AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 23, 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 3401 CSM Drive, San Mateo, CA 94402.
- Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.
- Regular Board meetings are 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.

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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

13-10-2C Cañada Middle College – A Collaboration Between the Sequoia Union High School District and Cañada College

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

13-10-5A Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

13-10-6A Adoption of Resolution No. 13-14, Increasing the Employer’s Contribution Under the Public Employees’ Medical and Hospital Care Act

13-10-7A Ratification of Renewed Collective Bargaining Agreement between the District and the California School Employees Association (CSEA), Chapter 33
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.

13-10-1CA  Ratification of July and August 2013 District Warrants
13-10-2CA  Approval of Curricular Additions – Cañada College

Other Recommendations

13-10-100B  Acceptance of Professional Services Agreement from Butte-Glenn Community College District on Behalf of its Sponsored Program, California Corporate College
13-10-101B  Memorandum of Understanding for Insurance with the San Mateo County Community Colleges Foundation
13-10-102B  Award of Contract with Casey Printing for Printing and Delivery of Class Schedules through 2016
13-10-103B  Approval of Lease Agreement with Inteq Properties for the Skyline College Incubator Project
13-10-104B  Approval of Revisions to Board Policies: 1.30, Compensation of Board Members; 2.23, Leaves of Absence and Catastrophic Leave Program; 2.30, Political Activity; 6.01, Philosophy and Purpose; 6.87, Library Services; 7.44, Student Health and Psychological Services; 8.14, Bond Oversight Committee and Accountability Measures; and 8.48, Traffic Regulations

INFORMATION REPORTS

13-10-3C  Report on Community Needs Assessment and Business Needs Assessment
13-10-4C  District Student Council Bylaws
13-10-5C  Fall 2013 Census Report

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

   A. Public Employment

      1. Employment: Cañada College – Laboratory Technician, Science & Technology; College Recruiter, President’s Office; College of San Mateo – Project Director, Business; Skyline College – Cosmetology Aide, Business; Learning Disabilities Specialist, Counseling Services

   B. Establishment of Equivalency to Minimum Qualifications
2. Conference with Labor Negotiator
   Agency Negotiator: Harry Joel
   Employee Organizations: AFSCME, AFT and CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT
President’s Report to the Board of Trustees

Dr. Regina Stanback Stroud

Smokey Mountain Performers in the Skyline College Theater.
SKYLINE COLLEGE BOARD REPORT  
OCTOBER 23, 2013

Success Summit - A Success!

The Skyline College President’s Council welcomed attendees to the inaugural year of the Success Summit on Saturday in the Fireside Dining Room of the Student and Community Center. Over 120 attendees convened to consider the challenges of the region. An overview of current trends in the areas of Transportation, Communication, and Jobs was presented by a panel of experts, followed by a moderated question and answer session. Attendees took the opportunity to add their voice and expert perspective to the conversation. The goal of the conference was to develop creative solutions for shaping forward movement and successful outcomes that will be tracked and reported on at subsequent events.

Dr. Regina Stanback Stroud welcomed the group to Skyline College and was followed by Ms. Jessica Evans, President’s Council Chair and President/CEO of Downtown San Mateo Association. Summit Co-Chairs Michele Enriquez-Da Silva and Greg Cochran took the stage to provide an overview of the conference and to welcome San Mateo County Supervisor, Don Horsley. Supervisor Horsley acknowledged elected officials and other VIP guests.

Attendees were addressed by two keynote speakers – Marlena Jackson, founder of NexGeneGirls and scientist at one of the world’s leading biotechnology organizations gave the morning address inspiring girls to go into science. Angela Batinovich, businesswoman and CEO of the San Francisco Bulls Hockey Organization talked to the group about her journey as a businesswoman.

Attendees participated in three separate sessions and followed a color coded rotation to ultimately attend a session on all three topics. The transportation session addressed the issue of “The Last Mile” – Efficiently reaching our destination after getting off public transportation. Moderators Jon Rubin, CEO of the Peninsula Coalition and Adrienne Tissier, San Mateo County Supervisor, led the discussion as the attendees broke into groups and responded to the question, “How can we successfully traverse the peninsula, including an east/west direction and along the Pacific coast, expanding access to San Mateo destinations such as learning institutions, employers, areas of commerce and recreation?”

The attendees in the Communications session addressed the question of “How can we successfully create a cross-generational and diverse sense of place/community amidst the array of communication platforms available today?” Moderator, Lloyd La Cuesta, Journalism Professor, SJSU and retired South Bay Bureau Chief, KTVU led the discussion.

Moderator Anne LeClair, President/CEO of the San Mateo County Convention and Visitors Bureau led the discussion in the “Jobs”: Connecting the Needs session. Attendees responded to “How can we successfully create a vibrant and fluid workforce that meets the current and future needs of north county employers?”

At the end of the sessions, using clicker technology, attendees voted on which of the issues they would like to see the President’s Council carry toward resolution. The group chose the Transportation session which will be a focus of the President’s Council who is in the great position to be able to seed initiatives that will begin to address the issues.

Many thanks to our sponsors.
SKYLINE COLLEGE TRiO SSS Students Visit the Sonoma State Seawolves

Last Spring the TRiO SSS Project contributed to Skyline College’s graduation and transfer rate with a total of 73 students who either received a certificate and/or associate degree and/or transferred to a four-year college. Forty three of these students transferred to a four-year institution of higher education (IHE). Feedback from the students indicated that campus visits were a significant contributing factor to the project’s transfer rate. Each year the TRiO SSS Project provides opportunities for its students to search for high quality academic education by visiting different IHE campuses throughout California.

Why visit? The TRiO SSS staff believes campus visits gives first-generation students many of whom have never an opportunity to get a real-time experience of an IHE campus is like.

The first TRiO SSS campus visit for this academic year was to Sonoma State University which is considered one of the Best 368 Colleges in the country, one of 25 of the “most connected” and “wired” (Forbes) as well as being among the top “green” campuses (Princeton Review), and recognized as having one of the best 25 liberal arts and science education program in the nation.

TRiO SSS students had the chance to experience a campus tour, visit the residence halls, dine in a residence hall dining room, and meet with an admission transfer officer---all of which was designed to give them a sense of what it would like to attend Sonoma State University and be a Seawolf. The impact of this campus visit was expressed by a student who reflected, “I really like Sonoma, definitely my #1 choice for a possible transfer.”

Article by Raymond Jones.

Southern Africa Solar Group

SOUTHERN AFRICA SOLAR REVERSE TRADE MISSION HELD AT SKYLINE COLLEGE

September 5, 2013 the Bay Area Center for International Trade and Development (CITD) co-hosted a one day in-bound trade mission at Skyline College. This was the first stop for the South African delegates on their ‘Reverse Trade Mission to the U.S.’ This trade mission was sponsored and funded by the U.S Trade and Development Agency (USTDA). This opportunity brought together delegates representing top private sponsors and developers in Sub-Saharan Africa with solar power experts and suppliers from the United States in order to discuss project opportunities and the various U.S. private and public financing resources for trade development in the Southern African region.

After the opening comments by the President of Skyline College, Dr. Regina Stanback Stroud, presentations were made by representatives from the Export-Import Bank of the United States, USTDA, and SAFE-BIDCO. Additional presentations were made by Skyline College’s Energy Systems Technology Management program in support of the CITD’s international contract education projects. Among those in attendance from Skyline College were Richard Soyombo, CITD Executive Director, CITD staff and representatives from Skyline College’s Energy Systems Technology Management program.

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

Article by Elizabeth Tablan, photo by Raul Guerra.
Center for Workforce Development Provides Training in Affordable Care Act

The Skyline College Center for Workforce Development (CWD) has entered into a contract with the California Corporate College through Covered California to provide training in the Affordable Care Act (ACA). Covered California is a new health insurance marketplace where individuals and families shopping for insurance can compare and choose health coverage that best fits their needs and budget. The marketplace is designed so people who qualify can easily get financial assistance to make coverage more affordable.

The CWD is providing Covered California trainings to two groups – Certified Enrollment Counselors and Insurance Brokers. The trainings will allow participants to gain knowledge about Covered California, the Affordable Care Act, and the programs and assistance it provides so that they can help their clients better understand the health insurance options available to them. The CWD may train as many as 600 counselors and brokers during the fall semester.

Fully understanding Covered California is important because the program can provide a number of ways to help individuals and families without health insurance make coverage a reality. The trainings will continue throughout the fall semester on the following dates:

- October 21-23
- November 4-6
- November 18-20
- December 2-4

Article By Connor Fitzpatrick, Photos By Jeremy Evangelista.

Skyline College Students Shine at SACNAS Once Again

At the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) Convention on October 3-5, eight Skyline College students presented their original scientific research alongside students from University of Texas, Princeton University, Yale University, University of California, University of Vermont, Stanford University, and many other universities. The conference was held in San Antonio, Texas and sponsored by the University of Texas.

Papers were selected for the conference in a competitive judging from abstracts submitted in July. Skyline College students started their research last spring with Christine Case in BIOL 230 or BIOL 690. The students spent the summer in the lab to continue and complete their research. Stephen Fredricks worked with the students to register and prepare them for presenting at a national conference. Stephen reported that the students were knowledgeable and professional, and represented Skyline College well.

All of these students now have their first publication. The following are their research topics:

- Allelopathy and Biotoxicity of Cape Ivy Delairea odorata. Alyssa Koszis.
- Growth and Lipid Production of the Microalga Spirogyra for Biofuel Production. Beatriz Millare.
- The Effects of Cape Ivy on Soil Microbial Populations. Keefah Khalil.

Article By Dr. Christine Case.
Transfer Conference

On Saturday, September 28, 2013 Skyline College Transfer Center hosted the 2nd Annual Transfer Conference for Skyline College students. The staff in the Transfer Center worked diligently to publicize the event and as a result, the event was overwhelmingly attended. Over 100 students, 80% of attendees registered for the event and committed their time on a Saturday morning to participate in workshops throughout the day covering topics including Top 10 Tips to Transfer, Exploring and Choosing Majors, Workshops on Financial Aid and Career Paths.

The day started with a warm welcome and introduction by Dr. Joi Blake, Vice President of Student Services. The event was supported by the Career Center, Virginia Padron and Lavinia Zanassi who presented “Keep Calm and Career On”, a workshop covering “…how to counteract the common misperceptions and bloopers students make while considering their major area of study”. Kent Gomez, General Counselor, conducted a workshop on Transfer Resources. Many students in Kent’s workshops were eager to learn more regarding the cost to transfer and ways they could increase their chances of being accepted to their college or university of choice. Jessica Lopez, TRiO counselor, presented students with “Transfer Tips 101.” Jenny Yang from the Financial Aid Division presented students with information on ways they can finance their education through grants, scholarships and financial aid.

Among these highly attended workshops, the Transfer Center hosted a College Panel and a Student Panel. The College Panel featured College Representative Doris Fendt from San Francisco State University and representing CSUs, Priscilla De Souza from Menlo College representing Private Colleges, and Jacqueline Escobar, Articulation Officer from Skyline College, representing UCs. Additionally, during lunch several colleges and universities, including UC Berkeley, SFSU, UC Santa Cruz, and USF along with student resources such as the Student Health Center and the Opportunity Fund tabled so students could ask individual questions. The student Panel, which featured five former Skyline College transfer students, gave students an opportunity to hear first-hand the process former students experienced as they planned their transfer path. In addition to all the great workshops, students had the opportunity to participate in a raffle to win Skyline College gear, College and University gear from SFSU, Menlo College, and a Samsung GALAXY Tab netbook donated by the Skyline College Bookstore.

Overall the workshop was successful and the feedback from students was overwhelmingly positive.

Article by Michele Haggar.

Veterans Resource Center Advisory Committee Meets

The newly formed Skyline College Veterans Resource Center (VRC) Advisory Committee met for the first time on Thursday, September 29, 2013, to discuss the resources available to Skyline College’s military veteran population, which consists of approximately 123 student veterans. The committee is comprised of Skyline College faculty, staff, student veterans, and community partners that are involved with veterans at both our campus and the community.

The mission of the VRC Advisory Committee is to provide advice and support for services and programs designed to facilitate the smooth transition of military veterans and to promote overall veteran student success. Additionally, the committee will assist in opening up a dialogue between veterans and non-veterans. The committee has already identified a few programs and services to implement and improve at Skyline College. Among these programs/services identified are establishing a veterans-focused orientation and a peer support/mentorship program for veterans.

The formation of this committee comes at a crucial time since military downsizing and the high monthly housing allowance of the bay area attracts many veterans to migrate to the bay area to use their educational benefits at institutions of higher learning. All veterans, regardless of branch of service and occupation, come from a very structured environment and can face many difficulties transitioning back into society. Skyline College can provide them not only an opportunity to advance their education, but also arm them with the tools necessary to transition back to society and become integral members of our community.

Article by Gustavo Andrade, Photo by Jazmena Bannag.
Mga Anak ni Inang Daigdig, which translates to “Children of Mother Earth,” is a group of young Filipino performers born and raised on Smokey Mountain, the third largest untreated garbage dump in the world in Tondo, Manila, Philippines. The group debuted in 1994, and the current troupe is touring California this month to showcase the riches of the Filipino cultural heritage through the dances and rituals of the indigenous peoples and the folk dances from various parts of the Philippines. In addition, the group brings their message of environmental awareness and sustainability. One of their stops included a visit with the Kababayan Learning Community students at Skyline College for a dance workshop with members of Barangay Dance Company, Kababayan’s sister troupe under the artistic direction of Bonifacio Valera, as well as two fundraising shows at the Main Theater on October 12th, 2013.

On the afternoon of October 9th, the group’s van was broken into and all of their bags containing their personal belongings (cellphones, laptops, passports, etc.) were stolen. Despite this tragedy, the members of the troupe indicated that maybe whoever took their belongings needed money more than they did: these were just material things they lost, not their life or health, and they would rather focus on their upcoming performances.

The community responded with an outpouring of donations, including monetary contributions, new clothing and supplies, and even replacements for their lost technology. Several members of faculty and administration at Skyline College as well as the district office helped gather donations, and some of the students made generous contributions as well. One student, Remigio Miguel, even donated several rebuilt laptops, a digital camera, and $100 cash, then took the group of 15 out to lunch at Moonstar Restaurant.

This show would not have been possible without the help and support of several important people. Thank you to Liza Erpelo, Kababayan Learning Community coordinator; Dr. Reina Bautista, Filipino instructor; Melanie Espinueva, Kababayan Learning Community counselor; Lady Flor “Parts” Partosa, Fulbright Foreign Language Teaching Assistant (FLTA); Janice Sapigao, English instructor; students in the English 103 AK class; Alan Ceccarelli, Theater Events Manager, and his crew; and Donna Bestock, Dean of Social Sciences/Creative Arts for helping to coordinate and run the show.

A special thanks goes out to Mary Gutierrez, Dean of Language Arts/Learning Resources; Eloisa Briones, Vice President of Administrative Services; Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations; and Kevin Chak and Marta Cuellar, Skyline College Bookstore, for collecting contributions on campus as well as throughout the district, including a generous donation of brand-new backpacks and Skyline College sweatshirts for the entire troupe from the bookstore.

Article by Liza Erpelo, Photos by Jonathan Tioseco.
Family Science & Astronomy Festival: A Day of Education and Entertainment for All Ages

On October 12, the college welcomed approximately 700 science enthusiasts of all ages to CSM’s third annual Family Science & Astronomy Festival. The festival, which is open to the community and admission free, featured a lineup of activities designed to encourage people to learn about the science of the world around them. According to Professor Mohsen Janatpour, coordinator of the event, “Children had a lot of fun learning biology by making models of molecules and petting a bearded dragon, and adults were enjoying geology in contests about naming dinosaurs (read more in, Faculty Create Learning Environment on Science Building Walls, on page 3). Some of the best-attended workshops and hand’s on activities included “Whodunit? CSI at CSM,” “What’s on Your Tectonic Plate,” “Got Physics?” (a demonstration of conservation of angular momentum), “Chemistry Creation,” building Galileoscopes (telescopes similar to those used by early astronomers), making comets, and constructing planispheres (maps of the night sky). Another big draw was the presentation by keynote speaker and Planetary Scientist Chris McKay from NASA Ames Research Center who discussed his current Mars Curiosity Rover Mission.
CSM Student Commended for Saving a Life

CSM student and veteran Michael “Coty” Hedgecock received a certificate of appreciation and a Sheriff’s Community Appreciation medal from the San Mateo County Sheriff’s Office for saving a person who was involved in a car accident. The driver of the vehicle was suffering from a lack of oxygen and was unconscious. The deputies at the scene indicated that given the circumstances, if Coty had not stepped in to assist, the man would not have made it out alive.

Jeremy Ball Offers Advice on Careers in Academia

Professor of Philosophy Jeremy Ball was interviewed for an article on careers in higher education that appeared on CBS SF Bay Area on October 7, 2013. In the interview, Jeremy talks about his educational background, the career steps he took to become a tenured college professor, why he decided to teach at a community college, and advice for graduate students seeking careers in academia. The interview appears on CSM’s homepage in the News section, collegeofsanmateo.edu/news.
**The Bulldog Bulletin Unleashed**

At the beginning of the fall semester, a new weekly online update, The Bulldog Bulletin, made its debut. Penned by President Mike Claire, the Bulletin is intended to strengthen communication throughout the campus. Each issue focuses on a single topic, often including links for readers to explore more details. There is also a “Get to Know” section which features a different employee each week, “Upcoming Meetings and Events,” and the “Question of the Week.” Mike provides employees with an incentive to submit questions: those who have their question selected receive a $10 Paws for Coffee gift certificate. So far, The Bulldog Bulletin has received favorable response. Issues are posted on the President’s Office website: collegeofsanmateo.edu/president/bulletin.asp.

**Faculty Create Learning Environment on Science Building Walls**

Faculty in the Science Building have gone beyond the classroom walls to create fun and interesting learning environments. Professors Linda Hand and Kate Deline painted a mural of a dinosaur family tree on a wall in the 1st floor lobby. It shows the order and ancestry of the different groups of dinosaurs using dinosaur silhouettes. According to Linda, “Since dinosaurs are one of the favorite subjects in General Paleontology, I thought a mural that went beyond the layperson’s knowledge of well-known dinosaurs might peak some interest. It also serves as a resource for the students in my course and the community at large. Visitors to this year’s Family Science & Astronomy Festival were challenged to test their dinosaur knowledge by matching the silhouettes to the dinosaur names.

Also located in the 1st floor lobby is a seismograph that displays real-time earthquake data that is continuously recorded by the department’s vertical seismograph. Linda explains its value as a learning tool: “CSM’s equipment can record earthquakes from all over the world so that students can see that an earthquake has occurred and they can go to the Internet to find out where it happened and how big.”

**Middle College Raises Funds & Awareness with Screening of “Girl Rising”**

Middle College students sponsored a free screening of “Girl Rising,” a groundbreaking film, directed by Academy Award nominee Richard Robbins, which promotes a powerful truth: educating girls in developing countries can transform families, communities, entire countries – and break the cycle of poverty in just one generation. Having learned about this issue in class, Middle College students wanted to call attention to the International Day of the Girl and to raise funds to help impoverished women in Guatemala start small businesses and keep their children in school. By selling baked goods, raffle tickets for dinners at local restaurants and a GoPro camera the students raised $2,000. The funds were donated to Namaste-Direct, in partnership with San Mateo Rotary Club, for $200-400 microloans to the Guatemalan women.

Meet the Ambassadors

CSM’s 2013-14 student ambassadors were introduced to the college community at an ice cream social, Meet the Ambassadors, held on October 14. This year’s team of 12 students includes first- and second-year ambassadors; they serve as liaisons between the college and local high schools and represent the college at community events. Ambassadors also assist with on-campus events and activities such as leading campus tours, staffing the information desk in College Center, Operation Welcome Mat and Connect to College. Welcome this year’s ambassadors:

Estela Garcia (lead ambassador), Rupinder Bajwa, Jason Dutton, Jasmine Flores, Eleni Jacobson, Divi Kumar, Sarah Lowe, Peter Pitetta, Sean Pounder, Janelle Raymundo, Mario Rosetti, Michael Ryan

Architectural Project Displayed at Library

Structures created by Architecture Club students are currently on display in front of CSM’s Library. The structures were entered into a design competition held at Cal Poly San Luis Obispo last spring. John Lucchesi, a member of the architecture faculty, reports that “CSM students pursuing a future in design and architecture are very enthusiastic about these building projects.”

Let’s Chat! Brings Students Together

The International Student Center recently launched Let’s Chat!, a language partner program that pairs a native English speaker with a non-native speaker to engage in English language conversation throughout the semester. Partners meet on campus for 30 minutes every week during the semester. Let’s Chat! Is an opportunity for international and American students to connect and it encourages both parties to develop communication skills and become familiar with other cultures. Anyone from the college community is welcome to participate in the program.

CSM’s Middle College Host Tri-Valley Schools

Middle College hosted a group of high school educators who are interested in designing a Middle College program at Las Positas College in Livermore. The educators, representing high school districts in the Tri-Valley region of Livermore, Pleasanton and Dublin, met on Sept. 25 with Middle College Principal Greg Quigley, CSM Interim Vice President Gary Dilley, CSM/Middle College Counselor Jesenia Diaz, CSM President Michael Claire as well as Middle College students and staff and toured the CSM campus.
Bulldog Football Goes Live!

All CSM football games are now broadcast on the internet and live, in-game statistics are also available. Broadcasts and live in-game stats can be accessed by going to collegeofsanmateo.edu/football/webcasts.

Student Success Story: Gizem Basar

International Relations, UC Davis

I chose to attend CSM because my parents and I decided that attending a community college for my general education was the best decision for me financially. I also did not mind staying home for a couple more years to truly learn more about myself before I moved out. At first it was difficult to get used to the idea of still being home when most people I knew were going away to college. When I look back, I know I made the right decision by attending a community college. My goal was to figure out what I wanted to study. I started CSM as a biology major and now I am transferring as an international relations major; and I changed my major many times in between. Because I was at a community college, I had the luxury of learning about different subjects and careers until I found what was right for me. I also joined the Transfer Club and Alpha Gamma Sigma to meet other students like myself. I have gained a lot at CSM and am thankful to have had three great years with the most amazing professors on campus.

Upcoming Events

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<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Location</th>
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<tr>
<td>Fall Health Fair</td>
<td>October 30, 10 am – 2 pm</td>
<td>College Center, Bayview Dining Room</td>
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<tr>
<td>Makerspace Workshop: Ghostly Glow - LED jack o’lantern paper pumpkins</td>
<td>October 31, 1:30–3:30 pm</td>
<td>Library</td>
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<td>KODAIMOJI- Japanese ancient characters calligraphy demonstration and lecture</td>
<td>October 31, noon–2 pm</td>
<td>Quad near College Center.</td>
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<td>Blood Drive</td>
<td>November 6, 10 am – 2 pm</td>
<td>DaVinci Lot 3</td>
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<tr>
<td>New Employee Reception</td>
<td>November 7, 2:15 pm,</td>
<td>Center for Student Life and Leadership Development, Bldg. 17, Room 112</td>
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<tr>
<td>“Sounds from the Streets: A Historical and Musical Presentation on the Emergence of Latin Rock”</td>
<td>November 13, 7–9 pm,</td>
<td>Theatre</td>
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This year’s STEM Speaker Series kicked off Sept. 25 with Cañada College alum Roozbeh Parsa describing his journey from community college, to Stanford University, to a position at Texas Instruments as an engineer focused on new sensor technology. Parsa was the first of seven speakers and a STEM alumni panel that will comprise this year’s series. Roozbeh and the first five speakers in the series have drawn standing-room-only crowds. The lectures are held every Wednesday through Nov. 13 from 5 to 6 pm in Building 6, Room 101. J Ole Kaven, a Mendenhall Research Fellow at the USGS Earthquake Science Center in Menlo Park will speak on Oct. 30. He’ll discuss the current understanding of intended and unintended earthquakes due to industrial activity.

Math Jam Receives Excellencia Award for Improving Latino Success

Chris Woo (far right) and Danni Redding Lapuz (third from right) accept the Examples of Excelencia Award at a special ceremony in Washington, D.C. on Oct. 1. Cañada’s Math Jam program was recognized by Excelencia in Education as the top Associate level program in the nation at improving the success rates of Latino college students. It was the eighth annual release of Examples of Excelencia. Excelencia in Education has systematically reviewed more than 500 programs to identify and recognize over 100 programs and departments that demonstrate with evidence that they effectively boost Latino enrollment, performance and graduation. “Cañada College is at the forefront of meeting the challenge of improving higher educational achievement for Latino students,” said Sarita Brown, president of Excelencia in Education. “No longer should policymakers and institutional leaders ask how to improve college success for Latinos – we have the largest accumulation of proven examples and tested strategies that show them how. Today’s question is do leaders have the will to put these practices into action.”
Annual Fashion Department Luncheon Draws Full House

This year’s Fashion Department Luncheon drew more than 50 current and prospective students to the program’s studio to learn about upcoming classes, degrees and certificates, and financial aid opportunities. “This is a great way for us to engage our students and provide information about our program,” said Ronda Chaney, professor of Fashion Design. Chaney said the program collects contact information from prospective students who contact the department during the course of the year. They are then invited to the luncheon to learn about various aspects of the program. Chaney said they also reach out through the Fashion Department’s Facebook page and blog.

This year’s guest speaker was Pati Palmer, who has been teaching sewing for the past 37 years. She was an educator for the Armo interfacing company, a department store buyer, and a home economist. She conducts seminars throughout North America and Australia and established the Palmer/Pletsch International School of Sewing in Portland, Oregon where she trains consumers and sewing educators. She has written several books on sewing and has created several videos. She created eight Palmer/Pletsch sewing notion products. Since 1980, Pati has designed and written instructions from more than 220 patterns for The McCall Pattern Co.

Author Lac Su to Speak to Students Oct. 23-24

Lac Su, author of “I Love Yous Are for White People” will speak with students on Wednesday, Oct. 23 from 6 to 7:30 pm and again on Thursday, Oct. 24 from 9:30 to 11 am. Both lectures will be held in the Main Theater. Lac Su received a master’s degree and Ph.D., A.B.D., in industrial-organizational psychology from the California School of Professional Psychology. He is vice president of marketing for TalentSmart, a global think tank and management consulting firm. As a young child, he made a harrowing escape with his family from the Communists in Vietnam. The family was forced to immigrate in 1979 to seedy West Los Angeles where squalid living conditions and a cultural fabric that refused to thread them in effectively squashed their American Dream. In his book, Lac Su describes his search for love and acceptance amid poverty—not to mention the psychological turmoil created by a harsh and unrelenting father—turned his young life into a comedy of errors and led him to a dangerous gang experience that threatened to tear his life apart.

Honors Transfer Program Induction Ceremony Set For Oct. 30

The Cañada College Honors Transfer Program will induct more than 40 students into this year’s class. The ceremony will be held Wednesday, Oct. 30 from 6 to 7 pm in the reception area of Building 8. (Continued on Page 3)
The Honors Transfer Program is designed to support highly motivated students as they pursue their educational goals of graduation and transfer. The program is a member of the UCLA Honors Transfer Alliance Program (TAP) and the Honors Transfer Council of California (HTCC). Honors Transfer Program students benefit from a rich curriculum that requires original research above and beyond the traditional course requirements.

Social Science Hub Honors Long-Time Professor Frank Young

Professor Frank Young, the longest tenured faculty member at Cañada College, was honored on Sept. 27 as the school’s new Social Science Hub was dedicated in his honor. Due to the strong positive results of the STEM Center, the Social Sciences faculty sought to have a similar gathering space for those students who were enrolled, majoring, or interested in the social sciences. The center is also designed to serve those students who needed assistance with their General Education and/or AA-T requirements. Young, professor of philosophy, was one of the earliest, and most vocal, advocates of developing the Social Sciences Hub. The Social Sciences Hub is located in a portion of the Library that was previously used for storage. The space serves as a laboratory and resource space for all Social Science departments on campus for students, faculty, and staff alike. It provides a space for clubs to meet, a dedicated area for group study, a tutoring center for social sciences courses, and an area for faculty to hold office hours and mentor students. “I was surprised to be honored at the ribbon-cutting ceremony,” Young said. “To see a plaque in my name hanging on the wall of the Social Science Hub was very special.”

New Play - “8” - Makes the Case for Marriage Equality

Cañada’s latest theater production, “8”, which opened to a packed house on Sept. 15, presents the case for marriage equality. The documentary play written by Dustin Lance Black dramatizes the landmark Proposition 8 court case, Perry v Schwarzenegger, using actual court transcripts and verbatim interviews. The proponents of Proposition 8 appealed to the Supreme Court to block the broadcasting of the trial – and won. The testimony of this historic trial was kept hidden from the public. Learn about the historical context of marriage from expert testimony. See the human cost of discrimination. Uncover the arguments used to justify bans on marriage for gay and lesbian couples. Using the actual court transcripts from the landmark federal trial of California’s Proposition 8 and first-hand interviews, “8” shows both sides of the debate in this moving play. Come to the show, and see what the proponents of Proposition 8 never wanted you to see. Following the performance, stick around for a Q&A with marriage equality advocates to learn more about the fight for equality. The final two performances will be held in the Flex Theater on Thursday, Oct. 24 at 12:45 pm and Sunday, Oct. 27 at 2 pm.
Transfer Tuesdays Encourage Students to Discuss the Transfer Path

In an effort educate students about the different paths to a college diploma, staff and faculty at Cañada College are proudly rocking hats, t-shirts, sweatshirts and other swag from their alma mater every Tuesday in October. The effort is being coordinated by Soraya Sohrabi, director of the school's Transfer Center. "We are encouraging our employees to wear their college gear on Tuesdays and to take a few minutes to talk with our students about their different paths to a four-year degree," she said. Cañada College President Larry Buckley said a number of staff and faculty attended a community college before transferring to a university to earn their degree. "We want our students to hear these stories," he said. "When they talk with our employees, they'll learn there are many different paths to a college degree."

Student Life Open House Features Programs and Pumpkin Pie

The Office of Student Life and Leadership Development hosted an two open houses in October to introduce a variety of programs and leadership opportunities to new students. “Our primary mission was to educate students about where we are and the type of activities we offer,” said Misha Maggi, Student Life and Leadership Manager. “With each new semester comes new students and it’s important to introduce them to our program.” The open house also provided an opportunity to introduce the programs to prospective students. Campus Ambassador Gaby Ceballos brought a group of visiting students and faculty from Redwood High School to the open house where they enjoyed pie and talked with ASCC student leaders.

Students Find Jobs at Fall Job Fair

Cañada College hosted its first fall job fair on Oct. 9, and by all accounts it was a resounding success. The event focused on retail business due to the upcoming rush by these businesses to hire seasonal help. Many seasonal positions turn into permanent employment opportunities for students. Thirty-eight employers participated, all of whom had open positions to fill. Home Depot, Target, and Ikea utilized the Career Center for on-the-spot interviews with students. In addition, the mock interview and resume evaluation areas which were staffed by TRiO, Beating the Odds, and A2B staff, along with a 15-year HR manager volunteer from Genentech, were constantly busy. Students were engaged throughout the event speaking with employers, grabbing a slice of pizza, and entering the raffle for some prizes. The raffle included everything from gift cards to a Google Nexus 7 Tablet, which was won by Angelica Mendoza (photographed with Bob Haick, Career Center Manager), a Civil Engineering Major.
Electric Car Rally Will Highlight EV Charging Station Ribbon Cutting

An electric car rally will begin in the auto shop bays at Skyline College and finish under the checkered flag at Cañada to help celebrate the ribbon cutting for the new EV charging stations on all three SMCCCD campuses. The event will be held on Monday, Oct. 28. The rally will end at Cañada at 1:30 pm. A fleet of electric cars, most driven by faculty and staff, will travel down Highway 280 to illustrate how the installation of the charging stations has made it more convenient to travel the Peninsula for electric car owners.

“This gives electric car owners a clear shot from San Jose to San Francisco,” said Raj Lathigara, workforce development specialist and co-chair of Cañada’s Sustainability Committee. Lathigara and Susan Mahoney, assistant professor of geology and the other co-chair for Cañada’s Sustainability Committee, are organizing the Cañada leg of the rally. “Our intent is to provide information for the campus and the general public on electric cars,” she said. “The new EV charging stations make it feasible for our faculty and staff to commute to work in an electric car even if they live 50 or 60 miles outside Redwood City.”

Cañada to Honor Dia de los Muertos with Sugar Skulls, Face Painting

The campus will come alive on Monday, Nov. 4 with the traditional activities that usher in Dia de los Muertos. A face painting exhibit will be held from 10:30 am to 12:30 pm on Nov. 4 in the Center for Student Life and Leadership Development, Building 5, Room 350. Students can learn about the tradition of face painting and why it’s an integral part of Dia de los Muertos. On Tuesday, from 10:30 am to 12:30 pm, students will learn the art and history of sugar skull making. An interactive altar will be erected in the Grove on Monday and will last through Wednesday. Students are encouraged to participate in building the altar.
BOARD REPORT NO. 13-10-2C

CAÑADA MIDDLE COLLEGE – A COLLABORATION BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT AND CAÑADA COLLEGE

There is no printed board report for this agenda item.
BOARD REPORT 13-10-5A

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. REASSIGNMENTS

District Office

Miguel Gonzalez
Groundskeeper
Facilities/Public Safety

Reassigned through the hiring process from a full-time Custodian position (Grade AA of Salary Schedule 70) into this full-time, 12-month position at Grade BA of the same salary schedule, effective October 7, 2013.

B. CHANGE IN STAFF ALLOCATION

Districtwide

Recommend a change in salary level for the Financial Aid Technical Support Specialist position classification from Grade 30 to 34 of the Classified Salary Schedule (60), effective July 1, 2013. Accordingly recommend an adjustment in salary for the incumbent, Lucy Nolasco, effective July 1, 2013.
ADOPTION OF RESOLUTION NO. 13-14, INCREASING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT

Background
The CalPERS Health Plan System requires contracting employers to pay a monthly contribution toward the medical premiums of all PERS and STRS retirees. Separate from any additional retiree fringe benefits that may be carried by local districts (San Mateo CCD has negotiated a tiered system of retiree fringe benefits that includes medical coverage at no cost for certain qualifying District retirees, and other tiers of reduced option medical benefits for other employees, pursuant to their date of hire), the monthly contribution was established by CalPERS in order to provide retirees with continuation of group medical insurance coverage at a reduced monthly premium cost.

The District has a total of 720 retirees and surviving spouses who are covered by the District medical plans. Since the CalPERS Employer Contribution is already included in the monthly amount paid for retirees who qualified for District-paid medical coverage, the District’s fiscal impact will be the increase in Employer Contributions paid toward medical coverage for those persons who did not qualify for District retiree benefits, but who are still provided medical coverage as part of the District group by the CalPERS Health Plan System. These individuals are PERS or STRS retirees and their medical premiums are partially or fully charged to the District through the Employer Contribution. Currently, there are 72 individuals in this group with the yearly cost of $460,260.00 to the District. With the new rates, the yearly cost to the District will be approximately $476,550.00, an increase of 3.5% for the calendar year 2014.

The monthly Employer Contribution, billed to all contracting agencies for each PERS and STRS retiree regardless of their eligibility for additional local retiree benefits, will increase should there be an increase in the active employee monthly medical premium “cap”. The increase in the monthly Employer Contribution should be equal to the increase in the active employee monthly medical premium “cap”.

The following are the 2014 monthly Employer Contribution amounts.

<table>
<thead>
<tr>
<th>CODE</th>
<th>BARGAINING UNIT</th>
<th>CONTRIBUTION PER MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>AFT</td>
<td>$704.00</td>
</tr>
<tr>
<td>003</td>
<td>CSEA, AFSCME, and all Administrators and Other Non-Represented Employees</td>
<td>$704.00</td>
</tr>
</tbody>
</table>
Contracting agencies are required to adjust the Employer Contribution by Board resolution. The new Employer Contribution will be activated by CalPERS effective January 1, 2014, pursuant to receipt of this resolution and CalPERS implementation procedures.

RECOMMENDATION
It is recommended that the Board adopt Resolution No. 13-14 to increase the District Employer Contribution for PERS and STRS retiree medical benefits, pursuant to agency agreement.
RESOLUTION NO. 13-14

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

RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) San Mateo County Community College District is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

<table>
<thead>
<tr>
<th>Code</th>
<th>Bargaining Unit</th>
<th>Contribution Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>001 Academic Employees - STRS</td>
<td>$704.00</td>
</tr>
<tr>
<td>003</td>
<td>003 Non Represented/Classified</td>
<td>$704.00</td>
</tr>
</tbody>
</table>

Plus administrative fees and Contingency Fund Assessments; and be it further

RESOLVED, (b) That San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the Board of Trustees at the San Mateo County Community College District this 23rd day of October 2013.

_________________________  ______________________
President, Board of Trustees  Vice President-Clerk

_________________________  ______________________
Board Member  Board Member

________________________________________
Ron Galatolo
Chancellor
BOARD REPORT NO. 13-10-7A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry W. Joel, Vice Chancellor – Human Resources & Employee Relations

RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33

Negotiations on a renewed collective bargaining agreement were recently concluded with CSEA, and a Tentative Agreement was ratified by the CSEA membership on October 17, 2013. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

RECOMMENDATION

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the California School Employees Association (CSEA), Chapter 33.
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

District Proposal for Settlement with CSEA

October 3, 2013 Revised 9:50 a.m.

1. Three year agreement July 1, 2013 through June 30, 2016

2 a. Wage increases as follows:

   3.25% effective July 1, 2013
   2.0% effective July 1, 2014
   2.0% effective July 1, 2015

2 b. Increase the following job classifications by an additional 1% for a total increase of 4.25%
   effective July 1, 2013:

   Accounting Technician, Senior Accounting Technician, Senior Accounting Coordinator,
   Financial Aid Assistant, Financial Aid Technician, Financial Aid Technical Support Specialist,
   Financial Aid Reconciliation Specialist, Facilities Operations Technician, Multimedia
   Technician, IT Technician I, IT Technician II, IT Technician III, Network Technician.

3. If the assessed valuation of property, as determined by the San Mateo County Assessor’s Office
   Local Combined Roll prepared by the County Assessor’s Office, increases by more than 3% for
   2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will
   be added to the 2.0% compensation increases stated above effective with the beginning of the fall
   semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2% not
   noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the
   5%, i.e. 3.0%, will be added to the 2% of the given year.

   The dates for measuring the assessed valuation to determine the calculation above are as follows:
   For 2015-16 – July 10, 2015

4. Increase medical cap as follows effective 1/1/2014:

   Single:   $50.00 per month
   2 Party:  $75.00 per month
   Family:  $100.00 per month

   The District will make a firm commitment subject to negotiation with CSEA to increase the
   medical cap on 1/1/2015 and 1/1/2016 when the District knows what the premium increases will
   be and the amount of funding available for those years.

5. Previous tentative agreements on Article 5.1.5, Article 8.10, Articles 14.2, 14.3, 14.8, Article 20.2
   and Article 20.3.

6-13-13

Article 5.1.5 Regular Workday/Workweek

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

The adjustment of the work schedule will not result in a reduction of the total hours worked in a week but will increase the daily hours worked above 7.5 hours, e.g. 9.375 hours per day for four (4) days per week. The daily adjusted work hours also will not result in, nor will the adjustment result in overtime pay, compensatory time, or shift differential pay. For hours that exceed the employee’s daily adjusted work hours or exceed the 37.5 hours per week, overtime pay/compensatory time will be paid.

Example: Monday – Thursday the employee works 9.375 hours, overtime/compensatory time begins after the 9.375 hours worked. Absence affidavits must also reflect the daily adjusted work hours.

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

Article 14.2 Schedule of Evaluations:

All unit members shall be evaluated by the immediate supervisor in conjunction with the responsible administrator. If the immediate supervisor has not supervised the employee for at least six months at the time the evaluation is due to be completed, the responsible administrator shall conduct the evaluation with the immediate supervisor.

Article 14.3 All evaluations shall be based on direction knowledge and observation by the immediate supervisor and the responsible administrator. The employee shall be given a copy of the performance evaluation at least three (3) days prior to a meeting between the evaluator and the employee to discuss the evaluation.

Article 14.8 Personnel File: The official personnel file shall be located in the Office of Human Resources. Upon request, every bargaining unit member shall have the right to inspect and receive a copy of all material in his/her personnel file and electronic copies of Personnel Action Forms and Salary Orders. Any employee shall have the right to be accompanied by a CSEA representative when reviewing his/her personnel file and shall have the right to show the contents of his/her file to a designated representative. In addition, individual personnel files shall be made available to a person the CSEA representative with written authorization form the employee.
20.2 **PROCEDURAL STEPS—INFORMAL COUNSELING:** An informal oral discussion(s) may be initiated by a Supervisor with a unit member when, in the opinion of the Supervisor, a performance-related event has become serious enough for the Supervisor to consider discipline. **Three (3) working days prior to the notification to the employee, the President of CSEA shall receive in writing details of the performance-related event.**

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

20.3 **WRITTEN WARNING/REPRIMAND:** If the behavior is deemed severe or continues, the Supervisor shall issue to the unit member a clearly identified written letter of warning/reprimand. **Three (3) working days prior to the notification to the employee, the President of CSEA shall receive a copy of the written letter of warning/reprimand.** A copy will be sent to CSEA and the Office of Human Resources. The member will be notified of the unit member's right to representation by the CSEA. At the request of the CSEA, the Office of Human Resources may also be involved at this level.
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Tentative Agreement

September 11, 2013

1. Three year agreement July 1, 2013 through June 30, 2016

2. Wage increases as follows:
   - 3.25% effective July 1, 2013
   - 2.00% effective July 1, 2014
   - 2.00% effective July 1, 2015

3. If the assessed valuation of property, as determined by the San Mateo County Assessor’s Office
Local Combined Roll prepared by the County Assessor’s Office, increases by more than 3% for
2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will
be added to the 2.0% compensation increases stated above effective with the beginning of the fall
semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2%
noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the
5%, i.e. 3.0%, will be added to the 2% of the given year.

The dates for measuring the assessed valuation to determine the calculation above are as follows:


4. Increase medical cap as follows effective 1/1/2014:
   - Single: $50.00 per month
   - 2 Party: $75.00 per month
   - Family: $100.00 per month

Medical Cap increases for 1/1/2015 and 1/1/2016 shall be negotiated as soon as medical rates for
those years are provided to the District from PERS.

5. All previously agreed upon tentative agreements attached.
2.7 The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

5.6 ALTERNATE SHIFT: A new shift, mid-day to mid-evening, shall be established as the need arises. This shift will be available to all categories of employees. Any employee assigned to such shift will either not work alone or will be provided adequate means of communicating with others on campus (e.g., two-way radio); new shift assignments will apply to volunteers from among existing employees. A shift differential of 5% shall apply when a shift is a minimum of four (4) hours or more and starts at 4:30 p.m. or later.

8.2.4 Backhoe Differential: A member of the unit who is not classified as a Lead Groundskeeper, and who is assigned to operate the backhoe will be paid a 10% hourly wage differential for the duration of the time worked operating the backhoe. A minimum of one hour will be paid for each of these occasions.

8.3 OUT OF CLASS PAY: When out of classification assignments to a higher level position continues for five (5) or more consecutive working days, the employee’s salary shall be adjusted upward for the entire period he or she is required to work out of classification in such amount as will reasonably reflect the duties he/she is required to perform outside his/her normal assigned duties. If an employee is assigned the duties of the higher-level position, the employee will be assigned detail pay for those duties that are inconsistent with his/her normal assignment.

8.3.1 Step placement on a higher salary range will be at the lowest step that results in an increase of at least five percent (5%). If no step will result in a five percent (5%) increase, the employee will be placed on the highest step of the new range.

8.4 LONGEVITY SERVICE INCREMENTS: Effective July 1, 2013, members of the unit beginning eight (8), twelve (12), sixteen (16), twenty (20), twenty-four (24) and twenty-eight (28) continuous years with the District will be granted monthly long-service increments based on the schedule below. An employee will be eligible for the increment on the appropriate employment anniversary date. Percentage Longevity Service Increments will be calculated based on the employee’s base regular salary, excluding differentials, overtime, or any other stipends.

<table>
<thead>
<tr>
<th>Beginning Year</th>
<th>Monthly Percentage Increment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight (8)</td>
<td>2.25%</td>
</tr>
<tr>
<td>Twelve (12)</td>
<td>3.25%</td>
</tr>
<tr>
<td>Sixteen (16)</td>
<td>5.75%</td>
</tr>
<tr>
<td>Twenty (20)</td>
<td>7.50%</td>
</tr>
<tr>
<td>Twenty-four (24)</td>
<td>10.25%</td>
</tr>
<tr>
<td>Twenty-eight (28)</td>
<td>11.50%</td>
</tr>
</tbody>
</table>
The District will contract with the Public Employees Retirement System (PERS) to provide the 2% at 55 retirement plan for miscellaneous employees with a 7% employee contribution.

Effective January 1, 2013 the Public Employees’ Pension Reform Act (PEPRA) requires new miscellaneous employees to enroll in the 2% at 62 retirement tier with pension calculated on the average highest compensation over a consecutive 36-month period. This new retirement tier applies only to a new member of PERS. A new member is a) someone who has never been in PERS or a reciprocal retirement system or b) someone previously in PERS or a reciprocal retirement system, but who has a gap of at least six months since being covered by any of those pension systems. New members on the 2% at 62 plan will pay 50% of the normal cost of their pension as determined by PERS. Normal cost is the present value of the increase in the retirement benefit attributable to the current year. Employees covered by PERS prior to January 1, 2013 are designated as classic members by PERS.
RATIFICATION OF JULY AND AUGUST 2013 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of $10,000 that were issued in the months of July and August 2013 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2013 through August 31, 2013 and ratify the contracts entered into leading to such payments.
<table>
<thead>
<tr>
<th>Check Number</th>
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<th>Vendor Name</th>
<th>Check Amount</th>
<th>Description</th>
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<tbody>
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<td>Netronix Integration, Inc.</td>
<td>15,627.42</td>
<td>Districtwide ACAMS Installation Services</td>
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<td>029695</td>
<td>07/02/13</td>
<td>Sallie Mae Inc.</td>
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<td>029696</td>
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<td>SMC College Ed Housing Corp - Canada Vista</td>
<td>41,658.00</td>
<td>Cañada Vista Monthly Rent Payment</td>
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<td>029697</td>
<td>07/02/13</td>
<td>SMC College Ed Housing Corp - College Vista</td>
<td>30,465.00</td>
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<td>029700</td>
<td>07/02/13</td>
<td>VALIC Retirement Services Company</td>
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<td>Tax Shelter Annuities</td>
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<td>029813</td>
<td>07/03/13</td>
<td>U.S. Bank National Association ND, .</td>
<td>335,349.22</td>
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<td>029838</td>
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<td>Computerland</td>
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<td>Computer &amp; License Purchase</td>
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<td>Noll &amp; Tam</td>
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<td>CSM Architectural Services</td>
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<td>Public Radio International</td>
<td>12,062.05</td>
<td>KCSM PRI Affiliation Fees</td>
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<td>029852</td>
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<td>17,478.05</td>
<td>CSM Computer Purchase</td>
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<td>Sutro Tower Inc.</td>
<td>18,640.20</td>
<td>KCSM TV Broadcast Site Lease at Sutro Tower</td>
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<td>Young Electric Company, Co.</td>
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<td>Advance Soil Technology Inc.</td>
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<td>029904</td>
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<td>Associated Std-CSM</td>
<td>60,000.00</td>
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<td>Fisher Scientific Company</td>
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<td>029916</td>
<td>07/16/13</td>
<td>Pacific Dining, Front Page Catering</td>
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<td>Annual Cleaning &amp; Marketing Expenses Reimbursement</td>
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<td>Schneider Electric Buildings Americas, Inc.</td>
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<tr>
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# Warrants Schedule Greater Than $10,000

<table>
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<tr>
<th>Check Number</th>
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<td>C S E A</td>
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<td>Hartford Retirement Plans Service Center</td>
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<td>459764</td>
<td>07/02/13</td>
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<td>Apple Computer, Inc</td>
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<td>S.M.C.S.I.G.</td>
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<td>Associated Std-Skyline</td>
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<td>City of San Bruno</td>
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<td>IOS Workspace Installations, Inc.</td>
<td>20,415.46</td>
<td>CSM Locker Rooms Cleaning and Stripping Services</td>
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## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
### JULY 1-31, 2013
#### WARRANTS SCHEDULE GREATER THAN $10,000

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Date</th>
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<th>Check Amount</th>
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<td>James Middleton and Associates, Inc.</td>
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<td>Robert A. Bothman</td>
<td>263,589.00</td>
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<td>Allana Buick &amp; Bers, Inc.</td>
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<td>CSW-Stuber-Stroeh Engineering Group, Inc.</td>
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<tr>
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<tr>
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<td>20,264.68</td>
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<td>ThyssenKrupp Elevator Corporation</td>
<td>19,909.64</td>
<td>Districtwide Elevators Maintenance &amp; Repairs Services</td>
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**District Payroll Disbursement (excluding Salary Warrants)**

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<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
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<td>US Treasury - Union Bank</td>
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<td>State Teacher Retirement - County Paid</td>
<td>28,198.78</td>
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**SMCCCD Bookstores**

<table>
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<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>Description</th>
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<tbody>
<tr>
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<td>Ingram-Micro</td>
<td>29,534.58</td>
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<td>111541</td>
<td>07/11/13</td>
<td>Pearson Education, Inc.</td>
<td>65,070.20</td>
<td>Purchase of Inventory</td>
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###SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT###
###JULY 1-31, 2013###
###WARRANTS SCHEDULE GREATER THAN $10,000###

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
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<td>Pens Etc.</td>
<td>10,821.18</td>
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<td>Russell Athletic</td>
<td>14,249.14</td>
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<td>07/11/13</td>
<td>Xerox Corporation</td>
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<tr>
<td>111592</td>
<td>07/24/13</td>
<td>Ingram-Micro</td>
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<td>111611</td>
<td>07/24/13</td>
<td>SMCC College District</td>
<td>398,674.25</td>
<td>Salaries &amp; Benefits Reimbursement for May &amp; June 2013</td>
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<td>EFT 52543</td>
<td>07/31/13</td>
<td>Board of Equalization</td>
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Subtotal: 9,333,950.83 (86%)  
Warrants Issued ≤ $10,000: 1,517,294.71 (14%)  
Total Non-Salary Warrants Issued: 10,851,245.54 (100%)

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District Accounts Payable: Ck#459699-460539, DD29682-31038, 8,599,150.62  
District Payroll: Ck#90403-91326, DD50055510-50057037, 6,550,152.34  
SMCCCD Bookstores: Ck#111477-111617, EFT 52543, 796,229.72  
Total Warrants Including Salaries - July 2013: 15,945,532.68
<table>
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<tr>
<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>Description</th>
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<td>SMC College Ed Housing Corp - Canada Vista</td>
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<td>031187</td>
<td>08/01/13</td>
<td>SMC College Ed Housing Corp - College Vista</td>
<td>25,940.00</td>
<td>College Vista Monthly Rent Payment</td>
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<td>VALIC Retirement Services Company</td>
<td>105,863.04</td>
<td>Tax Shelter Annuities</td>
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<td>U.S. Bank National Association ND, .</td>
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<td>Interline Brands Inc.</td>
<td>10,460.93</td>
<td>Skyline Facilities Janitorial Supplies Purchase</td>
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<td>031604</td>
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<td>27,352.06</td>
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<tr>
<td>032037</td>
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<td>Computerland</td>
<td>80,041.31</td>
<td>Districtwide Computer Purchases</td>
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<tr>
<td>033490</td>
<td>08/22/13</td>
<td>Computerland</td>
<td>181,843.97</td>
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<td>08/22/13</td>
<td>Coulter Construction Inc.</td>
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<td>033498</td>
<td>08/22/13</td>
<td>Interline Brands Inc.</td>
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<td>SM County Community College District</td>
<td>29,037.50</td>
<td>Districtwide Fire Alarm Systems Service Fees</td>
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<td>08/22/13</td>
<td>Sutro Tower Inc.</td>
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<td>08/01/13</td>
<td>Dan's Drilling &amp; Fencing</td>
<td>27,111.68</td>
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<tr>
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<td>Folsom Lake Ford</td>
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<td>25,305.20</td>
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<td>City of Redwood City</td>
<td>12,447.61</td>
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<td>Golden Project Mgmt&amp; Install LLC</td>
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<td>Mullen, John F.</td>
<td>253,396.35</td>
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<td></td>
<td></td>
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<td>14,382.00</td>
<td>Retiree Medicare Adjustment Payment</td>
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### BOARD REPORT NO. 13-10-1CA

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**AUGUST 1-31, 2013**  
**WARRANTS SCHEDULE GREATER THAN OR EQUAL TO $10,000**

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
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<tr>
<td>460641</td>
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<td>Strata Information Group</td>
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<td>460642</td>
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<td>Sunset Soccer Supply</td>
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<td>San Mateo County Schools Insurance Group</td>
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<td>San Mateo County Schools Insurance Group</td>
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<td>460748</td>
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<td>A.C.C.J.C.</td>
<td>19,137.00</td>
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<td>460767</td>
<td>08/15/13</td>
<td>City of San Bruno</td>
<td>21,395.38</td>
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<td>Clear Channel Communications, Inc.</td>
<td>11,690.00</td>
<td>Skyline Advertisement Services</td>
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<td>National Public Radio</td>
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<td>KCSM NPR Membership Fees</td>
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<td>Biederman, Donald D.</td>
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<td>Employee Unit Banking Payout</td>
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<td>Hartford Life &amp; Accident Insurance Co.</td>
<td>35,136.62</td>
<td>Monthly Insurance Premiums</td>
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<td>460857</td>
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<td>Advanced System Group</td>
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<td>08/19/13</td>
<td>Calif Water Service Co</td>
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<td>District Vehicle Purchase</td>
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<tr>
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<td>08/19/13</td>
<td>Folsom Lake Ford</td>
<td>27,935.83</td>
<td>District Vehicle Purchase</td>
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<tr>
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<td>460919</td>
<td>08/22/13</td>
<td>Advanced E-Learning Solutions</td>
<td>51,500.00</td>
<td>Districtwide Helpdesk &amp; Support Services</td>
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<td>460930</td>
<td>08/22/13</td>
<td>Artistic Coverings Inc.</td>
<td>15,683.62</td>
<td>Districtwide Athletic Fields Construction Project</td>
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<tr>
<td>460960</td>
<td>08/22/13</td>
<td>Eternal Construction, Inc.</td>
<td>16,794.33</td>
<td>CSM Hazardous Material Removal Services</td>
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<td>08/22/13</td>
<td>Griffin Painting, Inc.</td>
<td>36,500.00</td>
<td>Skyline Theatre Painting Services</td>
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<td>Industrial Employers/Distributors Assoc.</td>
<td>10,806.12</td>
<td>Monthly Labor Relations Service Fees</td>
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<td>461015</td>
<td>08/22/13</td>
<td>PeopleAdmin, Inc.</td>
<td>32,373.80</td>
<td>Districtwide HR Software Upgrade &amp; Service Fees</td>
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<td>461026</td>
<td>08/22/13</td>
<td>Schools Excess Liability Fund</td>
<td>39,087.54</td>
<td>Districtwide Annual Excess Liability Insurance</td>
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<td>461048</td>
<td>08/22/13</td>
<td>Waterfall Mobile, Inc.</td>
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<td>Districtwide AlertU License Fee</td>
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<td>08/22/13</td>
<td>Worldwide Flooring and Construction, Inc.</td>
<td>55,710.00</td>
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<td>461075</td>
<td>08/22/13</td>
<td>Vavrinek, Trine, Day &amp; Co.</td>
<td>30,000.00</td>
<td>Districtwide Audit Services</td>
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<tr>
<td>461077</td>
<td>08/26/13</td>
<td>AcademicWorks, Inc.</td>
<td>14,000.00</td>
<td>Districtwide Academic Works Implementation &amp; Annual Service Fees</td>
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<tr>
<td>461130</td>
<td>08/26/13</td>
<td>Nuventive, LLC</td>
<td>17,627.00</td>
<td>Districtwide TracDat Annual Subscription Fees</td>
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<td>461134</td>
<td>08/26/13</td>
<td>Pac Gas &amp; Elec Co</td>
<td>23,617.78</td>
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<td>Ellis &amp; Ellis Sign Systems</td>
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<td>461281</td>
<td>08/29/13</td>
<td>Robert A. Bothman</td>
<td>97,036.00</td>
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<td>Strata Information Group</td>
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<td>461306</td>
<td>08/29/13</td>
<td>Viznenor, Andrea L.</td>
<td>10,000.00</td>
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<td>461326</td>
<td>08/29/13</td>
<td>Public Empl Ret Sys</td>
<td>1,300,375.93</td>
<td>Health Insurance Monthly Premium</td>
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</table>
# Warrants Schedule Greater Than or Equal to $10,000

## District Payroll Disbursement (excluding Salary Warrants)

<table>
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<tr>
<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>Description</th>
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<tr>
<td>J1400174</td>
<td>08/05/13</td>
<td>State Teacher Retirement - County Paid</td>
<td>387,841.03</td>
<td>STRS Retirement - Defined Benefit</td>
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<tr>
<td>J1400175</td>
<td>08/05/13</td>
<td>US Treasury - Union Bank</td>
<td>1,218,780.64</td>
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<td>J1400175</td>
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<td>EDD - Union Bank</td>
<td>228,828.84</td>
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<td>EDD - Union Bank</td>
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<td>J1400291</td>
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<td>State Teacher Retirement - Cash Balance</td>
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<td>J1400345</td>
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<td>US Treasury - Union Bank</td>
<td>80,919.27</td>
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## SMCCCD Bookstores

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<th>Check Number</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
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<td>MBS Textbook Exchange</td>
<td>16,274.36</td>
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<td>08/12/13</td>
<td>Pearson Education, Inc.</td>
<td>10,873.07</td>
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<td>111700</td>
<td>08/20/13</td>
<td>MBS Textbook Exchange</td>
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<td>08/20/13</td>
<td>SMCC College District</td>
<td>186,660.12</td>
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Subtotal: 8,429,568.54 (68%)

Warrant Issued < $10,000: 3,890,033.14 (32%)

Total Warrants Including Salaries - August 2013: 16,975,302.11

<table>
<thead>
<tr>
<th>Vendor Name</th>
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<tbody>
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<td>9,888,993.25</td>
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<td>District Payroll</td>
<td>Ck#91327-91992, DD50057038-50058654</td>
<td>6,654,828.81</td>
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<td>SMCCCD Bookstores</td>
<td>Ck#111618-111723, EFT 12516</td>
<td>431,480.05</td>
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Total Non-Salary Warrants Issued: 12,319,601.68 (100%)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>8,429,568.54</td>
</tr>
<tr>
<td>Warrant Issued &lt; $10,000</td>
<td>3,890,033.14</td>
</tr>
<tr>
<td>Total</td>
<td>12,319,601.68</td>
</tr>
</tbody>
</table>

| Subtotal                             | 8,429,568.54      |
| Warrant Issued < $10,000             | 3,890,033.14      |
| Total                                | 12,319,601.68     |

| Warrant Issued < $10,000             | 3,890,033.14      |
| Total                                | 12,319,601.68     |

| Total Warrants Including Salaries - August 2013 | 16,975,302.11 |

| Warrant Issued < $10,000             | 3,890,033.14      |
| Total                                | 12,319,601.68     |

| Total Warrants Including Salaries - August 2013 | 16,975,302.11 |
BOARD REPORT NO.  13-10-2CA

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

APPROVAL OF CURRICULAR ADDITIONS – CAÑADA COLLEGE

The addition of two Associate Degrees for Transfer is proposed.

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

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for Cañada College.
PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree for Transfer in the following programs:

GEOGRAPHY

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

PHILOSOPHY

Philosophy – Associate in Arts Degree for Transfer – 18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer
BOARD REPORT NO. 13-10-100B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Sarah Perkins, Vice President of Instruction, Skyline College, 738-4321

ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT FROM BUTTE-GLENN COMMUNITY COLLEGE DISTRICT ON BEHALF OF ITS SPONSORED PROGRAM, CALIFORNIA CORPORATE COLLEGE

The Butte-Glenn Community College District, on behalf of the California Corporate College, has entered into a Professional Services Agreement with the Skyline College Center for Workforce Development to deliver training for the project entitled “Richard Heath and Associates, Inc. - Covered California Grantee and Assistor Training.” The amount is not to exceed $68,530.50. The terms of the agreement are from August 1, 2013 to June 30, 2014.

The purpose of this service agreement is for Skyline College to participate in a multi-site training delivery for Covered California Grantee and Assistor Training. Covered California is the State agency implementing the Federal Affordable Care Act.

Specifically, the Skyline College Center for Workforce Development will coordinate the delivery of at least six sessions of Certified Enrollment Counselor Training and two sessions of Licensed Insurance Agent Training.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Professional Services Agreement with the Butte-Glenn Community College District on behalf of the California Corporate College for the period August 1, 2013 – June 30, 2014 in the amount not to exceed $68,530.50.
BOARD REPORT NO. 13-10-101B

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

MEMORANDUM OF UNDERSTANDING FOR INSURANCE WITH THE SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION

Last year, the Foundation Board expressed the desire to explore options for Directors and Officers (D&O) insurance with a lower deductible (the current deductible is $150,000). The current agreement between the District and Foundation includes D&O coverage for the Foundation by the District. An ad hoc committee was created for this purpose and was to report back to the Board its findings and recommendations.

The current policy has a $25,000,000 coverage limit, with a $150,000 deductible, and no annual premium expense to the Foundation. The quote the committee received would have significantly lower coverage at a $1,000,000 limit, a $7,500 deductible, and a $5,870 annual premium.

A middle ground came to the Foundation’s attention: An agreement between the two entities whereby the policy in place would stay as is, and in the case of a claim the Foundation would pay $50,000 of the deductible and the District would pay $100,000 of the deductible. Last January, the Foundation Board decided to opt for this middle ground. A Memorandum of Understanding to formalize this arrangement was approved by the Foundation Board at the September 17th Board meeting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Memorandum of Understanding between the San Mateo County Community College District and the San Mateo Community Colleges Foundation.
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter referred to as “MOU”) between San Mateo County Community College District (hereafter referred to as “SMCCCD”) and San Mateo County Community Colleges Foundation (hereafter referred to as “Foundation”) is an understanding that coverage extended to the Foundation in accordance with the terms and conditions of the liability policies identified below subject to a retained limit of $50,000 for each and every occurrence and/or accident and/or wrongful act as a result of any claim or suit made by the Foundation.

It is hereby understood and agreed that SMCCCD will be liable for the remaining $100,000 retained limit required to meet the retained limit policy obligation as identified in the liability policies listed below.

This understanding is effective as of October 23, 2013.

Item A. Policy Number: N3-A3-RL-0000014-06

Item B. Policy Term: July 1, 2013 – July 1, 2014

Item C. Foundation Retained Limit: $50,000 each and every Occurrence, Wrongful Act, Accident

Item D. SMCCCD Retained Limit: $100,000 each and every Occurrence, Wrongful Act, Accident

Term of Agreement: July 1, 2013 - July 1, 2014

SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION (FOUNDATION)

By: ________________________________ Name: ________________________________
(Signature) (Printed Name)

Title: ________________________________ Date: ________________________________

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (SMCCCD)

By: ________________________________ Name: ________________________________
(Signature) (Printed Name)

Title: ________________________________ Date: ________________________________
BOARD REPORT NO. 13-10-102B

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

AWARD OF CONTRACT WITH CASEY PRINTING FOR PRINTING AND DELIVERY OF CLASS SCHEDULES THROUGH 2016

In September 2012 (Board Report No. 12-9-100B), the Board of Trustees approved a one-year contract with the option of two one-year renewals with Wesco Graphics for the printing of class schedules and catalogs. The initial one-year contract expired on September 30, 2013. The District elected not to renew the contract with Wesco. Subsequently the District issued a Request for Bid (RFB 86672) for printing and delivery of the 2014-15 class schedules for the three Colleges.

The bid was delivered to twelve printing companies. Bid specifications required respondents to:

- provide pricing for Summer/Fall 2014 and Spring 2015 schedules
- be “green committed” and at a minimum use soy inks and offer recycled paper
- provide the highest level of commitment of quality and customer service as has been demonstrated by the District’s previous print suppliers

Two companies, Casey Printing and Folger Graphics, responded. Folger Graphics did not provide pricing for the 2015 Spring schedules and was considered non-responsive.

As the only responsive bidder, Casey Printing of King City, California, is the winner of the competitive bidding process with a proposal of $181,733 per year for all three Colleges. The general conditions of the bid provide for award of the contract for one year with two one-year renewals without rebidding providing that service and quality remain excellent. Pricing for the first two years is to remain firm and any product price increases thereafter will not exceed the Consumer Price Index for “all Items – All Urban Consumers” for the San Francisco-Oakland-San Jose Metropolitan Statistical Area during the preceding year period.

Casey Printing became the first business in South Monterey Bay Area to receive the Monterey Green Business Program Certification and has long been committed to Green Business and environmental stewardship.

RECOMMENDATION

It is recommended that the Board of Trustees approve the one-year (1) contract with the option for two (2) one-year renewals with Casey Printing to print and deliver the 2014, 2015 and 2016 class schedules at a cost not to exceed $181,733 per year plus applicable sales taxes for the first two years; product price increases, if any, for year three are not to exceed the Consumer Price Index for “all Items – All Urban Consumers” for the San Francisco-Oakland-San Jose Metropolitan Statistical Area during the preceding year period.
BOARD REPORT NO. 13-10-103B

To: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback-Stroud, President, Skyline College, 738-4111

APPROVAL OF LEASE AGREEMENT WITH INTEQ PROPERTIES FOR THE SKYLINE COLLEGE INCUBATOR PROJECT

Skyline College’s long established Center for International Trade Development (CITD) and the Youth Entrepreneurship Program (YEP) have identified the need to establish an incubator/entrepreneurship center in Northern San Mateo County. The CITD, with its strong and long lasting working relationship with economic development, joins resources with the City of San Bruno and the San Bruno Chamber of Commerce to provide affordable start up hubs for new small businesses that will support job growth for the community. Located in the heart of downtown San Bruno, the incubator will serve as an extension site for appropriate programs of instruction offered by Skyline College, community-based events, staff meetings, seminars, workshops, vocational training programs, and various community resources. This site will allow the Incubator Project’s regional partners to connect new business ventures to new jobs to workforce development programs and services at the college, as well as allow Skyline College to institutionalize entrepreneurship programs with support from the Districtwide Small Business Development Center (SBDC) grant. Initially, the lease will be funded with grant, Skyline College and District funds. The plan is for full occupancy to maximize resources, as well as establish fundraising activities, grant development, and corporate partnerships to support site operations.

The incubator will be housed in a 4,800 square foot space at 458 San Mateo Avenue, San Bruno. The monthly lease for the property is $4,400. The term of the lease is five years with an option for a five-year renewal. The District’s legal counsel has reviewed all terms of the lease.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or the Executive Vice Chancellor, or their designees, to sign a lease with Inteq Properties for space for the Skyline College Incubator Project at 458 San Mateo Avenue, San Bruno, CA 94066. The initial lease period is for 60 months in the amount of $4,400 per month and will begin November 1, 2013 and terminate on October 31, 2018. The agreement also includes an option for a five-year renewal.
BOARD REPORT NO. 13-10-104B

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

APPROVAL OF REVISIONS TO BOARD POLICIES:
1.30 COMPENSATION OF BOARD MEMBERS
2.23 LEAVES OF ABSENCE AND CATASTROPHIC LEAVE PROGRAM
2.30 POLITICAL ACTIVITY
6.01 PHILOSOPHY AND PURPOSE
6.87 LIBRARY SERVICES
7.44 STUDENT HEALTH AND PSYCHOLOGICAL SERVICES
8.14 BOND OVERSIGHT COMMITTEE AND ACCOUNTABILITY MEASURES
8.48 TRAFFIC REGULATIONS

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

Policy 1.30 – new language in item (1) to comply with Education Code.

Policy 2.23 – new language to include leaves of absence other than catastrophic.

Policy 2.30 – revisions throughout policy as agreed to by AFT and District staff.

Policy 6.01 – deletion of item (6); moved to new Policy 6.87.

Policy 6.87 – new policy; complies with Education Code and Civil Code. New Procedure 6.87.1 is provided for the Board’s information.

Policy 7.44 – addition of items (2) and (3) to comply with Education Code.


Policy 8.48 – addition of item (2)(i) to clarify District policy as authorized by California Vehicle Code.

Policies 6.01 and 6.87 are within the purview of the District Academic Senate and were presented to the District Participatory Governance Council (DPGC) as information items. The remaining policies were approved by DPGC at its October 7, 2013 meeting.

RECOMMENDATION

It is recommended that the Board approve the revisions to Board Policies as shown on the attached.
CHAPTER 1: Board of Trustees

BOARD POLICY NO. 1.30 (BP 2725, 2730, and 2735)

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.30 Compensation of Board Members
Revision Date: 3/12; xx/xx
Policy References: Education Code Sections 72024 and 72423; Government Code Sections 53201 and 53208.5

1. The District shall provide compensation to Board members for attending Board meetings in an amount not to exceed the maximum rate authorized by statute. Compensation shall be paid according to the formula set by statute. The Board may, on an annual basis, increase the compensation of Board members, not to exceed the maximum increase allowed by law; however, any increase is subject to rejection in a referendum by a majority vote of the voters in the District. The District also reimburses Board members for actual and necessary expenses incurred in travel for District business and at conferences or professional meetings.

2. A member of the Board who does not attend all meetings held by the Board in any given month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

3. A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill or on jury duty, or the absence is due to hardship deemed acceptable by the Board.

4. Mileage allowance for travel necessary to attend Board meetings and to attend to other District business shall be provided at the same rate as that established for District employees.

5. Board members shall be subject to the same travel/conference reimbursement procedures and restrictions as are the District staff members. Meal expenses incurred during a conference shall be reimbursed at the actual cost incurred when receipts are provided.

6. The District shall provide Board members and eligible dependents with medical insurance, dental insurance, life insurance, and payment of premiums for Medicare Part B, with the same conditions and coverage as provided for faculty or staff.

7. The District shall provide the same retiree benefits to an eligible retiring Board member as it provides for faculty and staff. To be eligible for District-paid retiree benefits, the Board member must have at least twelve (12) years of service with the District, and the age at retirement from the Board (in full years), when added to the number of completed full years of service, must total 75 or more. The date a newly elected or appointed Board member takes office shall be the date of employment for purposes of determining for which retiree benefits a Board member qualifies.

8. A Board member who has completed one or more four-year terms of office, but who has served less than twelve years, may be continued in the District medical and dental benefits program upon payment of the premium six months in advance. The District will bill the former Board member for the amount of the benefits selected.
BP 1.30 Compensation of Board Members (continued)

9. If a Board member meets the eligibility requirement for retiree benefits and dies before retirement, the same retiree benefits will be provided for the unremarried surviving spouse as are provided for faculty and staff.
1. The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:
   - illness leaves for all classes of permanent employees;
   - vacation leave for members of the classified service, administrators, supervisors and managers;
   - leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated, or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
   - leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
   - pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
   - use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
   - industrial accident leave;
   - bereavement leave;
   - jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
   - military service (Education Code Section 87700);
   - professional development leaves for full-time faculty.

2. Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond two times the annual vacation accrual rate. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

3. In addition to these policies and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other reasons.

4. The Board of Trustees authorizes the District’s catastrophic leave program to permit employees of the District to donate eligible sick leave credits to an employee when that employee suffers from a catastrophic illness or injury. The Chancellor shall establish administrative procedures to administer the program in compliance with the requirements established by the Education Code and in accordance with the provisions identified in collective bargaining agreements. The administrative procedures shall assure that the program is administered in a non-discriminatory manner.
1. District employees and members of the Board of Trustees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time. provided the following conditions are met: Campaigning for or against a candidate or ballot measure is defined as “political activity.” In addition:

   a. Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is prohibited.

   b. District resources may not be used to campaign for or against a candidate or issue. District resources include such things as computers, copying equipment, telephones, mailboxes, E-mail, PhoneMail, faxes, staff time, etc.

   c. Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.

   d. A careful accounting of the time used in campaigning must be maintained so that there is no question of impropriety.

   e. All other restrictions imposed by the Political Reform Act of 1974 and other provisions of law are followed.

   f. All College regulations relating to time, place and manner are observed (Board Policy 7.21).

2. District employees may utilize District resources to disseminate factual information regarding candidates or ballot propositions during work hours provided the following conditions are met:

   a. The information disseminated relates exclusively to the San Mateo County Community College District and the educational programs and activities thereof.

   b. The information disseminated provides a fair presentation of relevant facts in a manner which is objective, full, and impartial.

   c. The information disseminated does not directly or indirectly advocate the passage or defeat of a ballot proposition or the election of a candidate.

   d. The employee has obtained appropriate permission from his/her supervisor.
BP 2.30 Political Activity (continued)

3. Initiative, referendum or ballot measures may be drafted using District resources on an area of legitimate interest to the District. The Board of Trustees may, by resolution, express the Board’s position on ballot measures. Public resources may only be used for informational efforts regarding the possible effects of District bond or other ballot measures.

3.4. In certain academic disciplines, classroom discussion of political issues, ballot measures and candidates may take place provided the discussion is conducted in a fair and impartial manner and is directly related to the course matter being taught.

4.5. Candidates for office may be invited to address a class provided the following conditions are met:

a. All candidates for a particular office are offered the same opportunity to address the class, although not necessarily at the same time.

b. The discussion or debate of the candidates is directly related to the course matter being taught.

6. District employees, employee organizations, or student organizations are encouraged to invite declared candidates for office, or proponents/opponents of ballot measures, to address groups on campus provided the following conditions are met: the presentation does not interfere with the educational program or processes of the College and all candidates for a particular office or proponents/opponents of ballot measures are offered the same opportunity to address groups on a campus, although not necessarily at the same time.

a. The presentation does not interfere with the educational programs or processes of the College.

b. All candidates for a particular office are offered the same opportunity to address groups on a campus, although not necessarily at the same time.

5.7. Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations related to time, place, and manner are respected (Board Policy 7.21). Candidates or proponents or opponents of specific issues may not use District resources as described in 1(b) above to prepare or distribute materials on campus.

6. Violations of this policy may be forwarded to the County of San Mateo District Attorney’s Office for prosecution.
1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires intelligent support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.

2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.

3. In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can benefit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their career/technical abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.

4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
   a. General education
   b. Lower-division college education
   c. Career/technical education
   d. Developmental education
   e. Special educational programs and services for the community

5. The Board shall develop and periodically review a “Core Values and Principles” statement that will help shape the educational mission of the District by determining program priorities within available resources.

6. The District shall provide library services for students and faculty as an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

7. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of advising and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.
The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.
CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.87.1 (AP 4040)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 6.87.1 Library and Other Instructional Support Services
Adoption Date: 9/13
References: Education Code Section 78100; Accreditation Standard II.C

1. The District supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth and variety to facilitate educational offerings.

   a. The District relies on the advice of faculty, including librarians and other learning support services professionals, in selecting and maintaining educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.

   b. The libraries provide ongoing instruction for users of library and other learning support services so that students are able to develop skills in information competency.

   c. The libraries provide adequate access for students and staff. Libraries are open during the school year as follows:

      i. Cañada College:
         Monday-Thursday 8:00 a.m.-9:00 p.m.
         Friday 8:00 a.m.-3:00 p.m.
         Saturday 10:00 a.m.-2:00 p.m.

      ii. College of San Mateo:
          Monday-Thursday 7:45 a.m.-7:00 p.m.
          Friday 7:45 a.m.-3:00 p.m.
          Saturday 11:00 a.m.-2:00 p.m.

      iii. Skyline College
          Monday-Thursday 8:00 a.m.-9:00 p.m.
          Friday 8:00 a.m.-2:00 p.m.
          Saturday 10:00 a.m.-2:00 p.m.

   d. The District provides effective maintenance and security for its library and other learning support services.

   e. The District has a partnership with the Peninsula Library System (PLS) that expands the range of materials available for faculty and staff, including access to more than three million books/publications throughout the County. There is a formal agreement with PLS that is evaluated periodically and approved by the Board of Trustees.

2. The Colleges shall evaluate library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. Results of these evaluations are used as the basis for improvement.
1. 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.

2. The College health services will cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students.

3. The Colleges will comply with any immunization program required by the State Department of Health Services regulations.
1. The Bond Oversight Committee shall consist of at least seven members and no more than 15 members who will each serve for a term of two years without compensation and for no more than two consecutive terms.

   a) Five members should represent distinct constituencies as mandated by law:

      1) One member who is active in a business organization representing the business community within the District
      2) One member who is active in a senior citizens’ organization
      3) One member who is active in a bona fide taxpayers’ organization
      4) One member who is a student both currently enrolled and an active member in a group, such as student government
      5) One member who is active in the support and organization of the District, such as a member of the Foundation.

   b) Other members, selected by the Board of Trustees, will be selected based upon the applicant’s professional and/or practical experience; recognition or contributions to his/her community; the diversity of experience and expertise of the Committee as a whole; and representation of the Committee from various communities and geographic areas within the District.

   c) The Committee may not include any employee or official of the school District or any vendor, contractor, or consultant of the District.

2. All Committee meetings shall be open to the public and are subject to the Brown Act. District staff, as designated by the Chancellor, will be responsible for working with the chair of the Bond Oversight Committee to prepare and properly notice agendas, minutes and reports of the Committee. No bond funds may be used to pay any of these expenses.

3. At its organizational meeting and annually thereafter, the Bond Oversight Committee will select a Chair and Vice-Chair/Secretary. Committee members should attempt to reach decisions by consensus wherever possible. Failing that, decisions will be made by majority vote of a quorum present and shall follow Robert’s Rules. For purposes of this committee, a quorum consists of half of the total membership plus one member. All members shall be entitled to one vote on Committee recommendations.
BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

4. The Committee shall meet at least semiannually. Any member who misses three consecutive meetings without an excuse acceptable to the Committee Chair shall be automatically dropped. The District shall not remove any member of the Committee, except for cause, i.e., illegal activity or violation of District or State regulations. The Board of Trustees may, at its discretion, fill any vacancy, whether caused by dismissal, resignation or death. In making appointments, the Board will use the selection criteria described in 8.14 (1a) and (1b).

5. The Committee is charged by State law to ensure that bond proceeds are spent only for construction, reconstruction, rehabilitation or replacement of District facilities, including the furnishing and equipping of facilities or the acquisition or lease of real property, in compliance with the specific projects listed in Measure A on the November, 2005 ballot (see attached list). The Committee shall ensure that no funds are expended for teacher or administrator salaries or other operating expenses. The Committee is required to issue an annual report on its proceedings, which shall be presented to the Board of Trustees. In accordance with law, this report will be posted on the District’s web site.

6. The Committee is authorized to engage in any of the following activities necessary to fulfill its purpose:

   a) Receive and review copies of the annual independent performance audit required by Proposition 39;
   b) Receive and review copies of the annual independent financial audit required by Proposition 39;
   c) Inspect school facilities and grounds to ensure bond revenues are expended in compliance with Proposition 39;
   d) Receive and review copies of any deferred maintenance proposals or plans developed by the District;
   e) Review efforts by the District to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
      - Mechanisms designed to reduce the costs of professional fees.
      - Mechanisms designed to reduce the costs of site preparation.
      - Recommendations regarding the joint use of core facilities.
      - Mechanisms designed to reduce costs by incorporating efficiencies in school site design.
      - Recommendations regarding the use of cost-effective and efficient reusable facility plans.

7. To assist the Committee in its work, District staff shall present, for the Committee’s review, a report that will include bond and other capital outlay project plans, timelines and cost information. The Committee will also be provided with the performance audit and annual audit that are required by law. The District will provide technical and administrative assistance in furtherance of the Committee’s work. No bond funds may be used to fund any of these administrative expenses.

8. When issuing or refinancing general obligation bonds, staff will evaluate multiple financing options, review them with the Board and make decisions based upon the District’s specific financing objectives.
MEASURE A BOND PROJECTS LIST

REPAIR, RENOVATION & CONSTRUCTION at District Colleges where and as needed

- Make seismic and structural upgrades
- Repair or replace roofing
- Remove hazardous materials, including asbestos
- Renovate or replace plumbing, natural gas, storm and sanitary drainage systems
- Install or upgrade building fire sprinkler and alarm systems
- Renovate and improve accessibility of restrooms
- Modifications/renovations for handicapped accessibility to classrooms, labs and other facilities, including new elevators and lifts
- Repair, modernize and construct interior and exterior instructional and support facilities on all three campuses
- Install security access and communications systems to improve safety and security
- Replace or install campus signage to improve accessibility, circulation, and emergency disaster response
- Apply interior and exterior waterproofing and painting
- Repair/replace interior finishes, including flooring, windows and wall systems, hardware, whiteboards, etc.
- Replace, repair or install erosion mitigation and landscape irrigation systems; complete other landscaping projects
- Energy efficiency projects to reduce operational costs and improve efficiency including but not limited to:
  - Install/upgrade energy management and environmental control systems
  - Repair, replace or install new heating, ventilation and air conditioning systems to improve indoor air quality
  - Repair, replace or upgrade windows
  - Replace or upgrade electrical and lighting systems
- Repair/modernize College libraries

TECHNOLOGY AND EQUIPMENT at District Colleges where and as needed

- Upgrade or purchase new workforce development equipment (e.g., specialized equipment for law enforcement, fire safety, emergency and medical technician, forensics, nursing, biotechnology, automotive technology programs, etc)
- Upgrade or purchase new science lab equipment (e.g., microscopes, centrifuges; electronic balances, measuring scales, seismograph stations, vacuum pumps, incubators; optic systems and timers, etc)
- Renovate, upgrade or install infrastructure for networks to support instructional and administrative functions including distance learning
- Upgrade or replace computer hardware and software, including audio visual equipment
- Replace or upgrade obsolete communications and broadcast systems
- Replace or upgrade classroom equipment, furniture and fixtures (e.g., desks, workstations, chairs, tables, podiums, screens, lecterns, white boards, etc) and equipment and machinery to support College operations
- Upgrade College emergency and disaster response systems, in coordination with City and County agencies.
- Update College library collections
BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

MAJOR PROJECTS at Cañada College, College of San Mateo and Skyline College

- Reconstruction/renovation of facilities to accommodate fire science, law enforcement, emergency and medical technician programs
- Reconstruction/renovation of existing facilities for nursing, anatomy and other science laboratories and classrooms
- Renovation of facilities to house the Emerging Technologies Center, including computer forensics, nanotechnology and bio-medical technology programs
- Reconstruction/renovation of existing facilities to support Math and Multimedia Programs
- Construction of new Workforce Development Center for programs such as biotechnology training programs, the Center for International Trade Development and other economic development programs
- Renovation/new construction of facilities to house the Student Support Services Center (e.g., admissions, financial aid, counseling, etc)
- Renovation or construction of an Early Childhood Development Center
- Construction of new High Tech Automotive Instructional Center
- Demolition of outdated, non-compliant structures
- Other property acquisitions and improvements to meet student and community needs, including payment of lease obligations, to accommodate growth and improve accessibility
- Repair, replace and re-route existing roadways, pedestrian walkways, parking and public transit facilities to improve accessibility, circulation, safety and emergency response
- Reconstruction/renovation of existing facilities to support the University Center
1. It is the policy of the District to enforce traffic regulations on its property by the authority granted in the California Vehicle Code. All persons using or visiting District facilities shall observe all traffic and parking regulations. Appropriate signs shall be erected giving notice of special conditions or regulations. A copy of the adopted regulations shall be made available to interested persons at the administrative offices of the District and Colleges.

   a. Traffic/Parking regulations (including unauthorized parking in handicapped spaces) are enforced under the jurisdiction of the San Mateo County Superior Court.

   b. No vehicle other than emergency equipment shall be operated on District facilities at a speed in excess of twenty-five (25) miles per hour and, where signs indicate a lesser speed, that speed will be maximum.

   c. No vehicle shall be operated on the walks or grounds of the District except as specifically required for maintenance and operation of District facilities, and then, only by authorized persons.

   d. The governing board or its officers reserves the right at all times to close the approaches to the campus by chains, barricades, or the stationing of persons to direct traffic to other areas. The presence of such diversionary devices or persons requires immediate and full compliance.

   e. All entrances, roads, and parking areas permitting entrance to or exit from District property and contained within the limits of the legal school property are declared, for the purpose of these regulations, to be driveways

   f. Unauthorized vehicles are not permitted on inner campus walks and roadways. Parking in unauthorized areas shall be cause for having a vehicle cited and/or towed away at owner's expense.

   g. Loading areas are not for general parking. They may be used only for the times posted; after that period, the vehicle will be cited and/or towed. This applies both day and night.

2. General Conditions

   a. Parking vehicles on District property is done at the risk of the owner. Neither the State nor the District can assume any liability for damage or theft of vehicle or contents thereof.

   b. Parking will be restricted only to those areas designed and marked for parking.
BP 8.48 Traffic Regulations (continued)

c. Parking in any area not designated, or in any manner which will restrict the flow of traffic, is prohibited. Parking in lots is limited to those spaces clearly marked for parking. Parking outside marked boundaries or adjacent to curbs not specifically marked for parking is prohibited.

d. Vehicles may not occupy more than one parking space.

e. Vehicles may not be backed into diagonal parking spaces located on one-way roadways.

f. Persons leaving vehicles unattended on campus should lock the ignition and remove the keys.

g. Operation of any nonregistered vehicles (including skateboards, but excluding bicycles) on campus roadways and walkways is prohibited.

h. All vehicles must remain on roadways. No hill-climbing or other off-road operation of a vehicle will be permitted.

i. Vehicles left unattended for a period exceeding 72 hours, without authorization from the District, will be cited and subject to removal pursuant to section 22651 of the California Vehicle Code.

3. Parking Permits

a. All regularly employed staff of the District or Colleges will receive parking permits to display in their vehicles, indicating staff parking assignment.

b. Temporary staff employees and medically excused students may receive special parking for-cause permits. Appropriate spaces will be provided for the holders of these permits.

c. Daily or semester parking permits for students and others may be purchased on campus or online and shall be displayed in their vehicle while parked on campus.

d. Visitors or others with short-term parking needs may receive permits that are designed to be placed on the dashboard just above the steering wheel.

e. Certain Vehicles Exempt: Federal, state, college, media, county or city-owned vehicles bearing exempt license plates, issued by the California Department of Motor Vehicles or other States DMV are exempt from parking permits.

4. The District may place the following curb markings to indicate parking or standing regulations, and such curb markings shall have the meanings herein set forth:

a. RED shall mean no stopping, standing, or parking at any time except as permitted by the Vehicle Code of this State, and except that a bus may stop in a red zone marked or signed as a bus zone.

b. YELLOW shall mean no stopping, standing, or parking at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays for any purpose other than the loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three (3) minutes nor the loading or unloading of materials more than twenty (20) minutes.
BP 8.48 Traffic Regulations (continued)

c. WHITE shall mean no stopping, standing, or parking for any purpose other than loading or unloading of passengers which shall not exceed three (3) minutes, and such restriction shall apply between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays.

d. GREEN shall mean no standing or parking for longer than twenty (20) minutes at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays.

e. BLUE shall mean no stopping, standing, or parking except for vehicles of physically handicapped persons; provided, however, that such vehicles shall be subject to all other parking regulations contained in this chapter regulating parking on those streets upon which such zone has been designated.

5. Visitor Parking

a. Areas marked VISITORS ONLY are for persons not associated with the District or Colleges. Faculty, staff, and students are not permitted to park in these areas. Visitors, repairpersons, servicepersons, and salespersons will be allowed to park on District facilities in these designated visitor spaces. (Temporary permits will be honored only for the lot designated on the permit.)

b. Visitor permits for one day may be obtained. Advance arrangements may be made for parking permits for guests, large groups, or special events.

c. Visiting groups and special events may be assigned space upon special request, giving at least forty-eight (48) hours' notice. These group permits must be College approved.

d. Pay-By-Space Visitor lots are available on campus. Only vehicles parked in numbered spaces with paid time on meter may park in this lot. Permits purchased at the Pay-By-Space machines are not valid in other lots.

6. Disabled Parking

a. Designated disabled parking spaces are provided. Only vehicles displaying a State issued disabled persons parking placard or license plate may park in these locations.

b. Students and employees with temporary disabilities may receive special parking permits.

7. District Vehicle Parking; Fuel Efficient Car Parking; Car/Van Pool Parking

a. District Vehicle Parking: Each campus will have one or more spaces near buildings reserved for District vehicle parking, to allow easy access for maintenance and ITS staff serving the buildings. These spaces will be designated by a yellow curb and sign indicating the space is for District vehicles only.

b. Fuel Efficient Car Parking: Each campus will have several spaces designated for energy efficient vehicles only. The list of cars that can be parked in these spaces is available at: http://www.greencars.org/Leed.xls. If a car meets the eligibility criteria, the owner must bring the car's vehicle registration to the Public Safety Department to be issued a Fuel Efficiency parking permit. Permits will be issued on a first come/first served basis. Cars parking in these spaces are also required to have a District parking permit.
BP 8.48 Traffic Regulations (continued)

c. Car/Van Pool Parking: Each campus has designated spaces for car/van pool parking. Each vehicle parking in these spaces must have a Car/Van Pool permit issued by the Department of Public Safety, a District parking permit, and must have a minimum of two passengers when parking.

8. Misuse of Permits

Persons who misuse parking permit privileges may have their parking privilege on the campus revoked and/or subject to citation through the Superior Courts. The following will be considered misuse of parking privileges:

   a. Using a stolen permit.
   b. Consistently or habitually violating campus traffic and/or parking regulations.
   c. Counterfeiting, altering or defacing any campus parking permit.

9. Hours of Enforcement

a. All persons driving motor vehicles (except motorcycles) onto campus utilizing the parking facilities during regular class hours (Monday-Friday 7am-10pm) will be required to display a valid campus parking permit. All other regulations are enforced 24 hours a day 7 days a week.

b. Parking or loitering on the College campus after normal day or evening college classes and/or special activities are over is prohibited.

c. Overnight parking is prohibited without prior arrangement.

d. In the event of a mechanical failure, the owner or driver will be responsible for removing the vehicle from District property as soon as possible. The responsible party should advise the local administration of the location of the motor vehicle immediately. Vehicle repair, other than emergency, is prohibited in all parking areas.

10. Other

a. No person, firm, or corporation shall drive, place, or cause to be driven or placed any vehicles upon any of the roads of the District the gross weight of which is in excess of five (5) tons, except where any such vehicle is entering the property to deliver materials or supplies.

b. The Facilities Manager at each College is authorized and directed to erect appropriate traffic signs.

c. The Board may establish a parking fee for staff and/or students as provided by the Education Code.

d. The San Mateo County Community College District reserves the right to amend the parking regulations or restrictions at any time. Parking on the facilities is a privilege, not a right, and is subject to the rules and regulations as prescribed by District policies and procedures.
BOARD REPORT NO. 13-10-3C

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

REPORT ON COMMUNITY NEEDS ASSESSMENT AND BUSINESS NEEDS ASSESSMENT

The Board Goals for 2013-14 included a goal of conducting a comprehensive assessment of community needs which was to include a community needs assessment; a business needs assessment; and a student needs assessment. At tonight's meeting, the Board will receive the results of 1) the Community Needs Assessment that was conducted earlier this year and 2) the needs assessment from the first two (of five) business sectors—health care and biotechnology.

The Community Needs Assessment was conducted as a telephone survey of 702 adult residents of the County and has a margin of error of 3.7%.

The Business Needs Assessment is being conducted by segments. The District identified the five fastest growing business segments in the region which included: health care, biotech, accounting, computer information science, and art/design/new media. Gathering the data and identifying industry partners who can assist in the assessment has proved to be more difficult and time consuming than originally anticipated and thus the process is taking longer than anticipated. This process has also been delayed due to the Colleges’ need to focus on accreditation matters. However, the first two business segments are completed and the Colleges are working on implementing the results; surveys are being circulated for the third segment (accounting); and faculty/administrator groups are working to define the scope and methodology for the final two segments.

Regarding the student needs assessment, the College Researchers have been working to prepare a common online survey that will be administered to all students in November of this year. The results of that survey will be shared with the Board in early 2014.
HEALTH CARE NEEDS ASSESSMENT REPORT

HEALTH CARE ISSUES

Health care is important to the entire Silicon Valley region, where almost 10% of the region’s jobs are in health and human services. From 2007 through 2012, the sector experienced employment growth of 10.4% compared to a decline in overall employment of 1.9% (2013 Index of Silicon Valley). Health care is an industry in transition. The Affordable Care Act, health information technology, and the changing demographics of an aging population will have a significant impact on workforce preparation in the years to come.

The Economic Modeling Specialists Incorporated (EMSI) database revealed high demand occupations with a large number of openings in allied health care fields in San Mateo County:

<table>
<thead>
<tr>
<th>High Demand Occupations</th>
<th>2017 Jobs</th>
<th>Openings through 2012-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nurses</td>
<td>5,155</td>
<td>781</td>
</tr>
<tr>
<td>Nursing Aides, Orderlies and Attendants</td>
<td>2,328</td>
<td>177</td>
</tr>
<tr>
<td>CAN/Home Health Aides</td>
<td>1,886</td>
<td>403</td>
</tr>
<tr>
<td>Medical Laboratory Technicians</td>
<td>496</td>
<td>93</td>
</tr>
<tr>
<td>Radiologic Technicians</td>
<td>381</td>
<td>50</td>
</tr>
<tr>
<td>EMT/Paramedics</td>
<td>255</td>
<td>49</td>
</tr>
<tr>
<td>Surgical Technicians</td>
<td>308</td>
<td>65</td>
</tr>
</tbody>
</table>

The data alone paints an incomplete picture. We know from faculty in our programs that many employers are not currently hiring for these occupations. By holding focus groups with health care employers, the health care assessment helped us complete the picture. The focus groups centered on occupational changes and skill gaps.

ASSESSMENT PROCESS

An internal work group comprised of faculty and deans from allied health care fields at all three Colleges analyzed data and met to discuss the questions that should be posed to health care providers. They also participated in the health care focus groups. One focus group was held with hospital executives; two focus groups were held with Human Resources and operational personnel from local hospitals; and a final focus group was held with Human Resource personnel and managers from both hospitals and home health care organizations.

To kick off the health care needs assessment, in October 2012, eleven hospital Chief Executives participated in a focus group centered on allied health care needs. Their concerns were framed by health care reform’s effect on overall operations and offered a pulse on regional health care challenges. All CEOs agreed that hospitals are struggling to determine how to perform better and more cost efficiently because of health care reform.

Within the shifting landscape of health care reform, allied health care roles are changing and expanding. Under health care reform, hospitals’ reimbursements will be partially based on the “patient experience” (i.e., how patients rate their experiences in local hospitals), which indicates a need to improve employees’ “soft skills”: communication, customer service and critical thinking. Reimbursements will also be partially based on 30 day readmissions data; hospitals will be working
to assure continuity of care beyond an acute hospital stay so that patients are not readmitted. This aspect of health care reform may call for creation and/or realignment of specialized positions with a variety of titles such as “Home Health Manager, Transitions Coach, Case Manager, or Care Manager.” Under health care reform, long term care facilities and home care will become increasingly important which indicates a need for more CNAs (Certified Nursing Assistants) and Medical Assistants. Implementation of new technology (particularly regarding patient records and information sharing) will also pose a challenge to hospitals and other health care providers and will require increased technology training.

The CEOs stated that current and future employees should expect changing job roles and responsibilities. They indicated that, in the future, required licenses (for RNs, radiologic technology, etc.) will represent baseline requirements as jobs are constantly redefined. The three focus groups with both hospital and long-term care professionals identified specific employer needs:

- **Patient experience/customer satisfaction:** Soft skills such as communications skills, customer service and critical thinking are increasingly important under the Affordable Care Act. These skills will be required for all new workers and are lacking in some current employees.

- **Technology:** All health care workers will need basic computer/technology skills as health care employers increase the use of technology and implement electronic health records.

- **Experience:** Hospitals value internships as a means for students to gain experience and for hospitals to vet potential employees.

- **Perioperative RN specialization:** HR Directors believe there is a need for a Perioperative RN program. This nursing specialty works with patients who are having operative or other invasive procedures.

- **CNA Training:** Hospital and long term care directors indicated that there is a growing need for well-trained Certified Nursing Assistants. There are a number of proprietary schools that offer short term training which is seen as inadequate by some of the health care directors.

- **English language learners and the need for accent reduction:** Strong foreign accents and limited English language skills can sometimes impair customer satisfaction. HR Directors indicated that future employees will need to be English proficient and current employees may need additional language instruction.

- **Career mobility:** The HR directors indicated a need for current employees to have the capacity to move up the organizational ladder and identified management skills and technology education as two essential skills.

**Findings for the Colleges**

- The nursing programs are currently full and there is a wait list. The Hospital CEOs expressed dissatisfaction with the current admission process; their perception is that the most capable students are not always the ones who are admitted to the CSM nursing program. Under the
current system, a student must complete 10 prerequisite courses with a minimum C grade in each course, have a cumulative GPA of 2.5, and a subset GPA of 2.5 in Anatomy, Physiology, and Microbiology with no more than one repetition. The applicant must also complete the TEAS exam with a minimum 62% cumulative score. Anyone who meets these criteria is entered into a lottery for spots in the nursing program.

A recent California law (AB 1559) allows for a new Merit-Based Admission Policy using specific criteria. Under this policy, a college can assign weights to various criteria and set minimums for GPAs, test scores etc. The criteria include:

- Academic degrees or diplomas
- Grade-point average in relevant coursework
- Any relevant work or volunteer experience
- Life experiences or special circumstances of an applicant, including, but not necessarily limited to the following experiences or circumstances, such as disabilities; low family income; first generation of family to attend college; need to work; disadvantaged social or educational environment; refugee or veteran status.
- Proficiency or advanced level coursework in languages other than English
- Successful completion of the TEAS exam

The CSM Nursing staff is evaluating this new admissions criteria method with a target to implement a merit-based admission process beginning with the Fall 2015 semester.

• The Patient Care Navigator role is an emerging position that merits further research. It combines elements of the Community Health Care Workers, Discharge Planners, and Nurses. Our focus group with hospitals and Home Health Care providers revealed numerous skill requirements. They believe that the Health Care Navigator role needs to:
  - Understand what health care services are available throughout the County
  - Understand preventative health care strategies
  - Connect individuals to needed programs; refer individuals to social services in the community
  - Link patients and their families to hospice care
  - Offer family education regarding diagnoses and available resources
  - Provide medication resources to patients and their families

• The Case Manager role is evolving into one of Patient Care Transitions. Our focus group with hospitals and Home Health Care providers revealed numerous skill requirements for the role:
  - Provide transition care to a facility or home after an acute-care hospital stay
  - Provide resources/oversee the transition of medication
  - Comply with medication needs and regulations
  - Handle communications regarding a successful patient transition among multiple care providers
• Patient experience is directly linked to hospital reimbursement and the Affordable Care Act. Emphasis on generalized curriculum to improve the patient experience—communications skills and customer service training—is valuable to hospitals.

• Critical thinking skills are in high demand and need to be strongly emphasized across the board for all allied health students.

• Basic math and technology are an integral part of all health care career paths.

• Customized solutions to health care issues are needed. Hospitals need customized solutions to training needs and are willing to outsource the need when appropriate solutions can be offered in a timely manner.

IMPACT ON DISTRICT PROGRAMS

• Strengthened collaboration among the Colleges: The health care work group, comprised of faculty and deans from all three Colleges, met frequently over the course of eight months to analyze data and determine focus areas. The process strengthened collaboration and fostered a deeper understanding of programmatic issues and opportunities. The Colleges have agreed to continue the effort of convening educators, hospital/health care executives and workforce investment board representatives on a quarterly basis.

• Increased partnership capacity with health care employers in San Mateo County: Executives who participated in focus groups have indicated a willingness to participate in curriculum development and advisory roles moving forward.

• Merit based admission for the RN student lottery: In response to feedback from hospital executives and others, the RN program is moving to a merit based admissions process as previously described.

• Re-institution of Certified Nursing Assistant (CNA) program at CSM: The changing health care landscape indicates a need for more CNAs. CSM is planning to introduce a CNA/Home Health Aide training program (probably in Spring 2014) which is expected to be 10 weeks long and can accommodate 20-24 students. The actual number of students admitted will depend on how many students can be placed in clinical settings.

• Medical Assistant Programs: Through the CAA, Cañada has developed curriculum which integrates model strategies into the pathway. Skyline is in the process of revising curriculum to meet current employer needs for Medical Assisting. Collaboration is taking place between Skyline, Cañada, and Cabrillo College with support through Bay Area College Consortium initiatives.

• The Perioperative RN program: The Perioperative program at CSM was discontinued due to lack of enrollment. During the focus groups, CSM committed to reinstituting this program if the hospitals could pool employees with appropriate qualifications, with a minimum of 10 students. Hospitals are aware of this option and are exploring potential candidates.
- **Customized solutions to health care issues:** The Colleges can work with local hospitals to develop customized solutions to some of the identified skills gaps. Training in communications, critical thinking, customer service, ESL, technology/math and other identified areas can be taught (on a cohort basis) at the hospitals and/or incorporated into current allied health offerings.

- **Improving English skills of non-native-speaking health care workers:** Skyline College has begun offering an “English for Health Care Workers” series, based upon the English Health Train curriculum created by the Welcome Back Center of San Francisco. This curriculum is designed to provide non-native-speaking health care workers with the English skills needed to communicate and function effectively in the workplace and to help them achieve their professional goals in the U.S. The integrated English language skills training (listening, speaking, reading and writing) are based on themes, issues, and situations in health care. The target audience is foreign-trained health care professionals, immigrants seeking to enter health care careers and incumbent health care workers with limited English proficiency. The courses are designed as a series of three, and there are discussions of revising it to make it an even more streamlined offering for hospitals, businesses, and students in health fields.

- **HCAHP Survey (Hospital Consumer Assessment of Healthcare Providers and Systems) for patient satisfaction is an instructional tool:** Allied health care faculty and deans throughout the District have an increased awareness of the importance of patient satisfaction and employability. The Colleges will incorporate customer service training into health programs’ curriculum.

- **Career Advancement Academy:** The Health Care Career Advancement Academy successfully guides students into allied health care fields along a variety of increasingly responsible career pathways. The Colleges believe that students’ success in moving through the career ladders is tied to a cohort model with extensive student support services available to students. The Colleges will be institutionalizing the supportive services in relevant programs that will increase the pipeline of successful students in the health care field.

- **Collaborative conversation with Hospitals and Home Health Care Providers:** At the conclusion of our last focus group, participants and faculty alike expressed a desire to address emerging Affordable Care Act issues. Skyline College has agreed to coordinate quarterly meetings with hospital/home healthcare providers to continue the conversations begun in this Health Care Needs Assessment.
BIOTECHNOLOGY EMPLOYER NEEDS ASSESSMENT REPORT

BIOTECH ISSUES

Mention biotechnology and many people think of the latest pharmaceutical drugs being developed to treat illness. However, biotechnology encompasses a wide range of products and processes. From drugs and medical devices to biofuels and agricultural products, biotechnology applies to almost every facet of our daily life. Biotechnology can be defined simply as “the application of science and technology to living organisms.” As a cutting edge field, biotechnology has enabled us to make discoveries toward curing disease, saving lives, feeding the world, finding alternative energy sources, developing green manufacturing technology, and much more (Employment Development Department [EDD] 4/13, p.3).

The three major industry groups of the biotechnology sector include:

- Biotechnology – firms that are engaged in manufacturing ethyl alcohol, cellulosic and noncellulosic organic fibers, soap and other detergents, polish and other sanitation goods, surface active agents, firms that are engaged in research and development, as well as testing and medical laboratories.

- Medical Devices, Equipment and Supplies – firms that are engaged in manufacturing electromedical and electrotherapeutic apparatus, analytical laboratory instrument, irradiation apparatus, laboratory apparatus, surgical and medical instruments, and surgical appliances and supplies.

- Pharmaceuticals and Related Manufacturing – firms that are engaged in medicinal and botanical manufacturing, pharmaceutical preparation manufacturing, in-vitro diagnostic substance, and biological product manufacturing. (Northern California Center of Excellence, 2010, p.5)

California leads the country in total life sciences investment. For the first three quarters of the year, California attracted $1.8 billion, which is more than the combined total of the next eight states (Massachusetts, Pennsylvania, Texas, Ohio, Washington, New Jersey, Minnesota and Illinois). Of that total, $1.18 billion went into biotechnology, and the remaining $779 million went into medical devices (California Biomedical Industry 2013 Report). Regionally, the Bay Area has the largest cluster of biomedical entrepreneurs and employees, with nearly 850 companies and more than 47,000 workers, representing almost one-third of the state’s biomedical jobs (Johnson, 2013). The Bureau of Labor Statistics estimates employment in biopharmaceutical and medical device manufacturing will increase 10 percent in this decade. (BioSpace, 2013, p.5.) In San Mateo County, biotechnology companies will need to increase their workforce.

There are numerous questions about the biotech industry in San Mateo County: Which companies are hiring for entry-level biotech jobs? What skills are needed for these positions? What skills gaps can the Colleges address through education and training? We set out to answer these questions in this assessment of biotech employer needs.

Detailed labor market predictions for the biotechnology industry present a complex challenge. Traditional labor market classifications such as biological and chemical technicians do not capture the variety of jobs in biotechnology. Position titles shift within the biotechnology industry and many jobs are classified under other categories that are not specifically biotechnology. Other categories where biotechnology jobs can be found include manufacturing or professional services.
The biotech industry has diverse job opportunities that span multiple classifications. Using a variety of data sources, we were able to gain an overview of the biotech labor market in the County.

Projections for biotech positions through the Economic Modeling Specialists Incorporated (EMSI) database show demand occupations with a large number of jobs in biotechnology throughout San Mateo County:

<table>
<thead>
<tr>
<th>Position</th>
<th>2012 Jobs</th>
<th>2017 Projected Jobs</th>
<th>Annual openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Technicians</td>
<td>739</td>
<td>776</td>
<td>32</td>
</tr>
<tr>
<td>Chemical Technicians</td>
<td>198</td>
<td>226</td>
<td>33</td>
</tr>
</tbody>
</table>

Job ad postings show where most biotech job openings are within the County. In January 2013, EDD reported Top Job Ads by Company for San Mateo County for calendar year 2012. Many of the companies are biotechnology related, or serve the biotechnology industry.

<table>
<thead>
<tr>
<th>Company</th>
<th>Job Ads Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genentech</td>
<td>791</td>
</tr>
<tr>
<td>Gilead</td>
<td>345</td>
</tr>
<tr>
<td>Roche</td>
<td>193</td>
</tr>
<tr>
<td>Onyx</td>
<td>143</td>
</tr>
<tr>
<td>Kelly (Staffing agency that serves biotech)</td>
<td>95</td>
</tr>
<tr>
<td>Aerotek (Staffing agency that serves biotech)</td>
<td>85</td>
</tr>
<tr>
<td>TalentBurst (Staffing agency that serves biotech)</td>
<td>94</td>
</tr>
</tbody>
</table>

Source: Ruth Kavanagh, Labor market Consultant for EDD

While labor market projections and job ads do give us generalized information about the industry, further study is needed to identify specific skills gaps.

**Assessment Process**

Our effort to understand entry-level biotechnology needs in San Mateo County began with labor market data. An internal work group comprised of Faculty and Deans from science and biotech-related fields at all three Colleges analyzed data and met to discuss how to assess biotech labor market needs. Given the complexity of data, we chose a multistage approach to our assessment:

1. **Interviews with leading biotech-related organizations throughout the Bay Area.** Interviews were designed to reveal labor market needs otherwise not captured with traditional data such as EMSI and EDD. Five biotech organizations were interviewed about entry-level biotech skill gaps and hiring needs in the bay region: Bio-Link; Center for Excellence; Bay Bio; California Applied Biotechnology Center; and Biotechnology Human Resource Network.

2. **Interviews with prominent staffing agencies specializing in biotech.** Three leading staffing agencies that specialize in biotech were interviewed to identify labor market skills gaps: Kelly Scientific; Aerotek; and Bayside Solutions. Each of the staffing agencies serve major biotech employers such as Genentech and Novartis.

3. **Interviews with employers and staffing agencies at the BioSpace Career Fair.** This large Career Fair, held on June 6, 2013, included seven biotech employers and three staffing agencies. Nearly 700 job seekers were in attendance.
**Findings for the Colleges**

All interviewees confirmed both the complexity of the data and the demand for entry-level biotech training. They know that programs do exist to address the skills gaps in their industry and believe that classes or certificates in biotech or manufacturing are desirable. Graduates of biotech certificate programs such as those offered through Ohlone College are recognized by the industry as well prepared for entry level work.

Within the Bay Area, community colleges currently offer programs that address a range of specializations. East Bay colleges and San Francisco City College offer general biotechnology programs as well as some specializations. Colleges in San Mateo County and Santa Clara County do not currently offer biotech training to meet industry needs. There is a great opportunity to develop a strong biotech program that would serve San Mateo County and the South Bay area.

Industry association experts interviewed recommend that SMCCCD identify a regional biotech focus and design a program to address that need. They stressed that successful programs require a strong infrastructure. The following graphic describes the infrastructure recommended by leading experts:

**Recommended Infrastructure for Biotech Program Development**

Biotech employers provide the foundation for the infrastructure. They offer information about skills gaps, internships and employment opportunities. Their input contributes to program relevance. The future workforce may be identified through K-12 STEM (Science, Technology, Engineering and Math education) and Workforce Investment Boards (WIBs) who can refer those looking for career retraining to College programs. When the biotech education and training programs are completed, biotech employers can provide internships and jobs.
Skills & Credentials Required

- Companies state that an Associate Degree can fulfill the minimum education requirement, and experience is a plus. Experience in a manufacturing environment, some science or lab experience, and good work skills are highly desirable to biotech employers. Any understanding of the biotech industry is seen as positive. Mechanical aptitude and repetitive motion skills such as those of an Auto Technician present another desirable skill set.

- Entry-level positions requiring only a certificate or Associate degree are largely found within manufacturing environments. Candidates with biotechnology related certificates, Associate degrees, along with industry experience are placed in operations positions such as: Bulk Operations and Filling; Manufacturing Technician (commercial fill); and Inspection & Packaging. Positions requiring a Baccalaureate degree are often classified as entry level and are valued slightly higher than Associate degrees. Most often, candidates with Associate and Bachelor’s degrees are placed in similar jobs. Staffing agencies believe that many positions are filled internally through referrals. Internships provide opportunities for students to learn about and apply for entry level positions.

- Staffing agencies report that employers invest in extensive on the job training. As a result, they want workers who will stay in their jobs for long periods of time.

- Worker flexibility is key to enter the industry. Employers demand flexibility and the ability to work in a 24/7 operation. Shifts will fluctuate and very few entry-level workers or new hires will get day shifts.

- Entry-level lab positions are not commonly offered to biotechnology Associate degree graduates. Lab positions are most often filled with candidates holding Masters degrees.

Skills Gaps:

Employers identified the following baseline skills that a biotechnology worker would need:

- General Manufacturing Processes training (GMP)
- Aseptic technical skills for a sterile environment
- Basic biology and microbiology
- Basic chemistry
- Basic math/algebra (used to create different formulations)
- Occasionally a need for Histology with the required state certification
- Hands on work experience

IMPACT ON DISTRICT PROGRAMS

Based on assessment findings and consultation with the California Applied Biotechnology Center, Skyline College is updating their biotechnology certificate program. The proposed certificate will be submitted to the state for approval in 2013 with an implementation date of Fall 2014. Skyline’s biotech certificate will include the following curriculum:
BIOTECHNOLOGY TECHNICIAN CERTIFICATE

Required Courses:

Biotechnology Core
BIOL 422 Foundations of Biotechnology 1 unit
BIOL 416 Laboratory Skills for Biotechnology Technicians 4 units
CHEM 416 Chemistry Laboratory Skills for Biology Technicians 2 units
CAOT 200 Introduction to MS Office Suite 2 units

and

One of the following Basic Chemistry Lecture/Labs)
CHEM 192 Introductory Chemistry 4 units or
CHEM 410 Chemistry for Allied Health Professions 4 units

and

One of the following Basic Biology Lecture/Labs (or both 170/171)
BIOL 110 Principles of Biology 4 units or
BIOL 101 Man in a Biological World 4 units or
BIOL 170 Principles of Applied Science 3 units and
BIOL 171 Laboratory Principles of Applied Science 1 unit or
BIOL 240 Microbiology 4 units

Plus a minimum of 1 unit from the following
BIOL 130 Human Biology 3 units
BIOL 426 Genetic Engineering 1 unit
BIOL 430 Introduction to Immunology 1 unit
BIOL 432 Fermentation Technology 1 unit

Total Required units: 18 units

The District will focus on the following next steps to implement a SMCCCD biotechnology program:

1. Build a solid infrastructure for the biotech certificate program. In Fall, 2013, a lead faculty person will convene an Advisory Committee for the Biotech certificate program at Skyline. It is recommended that the Advisory Committee include the following industry leaders:
   a. BayBio
   b. California Applied Biotechnology Center
   c. Employers representing biotech and biomedical companies. Leading employers in the South Bay to recruit include:
      i. Gilead
      ii. Onyx Pharmaceutical
      iii. Genentech
      iv. Novartis Pharmaceuticals Corporation
      v. Hyperion
      vi. Bayer
   d. K-12 Education Representative from STEM Programs
   e. San Mateo County Workforce Investment Board
The Advisory Committee will validate the skills gap to be addressed as well as program
design. In addition, they will advise about future specialization courses and possible
internships.

2. All three Colleges will partner with the California Applied Biotechnology Center at Ohlone
College to offer community workshops for local biotech employers, possibly as contract
education or through the Community Education Program. The Center has a list of
workshops facilitated by industry leaders that have been successfully offered in the East Bay.
These workshops will help to increase the visibility of the new biotech program and position
the SMCCCD as a biotech thought leader.

3. Pursue grant funding for specialized biotech training opportunities from the federal or state
resources.


5. Continue investigation of other specializations within the field that are needed by local
employers.
References

BioSpace 2013 Biotech Bay Salary Hiring Report


DISTRICT STUDENT COUNCIL BYLAWS

Attached for the Board’s information are the Bylaws of the District Student Council. After reviewing several drafts over an extended period of time, the Bylaws were unanimously adopted by the Associated Students at all three Colleges and by the District Student Council.

The District Student Council wishes to thank the Student Life and Leadership Managers at the Colleges and District staff who provided valuable input into the development of the Bylaws.
San Mateo County Community College District
District Student Council

Bylaws

Article I – Structure

Section 1 Name and Membership
1.1 The name of this organization shall be the San Mateo County Community College District (SMCCCD) District Student Council, herein referred to as District Student Council, DSC, or the Council.

1.2 The membership of the DSC shall be comprised of the SMCCCD Student Trustee, who shall serve as Chair, and the Associated Students President and Vice President from Cañada College, College of San Mateo, and Skyline College, or their designees.

Section 2 Governing Law
2.1 The District Student Council shall be governed in accordance with these Bylaws, District Board Policies and Procedures, as well as any and all applicable laws, including the California Education Code, and the Ralph M. Brown Act (California Code Section 54950, et seq.).

Section 3 Advisors
3.1 The District Student Council’s Advisors shall be the Student Life and Leadership Manager, or his, or her designee from the campus at which the DSC meeting is being held.

3.2 An Advisor shall be in attendance at all meetings of the DSC for official business to take place.

3.3 The Advisors shall function as parliamentarians and historians for the DSC.

3.4 The Advisors shall act within the spirit and intent of these Bylaws, District Board Policies and Procedures, the California Education Code, and the Ralph M. Brown Act.

Article II – Meetings

Section 1 Compliance with the Ralph M. Brown Act
1.1 All meetings and actions taken by the District Student Council shall be governed by the Ralph M. Brown Act, where applicable.

Section 2 Rules of Order
2.1 All meetings of the District Student Council shall be conducted in accordance with the current edition of Robert's Rules of Order.

Section 3 Secretary
3.1 The Council shall designate one member to serve as Secretary for each meeting. The Secretary shall be responsible for taking notes and compiling minutes of that meeting for the Student Trustee in a timely manner.

Section 4 Regular Meetings
4.1 As outlined in SMCCCD District Board Policies and Procedures Section 1.05, "The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees."

4.2 Meetings shall rotate among each campus in the District and the District Office.

4.3 Additional meetings shall be called when necessary by the Student Trustee in accordance with the Ralph M. Brown Act.

Section 5 Special Meetings
5.1 The Student Trustee or any member of the DSC may call a special meeting of the DSC in accordance with the Ralph M. Brown Act.

Section 6 Emergency Meetings
6.1 The DSC may call an Emergency Meeting only under the conditions as outlined in the Ralph M. Brown Act.

Section 7 Quorum
7.1 A quorum of members of the DSC shall be present before business is discussed or acted upon. A quorum shall be defined by the Ralph M. Brown Act.

7.2 This requirement shall not be interpreted to prevent the DSC from establishing an ad hoc advisory committee that consists of less than a quorum of the District Student Council, where consistent with the Brown Act.

Section 8 Majority Vote
8.1 Except where otherwise provided for in these Bylaws, action taken by the DSC shall require a simple majority vote (50 percent plus 1) of the members present.

8.2 The Student Trustee shall vote only in case of a tie.
Article III – Roles and Responsibilities

Section 1  Student Trustee
1.1 The Student Trustee shall be responsible for:

   a. Calling meetings of the DSC.
   b. Compiling agendas for DSC meetings.
   c. Keeping records of all DSC meetings.
   d. Presenting the positions of the three Associated Students Councils to the Board of Trustees on matters that will have a significant impact on students.

Section 2  Associated Students Council Representatives
2.1 The representatives from the Associated Students Councils shall be responsible for:

   a. Bringing information from their local campuses to District Student Council.
   b. Bringing information from District Student Council to their local Associated Students Council.
   c. Presenting pertinent information that may impact students district-wide.

Article IV – Selection of the Student Trustee

Section 1  Election of the Student Trustee
1.1 Election of the Student Trustee shall take place as outlined in SMCCCD District Board Policies and Procedures Section 1.05.

1.2 The District Student Council, when meeting for the purpose of interviewing candidates and selecting the Student Trustee, shall comply with all aspects of the Brown Act.

1.3 Selection of the Student Trustee shall not be considered a personnel action and therefore shall not take place in closed session.

   a. The District Student Council may, at its discretion, suggest that the candidates not be present during the interviews of other candidates.

1.4 If there is no outgoing Student Trustee or if the Student Trustee is running for re-election and unable to serve on the selection panel, the District Student Council shall select an alternate member in accordance with Board Policy 1.05.
1.5 If there is no outgoing Student Trustee or if the Student Trustee is running for re-election and is unable to serve as chair, the District Student Council shall, at a regularly scheduled meeting, designate a member of the Council to serve as chair.

1.6 Interviews shall take place at the District Office. If the District Office is not available, the District Student Council shall select a site at a regularly scheduled meeting.

Section 2 Interview Process

2.1 Interviews of the candidates for Student Trustee shall take place at a special meeting of District Student Council called specifically for that purpose.

2.2 Prior to interviewing the candidates, the District Student Council shall develop questions to ask the candidates.

2.3 District Student Council may not add, change, or remove questions once the interview process has begun.

   a. Members of District Student Council may ask follow-up or clarifying questions as long as the follow-up or clarifying questions pertain to the original question.

2.4 Each candidate shall be afforded equal time for his or her interview.

2.5 Interviews of candidates and selection of the Student Trustee may not take place without an advisor present.

Article V - Removal

Section 1 Vote of No Confidence

1.1 As outlined in Section 1.05 of District Board Policies and Procedures, “The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by at least two of the Associated Students Councils, with a two-thirds vote at each campus.”

1.2 A vote of no-confidence may be initiated by:

   a. Any voting member of the District Student Council.
   b. A petition signed by a majority of any of Associated Students Councils.
   c. A petition signed by 5 percent of the students enrolled district-wide as of the prior semester’s first census, excluding summer.
Section 2  Removal Process
2.1 The Student Trustee shall not be removed from office or deprived of rights, privileges, and responsibilities of office, without due process as provided by these Bylaws. The due process shall exist as follows:

a. A representative of the initiating College shall present all three Associated Students Councils with a Resolution of Removal outlining the charges and reason(s) for removal.

b. The Student Trustee shall have the opportunity to speak on the charges.

c. All Removal Proceedings shall be conducted in an open and public meeting and in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et. seq.).

d. Upon the conclusion of the discussion of the resolution or a call to question, all three Associated Students Councils shall vote on the resolution; a two-thirds vote of at least two of the three Associated Students Councils is required for the impeachment of the Student Trustee.

f. If the vote to remove the Student Trustee is successful, he or she may not hold or run for the position of Student Trustee from any of the Colleges in the District for one (1) calendar year from the time of removal.

VI. Amendments and Approval

Section 1. Amendments to DSC Bylaws
1.1 Modifications to the Bylaws shall be initiated by:

a. Any voting member of the District Student Council.

b. A petition signed by a majority of any of the Associated Students Councils

c. A petition signed by 5 percent of the students enrolled district-wide as of the prior semester’s first census, excluding summer semester.

Section 2. Approval Process
2.1 Any changes to the Bylaws must be approved by:

a. Two-third majority vote of the District Student Council.

b. Two-third majority vote by at least two of the Associated
Students Councils.
c. The changes will be presented to the District Participatory Governance Council and the Board of Trustees for input and information.
HIGHLIGHTS OF CENSUS COMPARISIONS

Comparing the Fall 2012 Census to the Fall 2013 Census, the following changes are noted:

District As a Whole (SMCCCD)
- The overall percentage distribution of student headcount at the three colleges remained relatively stable: 25% Canada, 36% CSM and 39% Skyline. District-wide there was an increase of 250 students largely due to the increase at Skyline College.
- The total student headcount for fall 2012 was 27,083. Compared to fall 2012, the total district student headcount increased by 0.9%.
- The Multi-Race category continued to increase and the increase was 657 students or 18.2%. White students decreased the most by 381 (-5.0%).
- Compared to fall 2012, concurrently enrolled students increased by 160 (14.2%). In addition, there were fewer students (361 or -9.5%) with a BA degree or higher, in fall 2013 than in fall 2012.
- Compared to fall 2012, the largest decrease by age was seen among students over the age of 40 (252 or -7.3%). The next largest decrease is among students between the age of 30-39 (119 or -3.4%). Age groups of <18 to 24, however, saw a significant increase.

Cañada College
- Cañada College's total student headcount for fall 2013 was 6,758 and it decreased by 25 (-0.4%).
- Compared to fall 2012, Hispanic and students claiming to be multi-race increased.
- Compared to fall 2012, concurrently enrolled students increased by 51 (13.6%). Students with a high school diploma or equivalent and those with a BA degree or higher, experienced a large decrease.
- Full-time students decreased by 115 students (-6.2%).

College of San Mateo
- CSM's total student headcount for fall 2013 was 9,883, which represented a decrease of -0.6% or 63 students.
- Compared to fall 2012, there was a decrease of 154 White students and 36 African American students. Female students decreased by 132 (-2.7%).
- Compared to fall 2012, concurrently enrolled students increased by 55 (13.2%). Students with with a BA degree or higher, experienced large decreases.
- Evening Students decreased by a count of 344 (-9.8%) and Day Students decreased by a count of 197 or -4.0%.

Skyline College
- Skyline's total student headcount in fall 2013 was 10,442, which represented an increase of 338 students (3.3%).
- Compared to fall 2012, Filipino students experienced the largest increase in number: 146 (8.7%) among all ethnicities.
- Compared to fall 2012, concurrently enrolled students increased by a count of 54 (16.3%). Both full-time and part-time students increased.
- All ranges of Class Standing, as measured by units, increased at the College, with the 0.5 to 14.5 units range showing the largest increase.

Official fall 2013 Census Day was September 9.
Data provided by Banner Census Statistics Report and Yanely Pulido.
<table>
<thead>
<tr>
<th></th>
<th>Cañada</th>
<th>CSM</th>
<th>Skyline</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of SMCCCD Total</td>
<td>25%</td>
<td>25%</td>
<td>-0.3%</td>
<td>37%</td>
</tr>
<tr>
<td>College and District Totals</td>
<td>6,783</td>
<td>6,758</td>
<td>-0.4%</td>
<td>9,946</td>
</tr>
</tbody>
</table>

| **Gender** |            |          |            |            |
| Female    | 4,205      | 4,160    | -0.9%      | 4,812      | 4,680    | -2.7%      | 5,435      | 5,470    | 0.6%      |
| Male      | 2,456      | 2,491    | 1.6%       | 4,901      | 4,983    | 1.7%       | 4,516      | 4,808    | 6.5%      |

| **Ethnicity** |            |          |            |            |
| Asian      | 519        | 514      | -1.0%      | 1,482      | 1,564    | 5.5%       | 1,949      | 1,863    | -4.4%     |
| African American | 260        | 243      | -6.6%      | 377        | 341      | -9.5%      | 379        | 377     | -0.5%     |
| Filipino   | 223        | 209      | -6.3%      | 684        | 704      | 2.9%       | 1,672      | 1,818    | 8.7%      |
| Hispanic   | 2,472      | 2,614    | 6.6%       | 1,904      | 1,900    | -0.2%      | 1,738      | 1,791    | 3.3%      |
| Native American | 24        | 22       | -8.3%      | 24         | 24       | 0.0%       | 19         | 17      | -10.5%    |
| Multi-Race | 7,266      | 7,434    | 2.3%       | 1,415      | 1,589    | 12.3%      | 1,475      | 1,850    | 25.4%     |
| Pacific Islander | 119        | 110      | -7.6%      | 228        | 200      | -12.3%     | 163        | 160     | -1.8%     |
| White      | 2,104      | 1,928    | -9.4%      | 3,236      | 3,082    | -4.8%      | 2,247      | 2,196    | -2.3%     |
| Unknown    | 336        | 284      | -15.5%     | 596        | 479      | -19.6%     | 462        | 370     | -19.9%    |

| **Age** |            |          |            |            |
| Less than 18 | 431      | 475      | 10.2%     | 587     | 681    | 16.0%     | 468      | 544    | 16.2%     |
| 18-20      | 1,578      | 1,531    | -3.0%     | 3,369    | 3,493    | 3.7%      | 3,081    | 3,206    | 4.1%     |
| 21-24      | 1,365      | 1,373    | 0.6%      | 1,970    | 2,021    | 2.6%      | 2,587    | 2,821    | 234.0%   |
| 25-29      | 946        | 1,009    | 6.7%      | 1,279    | 1,214    | -5.1%     | 1,458    | 1,418    | -2.7%     |
| 30-39      | 1,077      | 1,049    | -2.6%     | 1,201    | 1,158    | -3.6%     | 1,199    | 1,151    | -4.0%     |
| 40-59      | 1,146      | 1,122    | -2.1%     | 1,221    | 1,028    | -15.8%    | 1,066    | 1,031    | -3.3%     |
| 60 or more | 235        | 199      | -15.3%    | 316     | 288    | -8.9%     | 245      | 271     | 10.6%     |

| **Enrollment Pattern** |            |          |            |            |
| Day Students | 2,604      | 2,697    | 3.6%      | 4,756    | 4,714    | -0.9%     | 3,857    | 4,106    | 6.5%      |
| Evening Students | 2,418     | 2,463    | 1.9%      | 3,157    | 3,112    | -1.4%     | 3,668    | 3,723    | 1.5%      |
| Day & Evening Students | 1,761     | 1,598    | -13.9%    | 2,033    | 2,057    | 1.2%      | 2,579    | 2,613    | 1.3%      |

| **Residence** |            |          |            |            |
| Calif. Residents | 6,408    | 6,328    | -1.2%     | 9,549    | 9,348    | -2.1%     | 9,779    | 10,039   | 2.7%      |
| Non-Calif. residents | 375      | 430      | 14.7%     | 397     | 535    | 34.8%     | 325      | 403     | 24.0%     |

| **Highest Educational Level** |            |          |            |            |
| Not a High School Graduate | 668        | 790      | 22.3%     | 239     | 198    | -17.2%    | 254      | 245     | -3.5%     |
| Concurrent High School | 375        | 426      | 13.6%     | 417     | 472    | 13.2%     | 331      | 385     | 16.3%     |
| Concurrent Adult School | 24         | 22       | -8.3%     | 55     | 60     | 9.1%      | 57       | 58      | 1.8%      |
| HS Grad or Equivalent | 4,421      | 4,367    | -1.4%     | 7,295    | 7,325    | 0.4%      | 7,750    | 8,109    | 4.6%      |
| AA/AS Degree | 244        | 228      | -6.6%     | 392     | 353    | -9.9%     | 396      | 417     | 5.3%      |
| BA/BS Degree or Higher | 1,009      | 895      | -11.3%    | 1,479    | 1,324    | -10.5%    | 1,298    | 1,206    | -7.1%     |

| **Student Status** |            |          |            |            |
| Full Time > = 12 units | 1,865    | 1,750    | -6.2%     | 3,295    | 3,300    | 0.2%      | 3,396    | 3,506    | 3.2%      |
| Part Time < 12 units | 4,918     | 5,008    | 1.8%      | 6,651    | 6,583    | -0.8%     | 6,708    | 6,936    | 2.3%      |

<p>| <strong>Class Standing</strong> |            |          |            |            |
| 0.5 - 14.5 units | 2,820      | 2,881    | 2.2%      | 4,393    | 4,405    | 0.3%      | 4,200    | 4,326    | 3.0%      |
| 15.0 - 29.5 units | 1,070      | 977      | -8.7%     | 1,460    | 1,456    | -0.3%     | 1,525    | 1,589    | 4.2%      |
| 30.0 - 44.5 units | 756        | 770      | 1.9%      | 1,173    | 1,086    | -7.7%     | 1,179    | 1,224    | 4.3%      |
| 45.0 - 60.0 units | 630        | 628      | -0.3%     | 881     | 927     | 5.2%      | 1,039    | 1,055    | 1.5%      |
| 60.5 or more | 1,507      | 1,502    | -0.3%     | 2,039    | 2,009    | -1.5%     | 2,161    | 2,248    | 8.7%      |</p>
<table>
<thead>
<tr>
<th>Distribution</th>
<th># Change (Fall 2013 - Fall 2012)</th>
<th>% Change (Fall 2013 - Fall 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students</td>
<td>0.9%</td>
<td>0.4%</td>
</tr>
<tr>
<td>College and District Totals</td>
<td>6,783</td>
<td>-25</td>
</tr>
<tr>
<td>Gender</td>
<td>2.3%</td>
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</tr>
<tr>
<td>Male</td>
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<td>Day &amp; Evening Students</td>
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<td>Residence</td>
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<td>Calif. Residents</td>
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<td>Highest Educational Level</td>
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<td>B.A/B.S Degree or Higher</td>
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<td>Part Time &lt; 12 units</td>
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<td>0.5 - 14.5 units</td>
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<tr>
<td>60.5 or more</td>
<td>22%</td>
<td>22%</td>
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**SELECT GRAPHIC COMPARISONS**

Overview Fall 2013

<table>
<thead>
<tr>
<th>College</th>
<th>% Distribution of Student Headcount by College - Fall 2013</th>
</tr>
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<tbody>
<tr>
<td>Cañada</td>
<td>25%</td>
</tr>
<tr>
<td>Skyline</td>
<td>39%</td>
</tr>
<tr>
<td>CSM</td>
<td>36%</td>
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Change Since Fall 2012

<table>
<thead>
<tr>
<th>College</th>
<th>Headcount % Change Fall 2012-13</th>
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<tr>
<td>Cañada</td>
<td>-1.5%</td>
</tr>
<tr>
<td>CSM</td>
<td>-0.5%</td>
</tr>
<tr>
<td>Skyline</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

**Gender Distribution Fall 2013 (Excluding "Unknowns")**

- **Male**: Cañada 4,500, CSM 4,000, Skyline 2,500
- **Female**: Cañada 5,000, CSM 4,500, Skyline 3,000

**Gender % Change Fall 2012 - 13 (Excluding "Unknowns")**

- **Male**: Cañada -2.0%, CSM 0.0%, Skyline 4.0%
- **Female**: Cañada -2.0%, CSM 0.0%, Skyline 2.0%