 76243; Title 5 Sections 54600 et seq.~~

1. ~~The Family Educational Rights and Privacy Act (FERPA) and the California Education Code require educational institutions to provide a student access to official educational records directly related to the student and to provide an opportunity for a hearing to challenge such records on the grounds that they are inaccurate. In addition, the law specifies that a College must obtain the written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies and that these rights extend to present and former students of the College.~~
 - a) ~~Educational student records generally include documents and information related to admission, enrollment in classes, grades, matriculation, and related academic information. Educational records are more fully defined by the Education Code.~~
 - b) ~~The Dean of Enrollment Services/Admissions and Records at each College, or the designee of the responsible Vice President, is designated "Records Officer" as required by the Act.~~
 - e) ~~A student's educational record shall be made available for inspection and review by the student, during working hours, within five working days following completion and filing of a request made with the Records Officer.~~
 - d) ~~If a student wishes to challenge any information in his/her educational record, the student shall review the matter with the Records Officer. During the informal proceedings, the Records Officer may make adjustments or changes to correct factual errors.~~
 - e) ~~If these informal proceedings do not settle the dispute regarding the student's record, the student may submit a request in writing to the responsible Vice President. The Vice President will assign the matter within ten working days to a "Hearing Officer."~~
 - f) ~~The Hearing Officer will set a date for a hearing, at the conclusion of which s/he will render a decision to the President of the College, who will determine what action is to be taken. This decision may be appealed by the student in accordance with Rules and Regulations, Section 7.73 and the California Education Code.~~
2. ~~Federal and State laws provide that the College may release certain types of "Directory Information" unless the student submits a request, in writing, to the Records Officer that certain or all such information is not to be released without his/her consent. "Directory Information" in the San Mateo County Community College District includes: student's name and city of residence, email address,~~

~~BP 7.28 Student Records, Directory Information and Privacy (continued)~~

~~participation in recognized activities and sports, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended, and height and weight of members of athletic teams.~~

- ~~3.— Students shall be notified of their legal rights regarding access to student records through publication of this policy in College Catalogs and Schedules of Classes.~~
- ~~4.— Each College shall maintain a log in the Office of Enrollment Services/Admissions and Records for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record, in accordance with the California Education Code.~~
- ~~5.— A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available in the office of the Records Officer.~~
- ~~6.— A fee established by the Board of Trustees shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.~~

Delete Policy, Moved To Procedure
6.21.1

CHAPTER 7: Student Services
BOARD POLICY NO. 7.35 (BP 4240)

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.35 Academic Standards~~

Revision Date: 6/10

~~All academic standards shall conform to the education and administrative codes of the State of California and shall include procedures whereby students may petition a College Academic Standards Committee for reinstatement in College in the event of their failure to maintain the required standards.~~

~~The withdrawal section of the policy has been moved to Grading and Academic Symbols: Withdrawal~~
~~1. **Withdrawal**~~

- ~~a. A student may withdraw from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's record.~~
- ~~b. Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be authorized after the faculty member has been informed. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be authorized after the faculty member has been informed.~~
- ~~c. The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W" [see Section 6.21]. However, after the end of the fourteenth week (or after 75 percent of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as case of accident, illness, or other circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures and must consult with the faculty member. Approved withdrawal, under the conditions set forth, shall be recorded as a "W."~~
- ~~d. "Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations.~~

BP 7.35 Academic Standards (continued)

- ~~e. A student failing to follow established withdrawal procedures may be assigned an "F" grade by the faculty member.~~
- ~~f. A student may appeal a decision regarding withdrawal in accordance with Rules and Regulations, Section 7.73.~~

2. ~~Inclusion/Exclusion of Units Attempted~~

- ~~a. The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:
 - ~~i. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of "W," "MW," "CR," "NC," "I," "RD," or "IP" when computing grade point average.~~
 - ~~ii. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "MW," "RD," or "IP" when applying the satisfactory progress rule.~~
 - ~~iii. All SMCCCD units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.~~~~

No Change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.37 (BP 5052)**

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

Subject: BP 7.37 Open Enrollment
Revision Date: 5/09; **Reviewed xx/xx**
Policy References: Title 5 Sections 51006, 58106, 58108

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1. All courses, course sections and classes of the District shall be open for enrollment to any person who has been admitted to the Colleges of the District, unless specifically excepted by statute or regulation.
 2. Enrollment may be subject to any priority system that has been established.
 3. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.
 4. The Chancellor shall assure that this policy is published in the College Catalogs and Schedules of Classes.
 5. The Chancellor or designee shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which comply with Title 5 regulations.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.37.1 (AP 5052)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.37.1 Open Enrollment
Adoption Date: xx/xx
Policy References: **Education Code Sections 66025.8 and 66025.9**
 Title 5 Sections 51006, 58106, 58108

1. All courses of the District shall be open to enrollment in accordance with BP 7.37 and a priority system consistent with AP 7.38.1 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the college.
2. No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 7.38.1 titled Enrollment Priorities and other district programs which require special admissions (e.g. allied health programs).
3. Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 7.38.1 titled Enrollment Priorities and certain designated programs (e.g. allied health.)
4. A student may challenge an enrollment limitation on any of the following grounds:
 - a. The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - b. The District is not following its enrollment procedures;
 - c. The basis for the limitation does not in fact exist
5. Students wishing to challenge enrollment limitations should contact the appropriate division at the college.

New Policy

CHAPTER 7: Student Services
BOARD POLICY NO. 7.38 (BP 5055)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.38 Enrollment Priorities
Adoption Date: xx/xx
Policy References: Title 5 Sections 51006, 58106, 58108

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.38.1 (AP 5055)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.38.1 Enrollment Priorities
Adoption Date: xx/xx
Policy References: Education Code Sections 66025.8 and 66025.9;
 Title 5 Sections 58106 and 58108

1. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites, or the criteria for admissions to certain designated programs. [See BP and AP 4260 titled Prerequisites and Co-requisites]
2. The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.
3. Students will have the following registration priority, in the order of priority listed below:
 - a. Group 1: Students who have completed orientation, assessment, developed student education plans, and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units) are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;
 - b. Group 2: Students who have completed orientation, assessment, developed student education plans, and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units) and are eligible and receiving services through Disabled Student Programs and Services, Extended Opportunity Programs and Services, or CalWORKs;
 - c. Group 3: Continuing student athletes, honors program students, members of the Associated Students, and international students who have completed orientation, assessment, and developed student education plans and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units);
 - d. Group 4: Continuing students, including continuing Middle College High School students and Priority Enrollment Program students who have completed orientation, assessment, and developed student education plans (except Middle College High School students who do not complete a college student education plan) and are in good standing (defined as not on academic or progress probation for two consecutive terms and has not earned 100 degree applicable units);
 - e. Group 5: New students who have completed orientation, assessment and developed student educational plans and Middle College High School students;
 - f. Group 6: All other continuing students, including continuing concurrent enrollment students;
 - g. Group 7: All other students, new and returning, those with greater than 100 units and those on probation.

AP 7.38.1 Enrollment Priorities (continued)

4. Registration priority specified above shall be lost at the first registration opportunity after a student:
 - a. Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
 - b. Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the District.
5. For purposes of this section a unit is earned when a student receives a grade of A, A-, B+, B, B-, C+, C, D+, D, D- or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President, Instruction or for students enrolled in high unit majors or programs as designated by the Vice President, Instruction.
6. The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The district shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.
7. Appeal of Loss of Enrollment Priority
 - a. Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services or designee will determine the appeal in his/her sole discretion.
 - b. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

New Policy 7.39; Replaces
old 7.39 (Matriculation)

CHAPTER 7: Student Services
BOARD POLICY NO. 7.39 (BP 5050)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.39 Student Success
Adoption Date: xx/xx
Policy References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et. seq.

1. The District shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.
2. The College President shall establish procedures to assure implementation of matriculation services that comply with the Title 5 regulations.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.39.1 (AP 5050)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.39.1 Student Success
Adoption Date: xx/xx
Policy References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

1. Student Success brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.
2. New, non-exempt students, as part of the Student Success Act, are required to participate in orientation, assessment and advising. New students may petition to be exempted from these services.
3. Each student, in entering into an educational plan, will do all of the following: (See Note)
 - a. express at least a broad educational intent upon admission
 - b. declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
 - c. diligently attend class and complete assigned coursework
 - d. complete courses and maintain progress toward an educational goal
 - e. cooperate in the development of the student educational plan
4. Student Success services include, but are not limited to, all of the following:
 - a. Processing of the application for admission
 - b. Orientation and outreach services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
 - c. Assessment and counseling services upon enrollment, which shall include, but not be limited to, all of the following:
 - i. Administration of assessment instruments to determine student competency in computational and language skills
 - ii. Assistance to students in the identification of aptitudes, interests and educational objectives, including but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
 - iii. Evaluation of student study and learning skills
 - iv. Referral to specialized support services as needed, including but not limited to, federal, state, and local financial assistance; health services; campus employment placement services, extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services

AP 7.39.1 Student Success (continued)

- v. Advisement concerning educational, academic, career interests and goals, and course selection
 - vi. Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation
5. The District shall not use any assessment instrument except one specifically authorized by the Board of Trustees of Governors of the California Community Colleges.

Note: This section will change as the Title 5 regulations regarding the new Student Success Act are revised.

DELETE old policy; Establish new board policv . 7.39

CHAPTER 7: Student Services
BOARD POLICY NO. 7.39 (BP 5050)

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.39 Matriculation~~

Revision Date: ~~7/09~~

Policy References: ~~Education Code Sections 78210 et seq; Title 5 Section 55500~~

1. ~~Matriculation is the process which brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies, and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of A.A. /A.S. or higher degrees), are expected to complete matriculation requirements.~~

2. ~~In accordance with the California Code of Regulations, Title 5, the College provides matriculation services organized in several interrelated components:~~
 - a. ~~Admissions: Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.~~
 - b. ~~Skills Assessment and Placement Testing: Measures students' abilities in English, reading, mathematics, and learning and study skills and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and for referral to specialized support services.~~
 - c. ~~Orientation: Acquaints students with College facilities, special programs and services, as well as academic expectations and procedures.~~
 - d. ~~Advisement/Counseling and Course Selection: A process in which students meet with a counselor/advisor to develop an individual educational plan, choose specific courses, and update their plans periodically.~~
 - e. ~~Student Follow Up: Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.~~

3. ~~Each matriculated student is expected to:~~
 - a. ~~Express at least a broad educational intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit coursework.~~
 - b. ~~Attend classes regularly and complete assigned coursework.~~
 - c. ~~Cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal and subsequently abide by the terms of this plan or approved~~

~~BP 7.39 Matriculation (continued)~~

~~revision thereof, making continued progress toward the defined educational goal. The College may withhold matriculation services from students failing to cooperate in meeting the above expectations.~~

~~4.—Each matriculated student is entitled to:~~

- ~~a.—Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the appropriate College manager.~~
- ~~b.—Be given equal opportunity to engage in the educational process regardless of sex, marital status, disability, race, color, religion, or national origin. A student who alleges s/he has been subject to unlawful discrimination may file a grievance with the appropriate College manager.~~
- ~~c.—Challenge any prerequisite, using established procedures through appropriate channels, on one or more of the following grounds:

 - ~~i.—the prerequisite is not valid because it is not necessary for success in the course for which it is required;~~
 - ~~ii.—the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or~~
 - ~~iii.—the prerequisite is discriminatory or is being applied in a discriminatory manner.~~~~
- ~~d.—Obtain a waiver from the appropriate College manager of any prerequisite or corequisite course for a particular term because the course is not available during that term.~~
- ~~e.—Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by using established procedures through appropriate channels.~~
- ~~f.—Review the matriculation regulations of the California Community Colleges and exemption criteria developed by this District and file a complaint when s/he believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the appropriate College manager.~~

~~5.—Alternative matriculation service are available for students who require special accommodations in the educational setting:~~

- ~~a.—Students with physical, visual, communication, or learning disabilities are advised to contact the office of the appropriate College manager.~~
- ~~b.—Students with difficulty in reading, writing, math, and other basic skills are advised to contact the office of the appropriate College manager.~~
- ~~c.—Students who speak English as their second language may contact the office of the appropriate College manager.~~

~~6.—Any student who wishes to challenge any requirement of matriculation should contact the office of the Vice President of Student Services.~~

~~7.—Each College shall establish procedures to assure implementation of matriculation services that comply with Education Code and Title 5 regulations.~~

New Policy 7.40;
Replaces old policy
7.40

CHAPTER 7: Student Services
BOARD POLICY NO. 7.40 (BP 5110)

BOARD POLICY
San Mateo County Community College District

Subject: 7.40 Counseling and Advising Services
Adoption Date: xx/xx
Policy References: Education Code Section 72620; Title 5 Section 51018

1. Counseling services are essential to support students as they connect, enter, progress, and complete their educational goals that align with the educational mission of the District.
2. The College President or designee shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.
3. Counseling shall be required for all first time students seeking a degree, certificate, or transfer. In addition, students on academic or progress probation will be required to utilize counseling services.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.40.1 (AP 5110)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.40.1 Counseling and Advising Services
Adoption Date: xx/xx
Policy References: Education Code Section 72620 AND 72621; Title 5 Section 51018

1. Services: The counseling services available in the District's counseling program include, but are not limited to, in-person, online, workshop based, and counselor/instruction collaborations:
 - a. Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
 - b. Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is provided career and educational planning and information regarding college major pathways, and current and future employment trends and opportunities;
 - c. Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
 - d. Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to, those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

2. Confidentiality
 - a. Confidentiality of Counseling Information: Information of a personal nature disclosed by a student in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information.
 - b. Disclosure: However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the President of the College or designee or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the President of the College or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.40 (BP 5110)**

Delete policy

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

~~**Subject:** 7.40 Counseling and Advising Services~~

~~**Revision Date:** 5/09~~

~~**Policy References:** Education Code Section 72620; Title 5 Section 51018~~

~~1. Counseling services are an essential part of the educational mission of the District. In accordance with District and State policies, the Colleges shall establish an organized, integrated, and comprehensive program of academic, career, and personal counseling/advising services.~~

~~2. Counseling shall be required for all first-time students enrolled for more than six (6) units, and highly recommended for students enrolled provisionally, and for students on academic or progress probation.~~

~~3. Counseling and Advising services may include:~~

~~a. Providing assistance in establishing and/or clarifying educational and career goals.~~

~~b. Providing assistance to students in program planning.~~

~~c. Providing counseling/advising services with respect to skills assessment and placement testing.~~

~~d. Providing career and transfer information for students.~~

~~e. Providing counseling support for students with problems relating to pursuit of their educational objectives.~~

~~f. Providing counseling/advising services for students with special needs (e.g., re-entry students, international students, etc.).~~

~~g. Providing other counseling/advising services as may be required to meet the needs of the students.~~

Minor Revisions

CHAPTER 7: Student Services
BOARD POLICY NO. 7.41 (BP 5140)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.41 Disabled Students Programs and Services (DSPS)
Revision Date: 10/12; xx/xx
Policy References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 56027

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

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.41.1 (AP 5140)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.41.1 Disabled Students Programs and Services (DSPS)
Revision Date: xx/xx
Policy References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 56027

1. The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have access to District classes and programs. DSPS is the primary vehicle by which the District accommodates students with disabilities .
2. Programming within this unit provides for the following:
 - a. procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;
 - b. long-range goals and short term objectives for the program;
 - c. definitions of disabilities and student eligibility;
 - d. support services and instruction that is provided;
 - e. verification of disability and determination of educational limitation;
 - f. student rights and responsibilities;
 - g. student educational contract or plan that is developed by a designated person in consultation with the student;
 - h. academic accommodations;
 - i. provisions for course substitution and waivers;
 - j. staffing; and
 - k. advisory committee.

Minor Revisions

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.42 (BP 5150)**

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

Subject: BP 7.42 Extended Opportunities Programs and Services (EOPS)
Revision Date: 5/09; xx/xx
Policy References: Education Code 69640-69656; Title 5 Sections 56200 et seq.

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1. Support services and programs that are in addition to traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.
 2. The Extended Opportunity Programs and Services (EOPS) is established to assist students achieve their educational objectives and goals by providing services that may include, but are not limited to, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.
 3. The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.42.1 (AP 5150)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.42.1 Extended Opportunity Programs and Services (EOPS)

Adoption Date: xx/xx

Policy References: Education Code 69640-69656; Title 5 Sections 56200 et seq.

Extended Opportunity Programs and Services (EOPS):

The EOPS program was established by Senate Bill 164 which encouraged community colleges to develop programs and services “over, and above, and in addition to” the regular educational programs of the college to meet the unique educational needs of students.

Eligibility Criteria for EOPS:

Students may be eligible for EOPS if they are California residents and are eligible for a Board of Governor’s Grant A or B, and meet one of the following criteria:

1. Do not qualify for minimum level mathematics, reading or writing courses as required for an Associate Degree;
2. Did not graduate from high school or did not obtain a General Education Diploma (GED);
3. Graduated from high school with less than a 2.5 grade point average;
4. Previously enrolled in remedial education courses in high school;
5. An emancipated foster youth.

Additional eligibility requirements include:

1. Enrollment in 12 or more units; with some approved exceptions;
2. Not have completed more than 70 degree applicable units;
3. Having not been served by EOPS for more than six (6) consecutive semesters.

Student Responsibilities:

Students served by EOPS are required to have:

1. An EOPS application;
2. An educational plan;
3. A mutual responsibility contract (MRC);
4. Three (3) contacts with a counselor each term;
5. Maintain academic progress toward a certificate, associate degree, or transfer goal.

Criteria for Direct Aid:

The criteria to receive a full book voucher determined by each college utilizing college specific established criteria.

Staffing and Program Management:

The EOPS Program will have the following program components/ functions:

AP 7.42.1 Extended Opportunities Programs and Services (continued)

1. Management Services Component that includes program administration and support functions, management information and evaluation functions and program eligibility determination functions.
2. Outreach, Registration, and Orientation Component that includes recruitment functions and services such as EOPS program orientation, outreach to community, registration assistance, etc.
3. Instructional Development and Services Component that may include campus tutoring and EOPS book service program.
4. Counseling Services Component that may include academic, transfer, career/vocational and personal counseling, college testing/assessment services, academic progress monitoring, and peer advisor services.
5. Special Activities Component that may include coordination/liaison functions with schools and community agencies, support of cultural enrichment, academic recognition, and graduation assistance. The District authorizes the use of public funds for the purchase of food and beverages for non-employees, including students, for yearly EOPS and CARE district sponsored student programs including, but not limited to, the awards and graduation recognition programs.
6. Direct Aid Service Component that may include book vouchers, grants, bus passes, semester starter kits, PTK membership fee, and commencement fee.
7. Staff Development and Training Component that includes program staff development, regional meetings, state conferences, and college in-service functions.

Advisory Committee:

An EOPS Advisory Committee will be appointed by the President of the College upon recommendation of the EOPS Director. The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The Advisory Committee will meet at least once during each academic year.

Objectives and Data Collection:

The EOPS program will establish program objectives, collect student data including EOPS Student Learning Outcome Assessment, maintain student database and files. Review and evaluation of the programs and services includes end of semester student survey, services utilized, graduation and transfer rates, submission of MIS report, and annual program plan and year-end report.

CARE (Cooperative Agencies Resources for Education)

CARE is a student support program to assist single parents on CalWORKs or Temporary Assistance to Needy Families (TANF) to become successful students and find meaningful employment.

Eligibility requirements for CARE:

1. Must first qualify for services from EOPS
2. Must be at least 18 years old
3. Must be single head of household parent according to the county
4. The student themselves or on behalf of their dependent children must be receiving cash aid benefits through CalWORKs or Temporary Assistance to Needy Families (TANF) program
5. Must have at least one child under 14 years old

Students served by CARE are required to have (in addition to all EOPS requirements):

1. Agency Certification Form – verifying from the county that the student is the head of household and receiving cash aid

AP 7.42.1 Extended Opportunities Programs and Services (continued)

2. EOPS/CARE application
3. Child Care Student Agreement form, if they are requesting child care assistance from CARE

The CARE program will have the following program components/functions (which are in addition to EOPS):

1. Management Services Component that includes program administration and support functions, management information and evaluation functions and program eligibility determination functions.
2. Orientation Component that includes CARE program orientation.
3. Special Activities Component that may include support of workshops or activities from which the student derives educational benefit.
4. Direct Aid Service Component that may include child care reimbursement, additional book service, grants, transportation assistance, school supplies, on-campus meal cards, and course required materials.
5. Child Care – if students are eligible for CalWORKs, they must receive assistance from those agencies first, CARE pays last (no double funding). Hours reimbursed are limited to the amount of units the student is taking and depending on funding. Timesheets must be turned in on time each month to get reimbursement check for current month.

If the EOPS book voucher does not cover all of the students books, then CARE can cover the difference, if funding is available.

CARE can assist with purchasing required materials needed for a class.

The criteria to receive the CARE grant (depending on if funding is available) is to apply for Financial Aid and have unmet need.

Transportation assistance may be given to CARE students in the form of gas vouchers and/or bus passes, depending on funding. Additional school supplies may be given to CARE students at orientation, depending on funding. Meal cards for on campus may be given to CARE students, depending on funding.

CHAPTER 7: Student Services
BOARD POLICY NO. 7.43 (BP 5130)

No Change

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.43 Student Financial Aid Programs
Revision Date: 10/12; **Reviewed xx/xx**
Policy References: Education Code Section 76300; 20 U.S. Code Sections 1070 et seq.; 34 CFR Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

1. The District shall participate in federal, state, and local financial aid programs approved by the Board of Trustees. Financial aid programs, including but not limited to loans, scholarships, grants and work programs, shall be implemented to assist students who, without financial assistance, might be denied a college education. All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and incorporate federal, state, and other applicable regulatory requirements, including District Rules and Regulations.
2. The Executive Vice Chancellor shall have the responsibility for insuring the overall coordination of District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.
3. The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.
4. The District Financial Aid Steering Committee shall function as a coordinating body between District Information Technology Services and College Financial Aid Offices. The Committee shall be responsible for insuring that appropriate procedures, policies, and printed materials are used to implement District financial aid programs.
5. Responsibility for the Financial Aid Program at each College shall rest in the Office of the Vice President, Student Services with operational responsibility designated to the Director of Financial Aid. The Vice President shall insure that College programs are operated in accordance with Federal and State laws and regulations and District Rules and Regulations. The Vice President or the Director of Financial Aid will also insure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.
6. Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation of 1)the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
7. The Chancellor or designee shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting or admission services

BP 7.43 Student Financial Aid Programs (continued)

concerning the District's educational programs, financial charges, and employment of graduates to ensure compliance with this policy.

8. The Chancellor or designee shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.43.1 (AP 5130)

New Procedure

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.43.1 Student Financial Aid Programs
Adoption Date: xx/xx
Policy References: Education Code Section 76300; 20 U.S. Code Sections 1070 et seq.; 34 CFR Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

1. Financial Aid Programs

Financial Aid programs offered usually include:

- a. Board of Governors Fee Waiver
- b. Cal Grants
- c. Federal Pell Grants
- d. Federal Direct Student Loan Program
- e. Federal Supplemental Educational Opportunity Grant
- f. Federal Work Study
- g. Scholarships

2. Misrepresentation

- a. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.
- b. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

3. Financial Aid Guidelines and Program Oversight

Written procedures and guidelines are maintained in the SMCCCD Financial Aid Policies and Procedures Manual. This manual provides comprehensive procedural information in the following areas:

- a. Application procedures
- b. Student eligibility
- c. Deadlines
- d. Payment procedures

AP 7.43.1 Student Financial Aid Programs (continued)

- e. Overpayment recovery
- f. Accounting requirements
- g. Satisfactory academic progress
- h. Misrepresentation

No Change

CHAPTER 7: Student Services
BOARD POLICY NO. 7.44 (BP 5200)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.44 Student Health and Psychological Services
Revision Date: 5/09; Reviewed xx/xx
Policy Reference: Education Code Section 76401

Student Health and Psychological Services shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well being through health oriented programs and services.

New Procedure

**CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.44.1 (AP 5200)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 7.44.1 Student Health and Psychological Services
Adoption Date: xx/xx
Policy Reference: Education Code Sections 76401 and 76355; Title V 54702

1. Student health services shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well-being through health oriented programs and services. The Student Health Fee paid at registration may be used to provide any of the following services for students:
 - a. Clinical Care Services: assessment, intervention, and referral for health services, first aid and basic emergency care, health appraisal, communicable disease control.
 - b. Mental Health Services: short-term psychological counseling, crisis management, psych-education training, outreach activities, and mental health. Psychological counseling includes: mental health assessment; stress management; mood and anxiety issues; relationship difficulties; trauma related conditions, and other mental health related issues.
 - c. Support Service: A variety of services supporting the clinical and mental health efforts including, but not limited to: maintenance of health records in a confidential and ethical manner, laboratory, radiology, and/or pharmacy services.
 - d. Special Services: health education and promotion, teaching and research, student insurance programs, and environmental health and safety, including illness and injury prevention programs.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.44.2 (AP 5200)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.44.2 Student Accident Insurance
Adoption Date: xx/xx
Policy Reference: Education Code Section 72506; Title V 54702

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.44.3 (AP 5210)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.44.3 Communicable Disease
Adoption Date: xx/xx
Policy Reference: Education Code Section 76403

The College health services will cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students.

The Colleges will comply with any immunization program required by State Department of Health Services regulations.

No Change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.45 (BP 5120)**

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

Subject: BP 7.45 Transfer Center
Revision Date: 7/09; Reviewed xx/xx
Policy References: Title 5 Section 51027; Education Code Section 66720-66744

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1. The District incorporates as part of its mission the transfer of students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.
 2. The Chancellor shall assure that Transfer Center plans are implemented at each of the Colleges that identify appropriate target student populations, are designed to increase the transfer applications of underrepresented students and comply with law and regulations.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.45.1 (AP 5120)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.45.1 Transfer Center
Adoption Date: xx/xx
Policy References: Title 5 Section 51027; Education Code Section 66720-66744

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1. The District has a transfer center plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.
 2. Plan components include:
 - a. Services to be provided to students Facilities
 - b. Staffing
 - c. An advisory committee
 - d. Evaluation and reporting
 - e. Transfer path requirements for each articulated baccalaureate major

Revised; Moved portion to new procedure 7.48.1

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.48**

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

Subject: BP 7.48 Child Development Centers
Revision Date: 5/09; xx/xx
Policy Reference: Title 5 Division 1, Chapter 19 and 19.5, Sections 18000 through 18434

1. The San Mateo County Community College District Child Development Centers operate on the premise that:
 - a. Young children can benefit from high quality early care and education programs designed to meet their developmental needs while their parents are pursuing educational goals and working.
 - b. Early childhood education students, nursing students, and students from other instructional departments, enrolled in degree and certificate programs, benefit from the opportunity to observe/participate in a high quality, model setting.
2. Admissions, Enrollment, and Eligibility Criteria

In order to receive subsidized child care, student-parents must meet the eligibility criteria included in regulations set by the Child Development Division of the California Department of Education.

MOVED FROM POLICY TO NEW PROCEDURE 7.48.1

- ~~a. First priority will be given to continuing low income students who maintain eligibility based on CDE CDD regulations, are registered in a course of study leading to employment and, if applicable, are working. Second priority will be given to new and/or returning low income students who meet the eligibility criteria based on CDE CDD regulations, are registered in a course of study leading to employment and, if applicable, are working.~~
 - ~~b. Student parents who do not qualify for subsidized child care, as well as faculty and staff, may enroll and pay a full tuition fee as space is available.~~
 - ~~c. When available spaces have been filled, an eligibility list will be established for subsidized child care in accordance with CDE CDD regulations which specify that priority be given to the lowest income family on the eligibility list. For non-subsidized child care, a waiting list will be established with priority given based on the date a family was placed on the waiting list.~~
3. ~~Determination of Eligibility, Fees and Satisfactory Progress Standards~~

BP 7.48 Child Development Centers (continued)

- ~~a. Eligibility for subsidized child care is determined on the basis of a family's need for care and their gross monthly income in relation to family size. Need for care is determined based on a parent's schedule of classes, study time, hours of employment and travel time to and from class and work.~~
- ~~b. Fees for subsidized child care are determined based on a family fee scale provided by CDE-CDD.~~
- ~~c. To maintain eligibility for subsidized child care, student parents must make satisfactory progress toward the attainment of their vocational goal (cumulative GPA of 2.0 or better). In addition, student parents are required to notify the Child Development Center Coordinator within 5 days if they withdraw from a class or change hours or days of employment.~~

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.48.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.48.1 Child Development Centers
Adoption Date: xx/xx
Policy Reference: Title 5 Division 1, Chapter 19 and 19.5, Sections 18000 through 18434

1. Admissions, Enrollment, and Eligibility Criteria

In order to receive subsidized child care, student-parents must meet the eligibility criteria included in regulations set by the Child Development Division of the California Department of Education.

- a. First priority will be given to continuing low-income students who maintain eligibility based on CDE CDD regulations, are registered in a course of study leading to employment and, if applicable, are working. Second priority will be given to new and/or returning low-income students who meet the eligibility criteria based on CDE CDD regulations, are registered in a course of study leading to employment and, if applicable, are working.
- b. Student-parents who do not qualify for subsidized child care, as well as faculty and staff, may enroll and pay a full tuition fee as space is available.
- c. When available spaces have been filled, an eligibility list will be established for subsidized child care in accordance with CDE CDD regulations which specify that priority be given to the lowest income family on the eligibility list. For non-subsidized child care, a waiting list will be established with priority given based on the date a family was placed on the waiting list.

2. Determination of Eligibility, Fees and Satisfactory Progress Standards

- a. Eligibility for subsidized child care is determined on the basis of a family's need for care and their gross monthly income in relation to family size. Need for care is determined based on a parent's schedule of classes, study time, hours of employment and travel time to and from class and work.
- b. Fees for subsidized child care are determined based on a family fee scale provided by CDE CDD.
- c. To maintain eligibility for subsidized child care, student-parents must make satisfactory progress pursuant to Education Code and Title 5 regulations related to the Department of Education Child Development Division funding terms and conditions and program requirements.

No Change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.56**

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

Subject: BP 7.56 Collection of Delinquent Loans and Other Financial Obligations

Revision Date: 5/09; Reviewed xx/xx

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1. Federal loans shall be collected in accordance with current Federal and District guidelines.
 2. College emergency loans which become delinquent shall be collected by each College in an appropriate manner as determined by that College in accordance with the law and District guidelines.
 3. The Colleges shall withhold grades, transcripts, diplomas, and/or registration privileges, or any combination thereof, from any student or former student who has failed to repay a loan or meet any other financial obligation to the District or College. The student must be notified in writing of the delinquency prior to taking such action. Restrictions will be lifted when the financial obligation has been met satisfactorily.
 4. Exceptions to the restrictions set forth in [3] above may be authorized by the Vice President, Student Services in cases of unique or extraordinary circumstances beyond the control of the student.

REVISED
Move Portion of Policy
to Procedure 7.60.1

CHAPTER 7: Student Services
BOARD POLICY NO. 7.60 (BP 5400)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.60 Student Organizations and Activities
Revision Date: 5/12; xx/xx
Policy References: Education Code Sections 76060 and 76062; 34 Code of Federal Regulations Section 668.46(b)(7)

1. The students of the District are authorized to organize a student body associations. The Board of Trustees hereby recognizes that those associations as the Associated Students of the District:
 Skyline College: Associated Students of Skyline College (ASSC)
 College of San Mateo: Associated Students of College of San Mateo (ASCSM)
 Cañada College: Associated Students of Cañada College (ASCC)
2. The Associated Students organization is recognized as the official voice for the students in district [and college] decision-making processes. It may conduct other activities as approved by the College President or designee. The Associated Students activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.
3. The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the College President or designee.
4. The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the College President or designee. Such use shall not be construed as transferring ownership or control of the premises.
5. The SMCCCD Public Safety Department does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

Moved to Administrative Procedure 7.60.1

- ~~1. The students of the District are authorized to organize student body associations. The Board of Trustees hereby recognizes those associations at the three Colleges as the Associated Students.~~
- ~~2. Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.~~
- ~~3. The Associated Students organization is recognized as the official voice of the students in the District and the College decision-making processes.~~

BP 7.60 Student Organizations and Activities (continued)

- ~~4.—The Associated Students organization may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the District and the College.~~
 - ~~a.—All activities shall be appropriately supervised by a member of the staff or by a person designated by the Vice President, Student Services.~~
 - ~~b.—Activities involving field trips or excursions shall be subject, as appropriate, to the same regulations as for required and non-required field trips.~~
 - ~~c.—Activities shall be designed to minimize the possibility of degrading, disgracing, or injuring any person or persons.~~
 - ~~d.—Distribution and posting of materials shall be subject to District and College policies and procedures.~~
- ~~5.—The District shall cooperate with local law enforcement agencies in the event that any criminal activity by students occurs when a recognized student organization officially meets at an off-campus location.~~
- ~~6.—The Associated Students organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises. When College facilities are used, the organization shall assume liability for all charges incurred as well as property damage.~~
- ~~7.—Student clubs and organizations operate under the auspices of the Associated Students.~~
- ~~8.—The Associated Students organization operates under the auspices of Student Services at each College.~~

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.60.1 (BP 5400)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.60.1 Student Organizations and Activities
Adoption Date: xx/xx
Policy References: Education Code Sections 76060 and 76062; 34 Code of Federal Regulations Section 668.46(b)(7)

1. The students of the District are authorized to organize student body associations. The Board of Trustees hereby recognizes one association at each of the three Colleges as the Associated Students as follows:
 - Skyline College: Associated Students of Skyline College (ASSC)
 - College of San Mateo: Associated Students of College of San Mateo (ASCSM)
 - Cañada College: Associated Students of Cañada College (ASCC)
2. Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.
3. The Associated Students organization is recognized as the official voice of the students in the District and the College decision-making processes.
4. The Associated Students organization may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the District and the College.
 - a. All activities shall be appropriately supervised by a member of the staff or by a person designated by the Vice President, Student Services.
 - b. Activities involving field trips or excursions shall be subject, as appropriate, to the same regulations as for required and non-required field trips.
 - c. Activities shall be designed to minimize the possibility of degrading, disgracing, or injuring any person or persons.
 - d. Distribution and posting of materials shall be subject to District and College policies and procedures.
5. The District shall cooperate with local law enforcement agencies in the event that any criminal activity by students occurs when a recognized student organization officially meets at an off-campus location.
6. The Associated Students organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be

AP 7.60.1 Student Organizations and Activities (continued)

construed as transferring ownership or control of the premises. When College facilities are used, the organization shall assume liability for all charges incurred as well as property damage.

7. Student clubs and organizations operate under the auspices of the Associated Students.
8. The Associated Students organization operates under the auspices of Student Services at each College.
9. Both day and evening student representatives shall be encouraged to participate in student organizations and activities.
10. A governing body shall be elected that shall keep an account of its meetings, expenditures, authorizations and policies established.
11. A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.61 (BP 5420)**

Minor Edit

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

Subject: 7.61 Financial Responsibilities: Student Body Associations and Student Organizations
Revision Date: 6/11; xx/xx
Policy References: Education Code Sections 76063-76065

1. The Associated Students Organization funds shall be maintained in accordance with the following requirements:
 - a. Associated Students organization financial records, fund books, and procedures are subject to annual audit.
 - b. Reports of the annual audit of Associated Students funds shall be prepared in conjunction with the annual audit of District funds and submitted to the Board of Trustees.
 - c. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Business Office.
 - d. Associated Students funds shall be deposited with and disbursed by the Business Office.
 - e. The funds shall be deposited, loaned, or invested in authorized financial institutions.

2. All funds shall be expended consistent with procedures as may be established by the Associated Students and subject to the approval of each of the following individuals:
 - a. The Chancellor or designee.
 - b. The ~~officer or~~ employee of the District who is the designated advisor of the particular student body organization.
 - c. A student representative of the student body organization.

Approval shall be obtained each time, before any funds may be expended.

3. All funds and expenditures shall be processed pursuant to the Associated Students procedures which are located in 7.61(1).

New Procedure

**CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.61.1 (BP 5420)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 7.61.1 Financial Responsibilities: Student Body Associations and Student Organizations

Adoption Date: xx/xx

Policy References: Education Code Sections 76063-76065

1. Associated Student Funds are maintained in accordance with the following procedures:

- a. Associated Student Organization Fund books, financial records and procedures are subject to annual audit.
- b. Reports of the annual audit of A. S. funds are submitted to the district office.
- c. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Chief Financial Officer or designee.
- d. Associated Student funds shall be deposited with and disbursed by the district’s Controller.

2. The funds shall be deposited, loaned or invested in any of the following:

- a. Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
- b. Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- c. Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
- d. Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
- e. Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
- f. Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

AP 7.61.1 Financial Responsibilities: Student Body Associations and Student Organizations (continued)

3. All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- a. the Vice President of Student Services or designee;
- b. the officer or employee of the District who is the designated advisor of the particular student body organization; and
- c. a representative of the student body organization.

No Change

**CHAPTER 7: Student Services
BOARD POLICY NO. 7.62 (BP 5410)**

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

Subject: BP 7.62 Associated Students Election
Revision Date: 6/11; **Reviewed xx/xx**
Policy Reference: Education Code Section 76061

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1. The Associated Students shall conduct elections to elect officers at least once each academic year consistent with Education Code Section 76061 and the Associated Students Constitution and Bylaws.
 2. The Associated Students may fill vacancies as stipulated in the Associated Students Constitution and Bylaws.
 3. Any student seeking election as an officer in the Associated Students shall meet the following requirements:
 - a. The student shall be enrolled in the District at the time of candidacy, time of election and throughout his or her term of office in the minimum required number of units as required by each College.
 - b. The student shall meet and maintain – at the time of candidacy, time of election and throughout his or her term of office – the minimum standards of scholarship established and published in the College catalog and the Associated Students election packet, including the minimum grade point average (2.00 minimum GPA) and the satisfactory completion rate (50% or more of all units completed with grades of A, A-, B+, B, B-, C+, C, D or P).
 - c. Any student elected as an officer in the Associated Students shall meet the requirements as stated in the respective Associated Students Constitution and Bylaws and published in the College catalog and Associated Students election packet.

New Policy

CHAPTER 7: Student Services
BOARD POLICY NO. 7.63 (BP 5510)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.63 Off-Campus Student Organizations
Adoption Date: xx/xx
Policy References: Education Code Sections 76060 and 76062; 34 Code of Federal Regulations Section 668.46(b)(7)

The San Mateo County Community College District Campus Safety Department does not provide law enforcement services to off-campus organizations nor are activities off-campus recognized by District authority.

Minor Change

CHAPTER 7: Student Services
BOARD POLICY NO. 7.67 (BP 3430)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.67 Sexual Harassment Involving Students

Revision Date: 5/09; xx/xx

References: Education Code Sections 212.5, 66252 and 66281.5

It is the policy of the San Mateo County Community College District to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students, staff **or members of the public while on district property** ~~or~~ and/or the harassment of staff by students **or members of the public while on district** property is considered intolerable behavior that will be investigated and acted upon immediately.

According to both State and Federal laws and guidelines issued by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of discrimination. Sexual harassment is misconduct that can change the course of careers, disrupt the climate of an entire class, affect academic performance, and undermine the integrity of educational relationships. It is an abuse of power which confuses the boundaries of personal and professional roles and breaches trusting relationships which should exist among members of the College community.

1. It is the policy of the San Mateo County Community College District to provide its students with a learning environment free of sexual harassment and intimidation. This policy addresses interactions between a student and faculty, staff members, or other students. Because of the seriousness of these matters, the District will make every effort to assure that sexual harassment does not occur and will take disciplinary actions up to and including dismissal or expulsion for policy violation. It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy.
2. For purposes of this policy, sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical, or visual conduct of a sexual nature which occur under any of four circumstances:
 - a. Submission is made, either explicitly or implicitly, a term or condition of admission to or retention in a course or program;
 - b. Submission or rejection by a student is used as a basis for grading, enrollment, or other educational decisions affecting the student;
 - c. Submission or rejection by a student affects negatively a student's class performance, opportunity to benefit from class participation, or constitutes a disruption of the learning process;
 - d. Such conduct creates, encourages, or condones an intimidating, hostile, or otherwise offensive environment for learning and/or teaching.
3. Sexual harassment includes, but is not limited to, the following:

BP 7.67 Sexual Harassment Involving Students (continued)

- a. Making unsolicited written, graphic, verbal and/or physical contact with sexual overtones. Written examples: suggestive or obscene letters, notes, invitations, **or electronic communications (e.g. text messages, emails, videos.)** Graphic examples: prurient display of objects, pictures, cartoons, or posters. Verbal examples: derogatory comments, slurs, jokes, innuendos and epithets. Physical examples: **indecent exposure, lewd acts**, assault, touching, gestures, impeding or blocking movement.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Mutual attraction is not considered sexual harassment.)
 - c. Making reprisal, or implied threats of reprisal, following a negative response. This can include denial of, or actually withholding, support or opportunities normally provided in the form of counseling or other services, suggesting the assignment of a poorer grade than earned.
 - d. Engaging in implicit or explicit coercive sexual behavior which has the effect of controlling, influencing, or affecting the enrollment, grade, academic success, and/or learning environment of any student.
 - e. Offering favors or preferential treatment such as: assignment of better grades than earned; opportunities for extra credit; recommendations, favorable assigned duties or shifts; or other benefits in exchange for sexual favors.
4. Complaint Procedures
- a. Staff to Student or Student to Student
 - i. If a student complainant feels that a specific act or environment is offensive and in violation of this policy, the complainant should first notify the offender in an effort to stop the offensive behavior. If the behavior does not stop, or the complainant does not wish to confront the offender directly, the student should notify the Vice President, Student Services or designee.
 - ii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the ~~Office of Personnel Services~~ **Vice Chancellor of Human Resources and Employee Relations.**
 - b. Student to Faculty/Staff
 - i. If a faculty or staff member is the complainant and feels that a specific act committed or environment created by a student is offensive and in violation of this policy, the complainant should first notify the offender in an attempt to stop the behavior.
 - ii. If the behavior continues, the complainant will then notify the Vice President, Student Services or designee. Such continued behavior constitutes a disruption of the learning and teaching environment.
 - iii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be

BP 7.67 Sexual Harassment Involving Students (continued)

- iv. notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the ~~Office of Personnel Services~~ Vice Chancellor of Human Resources and Employee Relations.
- c. In accordance with the guidelines on sexual harassment of the Equal Employment Opportunity Commission, the District intends: 1) to raise the subject of sexual harassment affirmatively in formal staff training and other arenas; 2) to express strong disapproval for the inappropriate behavior; and 3) to implement this policy fully.
- d. District employees or students found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to any and all established District procedures.
- e. ~~For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy that are mandatory subjects for bargaining.~~
- f. ~~Non- represented employees found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to any and all established District procedures.~~

Revised

CHAPTER 7: Student Services
BOARD POLICY NO. 7.69 (BP 5500)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.69 Student Conduct
Revision Date: 5/12; xx/xx
Policy References: Education Code Sections 66250 et seq., 66300, 66301 and 76030 et seq.;
 Government Code Sections 12926.1 and 12940 et seq.; Accreditation Standard
 II.A.7.b

- A. Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students who violate this code of conduct may be subject to disciplinary action as defined in Procedure 7.69.2 and also to civil authority.
- B. The following actions are prohibited and may lead to appropriate disciplinary action:
1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
 2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
 3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
 4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
 5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
 6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
 7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such-as teasing or name-calling; social isolation or manipulation; and cyberbullying.
 8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
 9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
 10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
 11. Knowingly receiving stolen property belonging to the College District.

BP 7.69 Student Conduct (continued)

12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.

BP 7.69 Student Conduct (continued)

30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
32. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

C. **Actions:**

Students who engage in any of the above are subject to the procedures outlined in AP 7.69.1 and the sanctions included in 7.69.2.

D. **Definitions:** When used in this policy:

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

E. **Disciplinary Action while criminal charges are pending:**

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

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

Revised Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.69.1 (AP 5520)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: ~~7.70.1~~ AP 7.69.1 Student Disciplinary ~~Sanctions~~ Procedures
Revision Date: 12/12; xx/xx
Policy Reference : Education Code Section 66300, 72122, 76030 et seq.

These procedures are designed to provide uniform standards to assure due process ~~rights that are guaranteed by federal and state constitutions~~ when a student is charged with a violation of the San Mateo County Community College Student Code of Conduct, as defined in Board Policy 7.69 ~~and 7.70~~. ~~This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil procedures that may be initiated.~~ All proceedings held in accordance with these procedures shall relate only to an alleged violation of established standards. ~~There is a difference between expulsion and non-expulsion processes and these are both outlined in this procedure.~~

~~These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.~~

Disciplinary Officer: Each College President will designate an administrator to serve as the College's Disciplinary Officer. The Disciplinary Officer shall be responsible for investigating and processing the alleged violation of the Student Code of Conduct.

I. Non-Expulsion Disciplinary Process

Step 1. Incident Occurs

Within twenty (20) days from the time that the Disciplinary Officer is informed of allegations which may constitute a violation of the Student Code of Conduct, the Disciplinary Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

For the purpose of evaluating whether the student's conduct is a violation of the Student Code of Conduct, no consideration shall be given to the student's actual or perceived disability unless such disability is being asserted by the student as a defense to, in mitigation of a potential violation.

Immediate Interim Suspension: In cases where the alleged violation is deemed by the Disciplinary Officer to pose an imminent threat to the health and safety of the college community, the student may be suspended immediately pursuant to Education Code Section 66017, provided that a reasonable opportunity is afforded a suspended person for a hearing within ten (10) days.

AP 7.69.1 Student Disciplinary Procedures (continued)

Step 2. Administrative Conference or Student Disciplinary Hearing

Based on the review of the alleged code of conduct violations, the Disciplinary Officer shall determine if the matter goes to an Administrative Conference or to a Student Disciplinary Hearing.

Administrative Conference

The Disciplinary Officer shall schedule a meeting with the student involved to inform the student of the alleged offense. The student will be notified of charges/alleged violations and the basis for the charges. Based on the information at the Conference, the Disciplinary Officer may either dismiss the charges for lack of merit or notify the student of one or more disciplinary actions being taken (described in Step 3). The student may request the opportunity for a Student Disciplinary Hearing.

Student Disciplinary Hearing

Hearing Notice: A notice of the hearing will be sent to the student and shall specify the date, time, and place of the hearing, a statement of the charges against the student, and the date, time, and location that the tangible evidence will be made available for inspection. A copy of the disciplinary procedures shall also be enclosed.

Student Disciplinary Board: The Disciplinary Board shall include: one (1) student selected from the pool submitted by the Associated Student Organization governing body, one (1) faculty member selected from the pool submitted by the Academic Senate and one (1) staff member from a pool submitted by CSEA and the Management Group. A Judicial Officer will also be appointed to assure the process is followed.

No person shall serve as a member of the Disciplinary Board if that person has been personally involved or could otherwise not act in a neutral manner. The student may request the names of the Disciplinary Board members and may challenge for cause any member of the Disciplinary Board by addressing the challenge to the Disciplinary Board Chairperson, who shall determine whether the cause for disqualification has been shown.

The scope of the duties of the Disciplinary Board is to weigh the evidence presented in relation to the alleged violation and, based on the evidence, submit a recommendation to the Disciplinary Officer regarding the student's responsibility for violations of the Code of Conduct.

Formal Hearing Process:

- Absence of the Student: The hearing shall proceed in the absence of the student.
- Chairperson: Prior to the hearing, the Board shall select a Chairperson. The chairperson shall preside over the hearing.
- Behavior: Disruptive behavior will not be tolerated and will result in exclusion of individuals.
- Hearing Process: A document describing the process for conducting disciplinary hearings will be distributed to all members of the Disciplinary Board. The Judicial Officer will assure the process is followed.
- Charges: The Chairperson shall distribute copies of the charges and incident reports to the members of the Board, read the charges aloud, and ask the student if the charges have been received.
- Representation: The disciplinary hearing is an internal due process hearing conducted by the colleges of the San Mateo County Community College District. Parties are not allowed to be represented by legal counsel at any time during the hearing process.
- Participants: A student may be accompanied by a person of his or her choice who is an observer only.

AP 7.69.1 Student Disciplinary Procedures (continued)

Each person present will be asked to identify themselves by name.

- Witnesses: Each side shall be entitled to call witnesses. All witnesses shall be excluded from the hearing process except when testifying.
- **The Disciplinary Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student and/or witnesses during the hearing if direct confrontation of witnesses creates an unreasonable risk of psychological or physical harm. Accommodations of such concerns may be addressed by providing separate facilities, providing participation by telephone, videophone, videoconferencing, videotape, audio tape, written statement, or other means, as determined in the judgment of the Disciplinary Officer. Any testimony of a witness that is not subject to the direct examination of an accused student shall only be admitted if the witness signs under penalty of perjury that the testimony is true and accurate.**
- Plea: The student shall admit or deny responsibility for each charge. If the student admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Board shall retire to make its decision. If the student denies any or all of the charges, or wishes to present evidence of mitigating circumstances, the hearing shall proceed.
- Recording: The hearing may be recorded by the college and shall be the only recording made. **The recording shall remain the property of the college.** If recorded, no witness who refuses to be recorded may be permitted to give testimony. **Committee deliberations shall not be recorded.**
- Information: Formal rules of evidence shall not apply. All relevant information is admissible, including but not limited to testimony of witnesses, physical objects, police or security officer reports, photographs, and copies of documents. Any and all information will be entered for the record.
- Disciplinary Board Deliberation: The Disciplinary Board shall retire to deliberate in closed session with only the members of the Board and the Judicial Officer present. The Disciplinary Board shall reach its decision based only upon the evidence presented and shall not consider matters outside of the record. The Board shall recommend disciplinary sanctions to the Disciplinary Officer based upon its findings.

Step 3. Disciplinary Action(s) Recommended

If a student is found responsible for violating the Student Code of Conduct, either through the Administrative Conference or Disciplinary Hearing process, one or more of the following types of disciplinary actions may be recommended.

- **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action.
- **Reprimand:** A written notice of violation of the Student Code of Conduct.
- **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
- **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- **Removal from classes/program/activity:** (Note: This disciplinary action may occur at any time.) Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the appropriate Division Dean and/or Disciplinary Officer to discuss the cause for the removal. Any college instructor, for good cause, may remove a student from the

AP 7.69.1 Student Disciplinary Procedures (continued)

classroom for the day of the incident and the next regular class meeting. For removal from class, the following process should be followed:

1. Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
 2. Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
 3. If the student is a minor, the parents or legal guardian shall, within 48 hours, be notified in writing by the Disciplinary Officer.
- **Suspension:** Exclusion of the student from all colleges, programs, and activities in the District for a definite period of time. An administrative hold shall be placed on the student's electronic record, but shall not be reflected on the academic transcript.
 - **Expulsion:** Exclusion of a student by the Board of Trustees from all colleges, programs and activities in the District for an indefinite time period, including all rights and privileges. **If an expulsion is recommended, the process in section II, Expulsion Disciplinary Process, should be followed.**

Any level of sanction may also include a behavioral contract, community service, and/or any other directives to make amends and/or reduce the likelihood of repeating prohibited behavior.

Step 4. Written Decision

1. Within five (5) days following receipt of the Disciplinary Board's recommendation, the Disciplinary Officer shall make a written decision.
2. The Disciplinary Officer may adopt the recommendations made or make changes.
3. The Disciplinary Officer should then promptly send a copy of the decision to the student by certified mail. A copy will also be sent to the College President. If the student is a minor, the report shall be sent to the parent or guardian. If the recommended disciplinary action is expulsion, the recommendation for this action will be made to the Board of Trustees. Expulsion proceedings will be completed upon action by the Board of Trustees.
4. A student may appeal the decision using the process outlined in Step 5.
5. The College President shall notify the District Chancellor of any decision to suspend a student.
6. Disciplinary Records: The Disciplinary Officer shall maintain all records of a disciplinary hearing. Disciplinary files shall be retained for at least five (5) years from the time of a final determination.

Step 5. Appeal to the College President

1. A student may appeal to the College President within two (2) days of the delivery of the decision to the student. ~~Such appeals shall be in writing and shall be delivered to the College President.~~ **Because suspended students are not allowed on District property, such appeals shall be submitted in writing by email or letter to the College President within two days after receipt of the written decision.**
2. The student may request the College President to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.
 - **Due Process:** Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.
 - **New Information:** If there is new information sufficient to alter a factual finding or

AP 7.69.1 Student Disciplinary Procedures (continued)

recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to him/her.

3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the College President's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

Step 6. Appeal to the Chancellor

1. The student may appeal, in writing, to the Chancellor within five (5) calendar days after receipt of the decision of the President of the College. The Chancellor, or his/ her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) calendar days of the review of the student's written appeal. The student shall be advised in writing of his/her further rights of appeal.
2. The student may request the Chancellor to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.
 - Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.
 - New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to him/her.
3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the Chancellor's appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

Step 7. Appeal to the Board of Trustees

The student may appeal, in writing, to the Board of Trustees within five days after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board of Trustees shall be mailed to the student and to appropriate staff members, within twenty (20) calendar days following the review. The decision of the Board of Trustees is final.

II. Expulsion Disciplinary Process

Students who have been accused of violating the Code of Conduct go through the Steps 1-4 listed above. If, in Step 3, the recommendation is for Expulsion, the following describes the additional process for that sanction.

Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President. The process is as follows:

- a. The College President shall forward to the Chancellor a letter of recommendation for expulsion which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).

AP 7.69.1 Student Disciplinary Procedures (continued)

- b. The Chancellor shall review the recommendation for expulsion with the Office of County Counsel.
- c. The Chancellor, as Secretary for the Board of Trustees, shall forward a letter to the student by certified mail advising him/her of the charges and the intention of the Board of Trustees to hold a closed session to consider his/her expulsion. Unless a student requests a public hearing in writing at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
- d. The student is entitled to be present during presentation of the case and may be accompanied by a representative. If the student chooses to be represented by an attorney, the student must so notify the Chancellor no later than five working days prior to the hearing. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board of Trustees. The student or his/her representative may cross-examine any witness. The district bears the burden of proof.
- e. The report of final action taken by the Board of Trustees in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

III. Definitions:

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Judicial Officer – Member of the Student Disciplinary Board responsible for ensuring that the Formal Hearing process is followed according to established procedures.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Move from Policy to
New Procedure. 7.69.2

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.69.2

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.69.2 Student Disciplinary Sanctions
Adoption Date: xx/xx
Policy Reference : Education Code Section 76030 et seq.

1. The rights and responsibilities of students are not fundamentally different from those of other members of the community. District officials administer the academic community under statutory authority in accordance with the directions of the Board of Trustees. Discipline is administered outside of civil authority or concurrent with civil authority in matters which affect the academic community.
2. Students charged with misconduct may be subject to the following sanctions:
 - a. **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by any faculty or staff or by the Disciplinary Officer when the case is referred to him/her.
 - b. **Reprimand:** A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct.
 - c. **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.
 - d. **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
 - e. **Removal from Classes/Facility:** Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the College Disciplinary Officer to discuss the cause for the removal. After-the-fact review by the College President or designee shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion.

Any College instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting.

 - i. Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written

AP 7.69.2 Student Disciplinary Sanctions

notice of the reasons for the proposed removal.

- ii. Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
 - iii. If the student is a minor, the parents or legal guardian shall be notified in writing by the Disciplinary Officer as soon as possible and the parent will be asked to attend a conference regarding the removal.
- f. Suspension: Action by the College President to exclude the student from all Colleges and District/College programs and activities for a definite period of time. This action shall be posted on the student's electronic record, but shall not be reflected on the academic transcript.

This does not prohibit, where an interim suspension is required in order to protect lives or property and to insure the maintenance of order, an interim suspension pending a hearing, provided that a reasonable opportunity for a hearing be afforded a suspended person within ten (10) instructional days.

Suspension for more than ten days may have impact on a student's financial aid eligibility or financial aid award.

- g. Expulsion: Action by the Board of Trustees to terminate student status in the District indefinitely. The Board of Trustees may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others.

Final action by the Board of Trustees shall be taken by the Board of Trustees at a public meeting. Action to expel a student will be posted on the academic transcript.

Delete policy; create procedure
7.69.2

CHAPTER 7: Student Services
BOARD OF TRUSTEES POLICY NO. 7.70

BOARD POLICY
San Mateo County Community College District

Subject: ~~7.70 Student Disciplinary Sanctions~~

Revision Date: ~~1/10~~

Policy Reference : ~~Education Code Section 76030 et seq.~~

- ~~1. The rights and responsibilities of students are not fundamentally different from those of other members of the community. District officials administer the academic community under statutory authority in accordance with the directions of the Board of Trustees. Discipline is administered outside of civil authority or concurrent with civil authority in matters which affect the academic community.~~
- ~~2. Students charged with misconduct may be subject to the following sanctions:

 - ~~a. **Warning:** An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by any faculty or staff or by the Disciplinary Officer when the case is referred to him/her.~~
 - ~~b. **Reprimand:** A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct.~~
 - ~~c. **Disciplinary Probation:** Formal written notice by the Disciplinary Officer of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.~~
 - ~~d. **Restitution:** Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.~~
 - ~~e. **Removal from Classes/Facility:** Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the College Disciplinary Officer to discuss the cause for the removal. After the fact review by the President/designee shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion.~~

~~Any College instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting.~~~~

- ~~▪ Before ordering the removal of any student from class, the instructor shall first~~

~~BP 7.70, Student Disciplinary Sanctions (continued)~~

~~give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.~~

- ~~▪ Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.~~
- ~~▪ If the student is a minor, the parents or legal guardian shall be notified in writing by the Disciplinary Officer as soon as possible and the parent will be asked to attend a conference regarding the removal.~~

~~f. Suspension: Action by the President to exclude the student from all Colleges and District/College programs and activities for a definite period of time. This action shall be posted on the student's electronic record, but shall not be reflected on the academic transcript.~~

~~This does not prohibit, where an interim suspension is required in order to protect lives or property and to insure the maintenance of order, an interim suspension pending a hearing, provided that a reasonable opportunity for a hearing be afforded a suspended person within ten (10) instructional days.~~

~~Suspension for more than ten days may have impact on a student's financial aid eligibility or financial aid award.~~

~~g. Expulsion: Action by the Board of Trustees to terminate student status in the District indefinitely. The Board of Trustees may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others.~~

~~Final action by the Board of Trustees shall be taken by the Board of Trustees at a public meeting. Action to expel a student will be posted on the academic transcript.~~

Revised

CHAPTER 7: Student Services
BOARD POLICY NO. 7.73 (BP 4231)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.73 Student Grievances and Appeals
Revision Date: 7/11; xx/xx
Policy References: Education Code Section 76224

1. The San Mateo County Community College District shall establish and maintain a uniform system of student grievances and appeals for non-grade related disputes, which shall afford procedural due process to students in the review and appeal of College and District decisions or actions.
2. An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board of Trustees levels.
3. In order that the student may have the opportunity to appeal a decision not satisfactorily resolved at the initial level, other than an appeal regarding a grade received in a course or a parking citation, the steps outlined below may be taken. At any time during the progress of the procedure outlined below, informal resolution of the problem may be sought by mutual agreement. For grade grievances, refer to **B, Grade Grievances**. For parking citations, refer to **C, Parking Citation Appeals**.

A. Academic (Excluding Grade) and Non-Academic Grievances and Appeals

Step 1 – College Level

- a. Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate a formal appeal with the Vice President of Student Services and must do so within one (1) year of the incident on which the grievance is based or within one (1) year after the student learned of the basis for the grievance. The Vice President of Student Services shall advise the student, within five (5) days, of his or her rights and responsibilities, assist the student in the final preparation of the grievance and determine whether the grievance will be remanded to a hearing of the Grievance Committee or reviewed with an appointed mediator. Specific information regarding timelines for grievances remanded to the Grievance Committee is outlined in the Student Grievances and Appeals Procedures, 7.73.1. The Vice President of Student Services will ensure that a student filing a grievance and the Grievance Committee members are provided copies of grievance procedures, including timelines.
- b. Appeal to the College President
 - i. If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (Appeal to the Chancellor).

BP 7.73 Student Grievances and Appeals (continued)

- ii. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the College President within five (5) days after receipt of the decision made in response to the initial appeal. The College President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the College President's decision shall be provided to the student within ten (10) days of the hearing by the College President.

Step 2 – Appeal to the Chancellor

If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor within five (5) days after receipt of the decision of the College President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) days of the review of the student's written appeal.

Step 3 – Board of Trustees Level

- a. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board of Trustees within five (5) days after receipt of the decision of the Chancellor.
- b. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board of Trustees shall be mailed to the student and to appropriate staff members within twenty (20) days following the hearing. The decision of the Board of Trustees is final.

B. Grade Grievances

Grades can only be grieved according to the criteria outlined in Education Code 76224. Before initiating formal appeal procedures, the student shall attempt to resolve the grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President, Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

C. Parking Citation Appeals

~~Appeals for parking citations must be directed to the Redwood City Courthouse.~~

Parking citations may be contested by completing a request online by visiting <http://www.pticket.com/csm/>. Anyone may contest a citation within 21 calendar days of the issue date of your citation. Once on the site, select where the citation was issued (Cañada, CSM or Skyline). The appeal will start with a "1st Level Initial Review". There is no fee to contest the citation at this level. Request a "1st Level Initial Review" by following the instructions below:

BP 7.73 Student Grievances and Appeals (continued)

1. Enter the citation # and press SEARCH. If the citation qualifies for an appeal, a CONTEST ONLINE link to the contesting form will appear to the right of the citation number.
2. Indicate the reason(s) why the citation was issued in error.
3. Include any documentation to support the claim
4. Include the citation or reminder notice
5. Include full name
6. Include mailing address
7. Make copies of all documents for your records (documents will not be returned)
8. Mail all information to: Office of Parking Violations, SMCCD, College of San Mateo, PO Box 9003, Redwood City, CA 94065-9003

The student, staff, or person will receive a written response from the citation processing agency reflecting the results of the appeal.

If the individual is dissatisfied with the results of the appeal, the individual may obtain an administrative hearing. The directions for obtaining an administrative hearing are included on the written response to the citation appeal. A written response from the citation reflecting the results of the administrative hearing will be provided by the processing agency..

If dissatisfied with the outcome of the administrative hearing the individual a hearing before a judge can be obtained. The directions for obtaining a judicial hearing are included on the written response to the administrative hearing.

New Procedure

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.73.1 (AP 5530)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.73.1 Student Grievances and Appeals
Revision Date: xx/xx
Policy References: Education Code Section 76224(a); Title IX, Education Amendments of 1972

Students are encouraged to pursue their academic studies and become involved in other college sponsored activities that promote their intellectual growth and personal development. The college is committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance, or an appeal of the decision/action taken in response to a grievance, within the framework of policy and procedure set forth below.

Informal Resolution: Initial College Review

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to pursuing a formal grievance which includes a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person’s immediate supervisor, or the local college administration. The student may also seek the assistance of a friend in attempting to resolve a grievance informally.

The chart below summarizes the appropriate college channels to be utilized by any student wishing to seek redress. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services. Students may elect to grieve any decisions or actions taken. All grievances, or appeals of the decision/action taken in response to a grievance, will be dealt with in a timely manner.

Informal Student Grievance Procedure		
Area	First Level of action	Second Level of action
Academic Matters: Grades, Testing, Class Content, Assignments, Attendance, Prerequisite Challenge	Instructor	Division Dean
Admissions/Late Withdrawal	Dean, Enrollment Services	Vice President, Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Chancellor
Fee Payments or Refunds	Lead Cashier	Director, Business Services (Canada and Skyline) Vice President Student Services (CSM)

Financial Aid	Director of Financial Aid	Dean, Enrollment Services
Academic or Progress Dismissal	Dean, Enrollment Services	Vice President, Student Services
Registration	Registrar	Dean, Enrollment Services
Residency Determination	Registrar	Dean, Enrollment Services
Security <u>Public Safety</u> and Parking	Supervisor, Campus Public Safety	Director, Campus <u>Public Safety</u>
Sexual Harassment	Vice Chancellor, Human Resources	Chancellor
Student Records	Registrar	Dean, Enrollment Services
Time, Place and Manner	Coordinator of Student Activities	Vice President, Student Services
Waiver of Academic Requirements	DSPS Director	Vice President, Student Services

Note: At Canada College, the Dean of Counseling serves as the Dean of Enrollment Services.

Section A: Formal Process for Academic and Non-Academic Grievances (excluding grade grievances)

Note: For grade grievances, see Section B, Process for Grade Grievances

Step 1. Filing a Grievance

- a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance available on the college website or from the Office of the Vice President, Student Services. The form shall be filed with the Grievance Officer (Vice President, Student Services) within one year of the incident on which the grievance is based). In presenting a grievance, the student shall submit a written statement to include, where appropriate, the following information:
 1. A statement describing the nature of the problem and the action which the student desires taken.
 2. A statement of the steps initiated by the student to resolve the problem by informal means.
 3. A description of the general and specific grounds on which the grievance is based.
 4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.
- b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Step 2. Review of Grievance

Within five days following receipt of the Statement of Grievance Form, the Vice President, Student Services shall advise the student of his or her rights and responsibilities under these procedures. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student which includes applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner; The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
- For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the

AP 7.73.1 Student Grievances and Appeals (continued)

grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President, Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, see Section B, Grade Grievances.

If at the end of 10 days following the student's first formal meeting, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The hearing will be scheduled within 14 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 4 days notice of the date, time and place of the hearing.

Step 3. Grievance Hearing Process**Grievance Committee**

Membership: The Grievance Committee shall consist of one faculty member, one staff member and one student. Faculty members for the pool will be identified by the Academic Senate, students will be identified by the Associated Students and staff members will be identified by CSEA and the Management Group. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Student Services.

Grievance Officer: The Vice President, Student Services shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

Hearing Process

- a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
- b. The members of the Grievance Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
- c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
- e. **Participants:** Each party to the grievance represents himself or herself, and may also be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.
- f. Parties are not allowed to be represented by legal counsel.
- g. Hearings shall be closed and confidential.
- h. **Witnesses:** In a closed hearing, witnesses shall be present at the hearing only when testifying.
- i. **Recording:** The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
- j. **Attendance:** If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

AP 7.73.1 Student Grievances and Appeals (continued)

- k. **Committee Recommendation:** Within 5 calendar days following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Student Services a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.
- l. Within 7 days following receipt of the Grievance Committee's decision and recommendation(s), the Vice President, Student Services shall send to all parties his or her written decision.
- m. The student may choose to appeal if he/she meets the criteria in Step 4.

Step 4 Appeal to the College President

- a. The student may appeal to the College President within five days after receipt of the decision by the Vice President, Student Services.
- b. The College President shall provide the student with a hearing, if requested, and shall review the appeal. The appeal shall be limited to a review of supporting documents and based only on the following:
 - **Due Process:** To determine whether the Grievance Committee was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information and that all parties were given a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - **New Information:** To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Grievance Committee.
- c. A written notice of the College President's decision shall be provided to the student within ten days of the hearing.

Step 5. Appeal to the Chancellor

The student may appeal, in writing, to the Chancellor within five days after receipt of the decision of the College President. The Chancellor, or his/ her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within five days of the review of the student's written appeal.

Step 6. Appeal to the Board of Trustees of Trustees

The student may appeal, in writing, to the Board of Trustees, or its designee, within five days after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board of Trustees shall be mailed to the student and to appropriate staff members, within twenty days following the review. The decision of the Board of Trustees is final.

AP 7.73.1 Student Grievances and Appeals (continued)**Definitions:**

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Section B: Process for Grade Grievances

In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. There is a deadline of year from the date that the grade is posted for a student to initiate a grade grievance.

Informal Resolution

- a. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance, which includes a hearing, and shall attempt to solve the problem directly with the instructor. The student may bring a person of his/her choosing who is an observer only to meet with the instructor.
- b. If the grade grievance is not resolved informally with the instructor, the appropriate division dean will review the student's grievance and obtain information from the instructor.
- c. In attempting to resolve the grade grievance at the informal level, the student should be prepared to provide a written statement to the division dean to include the following information:
 1. A statement describing the nature of the problem and the action which the student desires taken.
 2. A statement of the steps initiated by the student to resolve the problem by informal means.
 3. A description of the general and specific grounds on which the grievance is based. The student must be able to demonstrate mistake, fraud, bad faith or incompetency in accordance with Education Code 76224. In the absence of mistake, fraud, bad faith or incompetency, the grade issued by the instructor may not be changed.
- d. A written notice of the division dean's decision shall be provided to the student within 20 days of the student's meeting with the division dean or as soon as the division dean has completed his/her investigation.

Formal Process for Grade Grievances**Step 1. Filing A Grievance**

- a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance Form available on the college website or from the division dean. The form shall be filed with the Vice President, Instruction within one year from the date

AP 7.73.1 Student Grievances and Appeals (continued)

the grade was issued. The student should attach to the Grievance Form any documentation to support the grievance.

- b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Step 2. Review of Grievance

- a. Within five days following receipt of the Statement of Grievance Form, the Vice President, Instruction shall advise the student of his or her rights and responsibilities under these procedures.
- b. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:
 - The grievance shall allege specific facts, which, if true, show that the grade was issued based on mistake, fraud, bad faith, incompetence;
 - The grievant is a student which includes applicants and former students;
 - The grievant is personally and directly affected by the alleged grievance;
 - The grievance was filed in a timely manner;
 - The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
 - For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President, Instruction will assist in determining if the student's grievance meets the criteria established by the Education Code.
- c. The Vice President, Instruction will schedule a Hearing with the Grievance Committee within 14 days following receipt of the Statement of Grievance Form. All parties shall be given not less than 14 days notice of the date, time and place of the hearing.

Step 3. Grievance Hearing Process**Grievance Committee**

Membership: The Grievance Committee shall consist of three faculty members and two students. Faculty members for the pool will be identified by the Academic Senate and students will be identified by the Associated Students. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Instruction.

Grievance Officer: The Vice President, Instruction shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

AP 7.73.1 Student Grievances and Appeals (continued)

Prior to scheduling the Grievance Hearing, the Vice President, Instruction shall collect the following information:

1. The Statement of Grievance Form filed by the student
2. A written response to the grievance by the instructor who issued the grade. The instructor will provide this to the Vice President, Instruction, within 5 days of the request.
3. Any materials relating the division dean's review and decision.

Copies of these materials will be provided to the student, the instructor and members of the Grievance Committee.

Hearing Process

- a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
- b. The members of the Grievance Committee shall be provided with a copy of the grievance filed by the student, the written responses provided by the instructor and the division dean's review and decision before the hearing begins.
- c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
- e. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a friend of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.
- f. Parties are not allowed to be represented by legal counsel. The instructor may request to be accompanied by a union representative.
- g. Hearings shall be closed and confidential.
- h. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.
- i. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
- j. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

Step 4. Decision

- a. Committee Recommendation: Within 5 days following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Instruction a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed.
- b. A written notice of the Vice President's decision shall be provided to the student within ten days of receipt of the Grievance Committee's recommendation. The decision of the Vice President, Instruction, is final.

AP 7.73.1 Student Grievances and Appeals (continued)**Definitions:**

Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.