

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

June 25, 2014

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 and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

SWEARING IN OF STUDENT TRUSTEE

MINUTES

14-6-2 [Approval of the Minutes of the Meeting of June 11, 2013](#)

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

14-6-4A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

14-6-5A [Approval of Administrator Employment Contract Renewals](#)

14-6-6A [Approval of Revisions to Student Assistant Salary Schedule and Employment Policy](#)

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.

- 14-6-1CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College](#)
- 14-6-2CA [Annual Review and Approval of Instructional Material Fees](#)
- 14-6-3CA [Adoption of Resolution No. 14-7 Establishing 2014-15 Budget Limits](#)
- 14-6-4CA [Renewal of Agreement with County of San Mateo for Legal Services](#)
- 14-6-5CA [Approval of International Student Insurance Program, 2014-15](#)

Other Recommendations

- 14-6-3B [Discussion of California Assembly Bill 2087, As Amended, and Possible Action to Take a Position on the Bill](#)
- 14-6-100B [Approval of Contract Award for the Cañada College and College of San Mateo Roadway and Parking Lot Fixture LED Retrofit Project](#)
- 14-6-101B [Acceptance of Working Families Success Network Grant for Cañada College](#)
- 14-6-102B [Acceptance of Achieving the Dream Working Families Success Network Grant for Skyline College](#)
- 14-6-103B [Acceptance of Grove Family Foundation’s Grove Scholars Program Funding for 2014-15](#)
- 14-6-104B [Approval of Revisions to Board Policy 6.22, Academic Renewal](#)
- 14-6-105B [Approval of 2016-2020 Five-Year Capital Construction Plan](#)
- 14-6-106B [Adoption of the 2014-15 Tentative Budget](#)

INFORMATION REPORTS

- 14-6-3C [District Financial Summary for the Quarter Ending March 31, 2014](#)
- 14-6-4C [Third Quarter Report of Auxiliary Operations, 2013-14](#)
- 14-6-5C [Report on Recruitment and Hiring](#)
- 14-6-6C [Review Results of Bond Survey](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

- A. Administrative Appointment, Reappointment, Assignment and Reassignment: **District Office** – Director of Human Resources, Human Resources
- B. Public Employment
 - 1) Employment: **Skyline College** – English Instructor, Language Arts; Counselor, Counseling Services (4 positions); Earth Science Instructor, Math/Science/Technology; Automotive Instructor, Business, Education and Professional Programs; Accounting Instructor, Business, Education and Professional Programs; Cosmetology (Wellness) Instructor, Business, Education and Professional Programs
 - 2) Re-Employment: **Cañada College** – Instructional Designer/Distance Education Coordinator, Instruction
- C. Public Employee Discipline, Dismissal, Release
- D. Establishment of Equivalency to Minimum Qualifications

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
June 11, 2014, San Mateo, CA**

The meeting was called to order at 6:03 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober (arrived at 6:15 p.m.), Dave Mandelkern and Tom Mohr, Student Trustee Rupinder Bajwa

Others Present: Chancellor Ron Galatolo, Deputy Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Administrative Services Jan Roecks, Cañada College President Larry Buckley

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz announced that there was a request to add a conference with legal counsel regarding one case of potential litigation to the closed session portion of the meeting in accordance with Government Code Section 54956.75. She said there was need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted. Trustees Schwarz, Miljanich, Mandelkern and Mohr agreed to add this item to the agenda. There were no objections.

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the May 13, 2012 meeting of the Board. The motion carried, with Trustees Schwarz, Miljanich, Mandelkern and Mohr voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (14-6-1A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 14-6-1A. The motion carried, with Trustees Schwarz, Miljanich, Mandelkern and Mohr voting "Aye."

HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND ADOPTION OF AFSCME'S INITIAL PROPOSAL (14-6-2A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members present voting "Aye." President Schwarz called the public hearing open and asked for questions and/or comments from the public. Hearing none, President Schwarz declared the public hearing closed. It was moved by Vice President Miljanich and seconded by Trustee Mohr to adopt AFSCME's Initial Proposal. The motion carried, with Trustees Schwarz, Miljanich, Mandelkern and Mohr voting "Aye."

HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND ADOPTION OF CSEA'S INITIAL PROPOSAL (14-6-3A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members present voting "Aye." President Schwarz called the public hearing open and asked for questions and/or comments from the public. Hearing none, President Schwarz declared the public hearing closed. It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adopt CSEA's Initial Proposal. The motion carried, with Trustees Schwarz, Miljanich, Mandelkern and Mohr voting "Aye."

UNFINISHED BUSINESS

APPROVAL OF BOARD CORE VALUES AND PRINCIPLES, 2014 (14-6-1B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the Core Values and Principles as presented. Trustee Mandelkern thanked Barbara Christensen, Director of Community/Government Relations, for capturing the Board's thoughts and comments as expressed in previous meetings. Trustee Mohr said the values are laudable, particularly in the area of innovation. He said one of the core values is shared governance. He said he believes it would have been appropriate to consult with the District Academic Senate and others when developing the Core Values and Principles; however, he said this will fall into place as a strategic plan is developed. After this discussion, the motion carried, with Trustees Schwarz, Miljanich, Mandelkern and Mohr voting "Aye."

APPROVAL OF BOARD GOALS FOR 2014-15 (14-6-2B)

It was moved by Vice President Miljanich and seconded by President Schwarz to approve the Board Goals as presented. President Schwarz thanked Ms. Christensen for capturing the Board's previous comments in a concise form. The motion carried, with Trustees Schwarz, Miljanich, Mandelkern and Mohr voting "Aye."

STUDY SESSION

REPORT ON BUSINESS NEEDS ASSESSMENT SECTORS: ACCOUNTING; DIGITAL ARTS, GRAPHICS AND MEDIA; AND DISTRICTWIDE FINDINGS (14-6-1C)

Barbara Christensen said the presenters will report on the second two of the five sectors being studied in the business needs assessment. She said faculty and deans who have been involved in each sector have been very engaged and appreciative of the effort because it has allowed them to learn more about the business community and to adapt their programs to the needs of that community. Ms. Christensen said the Board previously heard reports on the Health Care and Biotechnology sectors. The report on Computer Information Systems will be presented in September after faculty have had the opportunity to conduct interviews with businesses over the summer.

Ms. Christensen introduced Hillary Goodkind, a consultant hired by the District. Ms. Goodkind conducted the research to define the sectors, select the businesses in the community, and form focus groups in order to obtain the best information for each sector. Ms. Christensen also introduced Linda Hayes, Dean of Business, Design and Workforce at Cañada College, who will report on the Digital Arts, Graphics and Media sector findings, and Don Carlson, Dean of the Business Division at Skyline College, who will report on the Accounting sector findings. Ms. Christensen will then present the Districtwide findings.

Ms. Goodkind said that for each sector, data on employment projections was obtained from Examination Management Services, Inc. (EMSI) in order to ascertain the fastest-growing sectors. She said that the data does not tell the complete story; therefore, other sources were polled for each sector, including the Bay Area Community College Consortium, the Center for Excellence, and a number of industry associations. The screening criteria were current employment levels; projected openings; median hourly wages; and education level associated with each detailed occupation. Job openings were projected through 2017.

Ms. Goodkind said the assessment process for all sectors included:

- Faculty and Administration work groups analyzed data and reviewed current programs
- Work groups discussed current trends and how to design assessment methods
- Focus groups, interviews, surveys and/or internal assessments offered insight into workforce demands
- Workgroups analyzed data as subject matter experts
- New programs/changes in programs were recommended

Digital Arts, Graphics and Media

Dean Hayes discussed demand in this sector; she said 2,870 job openings are projected through 2017. The assessment process included: focus groups for web based technology and animation/interactive media; interviews with local television production companies for digital audio and video production; and internal assessment for AV technician training needs.

Dean Hayes said the following skill gaps were identified:

- Students need hands-on production experience; internships are valuable
- Students need to demonstrate creative thinking through portfolios, demo reels, résumés, etc.
- Students need to understand business needs and demands
- Students need to be familiar with a variety of software programs used in the industry
- Many jobs in this field require some artistic talent

Dean Hayes said that, as a result of the findings, new program development has occurred and is occurring, including a new Audiovisual Technician certificate program at Skyline College; new classes at Cañada College; and modification/expansion of courses at Cañada College and College of San Mateo. She said all three Colleges are examining expanded connections with industry through advisory boards, internships and guest speakers. Ms. Christensen added that many focus group participants expressed interest in serving on advisory committees.

Accounting

Dean Carlson said there will always be demand for employees in the field of Accounting. He said 4,696 job openings are projected through 2017 for people with certificates or associate degrees. The assessment process included: interviews with four leading accounting staffing agencies; an informal survey of 40 small businesses in San Mateo County; and a scan of local job ads for entry-level accounting positions.

Dean Carlson said the following skill gaps were identified:

- Interview skills
- Workplace readiness
- Education; large businesses generally require bachelor degrees while small businesses are more flexible and may substitute experience for higher degrees
- Payroll and bookkeeping skills
- Software; use of programs varies by company and organization

Dean Carlson said a new Payroll Specialist Certificate Program has been developed at Cañada College and has been submitted to the State for approval. Cañada College has also added a new Professional Certified Bookkeeper Preparation course to prepare students for the Certified Bookkeeper exam. The Accounting groups at the three Colleges are discussing the possibility of forming a Districtwide advisory committee.

Districtwide Findings

Ms. Christensen said that in all five sectors, employers noted that students applying for jobs lack soft skills (communication, workplace etiquette, problem solving skills, etc.). This item has been assigned to the Vice Presidents of Instruction and the Career and Technical Education Deans for study and action, under the leadership of Sandra Comerford, Vice President of Instruction at College of San Mateo.

Ms. Christensen said that across all five sectors, employers indicated that internships, networking opportunities and mentorships in the student's chosen field are very valuable and often lead to job placements. The District realizes that more needs to be done to identify these possibilities. This item has been assigned to the Career Services Managers and the Career and Technical Education Deans for study and action, under the leadership of Jennifer Hughes, Vice President of Student Services at College of San Mateo.

Ms. Christensen said the final Districtwide finding was the need to form Districtwide advisory committees for selected programs that are offered at two or more of the Colleges. Currently, the Fashion Merchandising and Early Childhood Education programs at Cañada College and Skyline College have one Districtwide committee. This item has been assigned to the Vice Presidents of Instruction and the Career and Technical Education Deans for study and action, under the leadership of Sarah Perkins, Vice President of Instruction at Skyline College.

Ms. Christensen asked if there were questions about the business needs assessment.

Vice President Miljanich asked if there are models for teaching soft skills. Ms. Christensen said the Department of Labor has developed several short film segments titled “Skills to Pay the Bills.” District faculty and deans will examine these already-prepared materials to see if they can be incorporated into classes. Dean Carlson said some courses at the Colleges already incorporate soft skills into the curriculum but more needs to be done in this area.

Trustee Holober asked if the survey on job opening projections includes only San Mateo County or a larger area. Ms. Goodkind said it includes the larger Bay Area, consistent with commute patterns.

Trustee Mandelkern asked how the District will communicate with the business communities to (1) share what we have learned, (2) advise them of what we are doing to meet the needs and gaps that were identified, e.g. program changes and new classes, and (3) let them know what financial support might be needed from them or the larger community for resources necessary to meet the needs. Ms. Christensen said that with the Health Care sector, faculty, deans and employers are meeting quarterly to discuss changes in the curriculum and other areas, due largely to the Affordable Care Act. For other sectors, Ms. Christensen said much of the work will take place in the advisory committees. She said faculty and deans recognize that advisory committee members from industry can help not only with curriculum, but with internships and other issues that arise.

Trustee Mandelkern said there is a need for career planning and placement in order to let employers know that the District has well-qualified students and to let students know of opportunities in the workplace. He noted that for-profit colleges emphasize career planning and placement and this is attractive to many students. Ms. Christensen said faculty and deans recognize the importance of career planning and placement and, through advisory committees and other links to industry, are working to improve in this area. Dean Carlson said there are good models within the District; examples include internships in the Automotive program and externships in Cosmetology at Skyline College. President Stanback Stroud said each College offers career services which include résumé writing, interview preparation, how to dress for interviews, etc. They also receive job postings as well as internship and volunteer opportunities. Trustee Mandelkern noted that career planning and placement will be a topic for a future study session.

Trustee Mandelkern said the increasing emphasis on streaming of programs seems to be a natural fit with the future of KCSM-TV. He said that the station might go off the air at some point but could still have content presence. He said studio resources and content generation capabilities might be an interesting future study session topic in relation to the future of KCSM-TV. Trustee Mohr said it would be interesting to learn what type of economic investment would have to be made over a period of time.

Trustee Mohr asked how a balance is struck between courses at the three Colleges being very similar, with the same course numbers, and professors being allowed to specialize in areas they feel strongly about and believe will help their students. Chancellor Galatolo said the issue is striking a balance between the freedom and independence of the Colleges vs. the collaboration and connectivity of the District. He said the Board has been clear that there should be commonality of courses. He said this has been achieved in most cases but there are a few exceptions, such as the Accounting programs where each College has different prerequisites. Trustee Mandelkern said one of the greatest frustrations to students and parents is the lack of commonality. He said the Board concluded that it is important to differentiate through course numbering so that the impression of commonality is not created where it does not exist. Trustee Mandelkern said it is important to make the differences between the programs at the Colleges very clear. President Stanback Stroud cautioned that making even minor changes in an attempt to coordinate courses among the Colleges could affect articulation agreements that each College has with a UC or CSU.

District Academic Senate President Bennett said that, beginning last year and continuing each year, the various disciplines meet on opening day to discuss issues. In addition, the Districtwide Curriculum Committee meets once per month. Chancellor Galatolo said that, although the Curriculum Committee does not have veto power, they work collaboratively and most issues regarding course differences among the Colleges were worked out through the Committee.

Trustee Mohr asked how professors receive training in rapidly advancing fields, which use new technology and experimentation, in order to bring the information into their classrooms. President Stanback Stroud said faculty

have access to professional development funds, which can be used for discipline-related study, technology, pedagogy, online study, etc.

Trustee Mandelkern said he believes it is worth considering whether duplicate programs, such as language courses, are needed at each College or whether it would be better to have a strong program with multiple levels and depth at one of the Colleges. He said that allowing the Colleges to specialize in particular areas, such as STEM or Allied Health, can provide differentiation and local flavor. Vice President Miljanich said one consideration is that some students are place-bound around their particular campus. Sarah Perkins, Vice President of Instruction at Skyline College, said the District has made intentional choices to place specialized programs in one location; examples are Automotive, Animation and Nursing. She said this often necessitates students traveling to a campus further away from their residences. Executive Vice Chancellor Blackwood said that approximately 5,000 of the District's 40,000 students attend more than one of the Colleges.

President Schwarz said the report shows that steps have been taken in the right direction, with formation of advisory committees and establishment and expansion of courses and programs.

Student Campus Climate/Needs Assessment Survey Results

Ms. Christensen said she planned to report on the results of this survey at the next Board meeting; however, she received the data yesterday morning so will present the report tonight. She said each of the Colleges conduct regular surveys of students but use different instruments. For this survey, all of the Colleges used the same instrument, providing a Districtwide view of students' perceptions.

Ms. Christensen said the surveys were conducted online in May 2014. Approximately 3,200 responses – close to 13% of possible survey participants – were received. Characteristics of the survey population closely mirrors the District's student population. The survey studied the Academic Program, Student Services, and Campus Climate.

Academic Program: Students overwhelmingly gave their educational experience a favorable rating; they indicated that, if they were starting over, they would choose to attend one of the three Colleges (92%) and that they would recommend one of the Colleges to a friend or family member (97%). Ratings were also high in other areas of the academic program.

Student Services: A majority of students (89%) believe that counselors are knowledgeable about program requirements and 90% stated that their counselor is knowledgeable about transfer requirements or requirements at other institutions. High percentages of students also believe personnel in admissions and registration are informed and helpful; information about financial aid and scholarships is readily available; and personnel in student support services are informed and helpful.

Campus Climate: A large majority (93%) of students indicated that classrooms are clean, neat and conducive to learning; 91% felt the overall physical campus is sufficiently modernized for student needs; and 97% said they felt safe on campus. In addition, 97% believe their campus is supportive of all students regardless of ethnicity, gender, religious beliefs, lifestyle, background or sexuality. High percentages of students also agreed that their College supports a community of diverse cultures; there is mutual respect between students and faculty; there are adequate places on campus to meet and study with other students; they know where to go on campus to get help with classes; and their campus provides an environment that encourages personal growth.

Other Findings: Students were asked if there are courses or programs that the Colleges do not currently offer that they believe should be offered. There were 1,400 responses; many suggestions were duplicates and many were for courses and programs that are already offered. District staff and the Vice Presidents will meet in early July to analyze the responses and determine whether follow-up is needed in terms of new courses or programs. Trustee Mandelkern asked that the Board be informed as the data is analyzed.

Students were asked how they prefer their courses to be offered. The majority said they prefer 16 week semesters; lesser numbers said they prefer eight week intensive sessions and weekend classes. In addition, 11% indicated they frequently enroll in online courses.

A large number (89%) of students said they would enroll in a structured package of courses in which they would be guaranteed a seat and completion of their degree in two years.

When asked why they chose to enroll at their College, students most frequently gave the following responses:

- 54% - Affordable cost
- 54% - Live close by
- 47% - Offers the courses I want
- 41% - To complete my lower division courses and then transfer
- 31% - Academic Reputation
- 28% - Recommended by family member or friend
- 26% - Was unsure of my educational goals and wanted to explore
- 19% - Enrolled for other reasons
- 17% - Recommendation from high school counselor or teacher

Chancellor Galatolo said the fact that only 17% said they chose to enroll on the recommendation of a high school counselor or teacher indicates a need to work on outreach to the high schools. Ms. Christensen said this should be broken down by age because some students come to the Colleges after being out of high school for some time. Trustee Mohr said this issue fits into the goal of becoming more connected with local high schools. Student Trustee Bajwa said he is surprised by the low number who said they enroll on the recommendation from their high school. He said he is a student ambassador at College of San Mateo and is assigned to visit three high schools once per week. He said he believes the visits by himself and other ambassadors have an impact on high school students' perception of the Colleges. Trustee Holober thanked Student Trustee Bajwa for his work as an ambassador. He said seeing the facilities at the Colleges is more impressive than hearing about them; therefore, it is important to try to get students to come onto the campuses. President Buckley said Cañada College is planning a "Fiesta Cañada" event on campus to be used as a recruitment tool. Student Trustee Bajwa agreed that large scale events are important; he said "Connect to College" pushed him and some of his peers toward community college.

Vice President Miljanich said she would like to see the number of students choosing the Colleges because of academic reputation higher than 31%. Ms. Christensen said this figure does not seem to align with the positive views of the academic program and faculty expressed in other responses.

Chancellor Galatolo said he was surprised to see that 46% receive information about their College from the Schedule of Classes and 44% from the College Catalog. He said it would be interesting to analyze the data to see if older students are the primary users of these materials.

Trustee Mohr said data indicates that high school students who get A's or B's in English and math are better able to pass college transfer courses in English and math. He said an arrangement that recognizes and accommodates this, such as the Long Beach Promise, might attract more students to the District. President Buckley said a pilot program based on the Long Beach Promise will begin at Cañada College in the fall. President Stanback Stroud said Skyline College is also incorporating a modified version and is discussing combining it with a model based on the Ventura Promise, whereby students would not have to pay fees for their first semester or first year.

President Schwarz said Dean Carlson, who had left the meeting, will be moving to Minnesota. She asked President Stanback Stroud to extend the Board's best wishes to him.

REPORT ON STUDY ABROAD INITIATIVE (14-6-2C)

Sarah Perkins, Vice President of Instruction at Skyline College, said the presentation will focus on Education Abroad as a District program. She said the program is housed in the new Division of Global Learning Programs and Services at Skyline College, under Dean Richard Soyombo. She said 2013-14 has been a planning and development year. The District hired a consultant, Dr. Gary Fleener, who has administrative experience managing Education Abroad at a four-year college and has led both student study abroad programs and community travel.

Dean Soyombo said the Global Learning Programs and Services Division networks with the Colleges to make sure there is a robust international presence within the District. Current programs include the Center for International Trade Development, International Students Program, Study Abroad/Exchange Program, African Diaspora, and International Contract Education.

Dean Soyombo said the new Study Abroad Program:

- is Districtwide
- takes an entrepreneurial approach
- is built to be inclusive so that all faculty and staff have an opportunity to participate
- insures diversity in the program
- has a geographical focus to accommodate different areas of interest

Dr. Fleener said Education Abroad is a transformative and life-changing experience and helps participants develop cultural awareness. He said 9% of all undergraduates study abroad before graduation; however, fewer than 7,500 (approximately 0.05%) of community college students do so. Of those, one-half reside in California and are predominantly white females. Since 2010, an average of 25 District students per year have studied abroad. For more than 25 years, the District has participated in the Northern California Study Abroad Consortium (NCSAC).

Dr. Fleener cited the 2008 IIE Raby Report, which listed systemic challenges to access to education abroad as: lack of institutional education abroad culture; lack of support staff; poor program models (most are based on four-year institutions); and insufficient funding.

Dr. Fleener said one of the Board's 2013-14 goals was ". . .offering teach/study abroad opportunities for faculty and students." He said the steps for building a solid program are: develop a strong framework for administrative coordination; identify and embed best practices; increase internal and external visibility of education abroad opportunities; and offer great education abroad programs.

Dr. Fleener said that, along with the NCSAC European semesters currently offered, the District's Office of Education Abroad is launching two new programs: (1) global learning courses and (2) community travel programs. Global learning courses will be credit-based education abroad activities. They will be taught by District faculty; will have diversified themes and locations; and will use a high access, high impact model. Prototypes being considered include trips to Cuba, with a Latin American Studies focus, and trips to Paris, with a focus on the African American experience in Paris. The Office of Education Abroad is also working with partner institutions in Mexico and Brazil to develop study abroad exchanges.

Dr. Fleener said the community-supported travel programs will be non-credit educational travel, with handcrafted itineraries reflecting the interests and expertise of the District community. Built in to the program will be a tax-deductible donation to the District Foundation Study Abroad Scholarship Fund.

Moving forward, Dr. Fleener said he believes it is achievable to have 200 students and faculty study abroad each year and for 50 people per year to participate in community travel. He said it is also feasible to build the scholarship fund, seek grants and other funding resources, and to capitalize on the global network of the Global Learning Programs and Services Division to create excellent education abroad across the District. Dean Soyombo said partnerships with the District already exist in Liberia, Nigeria, Tanzania, Zanzibar, South Africa, Mexico and Brazil.

Trustee Mohr asked if students who study abroad are concerned about staying on track with regard to getting the courses they need to graduate. Vice President Perkins said it is important to make sure the courses are already articulated and count toward a student's general education or certificate. She said short courses can be embedded over spring break or between semesters. Dr. Fleener added that the quality of the program is more important than the length.

Board members discussed marketing with regard to community travel. Ideas included marketing to San Mateo Athletic Club members, alumni, corporations, Rotary Clubs and other organizations, and staff across the District.

President Schwarz said she would like to make sure everyone, including low-income residents, have opportunities to participate. President Stanback Stroud said the model includes development of scholarships so that at least low-income students can be provided opportunities to participate.

Trustee Mandelkern said he is impressed with the innovative idea of sending automotive technology students to Germany or Japan to study in their field. He suggested that Toyota and/or other manufacturers might be interested in sponsoring such a program. Vice President Perkins said the District is currently working on building partnerships in several areas.

President Schwarz thanked the presenters for their interesting report.

BOARD MEMBER COMMENTS

Student Trustee Bajwa said he looks forward to working with the Board during the coming year. President Schwarz welcomed Student Trustee Bajwa and said he will be formally sworn in at the next meeting.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1A through 1C on the printed agenda and will hold a conference with the District's property negotiator as listed on the printed agenda.

The Board recessed to Closed Session at 8:46 p.m.
The Board reconvened to Open Session at 10:12 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Holoher and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:14 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 25, 2014 meeting.

Patricia Miljanich, Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



SKYLINE COLLEGE BOARD REPORT

JUNE 25, 2014

SKYLINE COLLEGE HOSTS FIRST EVER CALFRESH IN A DAY EVENT



Skyline College hosted a first of its kind event on Monday, May 12, 2014 during which eligible students and community members who resided in San Mateo or San Francisco Counties accomplished the following in one day:

- Applied for CalFresh (Food Stamps)
- Submitted verification documents
- Completed an eligibility interview
- Received an eligibility determination
- Obtained an Electronic Benefits Transfer (EBT) card
- Selected a pin number
- Received a free bag of groceries

Iliana Rodriguez, San Mateo County Human Services Agency Director, provided a keynote address during which she highlighted the ingenuity of our community partners to host an event which increased access to food assistance in a way that had never been done before.

A certified nutritionist provided a demonstration on how to prepare “veggie tortilla roll-ups” throughout the event and provided samples to participants. Regardless of eligibility status, each individual who attended the event walked away with a grocery bag filled with ingredients included in the “veggie tortilla wraps,” as well as the following items: tomatoes, romaine lettuce, black olives, whole wheat tortillas, cream cheese, green chilies, bell peppers, cucumber, green beans, mixed fruit, corn, corn flakes, spaghetti, rice, canned tuna, and pinto beans.



The Skyline College Financial Aid Office, Second Harvest Food Bank of Santa Clara and San Mateo Counties, San Francisco Food Bank, San Mateo County Human Services Agency, and SparkPoint at Skyline College set up resource tables with information about their services for students and community members who attended the event.

A Skyline College photographer took pictures during the event to capture the excitement of individuals, who for the first time ever, had the ability to apply for and receive CalFresh benefits in the same day. Furthermore, under SparkPoint at Skyline College’s leadership, San Mateo and San Francisco County Human Services Agencies collaborated for the first time on an initiative which transcended typically intransigent county borders and policies. SparkPoint at Skyline College hopes the event’s success will serve as an impetus for future collaborations among agencies that perform similar functions in our community.

The above mentioned partners collectively assisted twenty-three individuals with completing CalFresh applications, and ten individuals walked away with EBT cards in hand. These ten individuals were able to leave campus with a debit card which they could use to purchase groceries for themselves and their families. Thanks to the hard work and dedication of these committed partners, students and community members were able to easily access a resource which is typically laden with red tape and exorbitant paperwork.

Article by Heather Smith. Photos by Claudia Paz.

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BETA THETA OMICRON WINS USA TODAY CHALLENGE



On April 24, 2014, Beta Theta Omicron a Skyline College chapter of the Phi Theta Kappa Society, was recognized at the Phi Theta Kappa Annual Convention for winning the 2013 USA Today Case Study Challenge. USA Today sponsors a Case Study Challenge for Phi Theta Kappa chapters. Members develop a Case Study on a current event within the framework of the Honors Study Topic. The 2013 topic was The Culture of Competition. Beta Theta Omicron's case study was "Will we have to compete for a place to live?" The winning case studies are published at www.usatodayeducate.com.

Case studies are intended to be used by students and faculty. The Case Study includes a 700-word explanation of a current issue, references, and study questions. Beta Theta Omicron has won eight of the 12 Case Study Challenges, including the first challenge in 2002. All of the Chapter's case studies can be found online.

Article and photo submitted by Dr. Christine L. Case.

RESPIRATORY CARE PROGRAM WINS SPUTUM BOWL



Congratulations to Skyline College for winning annual Greater Bay Area Region (GBAR) Sputum Bowl Preliminaries.

Skyline College has proven its academic prowess by sending eight representatives in two teams to the annual GBAR- California Society of Respiratory Care Sputum Bowl Preliminaries. The victor (Skyline College) of the preliminaries will represent the Bay Area at the statewide respiratory conference in Long Beach for a chance to win for California on a national level at the CSRC annual conference.

This competition was conducted in a fashion much like the game show, Jeopardy. A total of eight teams competed in a preliminary round robin competition to determine seeding and then compete in bracketed elimination rounds. Two Skyline College teams (Spit-tacular and Spit Happens) entered this competition. Skyline College made it to the finals as "Spit Happens" faced off with San Joaquin Valley College's team "Valley Fever" in an epic 12 minute battle of wits. Cheered on by faculty and students, "Spit Happens" emerged victorious and earned the right to represent the Bay area in Long Beach in May.

Article and photo submitted by Ijaz Ahmed.

ENGLISH AS A SECOND LANGUAGE REGISTRATION DAY A SUCCESS



On Saturday, May 3, 2014, the English Language Institute (ELI) hosted its twice-annual ESL Registration Day for new ESOL students. Forty-one attendees were able to come to Skyline College's Learning Center and participate in nearly all of the steps to matriculation. Thirty-one placement tests were given and 37 people attended an orientation with counselor Kenny Gonzalez.

Chris Rico, ELI Program Services Coordinator, assembled a volunteer team of ESOL students to assist new enrollees at every step of the way. Students assisted clients with filling out the application, and Minerva Velasquez from Admissions and Records was on hand to provide G-numbers. Goldie Lee and her excellent assessment staff ran the testing process, ably assisted by Jairo

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Barreto, who ensured the technical aspects of the day ran smoothly. ELI student assistants America Lopez and Selena Wu helped make counseling appointments and guided students throughout the day. Campus Ambassador Bianca Porrás introduced new students to the processes of Financial Aid.



ESL Registration Day is critical to many members of the non-English speaking community who would like to improve their English and get an education, but who need encouragement and guidance through the very complicated steps of matriculation. Outreach for the event takes many months and it can be difficult to target the population. The event often brings out very dedicated and tenacious individuals; the ELI staff were particularly touched by a mother and daughter who walked forty-five minutes to get to the college for the event.

Article and photos submitted by Leigh Anne Shaw.

DISABILITY RESOURCE CENTER HITS A HOME RUN AT THE EDUCATION REVOLUTION



On May 3rd, Skyline College's Disability Resource Center (DRC) joined the Education Revolution (EdRev) at AT&T Park in San Francisco. EdRev is a fun and informational event for parents and students with learning differences and ADD/ADHD. In addition to enjoying activities on the baseball field, participants heard from national speakers on LD and ADD/ADHD,

as well as connected with many exhibitors and vendors. DRC was the only Bay Area public institution of higher education to exhibit at

the event and had a great response from attendees. DRC met with parents and prospective students and connected with local high school special ed programs and community organizations. EdRev participants were able to sign up for a DRC open house and assistive technology demo which took place on May 13th at the DRC in 5-132. The DRC team ended the wonderful event by heading to the baseball field and running the bases!



DRC faculty Melissa Matthews, Carol Newkirk, and Judy Lariviere tabled at EdRev and received a huge response from conference goers.

Article and photos submitted by Melissa Matthews.

JEFFERSON ADULT SCHOOL ENGLISH AS A SECOND LANGUAGE STUDENTS VISIT SKYLINE COLLEGE



On Thursday, May 8, English as a Second Language (ESL) students from Jefferson Adult School visited the English Language Institute (ELI) for a campus field trip. For many, this was the first time that students had been on a college campus. Although they may be months or more from their decision to attend, their ESL teacher Francisca Wentworth was committed

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to instilling a vision of a college pathway to careers. “Our students need to be able to see what is possible for them, and visiting the college is the best way to do that,” said Wentworth.



This field trip was the culmination of several activities planned through a Silicon Valley Foundation grant written specifically to create more pathways between Jefferson Adult ESL and Skyline College ESOL. Events preceding this field trip have included a faculty textbook retreat and discussion, faculty class visits, and a series of workshops conducted by counselor Lavinia Zanassi and ESOL faculty Leigh Anne Shaw.

Chris Rico met the students and brought them to the Career Services Center, where Lavinia Zanassi presented information on careers. Florentino Ubungen met the students there and took them on a comprehensive tour of Skyline College, featuring many of the Career Technical Education programs. The students finished at the ELI for a Q & A session before departing the campus.

The students were excited at the idea of someday joining their former classmates who have moved from Adult School into Skyline College ESOL classes. It was an incredibly inspiring day for students who previously had never considered a college education as part of their immediate future.

Article and photos submitted by Leigh Anne Shaw.

SKYLINE COLLEGE & MILLS HIGH SCHOOL MAKE BEAUTIFUL MUSIC TOGETHER



On May 13, 2014, the Mills High School String Orchestra and the Skyline College Concert Band joined together to present a thrilling concert of classical and popular music in the Skyline College Theater. The 32-member award-winning string ensemble from Millbrae, under the direction of veteran music teacher Doug Miner, began the night with 45 minutes of diverse pieces, from eighteenth-century Mozart to the twenty-first-century hit song “Let It Go.” Just before intermission, the Skyline College Concert Band joined the Mills High School musicians on stage to perform Gustav Holst’s orchestral tour de force “Mars, the Bringer of War” from his suite *The Planets*, commemorating the 100th anniversary of the piece’s 1914 premier and the start of World War I. For the second half of the night, the 47-member Concert Band continued the centennial anniversary theme with selections composed during the Great War as well as some modern pieces – *The Red Baron*, “*Downton Abbey*” Suite, *Cyprian Suite* – with musical references to World War I. Skyline College clarinetist Pedro Gomez magnificently stole the show as featured soloist in Carl Maria von Weber’s *Concertino for Clarinet and Orchestra*. In Fall 2014, Pedro will transfer to San Francisco State University on a performance scholarship, pursuing a degree in clarinet performance. For the final piece of the night, the Band and audience played and sang together the newly-composed Skyline College “*Alma Mater*,” a song which was featured in the 2014 Commencement Ceremony: A beacon shining through the fog, Alma Mater stands, Ever watching and cherishing Her children hand in hand. Skyline, O Skyline, Worthy of our praise, Skyline, O Skyline, We shall love thee all our days!

Article by Zack Bruno. Photo by Edwin Serrano.

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HIGH SCHOOL INVASION AT SERRAMONTE MALL A SUCCESS



On April 26, 2014, in collaboration with Clear Channel Radio Station Wild 94.9 and Serramonte Mall, Skyline College hosted its first “Serramonte High School Invasion” at Serramonte Mall in Daly City. The goal of the event was to allow high schools students to see the innovative programs that Skyline College has to offer while rocking out to the Bay Area’s number #1 hit music station. Radio personality Nessa and Outreach Coordinator Florentino Ubungen co-hosted the event and gave out prizes throughout the day. Students were given passports upon arrival and were entered into the drawing after receiving stamps from eight program tables. The prizes included ten \$100 gifts; a David Lee signed basketball and a PlayStation 4. The grand prize was a Wild 94.9 mixer at the high school with the most student attendance.

The event was a great success with over two hundred high school students participating in the drawing. Representatives from various departments and programs at the college made invaluable connections with future Skyline College students! This was a great event for the college that benefited the community at large.

Article by Florentino Ubungen. Photos by Wild 94.9.

TIME TO TOOL UP



Set to leave on her first international build with Habitat for Humanity (HFH), Skyline College student, Latasha Washington is enthusiastic about constructing affordable housing in Cape Town, South Africa. Having volunteered with HFH domestically, driving nails and drywall are not new to her. Ms. Washington is a vibrant student and active member of the Women in Transition Program

and ASTEP. She is co-founder of POP! which is a club for students who are Parents without Partners.

Habitat for Humanity requires of its participants to cover their own expenses. For a student and single mom, that price tag was significant (\$4,939!) but she was not to be deterred. She pursued fundraising by selling hot dogs, pizza, and requested donations. The Skyline College community has been most generous in assisting her with fundraising for which she has expressed deep gratitude. She has met her goal with a \$2500 scholarship from the San Mateo Community College Foundation, and the rest was made up from donations from students, faculty, staff and administrators. Most impressively, approximately 506 students contributed to her cause.

Reflective of her deeper core values, she feels it’s critically important to be aware of people who struggle for basic necessities and to give back to the community. She intends to share her experience with the Skyline College campus when she returns and to encourage other students to take up the HFH challenge. Ms. Washington will be transferring to Howard University next spring where she will complete her BA. Her ultimate goal is to become a lawyer.

Article by Lori Slicton. Photo by Latasha Washington.

HEART WRENCHER’S CAR CARE CLINIC A HUGE SUCCESS



Skyline College’s Automotive Technology Department hosted a free car care clinic for students, single parents and low income families on Tuesday, May 20th. Eligible clients received safety inspections, brake inspections, oil changes and tire rotations all free of charge. The Heart Wrenchers (club for the female automotive students) organized the event in partnership with local repair shops and social service agencies in San Mateo County.

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Funding for this event was donated by O'Reilly's Auto Parts, Topline Autosport, Skyline College Organizations and Club Council and Helming's Auto Repair. Students volunteered their time to perform the services and make recommendations for needed repairs. Over 25 low income individuals received much needed services.

Article and photo by Julia Johnson.

AFRICAN-AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE PROGRAM (ASTEP) GRADUATION AT SKYLINE COLLEGE



On Monday, May 19, the Skyline College African-American Success Through Excellence and Persistence Program (ASTEP) celebrated its graduating class of 2014. The ASTEP graduates, twenty students in all, received ASTEP certificates signed by the Skyline College President, Dr. Regina Stanback Stroud and ASTEP Coordinator and faculty member, Phyllis Taylor Gulbransen. The students also received Kente Cloth Stoles as a rite of passage through the ASTEP program.

The students and the Skyline College Community was humbly graced with a riveting speech facilitated by Emmanuel Stewart the keynote speaker. Stewart also co-signed on the value of education, a theme with a special resonance for Skyline College students.

The event once again proved to be a night filled with many deserving students who had completed their AA/AS degrees and transfer requirements. The ceremony began with a wonderful opening speech from President, Dr. Stroud, who eloquently addressed the students about the importance of education

and equity. During her presentation, Dr. Stroud encouraged all the students to look closely to their left to visualize what their futures could possibly be like, by using the administrators and faculty members as a model of excellence and champions for higher education.



The evening activities provided the students with a special treat, from Skyline College's own Richard Porter, the graduate guest speaker whose oration moved and inspired the ASTEP graduates. Porter painted a picture of his journey to success by demonstrating how Skyline College has afforded him many opportunities and aided his decision to achieve his career goals.

In all the beautiful moments that occurred during the graduation celebration, it marked a bittersweet new beginning. Professor Phyllis Taylor Gulbransen, the current ASTEP Coordinator, for the past seven years will be retiring at the end of the Spring Semester. As she transitions into her new role as a retiree, she will be sorely missed but not forgotten for all the hard work, time and dedication she put into making the ASTEP program a success.

Article by Nathan Jones. Photos by Raul Guerra.

SAVE THE DATE

SUCCESS SUMMIT 2014
September 26, 2014
8:00 a.m. - 12:30 p.m.
Skyline College
Student & Community Center
Building 6

For more information:
(650) 738-4325
skysuccesssummit@smccd.edu



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ June 25, 2014

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Commencement 2014



Photos by Gino De Grandis

CSM's 2014 Commencement Highlights

- 180 graduates participated in the ceremony
- 629 associate degrees awarded
- 913 two-year career and technical certificates awarded
- 1,542 total degrees and certificates awarded
- 76 distinct majors represented among associate degree recipients
- 57 distinct certificate programs represented among certificate recipients

College of San Mateo



Photos by Gino De Grandis

Bay Area Jazz Fans Unite at Jazz on the Hill



Photo credit: Walter Atkins

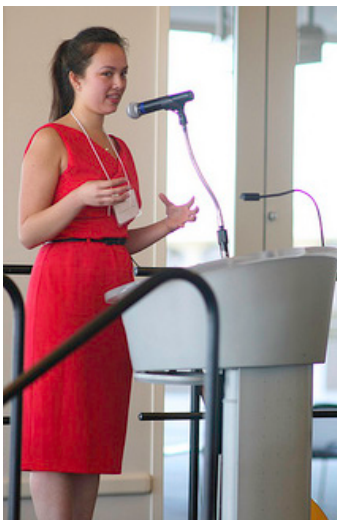
KCSM- FM, Jazz 91 presented its signature event, Jazz on the Hill, Saturday, June 7. Dedicated to celebrating the Bay Area's rich jazz legacy, this ticket-free event is a heartfelt gift from College of San Mateo and KCSM to our loyal community. With terrific weather, lovely views, a dynamic musical line up on two stages, and rapt fans, FM Station Manager, **Dante Betteo** described Jazz on the Hill 2014 as "the culmination of all our hard work and creativity."



Photo credit: Barbara Lamb-Hall

Established, eclectic and new artists created broad audience appeal. The Main Stage started with CSM's **Mike Galisatus** Big Band with vocalist, **Kenny Washington**, and finished with the **Wayne Wallace** All-Stars, featuring **Pete Escovedo** as the surprise guest. New this year was a Youth Stage in the theater, sponsored by the Elfenworks Foundation, with four high school jazz bands from around the Bay. We appreciate the very generous support of our event sponsor, San Mateo Athletic Club (with Pacific Dining, Bulldog Bookstore, and Paws for Coffee). Key sponsors included BMW of San Francisco, Whole Foods Market - San Mateo, McDonald's - Stanford Shopping Center, Domenico Winery, Matagrano, Inc. and McRoskey Mattress. Several thousand fans of all ages and ethnicities packed the corridor between KCSM and the theater, listening and dancing, visiting the CSM booths and arts/crafts/community purveyors, purchasing fare from food trucks and sipping a glass of wine or beer. Attendees remarked how much they truly enjoyed the day. For more information and photos of the event, visit jazzonthehill.org, Facebook and Twitter. *(article contributed by Barbara Lamb Hall of KCSM)* ■

Honoring Our Transfer Students



Photos by Alexis Madayag

The day before graduation, the college held a special event honoring 2013-14 transferring students, *Stepping Up: A Transfer Tribute*. Academic Senate President **David Laderman** offered a warm welcome to all and was followed by President **Mike Claire**, Counselor **Martin Bednarek** and Program Supervisor **Mike Mitchell**. Highlights of the evening included a number of student speakers—transferring students as well as CSM alumni who have transferred. A special musical performance, “*Manha de Carnaval*” was presented by **Rudy Ramirez**, **David Laderman** and student **Chris Gervang**. Students in CSM’s music department entertained before and after the program. It was a wonderful event for students and their guests. ■

Baseball Players Visit Charles Armstrong School



Photo courtesy of Doug Williams

On May 12, members of the CSM Baseball team were featured guests at an assembly at Charles Armstrong School in Belmont. As part of the team’s community outreach, freshmen **Miles Mastrobuoni**, **Steve Pastora**, **Devin Mahoney**, **Tyler Carlson** and **Conyal Cody** answered questions from the middle school students and demonstrated various baseball techniques. The visit tied in with the theme of the assembly which was Coach John Wooden’s “*Pyramid of Success*.” ■

Coming this Fall – Project Change



In fall 2014, CSM will officially launch Project Change, a collaborative bridge program providing outreach and mentorship to students in transition from Hillcrest Juvenile Hall to CSM. Project Change is designed to ensure the students successfully move into higher education and work toward fulfilling their goals. During the summer, eleven students are preparing for the program's fall semester by participating in EOPS College Readiness and the Learning Center's Pathway to College as well as supporting activities and special events. Project Change collaborates with CSM faculty and staff across the disciplines, support services and learning resources. Assistant Professor of English **Katie Bliss** is coordinating the project. ■

CSM at the San Mateo County Fair

On Wednesday, June 11, College of San Mateo hosted an exhibit at the Blues and Brews Stage at the San Mateo County Fair. The day's events included performances from students and faculty including reggae and rock from **Sketch Republic**, make-up demonstrations by the **Cosmetology Department**, a salsa lesson from Professor of Cosmetology **Becky Boosalis-**



Oler, and a progressive hip-hop performance from **Babii Cris**. During the day, attendees learned about enrollment opportunities for the summer and fall as well as student services and academic programs. A special thanks goes out to the CSM bookstore for donating drawing prizes for fair attendees. *(article contributed by Alex Guiriba)* ■

Concurrent Enrollment Information Night



Photo courtesy of Alex Guiriba

On Thursday, June 12, CSM hosted a concurrent enrollment information night for high school students taking summer courses at College of San Mateo. More than 100 students and parents were in attendance. Throughout the evening, attendees learned about college etiquette, expectations, and key information about enrollment. Alumni from the concurrent enrollment program also answered questions and provided advice for future student success at CSM. A special thanks goes out to Admissions and Records for processing more than 600 course request forms from students. *(article contributed by Alex Guiriba)* ■

Case Study Webinar Focuses on CSM's Self Service Technology

College of San Mateo

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Registration for Fall 2014
May 8 - August 17, 2014

Summer 2014 session begins
Monday, June 16, 2014

Summer 2014 Tips
Parking, waitlists and more!

Independence Day
Friday, July 4, 2014

Maps, Directions & Parking

f t in

Ask the Bulldog!
To get started, type a question in the box below using plain English. For example: "How do I apply to CSM?"

Type your complete question here

ASK!

Henry Villareal, dean of enrollment services, and **Beverley Madden**, director of business development and marketing, participated in a live webinar, "Leading the Way with Online Self-Service" about CSM's use of web self-service technology to promote enrollment. The college's implementation and marketing of Ask the Bulldog have developed into best practices that IntelliResponse, the webinar sponsor, is sharing with other colleges. ■

CSM's VITA Program: Serving the Community

During the 2014 tax season, students in CSM's VITA (Volunteer Income Tax Assistance) Program completed a total of 483 tax returns for members of the community. This was a 12 percent increase in total returns over the prior year. Fifty-eight percent of the returns were for individuals for whom VITA students had prepared a return the prior year. People telling friends or relatives has been the best marketing tool, followed by the campus flyers, and the CSM web site. Forty-two percent of the returns were prepared for students—a decrease from last year—showing CSM's program is reaching a larger percentage of the community. Finally, 190 of the returns were prepared for residents of San Mateo, Foster City, and Burlingame. Surprisingly 68 were prepared for residents of San Francisco, SF, Brisbane, Millbrae, and San Bruno. To the south, 116 were for residents from Belmont to East Palo Alto. The results show that the program is reaching out to the entire county and beyond. *(article contributed by Donna Marcus)* ■

Kudos


~ Professor of Photography **Lyle Gomes's** unique photo installation "Picturing the Presidio," was the subject of a feature article in the *San Francisco Chronicle*, "Seeing forest for the trees in Presidio becomes art project," on June 10, 2014. Each of Gomes's eight prints of the Presidio forest, which he has taken over the past 20 years, is mounted at the precise location where each image was taken. The gallery is open day and night for the next seven months to mark the 20th anniversary of the land transfer from post to park in October. The article can be viewed at www.sfgate.com/default/article/Picturing-the-Presidio-Lyle-Gomes-5540004.php. "Picturing the Presidio" also has a virtual, online gallery of 60 images in the Gomes Presidio portfolio. A collection of the posted images will be hung in the Presidio Transit Center and become a permanent part of the museum.



**PICTURING
THE PRESIDIO**
by Lyle Gomes

*An Interactive Exhibit Showcasing Two Decades
of Transformational Imagery*

April 12 to October 31, 2014

 Presidio
Trust

~ On May 20, **Mike Mitchell**, program supervisor in CSM’s Transfer Services, was presented with a Classified Employee of the Year Award by the Foundation for California Community Colleges during the Board of Governors meeting. He was one of four classified employees statewide to receive this year’s award. Mike was accompanied to Sacramento



Photo courtesy CCC Chancellor’s Office

by SMCCCD Board President **Karen Schwarz**, SMCCCD Chancellor **Ron Galatolo**, CSM President **Mike Claire**, Dean of Counseling, Advising and Matriculation **Marsha Ramezane**, and CSEA Chapter 33 President **Annette Perot**.

~ CSM Art Instructor **Susan Matthews** has an exhibit of her work, “Secretos Bajo la Piel” at the Mission Cultural Center for Latibo Arts in San Francisco’s Mission District on display through June 27. “Secretos Bajo la Piel” is a collaborative, contemporary art installation comprised of performance-based videos, large-scale photographs, large-scale paintings on canvas, contemporary illuminated manuscripts, media, and live performance. The exhibit connects specific Ghanaian and Cuban communities exploring the connection of their shared roots through contemporary art.

~ **Glen A. Paul**, a CSM alum, was sworn in as the highest ranking law enforcement officer for the State of Delaware. As the newly deputized federal marshal for Delaware, Paul is responsible for federal law enforcement throughout the state. He is a native of San Mateo and attended Aragon High School. At CSM, he earned his A.A. degree in administration of justice and played football. He transferred to Cal State Easy Bay (then Cal State Hayward). He served in the marshal’s service in San Francisco, Washington D.C. and New Jersey. ■

UPCOMING EVENTS

College for Kids at CSM

Monday, July 7 – Thursday, July 24

Reception for CSM Curatorial Project

Wednesday, July 16 • 1:30–3:30 pm • College Center, 4th floor

The Sky Tonight Planetarium Show

Friday, July 11 • 7:30–9:00 pm • Building 36

Student Success Story: Kassandra Lastimosa

UC Berkeley, Sociology and Conservation & Resources Studies

I attended CSM because I knew it was a college with great transfer success. After spending a year at Loyola University in Maryland, I knew that it wasn't the right fit. I set my eyes on the prestigious UC system that I left behind upon my high school graduation. I chose CSM because I knew it was a vehicle to reach my goal of attending UC Berkeley.

CSM's counseling department shaped my successful transfer from CSM to Berkeley due to the high-caliber staff and counselors guiding me through the process. Because of my unique situation, coming from a private university to a community college and then transferring to a public university, there were many grey areas. **Mike Mitchell** in Transfer Services and Counselor **Martin Bednarek**

were tremendously helpful in answering the endless questions I had. During my first semester at CSM, they worked with me to ensure my transfer eligibility.

I was very impressed by the Associated Students at the College of San Mateo. Their passion for the students and college made me want to get involved. Their commitment to advocate for student rights and interests drew me to their meetings immediately. I served as a student senator and a member of the Programming Board during my year at CSM.

To any prospective student considering attending CSM, I offer the following advice: The college will provide you all of the tools for success in any future endeavor, whether that is attaining a degree, or transferring to a four-year university. From the counseling department to the various clubs on campus, the school provides students with all the opportunities for success. Once you are on campus, it is not enough to have the services at your disposal—you must take advantage of them! Speak to your counselors, join a club, get involved and be engaged in the campus community.

After graduating from college, I hope to become a human rights lawyer. ■



Photo courtesy of Mike Mitchell

Cañada College Report to Trustees

- Participatory Governance Process Survey Results
- CC Students in Summer Internship at CSU
- CC Student Recognized at the White House
- New English Instructor Doniella Maher
- Classified Staff Retreat at Filoli
- Athletic Hall of Fame Induction Dinner



By Larry Buckley, PhD

Calendar:

Monday,
June 16

First Day of
Summer Classes

Thursday,
June 19

Pau Hana on the
Quad 4pm

Participatory Governance Process Survey



Over the course of 10 days in late April and into early May, Cañada employees contributed to a survey promoted by the Co-Chairs of the Planning and Budgeting Committee and conducted by the college's Office of Planning, Research, and Institutional Effectiveness. The

purpose of the survey was to measure employee satisfaction with the participatory governance processes of the college and their effect on planning, as well as, to identify areas for improvement in communication and planning. 85 surveys were completed with 45% of those coming from faculty. The rest were divided between Classified staff, administrators, and students.

Survey participants responded to 23 questions ranging from, "Results of college goals are regularly shared with campus constituencies" to "A consultative planning process is used to identify needed areas of improvement," and "The college works collaboratively towards the achievement of college goals," to "I am satisfied with the amount of opportunity I have to participate in college-wide planning."

Continued on Page 3

CC Students in CSU Summer Arts Program

Submitted by Paul Naas

Two of our MART students have been accepted into the CSU Summer Arts program. Sharon Wong and Ace Del Rosario are the students, admitted via portfolio review, to the program.

The CSU Summer Arts animation series has been running for several years, and during the six-week program, students work with and are mentored by artists from studios such as Nickelodeon, DreamWorks, and Pixar, as well as CSU animation faculty. The students make professional and peer contacts, with the goal of producing a portfolio- or demo reel-ready piece of work by the end of the program.



Summer Arts is a very competitive program, with students from all over California applying. That we had two accepted speaks volumes about the dedication and effort of our students and the quality of the work they produce.



Sarahi Espinoza Honored at the White House

Cañada College Broadcast Journalism Major, Sarahi Espinoza, was named one of 10 DACA recipients of the Champions of Change award by the Obama administration.

Espinoza was brought to the United States from Mexico by her parents when she was just four-years-old. She moved back and forth between Los Angeles and the Bay Area, living with relatives and friends. It was a difficult transition and her father eventually moved back to Mexico. When she turned 16, Espinoza's mother left for Mexico, but Espinoza remained behind to live with her brother's family and finish high school at North Hollywood High School. After graduating from high school in 2008, Espinoza moved back to the Bay Area to live with a sister in East Palo Alto. She worked as a babysitter and registered for classes at Foothill College as an AB540 student. That spring she learned that her dad was diagnosed with stomach cancer. Her mother was caring for him, but they did not have enough money to pay their bills. Espinoza dropped out of school and began babysitting full time to send money to her parents.

In 2011, her father passed away. At that point, she was determined to go back to school to earn her college degree. She learned about Redwood City's Cañada College from Educators for Fair Consideration (E4FC) and was told to contact Adriana Fernandez, a student at Cañada, who put her in touch with Margie Carrington and Trish Guerrara.

She applied for DACA or Deferred Action for Childhood Arrivals status in 2012. As one of 600,000 recipients, Espinoza became eligible to get a driver's license and a job. She now works for the Girl Scouts of Northern California and teaches in environmental science and technology programs.

After enrolling at Cañada College, Sarahi taught herself how to program so she could build a website (www.sarahi.tv) to educate other DACA recipients about scholarship opportunities. (DACA recipients are given a 2-year deportation deferment.) It was this website that got the attention of the White House.

English Instructor Doniella Maher *submitted by Dr. Gregory Anderson*

Doniella Maher, currently an adjunct in our English Department, will be joining the full time ranks in the fall. Doniella has taught for the past four years as an adjunct member of the faculty at Chabot College, City College of San Francisco, and Cañada College. She is thrilled to be joining Cañada as a full-time tenure track faculty member.

Doniella grew up in the foothills of the Sierra Nevada Mountains. She completed half of her Bachelor's degree coursework in Florence, earning an Italian Studies degree from CSU-Sacramento. She graduated from San Francisco State University with a Master's Degree in Comparative Literature. She also earned a Certificate to Teach Post-Secondary Reading and Learning from CSU-Fullerton. Her scholarly emphasis and specialty area is contemporary Italian literature and critical theory, but her personal interests have led to an in-depth study of immigrant literature from all over the world. This study has led to a great desire to explore the unique stories in our own diverse classrooms.



Her love of history, art and the social sciences of led her to further pursue an understanding of the social context and artistic movements out of which literature emerges.

Continued from Page 1

It is my view that the results of the survey were very positive with 75% - 85% of participants responding that they agree or "strongly agree" that they have the ability to participate in the governance process, are effectively informed about planning, and are encouraged to participate in campus decision making. A full 87% of employees agreed with that last point, 86% felt that the college works collaboratively toward the achievement of college goals, and 75% agreed that a consultative planning process is used to identify needed areas of improvement.

The survey did help to identify areas in which some of the respondents believe there is room for programmatic improvement. These areas included the program review process and the use of assessment results to inform resource requests. Some 29% of respondents did not have a positive view of the program review process and 18% suggested that they did not use assessment results to inform their resource requests. Taking note of these two points, it will be important to more effectively evaluate our program review process and to find ways to encourage the use of assessment data in resource prioritization.

There were a variety of written comments that generally reflected the statistical data conclusions of the survey. They included thoughts like, "This is the best participatory governance I have ever seen ...," "The program review forms and process should be simpler...", "I don't often get to hear what is going on at PBC in division meetings or at senate meetings...", and "It is my perspective that I have substantial opportunity to engage in Participatory Governance. I regret that I do not participate much."

On this last point: Some 90% of those who self-identified as being members of governance committees responded that college goals were effectively shared with campus constituencies, while 22% of those who self-identified as non-participants responded the opposite. This trend appears in virtually all the responses to questions on governance and planning, and speaks to both the need to more effectively share information from governance committees and to promote greater participation in participatory governance by staff and faculty.

My thanks to Co-Chairs Debbie Joy and Doug Hirzel, Dean Chailin Hsieh and the members of the Planning and Budgeting Committee for their work on this survey.

Complete survey results can be found on the webpage of the Office of Planning, Research, and Institutional Effectiveness at http://www.canadacollege.edu/prie/surveyfolder/Presentation%20PGS%202014_Final.pdf

Classified Staff Professional Development Retreat

Submitted by Debbie Joy

"Plant a Seed for Success" was the theme for our classified staff's retreat at the Filoli Gardens on Thursday, May 29th. The room was decorated following the theme with flowers planted in decorated cans and seed packets on the tables. Some 37 classified staffers were in attendance to hear four presenters:

Debbie Weatherly, who spoke on the Classified Staff's Role in Student Success;

Ben Dineen, who held a 30 minute yoga and meditation activity (outside in the Filoli Gardens tennis courts which were so inviting with shade trees and singing birds. This certainly was a highlight of the retreat);

Lastly, were Danni Redding Lapuz followed by Doug Hirzel. Danni and Doug spoke on "Faculty and Staff Working Together for Student Success".



Classified worked on goal setting and, for a second year in a row, expressed a desire to have more professional development.

Here are a few quotes from the attendees:

"Thank you for an excellent retreat! The location was amazing!"

"It was a reminder that what we (Classified) do is important to student success."

"The retreat helped me to think deeply about my role and how I can work to better assist students and aculty."



3rd Annual Athletic Hall of Fame

The 3rd Annual Cañada College Hall of Fame Dinner was held last Saturday (June 7) at the Elks Club in San Mateo. Inductees Dennis Trixler (Men's Golf), Rocky Maguire (Men's Tennis), Frank Mangiola (Men's Soccer Coach), Sheryle Cattaneo (Wienckowski) (Women's Soccer), John DeFoe (Basketball), Roger Keilig (Baseball), and Eliezer "Polla" Garibay (Men's Soccer) were honored, along with Female and Male Student-Athletes of the Year Sarah Rotter (Women's Golf) and Dylan Cook (Baseball). The highlight of the evening came when former Major League standout Moises Alou (Baseball) was honored with the Colts Lifetime Achievement Award. The evening served as a fundraiser for Cañada Athletics.



Congratulations to Mike Garcia and the Hall of Fame Committee for a successful and memorable event!

BOARD REPORT NO. 14-6-4A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6883

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

District Office

Ana Castro IT Support Technician II Information Technology Services

Promoted through the hiring process from a full-time, 12-month Instructional Aide II position (Grade 22 of Salary Schedule 60) into this full-time, 12-month position at Grade 31A of the same salary schedule, effective July 1, 2014, replacing Jairo Barreto who was reassigned.

B. TRANSFERS

College of San Mateo

Karen Sheehan Instructional Aide II Language Arts

Transferred from a part-time (36%), 9-month Instructional Aide II position (4C0327) into this part-time (44%), 11-month position (4C0325), effective June 13, 2014, replacing Lindsey Bynum who was reassigned.

Skyline College

Nancy Lam Staff Assistant Business, Educ. & Professional Programs

Transferred from a full-time, 12-month Staff Assistant position (2C0089) into this full-time, 12-month position (2C0093), effective June 2, 2014, replacing Clydie Rizzo who is retiring.

C. PHASE-IN RETIREMENT**Skyline College**

Claire Muller-Moseley Family & Consumer Sciences Professor Business, Educ. & Professional Programs

Recommend approval of participation in the Phase-In Retirement Program, effective August 14, 2014. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

D. LEAVE OF ABSENCE**Skyline College**

Patricia Mendoza Financial Aid Technician Enrollment Services

Recommend approval of a pregnancy disability leave of absence, effective July 14, 2014, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of 12 calendar months of leave.

E. CHANGES IN STAFF ALLOCATION**Skyline College**

1. Recommend a change in staff allocation to add one full-time, 12-month Staff Assistant position (Grade 21 of the Classified Salary Schedule 60) in the SparkPoint Center, effective July 1, 2014.
2. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60) in the SparkPoint Center, effective July 1, 2014.
3. Recommend a change in staff allocation to add two full-time academic Counselor positions (Faculty Salary Schedule 80), effective July 1, 2014.

District Office

1. Recommend a change in staff allocation to add two Human Resources Representative positions (Grade 200C of the Confidential Salary Schedule 50) and to delete two Human Resources Representative II positions (Grade 205C of the same salary schedule) in the Human Resources Office effective July 1, 2014.
2. Recommend a change in staff allocation to delete one Human Resources Manager position (Grade 196E of the Academic/Classified Exempt Supervisory Salary Schedule 35) and to add one Director of Human Resources position (Grade AE of the Management Salary Schedule 20), effective July 1, 2014. The Director of Human Resources position is an existing classification.
3. Recommend a change in title for the Compensation and Benefits Manager position (Grade 194E of the Academic/Classified Exempt Supervisory Salary Schedule 35) to Human Resources Manager, effective July 1, 2014.

F. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Business, Design & Workforce/ECE	1	7/1/2014	6/30/2015	Program Services Coordinator: Support students with student educational plans and program services and make presentations and perform outreach activities with local high schools, adult schools, and community agencies.
Cañada	Business, Design & Workforce/ECE	1	7/1/2014	6/30/2015	Office Assistant II: Input data into the database system through the grant partner's database housed in the ECE department.
Cañada	Business, Design & Workforce/Fashion Design	3	7/1/2014	6/30/2015	Fashion Design Program Assistant: Recruitment in the Fashion Design & Merchandising departments at local high schools; perform clerical duties; greet new clients; repair of sewing machines.
Cañada	Business, Design & Workforce/Medical Assisting	1	7/1/2014	6/30/2015	Instructional Aide II: Assist students with asepsis and sterilization procedures, laboratory procedures, specimen collection, and electrocardiograms; administer injections, venipuncture, eye and ear lavage, bandaging and dressing and other examination and clinical procedures.
Cañada	Business, Design & Workforce/Medical Assisting	1	7/1/2014	6/30/2015	Instructional Aide II: Assist and aid students in and out of classroom with Career Advancement Academy Medical Assisting Program.
Cañada	Business, Design & Workforce	1	8/1/2014	6/30/2015	Career Resources/Counseling Aide: Meet with potential employers to identify student internship opportunities and placements in the field of Human Services/Patient Navigator.
Cañada	Operations/Business Office	1	6/26/2014	8/31/2014	Financial Analyst: Assist with year-end close activities, reporting, budget development, and training for the new permanent Financial Analyst.
Cañada	Science & Technology	1	8/1/2014	6/30/2015	Retention Specialist: Support retention efforts of MESA and the STEM Center, including providing workshops and student support to support student success.
Cañada	Vice President of Student Services/Student Life & Leadership	1	7/1/2014	12/31/2014	Student Life & Leadership Assistant: Provide administrative and clerical support for the Student Life & Leadership Program.

Cañada	Vice President of Student Services/DRC	1	7/1/2014	12/30/2014	Instructional Aide II: Provide alternate media support in converting textbooks to Alt Media format in the Disability Resources Center.
CSM	General Administration	3	7/1/2014	6/30/2015	Theater Production Technician: Perform technical duties during theater productions for internal/external events.
CSM	General Administration	3	7/1/2014	6/30/2015	Equipment Manager: Facilitate events for external groups renting CSM's athletic areas.
CSM	Counseling Services/DSPS	1	7/1/2014	12/31/2014	Project Director: Develop and design DSPS Assistive Technology Program.
CSM	Student Services/Health Center	3	7/1/2014	6/30/2015	Health Services Physician: Provide medical advice and treatment in the College Health Center.
Skyline	Business/Cosmetology/Wellness	2	8/18/2014	5/22/2015	Instructional Aide II: Oversee student performance during practical application experiences with proper massage and spa therapy techniques, body mechanics, ergonomic principles, palpation and kinesiology skills.
Skyline	Counseling Services/SparkPoint Center	2	7/1/2014	12/31/2014	Financial Aid Technician: Assist in the planning, implementation, coordination, and data collection of Financial Aide and SparkPoint Center financial coaching services and resources.
Skyline	Counseling Services/SparkPoint Center	2	7/01/2014	12/31/2014	Office Assistant II: Exchange information with students, staff, and the general public and perform clerical functions for the SparkPoint Center.
Skyline	Counseling Services/SparkPoint Center	1	7/1/2014	12/31/2014	Program Services Coordinator: Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, management of Efforts to Outcome data system, and implementation of CTE program services.
Skyline	Global Learning Programs & Services	2	7/1/2014	12/31/2014	Office Assistant II: Provide clerical assistance in support of the program's activities.
Skyline	Global Learning Programs & Services	1	7/1/2014	12/31/2014	Program Services Coordinator: Provide community outreach, program planning and implementation, preparation of data for reports and other materials, and a variety of other duties as assigned.

Skyline	Marketing, Communications & Public Relations	1	7/1/2014	12/31/2014	Office Assistant II: Administrative support, including communicating across campus division to coordinate changes to college publications, the annual report to the community, and schedules of classes.
Skyline	Social Science/Creative Arts	2	8/14/2014	5/31/2015	Accompanist: Provide accompanist services during classroom instruction in voice and choir classes.

BOARD REPORT NO. 14-6-5A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS

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

RECOMMENDATION

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

Position	Contract Duration
Chancellor	July 1, 2014 through June 30, 2018
Deputy Chancellor	July 1, 2014 through June 30, 2017
Executive Vice Chancellor	July 1, 2014 through June 30, 2017
President of Cañada College	July 1, 2014 through June 30, 2017
President of College of San Mateo	July 1, 2014 through June 30, 2017
President of Skyline College	July 1, 2014 through June 30, 2017
Vice Chancellor, Auxiliary Services & Enterprise Operations	July 1, 2014 through June 30, 2017
Vice Chancellor, Educational Services & Planning	July 1, 2014 through June 30, 2017
Vice Chancellor, Facilities, Planning, Maint. & Operations	July 1, 2014 through June 30, 2017
Chief Financial Officer	July 1, 2014 through June 30, 2017
Director of Community and Government Relations	July 1, 2014 through June 30, 2017
Vice President, Instruction, Cañada, CSM, Skyline	July 1, 2014 through June 30, 2016
Vice President, Student Services, Cañada, CSM	July 1, 2014 through June 30, 2016
Vice President Administrative Services, CSM, Skyline	July 1, 2014 through June 30, 2016
Dean, Counseling, Advis. & Matric., Cañada, CSM, Skyline	July 1, 2014 through June 30, 2016
All Instructional Division Deans, Cañada, CSM, Skyline	July 1, 2014 through June 30, 2016
Dean, Admissions and Records, CSM	July 1, 2014 through June 30, 2016
Dean, Enrollment Services, Skyline	July 1, 2014 through June 30, 2016
Dean, Plan., Res. & Instit. Effect., Cañada, CSM	July 1, 2014 through June 30, 2016
Director of General Services	July 1, 2014 through June 30, 2016
Executive Director, Foundation	July 1, 2014 through June 30, 2016
Director of Development	July 1, 2014 through June 30, 2016
Director of Facilities Maintenance & Operations	July 1, 2014 through June 30, 2016

BOARD REPORT NO. 14-6-6A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6883

**APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE
AND EMPLOYMENT POLICY**

The SMCCCD Student Assistant Salary Schedule was last adjusted in August of 2007 to include salaries ranging from a minimum of \$8.50 per hour (Level A) to a maximum of \$14.25 per hour (Level D). The State minimum wage will increase to \$9.00 per hour, effective July 1, 2014. Accordingly, the student assistant rates are proposed to be increased by 50 cents per hour for each category.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Student Assistant Salary Schedule and Employment Policy, effective July 1, 2014, as shown on the attached.



Student Assistant Salary Schedule
Effective July 1, 2014

Category	Hourly Rate	
	Step 1	Step 2
<p>Level A (Entry level) Under direct supervision, tasks assigned are entry-level, typically routine, and have limited responsibility. Students in Level A positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • duplicating • alphabetizing/sorting • stocking (store clerk) • filing • receptionist duties • taking messages • bulk mailings • making deliveries • routine data entry • facilities maintenance 	\$9.00	\$10.00
<p>Level B (Intermediate level) Under direct supervision, tasks performed require some specialized knowledge, skills, training, and/or experience. Students in Level B positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • tutoring • cashiering • scanning to WebExtender • routine correspondence • preparation of spreadsheets • data analysis for reports • laboratory assistant • complex data entry/retrieval • customer service • perform detailed calculations 	\$10.50	\$11.50
<p>Level C (Specialist level) Under general supervision, tasks assigned are complex within the scope of student assignments, with specialized skills or abilities. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level C positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • operate complex equipment • preparation of presentations • student services support • database setup & maintenance • language translations • accounting assistant • program coordinator • laboratory instructional aide • high school outreach • classroom/community presentations 	\$12.50	\$13.50
<p>Level D (Technical level) Under limited supervision, tasks assigned require proficiency necessary to perform highly complex tasks, which require specialized technical knowledge, previous experience, a high degree of independence, responsibility and creativity within the scope of student assignments. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level D positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • creation of interactive forms • web page preparation • directed technical services • programming • equipment maintenance/repair • accounting specialist • technical writing • use of complex software • audio/video services • troubleshooting 	\$13.75	\$14.75



Office of Human Resources

Student Assistant Employment Policy

Enrollment Requirements: All persons who are employed in the Student Assistant pay category must be students of the San Mateo County Community College District or another academic institution at the time of their employment. While employed in this category, **students must be enrolled in and maintain a minimum of six (6) units during the fall and spring semesters.** There is only one exception to the six (6) units minimum and that pertains to Federal Work Study Students. For students receiving Federal Work Study, the six (6) unit enrollment requirements do not apply. Federal Work Study students may be enrolled less than half time in accordance with the U. S. Department of Education Financial Aid regulations.

In order to work as a student assistant during summer session, a student must 1) have been enrolled in and maintain a minimum of six (6) units during the previous spring semester; and 2) be reasonably expected to enroll in a minimum of six (6) units during the subsequent fall term.

Classification of Positions: The classification of specific positions into one of four levels is the responsibility of hiring managers. The levels are defined in the Student Assistant Salary Schedule.

Salary Step Placement and Advancement: Initially students will be placed at Step 1 of the designated level and then advanced to Step 2 after two semesters of satisfactory service. The Vice President of Student Services may approve exceptions to a student's step placement.

Maximum Work Hours: Student assistants may work up to a maximum of twenty (20) hours per week while classes or finals are in session. The Vice President of Student Services may approve exceptions to the maximum work hours assigned to student assistants. Once approved, the exception must be noted on the student's timesheet.

During breaks between instructional periods when no classes or finals are scheduled, during summer session, and during declared recess periods within a semester, student assistants may work up to thirty-seven and one-half (37.5) hours a week and may earn overtime compensation for time worked in excess of the standard 7.5 hour workday or 37.5 hour workweek. All compensation for overtime hours is computed at one and one-half times the student's current hourly rate.

Unemployment Insurance Waiver: Student assistants are not eligible for unemployment insurance benefits through the California Employment Development Department. Student assistants do not become eligible for retirement benefits through the Public Employees or State Teacher's retirement systems.

The District is not charged an employer tax for student assistant employment. Students who are hired to work in the SMCCCD are placed in one of three categories pursuant to EDD regulations regarding unemployment insurance.

Use of short term non-continuing or substitute temporary employment categories do not apply to student assistant workers.

Equal Employment Opportunity: The SMCCCD implements the spirit, principles, and laws related to Equal Employment Opportunity, the Americans with Disabilities Act, and related laws and regulations governing the employment of persons without regard to race, gender, disability, marital status, age, religion, or national origin.

BOARD REPORT NO. 14-6-1CA

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

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The addition of 29 courses to, and the deletion of 68 courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, 25 courses are proposed to be offered in the distance education mode. The addition of three degrees/certificates and three program departments, as well as four degree/certificate deletions are also proposed. In addition to the degree/certificate deletions, six degrees/certificates were assigned inactive status.

In addition to the courses deleted, 92 courses were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

Furthermore, 554 courses were modified and 10 courses were reactivated. One hundred and eleven programs were modified and two programs were reactivated.

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

RECOMMENDATION

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

PROPOSED CURRICULAR ADDITIONS:

Cañada College

Art

114 The Art History of Paris

Medical Assisting

167 International Classification of Diseases–10 (Clinical Modification) Beginning Coding
168 International Classification of Diseases–10 (Clinical Modification) Intermediate Coding
169 International Classification of Diseases–10 (Clinical Modification) Advanced Coding

Multimedia Art and Technology

371 User Interface/User Experience Design

College of San Mateo

American Sign Language

100 American Sign Language I
110 American Sign Language II

Skyline College

Automotive Technology

546 Body Control Systems

Business

880SB OSHA 10 (General Industry)
880SC Social Media Applications for Business
880SD Effective Marketing Techniques for the New Economy
880SE Getting Started in Business
880SF Developing a Business Plan
880SG Developing Tools to Create a Marketing Plan

Drama

311 Theatrical Sound/Audio Production
312 Theatrical Lighting/Basic Electrical Theory
313 Stage Carpentry and Rigging

Kinesiology, Athletics and Dance – Physical Education

680SE Introduction to Sport Nutrition

Learning Skills

- 863 Composition Supplement
- 864 Composition, Literature and Critical Thinking Supplement
- 872 Elementary Algebra I Supplement
- 873 Elementary Algebra II Supplement
- 874 Intermediate Algebra I Supplement
- 875 Intermediate Algebra II Supplement
- 876 Elementary Probability and Statistics Supplement
- 877 Trigonometry Supplement
- 878 Calculus I Supplement
- 879 Calculus II Supplement

Music

- 420.1 Orchestra for the Musical Theater Production

PROPOSED CURRICULAR DELETIONS:**Cañada College**

Anthropology

- 695 Independent Study

Art

- 109 Honors Seminar - A Moveable Feast

Business

- 395 Getting Started in Business the Green Sustainable Way
- 396 Developing a Business Plan Incorporating Sustainable Practices
- 397 Developing Tools to Create a Marketing Plan
- 399 Small Business Development Center Training

Career and Personal Development

- 140 Peer Counseling
- 410 College and Career Awareness
- 650 Special Interest Discussion Groups

Chemistry

- 235 Organic Chemistry II
- 238 Organic Chemistry Laboratory II

Early Childhood Education/Child Development

- 250 Violence and Its Impact on Children and Their Families
- 252 Teaching Violence Intervention Strategies to Children and Families
- 337 Child-Parent Relationships

Education

100 Introduction to Education

Engineering

101 The Engineering Profession

English as a Second Language

807 ESL Basic Integrated Skills

Health Science

665 Special Topics in Health Science

Kinesiology, Athletics and Dance - Theory

305 Theory of Basketball

306 Theory of Coaching Soccer

Medical Assisting

161 International Classification of Diseases–10 (Clinical Modification) Beginning Coding

162 International Classification of Diseases–10 (Clinical Modification) Intermediate Coding

163 International Classification of Diseases–10 (Clinical Modification) Advanced Coding

Multimedia Art and Technology

365 Photographic Retouching and Restoration

410 3D Spatial Visualization

Music

109 Honors Seminar - A Moveable Feast

121 Songwriting Workshop II

122 Songwriting Workshop III

461 Instrumental Ensemble I

462 Instrumental Ensemble II

463 Instrumental Ensemble III

464 Instrumental Ensemble IV

476 Choir

486 College Singers

490 Peninsula Cantare I

Paralegal

274 Advanced Family Law Projects

Spanish

196 Spanish Language Laboratory

- 801 Conversational Spanish I
- 802 Conversational Spanish II
- 803 Conversational Spanish III
- 804 Conversational Spanish IV

Theatre Arts

- 101 History of Theatre
- 208 Acting Practicum I (Acting laboratory)
- 209 Acting Practicum II (Acting laboratory)
- 210 Acting Practicum III (Acting laboratory)
- 211 Acting Practicum IV (Acting laboratory)
- 212 Stage Voice

College of San Mateo

None

Skyline College

Arabic

- 121 Advanced Elementary Arabic I
- 122 Advanced Elementary Arabic II

Automotive Technology

- 773/840 Automotive Electrical I
- 771/846 Automotive Electrical II

Business

- 476 Introduction to Medical Office Management
- 485 Medical Terminology
- 486 Medical Transcription
- 487 Medical Transcriber Internship
- 489 Medical Coding ICD-9
- 491 Medical Coding CPT
- 499 Computerized Medical Billing and Information Management

Business Computer Systems & Management

- 480 Network Fundamentals (LAN)

Chinese

- 130 Intermediate Chinese

Drama

- 310 Technical Production/Stagecraft

Family and Consumer Sciences

311 Children's Nutrition

Filipino

122 Advanced Elementary Filipino II

Spanish

122 Advanced Elementary Spanish II

161 Readings in Spanish Literature II

162 Readings in Spanish Literature II

PROPOSED CURRICULAR INACTIVATIONS:**Cañada College**

Chemical Laboratory Technology

310 Introduction to Chemical Laboratory Technology

340 Introduction to Chemical Laboratory Instrumentation

672 Cooperative Education: Internship

Chemistry

112 Chemistry in Action

Health Science

480 Phlebotomy

481 Phlebotomy Externship

Learning Center

110 Teaching/Tutoring Practicum

Library Science

120 Information Competency

Literature

152 Introduction to Shakespeare II

251 Women in Literature

Music

161 Film Music Practicum

373 Guitar III

374 Guitar IV

Political Science

200 National, State and Local Governments

Psychology

201 Child Development

Radiologic Technology

475 Specialized Techniques: Principles of Computed Tomography

Theatre Arts

152 Introduction to Shakespeare II

College of San Mateo

Accounting

171 Individual Income Taxes
172 Business Income Taxes
173 Trust, Estate, and Gift Taxes

Anthropology

370 Pre-Columbians: Olmec to Aztecs

Art

245 Mosaic Art I
246 Mosaic Art II
354 Color Photography I
355 Color Photography II
386 Darkroom Workshop
387 Photo Open Lab
665 Special Topics in Art

Chinese

201 Chinese Character Writing for Beginners

Cosmetology

750 Brush-up
765 Advanced Haircolor Theory and Techniques

Career & Personal Development

140 Peer Counseling
142 Advanced Peer Counseling
301 Introduction to Scholarships

Digital Media

- 260 Newswriting and Reporting
- 261 Advanced Newswriting and Reporting
- 265 Newspaper and Online News Production

Electrical Apprenticeship

- 731 Electrical Apprenticeship I
- 732 Electrical Apprenticeship II
- 733 Electrical Apprenticeship III
- 734 Electrical Apprenticeship IV
- 735 Electrical Apprenticeship V
- 736 Electrical Apprenticeship VI
- 737 Electrical Apprenticeship VII
- 738 Electrical Apprenticeship VIII
- 739 Electrical Apprenticeship IX
- 740 Electrical Apprenticeship X

English

- 865 Projects in Workplace Writing

English as a Second Language

- 868 ESL for the Workplace
- 869 ESL for the Workplace I
- 870 ESL for the Workplace II

Ethnic Studies

- 102 Introduction to Ethnic Studies II

Film

- 800 Film in Focus

Fire Technology Public Safety

- 702 Fire Gabilan Preparedness
- 714 Fire Resource Ordering System
- 718 Fire Emergency Vehicle Ops
- 719 Fire Pump Operations

Kinesiology, Athletics and Dance - Dance

- 116 Waltzing Through History
- 117 Tap Dance
- 161 Tango Argentino

Kinesiology, Athletics and Dance - Fitness

202 Intermediate Weight Training

History

315 San Mateo County History

Mathematics

850 Mathematics Supplement I

Music

451 Jazz Workshop

Nursing

808 Open Skills Laboratory
809 Nursing Open Skills Laboratory Practicum

Reading

405 College Analytical Reading
415 Reading Across Disciplines: Individualized Preparation
454 College-Level Vocabulary Improvement I
455 College-Level Vocabulary Improvement II
807 Basic Phonic Skills for Non-Native Speakers
808 Basic Phonic Skills
814 Basic Spelling Mastery
815 Advanced Spelling Mastery

Sociology

340 Human Sexuality

Social Science

382 British Life and Culture
383 Italian Life and Culture
384 French Life and Culture
385 Spanish Life and Culture
386 South African Life and Culture

Skyline College

Business Computer Systems and Management

403 HTML & Web Authoring Applications I
404 HTML & Web Authoring Applications II

Communication Studies

813 Speech for Non-Native Speakers

Early Childhood Education

273 Supporting Young Bilingual Learners

History

109 Europe Since 1945
 461 Great Cities of the World: Paris, Madrid, and Istanbul
 462 Great Cities of the World: London, Cairo and Rome
 463 Great Cities of the World: Florence, Tokyo and Jerusalem
 464 Great Cities of the World: New York, Beijing and Granada

Literature

151 Introduction to Shakespeare

Philosophy

160 History of Western Philosophy: Ancient and Medieval

Sociology

341 Asian Cultures and Societies

PROPOSED CURRICULAR MODIFICATIONS:**Cañada College**

Anthropology

351 Archaeology
 352 Field Experience in Archaeology

Art

101 Ancient, Classical and Medieval Art History
 102 Late Medieval, Renaissance and Baroque Art History
 103 Eighteenth Century to Contemporary Art History
 104 History of Modern Art
 105 Art of Asia and the Near East
 695 Independent Study

Astronomy

695 Independent Study

Biological Sciences

- 132 Human Biology Laboratory
- 250 Human Anatomy
- 260 Human Physiology
- 695 Independent Study

Business

- 101 Human Relations in Business
- 103 Introduction to Business Information Systems
- 108 Business Writing and Presentation Methods
- 201 Business Law
- 695 Independent Study

Career and Personal Development

- 137 Life and Career Planning
- 401 College Success
- 695 Independent Study
- 407 Exploring Careers, Majors and Transfer
- 430 Career Assessment

Chemistry

- 210 General Chemistry I
- 695 Independent Study

Communication Studies

- 695 Independent Study

Computer Business Office Technology

- 415 Beginning Computer Keyboarding
- 417 Skill Building
- 430 Computer Applications, Part I
- 431 Computer Applications, Part II
- 435 Spreadsheets
- 436 Database Management
- 457 Using PowerPoint in Business
- 470 Advanced Spreadsheets
- 472 Beginning Word Processing
- 474 Intermediate Word Processing
- 475 Using Outlook
- 476 Adobe Acrobat
- 695 Independent Study

Computer Information Science

- 118 Introduction to Computer Science

- 250 Introduction to Object Oriented Programming: C++
- 695 Independent Study

Cooperative Education

- 670 Cooperative Education/Work Experience

Early Childhood Education/Child Development

- 191 Children's Literature I
- 192 Children's Literature II
- 201 Child Development
- 210 Early Childhood Education Principles
- 211 Early Childhood Education Curriculum
- 212 Child, Family, and Community
- 213 The School Age Child
- 223 Infant Development
- 225 Infant/Toddler Environments
- 230 Creative Activities for the Young Child
- 240 Early Childhood Education Administration: Business/Legal
- 241 Early Childhood Education Administration: Human Relations
- 242 Adult Supervision in ECE/CD Classrooms
- 254 Teaching in a Diverse Society
- 260 Children with Special Needs
- 262 Introduction to Family Support: Building Respectful Partnerships
- 264 The Life Cycle of the Family
- 331 The Role of the Teacher
- 362 Communicating with Parents
- 363 Mental Development and Problem Solving
- 366 Practicum in Early Childhood Education
- 382 Male Involvement in Early Childhood
- 695 Independent Study

Economics

- 230 Economic History of the United States
- 695 Independent Study

Education

- 695 Independent Study

Engineering

- 260 Circuits and Devices
- 261 Circuits and Devices Laboratory
- 695 Independent Study

English

- 695 Independent Study

Fashion Design and Merchandising

100	Principles of Design
110	Beginning Clothing Construction
111	Techniques of Fit
113	Textiles
115	Intermediate Clothing Construction
116	Tailoring
118	Flat Pattern
122	Advanced Tailoring
123	Introduction to the Fashion Industry
132	Trouser Construction
133	Copying Ready-to-Wear
134	Beginning Millinery
140	Basic Serging
146	Designer Techniques in Sewing
150	History of Fashion
151	Fashion Merchandising
162	Advanced Flat Pattern
163	Pattern Grading
164	Fashion Illustration
166	Fashion Entrepreneurship
167	The Custom Dress Form
168	Fashion Draping
170	French Pattern Drafting
171	Pants Drafting
172	Bustier
173	Lingerie Design and Construction
175	Advanced Illustration
178	Computerized Pattern Grading
180	Computerized Pattern Design
195	Portfolio Development
196	Introduction to the Costume Industry
197	Pattern Design for Historic Costume
199	Costuming for Theatrical Production
225	Apparel Analysis
226	Visual Merchandising and Display
228	Fashion Show Production
695	Independent Study

Geography

100	Physical Geography
695	Independent Study

Geology

695	Independent Study
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History

- 242 African-American History
- 243 African History
- 245 Race, Ethnicity and Immigration in the U.S.
- 246 History of Latinos in the U.S.
- 247 Women in U.S. History
- 455 Middle Eastern History
- 695 Independent Study

Health Science

- 115 Introduction to Health Care and the Health Professions
- 430 First Aid

Human Services

- 100 Introduction to Human Services
- 110 Introduction to Counseling and Interviewing
- 115 Introduction to Case Management
- 120 Public Assistance and Benefits Program
- 160 Serving Diverse Populations
- 161 Information and Referral: Understanding Community Resources
- 262 Introduction to Family Support: Building Respectful Partnerships
- 264 The Life Cycle of the Family
- 265 Family Development Portfolio, Part I
- 266 Family Development Portfolio, Part II
- 695 Independent Study

Interdisciplinary Studies

- 695 Independent Study

Interior Design

- 115 Introduction to Interior Design
- 126 Critical Thinking for Interior Designers
- 150 History of Interiors I
- 250 Professional Practices for Interior Designers
- 260 Overview of Lighting Design
- 270 Kitchen Design
- 271 Bath Design
- 276 Advanced Kitchen and Bath Design
- 340 Furniture, Casework, and Interior Detailing
- 695 Independent Study

Kinesiology, Athletics and Dance - Dance

- 695 Independent Study

Kinesiology, Athletics and Dance - Kinesiology

- 101 Introduction to Kinesiology
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription

Kinesiology, Athletics and Dance - Theory

- 695 Independent Study

Kinesiology, Athletics and Dance – Varsity Sports

- 104 Varsity Baseball
- 114 Varsity Basketball
- 140 Varsity Golf
- 154 Varsity Soccer
- 170 Varsity Tennis
- 340 Varsity Women's Volleyball

Learning Center

- 100 Effective Tutoring and Practicum
- 698 Supervised Tutoring/Academic Assistance

Library

- 100 Introduction to Information Research

Literature

- 151 Introduction to Shakespeare I
- 200 American Literature
- 205 New Voices in World Literature
- 232 Survey of English Literature II
- 371 Mexican-American Literature
- 695 Independent Study

Management

- 695 Independent Study

Mathematics

- 130 Analytical Trigonometry
- 251 Analytical Geometry and Calculus I
- 253 Analytic Geometry and Calculus III
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 695 Independent Study

Medical Assisting

- 164 CPT (Current Procedural Terminology) Beginning Coding
- 695 Independent Study
- 801 Computerized Medical Billing/Medical Assisting Exam Preparation

Meteorology

- 100 Meteorology - Weather and Climate

Multimedia Art and Technology

- 314 Introduction to Computer Graphics
- 325 Digital Painting
- 361 Digital Video
- 362 Digital Photography I
- 366 Color Management and Theory
- 368 Web Design I
- 369 Web Design II
- 370 Cascading Style Sheets
- 372 Digital Illustration
- 373 Digital Audio I
- 376 Digital Imaging I
- 377 Digital Imaging II
- 378 Digital Page Layout
- 380 Digital Animation II: Flash
- 389 Multimedia Careers
- 390 Portfolio Creation
- 400 Motion Graphics
- 405 Storyboard Development for Animation and Interactive Media
- 417 Principles of Animation
- 418 History of Animation
- 421 3D Modeling and Animation II
- 422 Introduction to Rigging
- 672 Cooperative Education: Internship
- 695 Independent Study

Music

- 115 Art, Music and Ideas
- 210 Histories of Popular Music and Rock
- 230 Beethoven
- 260 Music in Film, Television and Multimedia
- 271 Opera and Musical Theater History
- 290 Introduction to Music and Computers
- 372 Guitar II
- 695 Independent Study

Oceanography

- 100 Oceanography

Paralegal

249	Introduction to the Legal System
250	Legal Research and Writing
251	Torts
252	Civil Litigation and Trial Preparation
254	Family Law
260	Advance Legal Research and Writing
262	Paralegalism and Study of Legal Ethics
264	Contracts
276	Electronic Litigation
695	Independent Study

Philosophy

103	Critical Thinking
190	Contemporary Philosophy
200	Introduction to Logic
240	Introduction to Ethics
300	Introduction to World Religions
695	Independent Study

Physics

210	General Physics I
220	General Physics II
221	General Physics II - Calculus Supplement
250	Physics with Calculus I
260	Physics with Calculus II
270	Physics with Calculus III
405	Applied Radiographic Physics

Political Science

130	Introduction to International Relations
170	Introduction to Comparative Politics
210	American Politics
310	California State and Local Government
320	Latin American Politics

Psychology

106	Psychology of Prejudice and Discrimination
200	Developmental Psychology
695	Independent Study

Radiologic Technology

441	Sectional Anatomy
442	Radiographic Pathology
450	Registry Review

- 470 Specialized Techniques: Mammography
- 474 Venipuncture for Contrast Media Administration
- 695 Independent Study

Sociology

- 695 Independent Study

Spanish

- 695 Independent Study

Theatre Arts

- 151 Introduction to Shakespeare I
- 160 Latin American Theatre
- 201.3 Acting Lab III
- 201.4 Acting Lab IV
- 221 Stage Movement
- 233 Play Production Lab
- 305 Technical Production I
- 695 Independent Study

College of San Mateo

Accounting

- 121 Financial Accounting
- 131 Managerial Accounting
- 144 QuickBooks: Set-up and Service Business
- 145 QuickBooks: Payroll and Merchandising Business
- 161 Intermediate Accounting I
- 162 Intermediate Accounting II
- 163 Auditing
- 164 Governmental & Nonprofit Accounting
- 165 Cost Accounting
- 175 Volunteer Income Tax Preparation
- 176 Enrolled Agent Exam Preparation

Administration of Justice

- 100 Introduction to the Criminal Justice System
- 102 Principles and procedures of the Criminal Justice System
- 104 Concepts of Criminal Law
- 106 Legal Aspects of Evidence
- 108 Community Relations and the Justice Systems
- 120 Criminal Investigation
- 125 Juvenile
- 185 Introduction to Forensics Science
- 771 PC832 Arrest and Control Training
- 775 PC832 Firearms Training

- 780 Regular Basic Course Module III
- 781 Regular Basic Course Module II

Anthropology

- 350 Introduction to Archaeology and World Prehistory

Art

- 102 Art of Renaissance and Baroque (c.1300-1700)
- 103 Art of Europe and America: Neoclassical (c.1750-present)
- 201 Drawing and Composition I
- 202 Drawing and Composition II
- 206 Figure Drawing and Portraiture
- 207 Life Drawing
- 223 Oil Painting I
- 224 Oil Painting II
- 225 Acrylic Painting I
- 226 Acrylic Painting II
- 231 Watercolor I
- 232 Watercolor II
- 301 Two-Dimensional Design
- 315 Mixed Media Art

Biology

- 100 Introduction to the Life Sciences
- 102 Environmental Science and Conservation
- 110 General Principles of Biology
- 130 Human Biology
- 145 Plants, People, and Environment
- 184 Wildlife Biology
- 230 Introductory Cell Biology

Building Inspection

- 710 Advanced Building Inspection
- 730 Plumbing Inspection
- 735 ADA Building Requirements
- 740 Mechanical Code
- 750 Structural Provisions
- 760 Energy Regulations

Business

- 100 Contemporary American Business

Chemistry

- 210 General Chemistry I
- 250 Analytic Chemistry Quantitative Analysis

Chinese

- 121 Advanced Elementary Chinese I
- 122 Advanced Elementary Chinese II
- 131 Intermediate Chinese I
- 132 Intermediate Chinese II
- 140 Advanced Intermediate Chinese

Communication Studies

- 110 Public Speaking
- 130 Interpersonal Communication
- 140 Small Group Communication

Computer and Information Science

- 254 Introduction to Object-Oriented Program Design
- 255 (CS1) Programming Methods: Java
- 256 (CS2) Data Structures: Java
- 278 (CS1) Programming Methods: C++
- 279 (CS2) Data Structures: C++
- 364 Enterprise Data Warehousing

Career & Life Planning

- 104 Transfer Essentials and Planning
- 105 College Planning
- 107 Introduction to Choosing a College Major
- 121 Planning for Student Success

Cosmetology

- 712 Fundamentals of Cosmetology I
- 722 Fundamentals of Cosmetology II
- 732 Advanced Cosmetology I
- 742 Advanced Cosmetology II

Dental Assisting

- 701 Dental Science I
- 702 Dental Sciences II
- 703 Allied Health Communication
- 721 Dental Materials I
- 722 Dental Materials II
- 740 Chairside Assisting I
- 742 Chairside Assisting II
- 743 Coronal Polish
- 744 Dental Sealants
- 749 Preclinical Dental Science Laboratory
- 751 Dental Clinic
- 753 Dental Assisting Clinical Practicum

- 763 Dental Radiology
- 770 Dental Office Procedures

Digital Media

- 104 Digital Media Career Pathways
- 130 Lighting for Studio and Field
- 155 Advanced TV Production
- 165 Digital Animation
- 215 History of Graphic Design

Economics

- 100 Principles of Macroeconomics
- 102 Principles of Microeconomics

Electronics Technology

- 144 Solar Energy Fundamentals

Engineering

- 230 Engineering Statics
- 270 Materials Science

English as a Second Language

- 400 Composition for Non-Native Speakers
- 895 Reading Improvement for Non-Native Speakers
- 897 Intermediate Vocabulary for Non-Native Speakers

Ethnic Studies

- 101 Latin American and Indigenous Peoples History and Culture
- 103 Asian Pacific American History and Cultural Experience

Fire Technology

- 740 Building Construction for Fire Protection
- 748 Firefighter Safety & Survival
- 793 Firefighter I Academy
- 810 Firefighter Cadet I

Fire Technology Public Safety

- 103 Training Instructor 1B
- 112 Fire Investigation 1A
- 116 Training Instructor 1A
- 119 Fire Management 1
- 120 Fire ICS-400
- 720 Fire Prevention 1B

History

310 California History

Literature

101 Twentieth-Century Literature
220 Introduction to World Literature
804 Twentieth-Century Literature
835 Shakespeare

Management

100 Introduction to Business Management

Music

101 Musicianship I
131 Harmony I
401 Voice I
402 Voice II
403 Voice III
404 Voice IV

Nursing

211 Introduction to Nursing
221 Pediatric Nursing
222 Maternity Nursing
225 Nursing Skills Lab II
231 Psychiatric Nursing
235 Nursing Skills Lab III
610 Basic Medication Dosage Calculations for Nurses
620 Bridge Course for Advanced Entry Students
630 Introduction to Medical Terminology
666 Career Exploration in Nursing
815 Transition from 1st Year to 2nd Year: Medical Surgical Nursing

Physics

100 Conceptual Physics
210 General Physics I
211 General Physics I-Calculus Supplements
250 Physics with Calculus I

Reading

412 College-Level Introductory Reading Improvement
812 Intermediate Reading Improvement
852 Vocabulary Building Introductory
853 Vocabulary Building Intermediate

Real Estate

- 100 Real Estate Principles
- 215 Commercial and Investment Property

Sociology

- 100 Introduction to Sociology
- 105 Social Problems

Social Science

- 301 Introduction to Alcohol and Other Drug Studies
- 302 Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse
- 304 Intervention, Treatment and Recovery
- 307 Family Systems in Addiction
- 308 Group AOD (Alcohol and Other Drug) Counseling Process
- 314 Individual AOD (Alcohol and Other Drug) Counseling Process

Sprinkler Fitter Apprenticeship

- 711 Sprinkler Fitter Apprenticeship I
- 712 Sprinkler Fitter Apprenticeship II
- 713 Sprinkler Fitter Apprenticeship III
- 714 Sprinkler Fitter Apprenticeship IV
- 715 Sprinkler Fitter Apprenticeship V
- 716 Sprinkler Fitter Apprenticeship VI
- 717 Sprinkler Fitter Apprenticeship VII
- 718 Sprinkler Fitter Apprenticeship VIII
- 719 Sprinkler Fitter Apprenticeship IX
- 720 Sprinkler Fitter Apprenticeship X

Skyline College

Accounting

- 121 Financial Accounting
- 171 Federal Income Tax
- 172 Business Income Taxes
- 175 Volunteer Income Tax Preparation
- 665SB Taxation and Rental Real Estate

Administration of Justice

- 102 Principles and Procedures of Justice
- 108 Community Relations

Anthropology

- 126 Physical Anthropology Laboratory

Art

665SI Intensive Painting Studio

Biology

250 Human Anatomy
260 Human Physiology

Business

190 Principles of Retail Management
665SH Personal Financial Planning

Business Computer Systems and Management

171 Federal Income Tax
172 Business Income Taxes

Chemistry

192 Elementary Chemistry
210 General Chemistry I

Computer Science

155 Computer Programming Visual Basic
250 Introduction to Object-Oriented Programming: C++

English

846 Reading and Writing Connections

English for Speakers of Other Languages

400 English Composition for Nonnative Speakers
830 English for Speakers of Other Languages III
840 English for Speakers of Other Languages IV
853 Intermediate ESL Listening and Speaking
854 High-Intermediate ESL Listening and Speaking
863 Intermediate ESL Reading and Writing
864 High-Intermediate ESL Reading and Writing
873 Intermediate ESL Grammar
874 High-Intermediate ESL Grammar
875 Advanced ESL Grammar and Editing

Environmental Science and Technology

680SN Climate Protection Professional I

Health Science

484 Medical Terminology

Kinesiology, Athletics and Dance – Dance

121.1-121.4 Modern Dance
125.1-125.4 Salsa I-IV
130.1-130.4 Jazz Dance I-IV
140.1-140.4 Ballet I-IV
151.1-151.4 Social Dance I-IV
400.1-400.4 Dance Performance and Production I-IV

Kinesiology, Athletics and Dance – Fitness

112.1-121.4 Cross Training I-IV
116.1-116.4 Body Conditioning I-IV
301.1-301.4 Spinning I-IV
304.1-304.4 Walking Fitness I-IV
334.1-334.4 Yoga I-IV
335.1-335.4 Pilates I-IV

Kinesiology, Athletics and Dance – Individual Sports

121.1-121.4 Badminton I-IV
160.1-160.4 Golf I-IV
251.1-251.4 Tennis I-IV

Kinesiology, Athletics and Dance – Team Sports

111.1-111.4 Basketball I-IV
141.1-141.4 Soccer I-IV
148.1-148.4 Indoor Soccer I-VI
192 Men's Basketball Theory: Defense

Management

100 Introduction to Business Management

Mathematics

253 Calculus with Analytic Geometry III
275 Ordinary Differential Equations

Music

100 Fundamentals of Music

Paralegal Studies

240 Introduction to Law
245 Paralegal Profession

- 250 Legal Research, Writing, and Analysis I
- 252 Civil Litigation I
- 260 Legal Research, Writing, and Analysis II

Philosophy

- 175 History of Western Philosophy: 16th-18th Century
- 195 History of Western Philosophy: 19th and 20th Century
- 200 Introduction to Logic
- 240 Introduction to Ethics
- 300 Introduction to World Religions
- 312 Introduction to Philosophy of Religion

Psychology

- 100 General Psychology
- 105 Experimental Psychology
- 171 Quantitative Reasoning in Psychology
- 200 Developmental Psychology
- 300 Social Psychology
- 410 Abnormal Psychology

Respiratory Therapy

- 495 Respiratory Care Board Examination Preparation and Review

Sociology

- 108 Community Relations

Spanish

- 130 Intermediate Spanish
- 140 Advanced Intermediate Spanish

Telecommunications and Network Information Technology

- 486 Network Security

Wellness

- 680SD Theory of Tai Chi
- 760 Introduction to “Wholistic” Health

PROPOSED CURRICULAR REACTIVATIONS:

Cañada College

Early Childhood Education/Child Development

- 384 Principles and Practices of Family Child Care

College of San Mateo

Art

105 Art of Asia and the Near East

Reading

854 Vocabulary Improving High-Intermediate
855 Vocabulary Improving Advanced Intermediate

Skyline College

Automotive Technology

761/861 Automotive Brakes II

Cosmetology

785 Spa Technician Training

Kinesiology, Athletics and Dance – Team Sports

194 Women's Basketball Theory, Defense
197 Men's Soccer Theory, Offense
199 Women's Soccer Theory, Offense

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION:**Cañada College**

Chemistry

231 Organic Chemistry I
232 Organic Chemistry II

Computer Business Office Technology

448 Using Microsoft Windows
460 Essential Skills for the 21st Century
465 Customer Service

Computer Information Science

250 Introduction to Object Oriented Programming C++
262 Discrete Mathematics for Computer Science

Management

204 Managing Employees Effectively

Mathematics

252 Analytical Geometry and Calculus II

College of San Mateo

Anthropology

127 Physical Anthropology Laboratory

Art

102 Art of Renaissance and Baroque (c. 1300-1700)

103 Art of Europe and America: Neoclassical (c.1750-Present)

Building Inspection Technology

735 ADA Building Requirements

Business

100 Contemporary American Business

Chinese

131 Intermediate Chinese I

132 Intermediate Chinese II

140 Advanced Intermediate Chinese

Computer and Information Science

135 Android Programming

Kinesiology, Athletics and Dance - Fitness

336 Restorative Yoga

Nursing

666 Career Exploration in Nursing

Physics

100 Conceptual Physics

211 General Physics I – Calculus Supplement

Skyline College

Counseling

658 Allied Health Seminar – Career Advancement Academy

Paralegal Studies

250 Legal Research, Writing and Analysis I

Real Estate

131 Real Estate Finance I

PROPOSED PROGRAM ADDITIONS:

Cañada College

None

College of San Mateo

Anthropology

Anthropology – Associate in Arts Degree for Transfer

Economics

Economics – Associate in Arts Degree for Transfer

Film, Television & Electronic Media

Film, Television & Electronic Media – Associate in Science Degree for Transfer

Skyline College

None

PROPOSED PROGRAM DELETIONS:

Cañada College

None

College of San Mateo

None

Skyline College

Business

Medical Transcriptionist – Associate in Science Degree
Medical Transcriptionist – Certificate of Achievement
Medical Office Assistant – Certificate of Achievement
Medical Billing and Coding – Certificate of Achievement

PROPOSED PROGRAM INACTIVATIONS:

Cañada College

Chemical Laboratory Technology

Chemical Laboratory Technology – Associate in Science Degree
Chemical Laboratory Technology – Certificate of Achievement

College of San Mateo

Digital Media

Digital Media: Digital Audio – Associate in Arts Degree
Digital Media: Journalism Concentration – Associate in Arts Degree
Digital Media: Journalism Concentration – Certificate of Achievement

Electrical Technology

Electrical Technology (Apprenticeship): Inside Wireman – Certificate of Specialization

Skyline College

None

PROPOSED PROGRAM MODIFICATIONS:

Cañada College

Accounting

Accounting – Associate in Science Degree
Accounting – Certificate of Achievement

Art

Art History – Associate in Arts Degree
Studio Arts – Associate in Arts Degree
Studio Arts for Transfer – Associate in Arts Degree for Transfer

Biological Sciences

Biological Sciences – Associate in Science Degree

Computer Business Office Technology

Administrative Assistant – Associate in Science Degree
Administrative Assistant – Certificate of Achievement
Administrative Support Assistant – Associate in Science Degree
Administrative Support Assistant – Certificate of Achievement

Chemistry

Chemistry – Associate in Science Degree

Engineering

Engineering – Associate in Science Degree

English

English – Associate in Arts Degree

Geology

Earth Science – Associate in Science Degree

History

History – Associate in Arts Degree

Health Science

Allied Health – Associate in Science Degree

Human Services

Community Health Worker – Certificate of Achievement
Human Services – Associate in Science Degree
Human Services – Certificate of Achievement

Interdisciplinary Studies

Interdisciplinary Studies with Emphasis in Natural Science/Mathematics – Associate in Arts Degree
Interdisciplinary Studies with Emphasis in Arts & Humanities – Associate in Arts Degree

Kinesiology, Athletics and Dance – Dance

Dance – Associate in Arts Degree

Mathematics

Mathematics for Transfer – Associate in Science Degree for Transfer

Medical Assisting

Medical Administrative Assistant – Certificate of Achievement
Medical Billing Specialist – Associate in Science Degree
Medical Billing Specialist – Certificate of Achievement
Medical Coding Specialist – Certificate of Achievement

Multimedia Art and Technology

Graphic Design – Certificate of Achievement
Multimedia Art and Technology – Associate in Arts Degree
Multimedia Art and Technology – Certificate of Achievement
Web Design – Certificate of Achievement

Music

Music – Associate in Arts Degree

Paralegal

Paralegal – Associate in Science Degree
Paralegal – Certificate of Achievement

Physics

Physics – Associate in Science Degree

Psychology

Psychology – Associate in Arts Degree
Psychology for Transfer – Associate in Arts Degree for Transfer

Theatre Arts

Theatre Arts – Associate in Arts Degree

College of San Mateo

Accounting

Accounting – Associate in Arts Degree
Accounting – Certificate of Achievement
Accounting Assistant – Certificate of Specialization
CPA Exam Preparation: Business Environment and Regulation – Certificate of Specialization
CPA Exam Preparation: Financial Accounting and Auditing – Certificate of Specialization
Enrolled Agent Exam Preparation – Certificate of Specialization
Tax Preparer I – Certificate of Specialization
Tax Preparer II – Certificate of Specialization

Art

General Studio Art – Associate in Arts Degree
Studio Art – Associate in Arts Degree for Transfer

Astronomy

Astroimaging Observatory Operation – Certificate of Achievement

Biology

Biotechnology – Certificate of Specialization

Computer and Information Science

C++ Programming – Certificate of Specialization
Computer Forensics - Certificate of Specialization
Java Programming - Certificate of Specialization
Network Security - Certificate of Specialization

Cosmetology

Cosmetology – Associate in Arts Degree
Cosmetology – Certificate of Achievement

Digital Media

Digital Media: Broadcast and Electronic Media - Associate in Arts Degree
Digital Media: Digital Video Production - Associate in Arts Degree
Digital Media: Video Journalism – Certificate of Specialization

Dental Assisting

Dental Assisting - Associate in Science Degree
Dental Assisting – Certificate of Achievement

Drafting Technology

CAD/Drafting Technology - Associate in Science Degree
CAD/Drafting Technology - Certificate of Achievement
Computer Aided Design - Certificate of Specialization

Ethnic Studies

Ethnic Studies - Associate in Arts Degree

History

History – Associate in Arts Degree for Transfer

Kinesiology, Athletics and Dance

Kinesiology – Associate in Arts Degree for Transfer
Specialized Pilates Instructor – Certificate of Achievement
Comprehensive Pilates Instructor - Certificate of Specialization
Pilates Mat and Reformer Instructor - Certificate of Specialization
Pilates Mat Instructor - Certificate of Specialization
Yoga Instructor - Certificate of Specialization

Music

Music – Associate in Arts Degree

Nursing

Nursing - Associate in Arts Degree

Physical Science

Physical Science - Associate in Science Degree

Psychology

Psychology – Associate in Arts for Transfer

Social Science

Interdisciplinary Studies Option 1 – Associate in Arts Degree

Interdisciplinary Studies Option 2 – Associate in Arts Degree

Interdisciplinary Studies Option 3 – Associate in Arts Degree

University Transfer Option 1 - Certificate of Achievement

University Transfer Option 2 - Certificate of Achievement

University Transfer Option 3 - Certificate of Achievement

Spanish

Spanish – Certificate of Specialization

Skyline College

Accounting

Accounting – Associate in Science Degree

Accounting – Certificate of Achievement

Accounting Computer Specialist – Career Certificate

Administration of Justice

Administration of Justice – Associate in Arts Degree

Administration of Justice – Certificate of Achievement

Art

Art – Associate in Arts Degree

Automotive Technology

Automotive Technician – Associate in Science Degree

Automotive Technology – Associate in Science Degree

Business

Business Management – Associate in Science Degree

Business Management – Certificate of Achievement
General Supervision – Certificate of Achievement
Lawyer’s Assistant – Associate in Science Degree
Lawyer’s Assistant – Certificate of Achievement
Multimedia Technology – Associate in Science Degree
Multimedia Technology – Certificate of Achievement
Office Assistant – Certificate of Achievement
Office Management – Associate in Science Degree
Office Management – Certificate of Achievement

Cosmetology

Cosmetology Entrepreneurship – Skills Certificate

Dance

Dance – Associate in Arts Degree

Kinesiology

Kinesiology – Associate in Arts for Transfer

Music

Music – Associate in Arts Degree

Paralegal, Legal Assistant

Paralegal, Legal Assistant – Associate in Arts Degree
Paralegal, Legal Assistant – Certificate of Achievement

Physical Education

Physical Education – Associate in Arts Degree

Psychology

Psychology – Associate in Arts Degree

Spanish

Spanish – Associate in Arts Degree

Telecommunications and Network Information Technology

Network Engineering – Associate in Science Degree
Network Engineering – Certificate of Achievement

PROPOSED PROGRAM REACTIVATIONS:

Cañada College

None

College of San Mateo

Electrical Technology

Electrical Technology (Apprenticeship): Inside Wireman – Associate in Science Degree (35 units)

Electrical Technology (Apprenticeship): Inside Wireman – Certificate of Achievement (35 units)

Skyline College

None

PROPOSED DEPARTMENT ADDITIONS:

Cañada College

None

College of San Mateo

American Sign Language (ASL)

Interdisciplinary Studies (IDST)

Skyline College

Biotechnology (BTEC)

PROPOSED DEPARTMENT DELETIONS:

Cañada College

None

College of San Mateo

None

Skyline College

None

San Mateo County Community College District

June 25, 2014

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Gregory Anderson, Vice President, Instruction
Cañada College

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

Doug Hirzel, Academic Senate President
Cañada College

Larry Buckley, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ART

114 THE ART HISTORY OF PARIS (3.0) (day or evening)

Justification: Art History Survey courses cover a broad range of art in a concise but superficial way. In order to prepare art majors for transfer, a more focused attention to important topics in art history better prepares students for transfer level work. This course will be a core requirement of the upcoming Art History Certificate and for transfer.

Prerequisite: None.

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

Description: A cultural and historic survey of the art and architecture of Paris: the Gallo-Roman settlement, Medieval Paris, the Renaissance and Baroque periods, revolutionary and Napoleonic Paris, the Second Empire and the Fin-de-Siècle, and modern Paris. This course includes a discussion of the historic figures, the social and political movements, and the artists who shaped the art history of the city. Emphasis is on architecture, painting, sculpture, and museum collections.

Classification: AA/AS Degree; CSU transferable.

MEDICAL ASSISTING

167 INTERNATIONAL CLASSIFICATION OF DISEASES-10 (CLINICAL MODIFICATION)
BEGINNING CODING (1.0) (day or evening)

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169).

Prerequisite: None.

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

Description: Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-10-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency.

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

168 INTERNATIONAL CLASSIFICATION OF DISEASES-10 (CLINICAL MODIFICATION)
INTERMEDIATE CODING (1.0) (day or evening)

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169).

Prerequisite: Completion of, or concurrent enrollment in MEDA 167.

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

Description: Intermediate principles and philosophy of coding logic according to ICD-10-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, Z codes, tables, neoplasms, and mental disorders.

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

169 INTERNATIONAL CLASSIFICATION OF DISEASES-10 (CLINICAL MODIFICATION)
ADVANCED CODING (1.0) (day or evening)

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169).

Prerequisite: Completion of, or concurrent enrollment in MEDA 168.

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

Description: Advanced principles and philosophy of coding logic according to ICD-10-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs.

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

MULTIMEDIA ART AND TECHNOLOGY

371 USER INTERFACE/USER EXPERIENCE DESIGN (3.0) (day or evening)

Justification: User interface/user experience (UI/UX) professionals are increasingly in demand in a variety of disciplines, including web design, mobile application design, and software interface design. A course in this subject will prepare students for a job category that is growing exponentially and will give them a flexible skill set, applicable to changing industry conditions. This course was a strong recommendation from our advisory board, and there is a lack of courses of this type despite strong industry demand.

Prerequisite: None.

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

Description: Covers the fundamentals of user-centered interface design concepts and practices for web, mobile devices, and other applications. Students gain an understanding of how users interact with an interface and be introduced to the concepts of usability, interface associations and aesthetics, and the user experience.

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

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

ANTHROPOLOGY

695 INDEPENDENT STUDY

Justification: This class needs to be deleted. It no longer fulfills requirements for the AA degree in Anthropology or the transfer agreement with the CSU system.

ART

109 HONORS SEMINAR – A MOVEABLE FEAST

Justification: This stand-alone course is being deleted and replaced with ART 115 (Art, Music and Ideas) which is currently listed in the catalog under Music. ART 115 will be cross-listed with MUS. 115 and added to the several programs as a core or selective requirement.

BUSINESS

395 GETTING STARTED IN BUSINESS THE GREEN SUSTAINABLE WAY

Justification: This one-unit course has been incorporated into a three-unit course, BUS 393 (Starting and Growing a Sustainable Business) and needs to be deleted.

396 DEVELOPING A BUSINESS PLAN INCORPORATING SUSTAINABLE PRACTICES

Justification: This one-unit course has been incorporated into a three-unit course, BUS 393 (Starting and Growing a Sustainable Business) and needs to be deleted.

397 DEVELOPING TOOLS TO CREATE A MARKETING PLAN

Justification: This one-unit course has been incorporated into a three-unit course, BUS 393 (Starting and Growing a Sustainable Business) and needs to be deleted.

399 SMALL BUSINESS DEVELOPMENT CENTER TRAINING

Justification: This stand-alone course has not been offered since fall of 2007 and it is no longer needed.

CAREER AND PERSONAL DEVELOPMENT**140 PEER COUNSELING**

Justification: We have not offered this course since 2008, and we do not plan to offer the course in the near future. This course is not part of a certificate or degree program.

410 COLLEGE AND CAREER AWARENESS

Justification: We have not offered this course since 2002, and we do not plan to offer the course in the near future. This course is not part of a certificate or degree program.

650 SPECIAL INTEREST DISCUSSION GROUP

Justification: We have not offered this course since 2008, and we do not plan to offer the course in the near future. This course is not part of a certificate or degree program.

CHEMISTRY**235 ORGANIC CHEMISTRY II**

Justification: CHEM 235, a lecture only course, will be combined with CHEM 238, a laboratory only course, into a new lecture/laboratory course, CHEM 232. The combined course will cover the topics covered in the separate courses. CHEM 232 is also offered at College of San Mateo. Offering CHEM 232 instead of CHEM 235/CHEM 238 will allow for a better course alignment within the District.

238 ORGANIC CHEMISTRY LABORATORY II

Justification: CHEM 238, a laboratory only course, will be combined with CHEM 235, a lecture only course, into a new lecture/laboratory course, CHEM 232. The combined course will cover the topics covered in the separate courses. CHEM 232 is also offered at College of San Mateo. Offering CHEM 232 instead of CHEM 235/CHEM 238 will allow for a better course alignment within the District.

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**250 VIOLENCE AND ITS IMPACT ON CHILDREN AND THEIR FAMILIES**

Justification: This course is being deleted for the following reasons: the funding that supported guest speakers and specific materials for the course has ended and the course is no longer eligible to be counted toward the ECE./CD certificate. In 2008 the ECE/CD program implemented the "Basic 8" Curriculum Alignment Project (CAP) courses which are aligned statewide. These are the courses ECE./CD students are required to take to complete the ECE/CD certificate. It does not include ECE. 250.

252 TEACHING VIOLENCE INTERVENTION STRATEGIES TO CHILDREN AND FAMILIES

Justification: This course is being deleted for the following reasons: the funding that provided guest speakers and special materials for the course is no longer available and the course is no longer eligible to be used for the ECE/CD certificate or AS degree with a minor in ECE/CD. Since the fall of 2008 the certificate has required the "Basic 8" Curriculum Alignment Project (CAP) courses.

337 CHILD-PARENT RELATIONSHIPS

Justification: This course is being deleted because the content of this 1 unit course has been added to the content in the 3 unit ECE 212 Child, Family and Community course, the ECE 210 Principles in Early Childhood Education Course and the ECE 254 Teaching in a Diverse Society Course.

EDUCATION

100 INTRODUCTION TO EDUCATION

Justification: This course is being deleted and replaced by EDUC 200, Introduction to Classroom Teaching which is part of the AA-T (ADT) in Elementary Teacher Education.

ENGINEERING

101 THE ENGINEERING PROFESSION

Justification: This course is a non-transferable course, and was originally developed because it was difficult to have enough enrollment in the transferable class, ENGR 100. With the recent growth of the Engineering Department, ENGR 101 is no longer needed since we now have more than enough students in ENGR 100.

ENGLISH AS A SECOND LANGUAGE

807 ESL BASIC INTEGRATED SKILLS

Justification: This course has not been offered since the spring of 2010, and it is no longer needed.

HEALTH SCIENCE

665 SPECIAL TOPICS IN HEALTH SCIENCE

Justification: This special topics, variable unit course, is being deleted in order to comply with new Title 5 repeatability guidelines (repeatability on the course was deleted last year, effective fall of 2013).

KINESIOLOGY, ATHLETICS AND DANCE – THEORY**305 THEORY OF BASKETBALL**

Justification: This course has not been taught since fall of 1998. It is not required for any program and needs to be deleted.

306 THEORY OF COACHING SOCCER

Justification: This course has not been taught since spring of 1996. It is not required for any program and needs to be deleted.

MEDICAL ASSISTING**161 INTERNATIONAL CLASSIFICATION OF DISEASES-10 (CLINICAL MODIFICATION)
BEGINNING CODING**

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169).

**162 INTERNATIONAL CLASSIFICATION OF DISEASES-10 (CLINICAL MODIFICATION)
INTERMEDIATE CODING**

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169).

**163 INTERNATIONAL CLASSIFICATION OF DISEASES-10 (CLINICAL MODIFICATION)
ADVANCED CODING**

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169).

MULTIMEDIA ART AND TECHNOLOGY**365 PHOTOGRAPHIC RETOUCHING AND RESTORATION**

Justification: The material for this course is incorporated in other MART courses and no longer is justified as a stand-alone course.

410 3D SPATIAL VISUALIZATION

Justification: When this course was offered previously there were not significant results indicating that the course was effective and therefore, we are deleting this course from the MART curriculum.

MUSIC

109 HONORS SEMINAR – A MOVEABLE FEAST

Justification: This stand-alone course is being deleted, and in its place, MUS. 115 (Art, Music and Ideas) will be offered cross-listed with ART 115 (Art, Music and Ideas). This will allow us the opportunity to offer these courses as honors and non-honors sections.

121 SONGWRITING WORKSHOP II

Justification: This course is being deleted in order to comply with the new state repeatability guidelines.

122 SONGWRITING WORKSHOP III

Justification: This course is being deleted in order to comply with the new state repeatability guidelines.

461 INSTRUMENTAL ENSEMBLE I

Justification: This stand-alone course has not been offered since fall of 2000. It is not a requirement of any program, and there are no plans to offer it in the near future.

462 INSTRUMENTAL ENSEMBLE II

Justification: This stand-alone course has not been offered since spring of 2002. It is not a requirement of any program, and there are no plans to offer it in the near future.

463 INSTRUMENTAL ENSEMBLE III

Justification: This stand-alone course has not been offered since spring of 2002. It is not a requirement of any program, and there are no plans to offer it in the near future.

464 INSTRUMENTAL ENSEMBLE IV

Justification: This stand-alone course has not been offered since spring of 2000. It is not a requirement of any program, and there are no plans to offer it in the near future.

476 CHOIR

Justification: This course is being deleted in order to comply with the new state repeatability guidelines.

486 COLLEGE SINGERS

Justification: This stand-alone course has not been offered since fall of 1993. It is not a requirement of any program, and there are no plans to offer it in the near future.

490 PENINSULA CANTARE I

Justification: This course has not been offered since spring of 2007, and there are no plans to offer it in the near future.

PARALEGAL**274 ADVANCED FAMILY LAW PROJECTS**

Justification: The content of this course is being incorporated into LEGL 254, Family Law.

SPANISH**196 SPANISH LANGUAGE LABORATORY**

Justification: This stand-alone course has not been offered since spring of 1994, and it is no longer needed.

801 CONVERSATIONAL SPANISH I

Justification: This stand-alone course has not been offered since spring of 2008, and it is no longer needed.

802 CONVERSATIONAL SPANISH II

Justification: This stand-alone course has not been offered since spring of 2004, and it is no longer needed.

803 CONVERSATIONAL SPANISH III

Justification: This stand-alone course has not been offered since spring of 2004, and it is no longer needed.

804 CONVERSATIONAL SPANISH IV

Justification: This stand-alone course has not been offered since spring of 2005, and it is no longer needed.

THEATRE ARTS**101 HISTORY OF THEATRE**

Justification: DRAM 101 has not been offered since fall of 2008, and it is not a required course for the Theatre Arts TMC.

208 ACTING PRACTICUM I (ACTING LABORATORY)

Justification: This stand-alone course has not been offered since spring of 2000, and it is not a required course for the Theatre Arts TMC.

209 ACTING PRACTICUM II (ACTING LABORATORY)

Justification: This stand-alone course has not been offered since spring of 2000, and it is not a required course for the Theatre Arts TMC.

210 ACTING PRACTICUM III (ACTING LABORATORY)

Justification: This stand-alone course has not been offered since spring of 2000, and it is not a required course for the Theatre Arts TMC.

211 ACTING PRACTICUM IV (ACTING LABORATORY)

Justification: This stand-alone course has not been offered since spring of 2000, and it is not a required course for the Theatre Arts TMC.

212 STAGE VOICE

Justification: This stand-alone course has not been offered since 1978, and it is not a required course for the Theatre Arts TMC.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE**CHEMICAL LABORATORY TECHNOLOGY**

- 310 Introduction to Chemical Laboratory Technology
- 340 Introduction to Chemical Laboratory Instrumentation
- 672 Cooperative Education: Internship

CHEMISTRY

- 112 Chemistry in Action

HEALTH SCIENCE

- 480 Phlebotomy
- 481 Phlebotomy Externship

LEARNING CENTER

- 110 Teaching/Tutoring Practicum

LIBRARY SCIENCE

- 120 Information Competency

LITERATURE

- 152 Introduction to Shakespeare II
- 251 Women in Literature

MUSIC

- 161 Film Music Practicum
- 373 Guitar III
- 374 Guitar IV

POLITICAL SCIENCE

- 200 National, State and Local Governments

PSYCHOLOGY

- 201 Child Development

RADIOLOGIC TECHNOLOGY

- 475 Specialized Techniques: Principles of Computed Tomography

THEATRE ARTS

- 152 Introduction to Shakespeare II

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**ANTHROPOLOGY**

- 351 Archaeology
- 352 Field Experience in Archaeology

ART

- 101 Ancient, Classical and Medieval Art History
- 102 Late Medieval, Renaissance and Baroque Art History
- 103 Eighteenth Century to Contemporary Art History
- 104 History of Modern Art
- 105 Art of Asia and the Near East
- 695 Independent Study

ASTRONOMY

- 695 Independent Study

BIOLOGICAL SCIENCES

- 132 Human Biology Laboratory
- 250 Human Anatomy
- 260 Human Physiology
- 695 Independent Study

BUSINESS

- 101 Human Relations in Business
- 103 Introduction to Business Information Systems
- 108 Business Writing and Presentation Methods
- 201 Business Law
- 695 Independent Study

CAREER AND PERSONAL DEVELOPMENT

- 137 Life and Career Planning
- 401 College Success
- 695 Independent Study
- 407 Exploring Careers, Majors and Transfer
- 430 Career Assessment

CHEMISTRY

- 210 General Chemistry I
- 695 Independent Study

COMMUNICATION STUDIES

- 695 Independent Study

COMPUTER BUSINESS OFFICE TECHNOLOGY

- 415 Beginning Computer Keyboarding
- 417 Skill Building
- 430 Computer Applications, Part I
- 431 Computer Applications, Part II
- 435 Spreadsheets
- 436 Database Management
- 457 Using PowerPoint in Business
- 470 Advanced Spreadsheets
- 472 Beginning Word Processing
- 474 Intermediate Word Processing
- 475 Using Outlook
- 476 Adobe Acrobat
- 695 Independent Study

COMPUTER INFORMATION SCIENCE

- 118 Introduction to Computer Science
- 250 Introduction to Object Oriented Programming: C++
- 695 Independent Study

COOPERATIVE EDUCATION

- 670 Cooperative Education/Work Experience

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

191	Children's Literature I
192	Children's Literature II
201	Child Development
210	Early Childhood Education Principles
211	Early Childhood Education Curriculum
212	Child, Family, and Community
213	The School Age Child
223	Infant Development
225	Infant/Toddler Environments
230	Creative Activities for the Young Child
240	Early Childhood Education Administration: Business/Legal
241	Early Childhood Education Administration: Human Relations
242	Adult Supervision in ECE/CD Classrooms
254	Teaching in a Diverse Society
260	Children with Special Needs
262	Introduction to Family Support: Building Respectful Partnerships
264	The Life Cycle of the Family
331	The Role of the Teacher
362	Communicating with Parents
363	Mental Development and Problem Solving
366	Practicum in Early Childhood Education
382	Male Involvement in Early Childhood
695	Independent Study

ECONOMICS

230	Economic History of the United States
695	Independent Study

EDUCATION

695	Independent Study
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ENGINEERING

260	Circuits and Devices
261	Circuits and Devices Laboratory
695	Independent Study

ENGLISH

695	Independent Study
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FASHION DESIGN AND MERCHANDISING

100	Principles of Design
110	Beginning Clothing Construction
111	Techniques of Fit

113	Textiles
115	Intermediate Clothing Construction
116	Tailoring
118	Flat Pattern
122	Advanced Tailoring
123	Introduction to the Fashion Industry
132	Trouser Construction
133	Copying Ready-to-Wear
134	Beginning Millinery
140	Basic Serging
146	Designer Techniques in Sewing
150	History of Fashion
151	Fashion Merchandising
162	Advanced Flat Pattern
163	Pattern Grading
164	Fashion Illustration
166	Fashion Entrepreneurship
167	The Custom Dress Form
168	Fashion Draping
170	French Pattern Drafting
171	Pants Drafting
172	Bustier
173	Lingerie Design and Construction
175	Advanced Illustration
178	Computerized Pattern Grading
180	Computerized Pattern Design
195	Portfolio Development
196	Introduction to the Costume Industry
197	Pattern Design for Historic Costume
199	Costuming for Theatrical Production
225	Apparel Analysis
226	Visual Merchandising and Display
228	Fashion Show Production
695	Independent Study

GEOGRAPHY

100	Physical Geography
695	Independent Study

GEOLOGY

695	Independent Study
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HISTORY

242	African-American History
243	African History
245	Race, Ethnicity and Immigration in the U.S.
246	History of Latinos in the U.S.

- 247 Women in U.S. History
- 455 Middle Eastern History
- 695 Independent Study

HEALTH SCIENCE

- 115 Introduction to Health Care and the Health Professions
- 430 First Aid

HUMAN SERVICES

- 100 Introduction to Human Services
- 110 Introduction to Counseling and Interviewing
- 115 Introduction to Case Management
- 120 Public Assistance and Benefits Program
- 160 Serving Diverse Populations
- 161 Information and Referral: Understanding Community Resources
- 262 Introduction to Family Support: Building Respectful Partnerships
- 264 The Life Cycle of the Family
- 265 Family Development Portfolio, Part I
- 266 Family Development Portfolio, Part II
- 695 Independent Study

INTERDISCIPLINARY STUDIES

- 695 Independent Study

INTERIOR DESIGN

- 115 Introduction to Interior Design
- 126 Critical Thinking for Interior Designers
- 150 History of Interiors I
- 250 Professional Practices for Interior Designers
- 260 Overview of Lighting Design
- 270 Kitchen Design
- 271 Bath Design
- 276 Advanced Kitchen and Bath Design
- 340 Furniture, Casework, and Interior Detailing
- 695 Independent Study

KINESIOLOGY, ATHLETICS AND DANCE – DANCE

- 695 Independent Study

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

- 101 Introduction to Kinesiology
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription

KINESIOLOGY, ATHLETICS AND DANCE – THEORY

695 Independent Study

KINESIOLOGY, ATHLETICS AND DANCE – VARSITY SPORTS

104 Varsity Baseball
 114 Varsity Basketball
 140 Varsity Golf
 154 Varsity Soccer
 170 Varsity Tennis
 340 Varsity Women's Volleyball

LEARNING CENTER

100 Effective Tutoring and Practicum
 698 Supervised Tutoring/Academic Assistance

LIBRARY

100 Introduction to Information Research

LITERATURE

151 Introduction to Shakespeare I
 200 American Literature
 205 New Voices in World Literature
 232 Survey of English Literature II
 371 Mexican-American Literature
 695 Independent Study

MANAGEMENT

695 Independent Study

MATHEMATICS

130 Analytical Trigonometry
 251 Analytical Geometry and Calculus I
 253 Analytic Geometry and Calculus III
 270 Linear Algebra
 275 Ordinary Differential Equations
 695 Independent Study

MEDICAL ASSISTING

164 CPT (Current Procedural Terminology) Beginning Coding
 695 Independent Study
 801 Computerized Medical Billing/Medical Assisting Exam Preparation

METEOROLOGY

100 Meteorology - Weather and Climate

MULTIMEDIA ART AND TECHNOLOGY

314 Introduction to Computer Graphics
 325 Digital Painting
 361 Digital Video
 362 Digital Photography I
 366 Color Management and Theory
 368 Web Design I
 369 Web Design II
 370 Cascading Style Sheets
 372 Digital Illustration
 373 Digital Audio I
 376 Digital Imaging I
 377 Digital Imaging II
 378 Digital Page Layout
 380 Digital Animation II: Flash
 389 Multimedia Careers
 390 Portfolio Creation
 400 Motion Graphics
 405 Storyboard Development for Animation and Interactive Media
 417 Principles of Animation
 418 History of Animation
 421 3D Modeling and Animation II
 422 Introduction to Rigging
 672 Cooperative Education: Internship
 695 Independent Study

MUSIC

115 Art, Music and Ideas
 210 Histories of Popular Music and Rock
 230 Beethoven
 260 Music in Film, Television and Multimedia
 271 Opera and Musical Theater History
 290 Introduction to Music and Computers
 372 Guitar II
 695 Independent Study

OCEANOGRAPHY

100 Oceanography

PARALEGAL

249 Introduction to the Legal System
 250 Legal Research and Writing

251	Torts
252	Civil Litigation and Trial Preparation
254	Family Law
260	Advance Legal Research and Writing
262	Paralegalism and Study of Legal Ethics
264	Contracts
276	Electronic Litigation
695	Independent Study

PHILOSOPHY

103	Critical Thinking
190	Contemporary Philosophy
200	Introduction to Logic
240	Introduction to Ethics
300	Introduction to World Religions
695	Independent Study

PSYSICS

210	General Physics I
220	General Physics II
221	General Physics II - Calculus Supplement
250	Physics with Calculus I
260	Physics with Calculus II
270	Physics with Calculus III
405	Applied Radiographic Physics

POLITICAL SCIENCE

130	Introduction to International Relations
170	Introduction to Comparative Politics
210	American Politics
310	California State and Local Government
320	Latin American Politics

PSYCHOLOGY

106	Psychology of Prejudice and Discrimination
200	Developmental Psychology
695	Independent Study

RADIOLOGIC TECHNOLOGY

441	Sectional Anatomy
442	Radiographic Pathology
450	Registry Review
470	Specialized Techniques: Mammography
474	Venipuncture for Contrast Media Administration
695	Independent Study

SOCIOLOGY

695 Independent Study

SPANISH

695 Independent Study

THEATRE ARTS

151 Introduction to Shakespeare I

160 Latin American Theatre

201.3 Acting Lab III

201.4 Acting Lab IV

221 Stage Movement

233 Play Production Lab

305 Technical Production I

695 Independent Study

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE**EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

384 Principles and Practices of Family Child Care

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**CHEMISTRY**

231 Organic Chemistry I

232 Organic Chemistry II

COMPUTER BUSINESS OFFICE TECHNOLOGY

448 Using Microsoft Windows

460 Essential Skills for the 21st Century

465 Customer Service

COMPUTER INFORMATION SCIENCE

250 Introduction to Object Oriented Programming C++

262 Discrete Mathematics for Computer Science

MANAGEMENT

204 Managing Employees Effectively

MATHEMATICS

252 Analytical Geometry and Calculus II

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

None.

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

None.

PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE

CHEMICAL LABORATORY TECHNOLOGY

Chemical Laboratory Technology – Associate in Science Degree
Chemical Laboratory Technology – Certificate of Achievement

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

Accounting – Associate in Science Degree
Accounting – Certificate of Achievement

ART

Art History – Associate in Arts Degree
Studio Arts – Associate in Arts Degree
Studio Arts for Transfer – Associate in Arts Degree for Transfer

BIOLOGICAL SCIENCES

Biological Sciences – Associate in Science Degree

COMPUTER BUSINESS OFFICE TECHNOLOGY

Administrative Assistant – Associate in Science Degree
Administrative Assistant – Certificate of Achievement
Administrative Support Assistant – Associate in Science Degree
Administrative Support Assistant – Certificate of Achievement

CHEMISTRY

Chemistry – Associate in Science Degree

ENGINEERING

Engineering – Associate in Science Degree

ENGLISH

English – Associate in Arts Degree

GEOLOGY

Earth Science – Associate in Science Degree

HISTORY

History – Associate in Arts Degree

HEALTH SCIENCE

Allied Health – Associate in Science Degree

HUMAN SERVICES

Community Health Worker – Certificate of Achievement

Human Services – Associate in Science Degree

Human Services – Certificate of Achievement

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies with Emphasis in Natural Science/Mathematics – Associate in Arts Degree

Interdisciplinary Studies with Emphasis in Arts & Humanities – Associate in Arts Degree

KINESIOLOGY, ATHLETICS AND DANCE – DANCE

Dance – Associate in Arts Degree

MATHEMATICS

Mathematics for Transfer – Associate in Science Degree for Transfer

MEDICAL ASSISTING

Medical Administrative Assistant – Certificate of Achievement

Medical Billing Specialist – Associate in Science Degree

Medical Billing Specialist – Certificate of Achievement

Medical Coding Specialist – Certificate of Achievement

MULTIMEDIA ART AND TECHNOLOGY

Graphic Design – Certificate of Achievement

Multimedia Art and Technology – Associate in Arts Degree

Multimedia Art and Technology – Certificate of Achievement

Web Design – Certificate of Achievement

MUSIC

Music – Associate in Arts Degree

PARALEGAL

Paralegal – Associate in Science Degree
Paralegal – Certificate of Achievement

PHYSICS

Physics – Associate in Science Degree

PSYCHOLOGY

Psychology – Associate in Arts Degree
Psychology for Transfer – Associate in Arts Degree for Transfer

THEATRE ARTS

Theatre Arts – Associate in Arts Degree

PROPOSED PROGRAM REACTIVATIONS – CAÑADA COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE

None.

PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE

None.

San Mateo County Community College District

June 25, 2014

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Dr. Sandra Stefani Comerford, Vice President, Instruction
College of San Mateo

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

David Laderman, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

AMERICAN SIGN LANGUAGE

100 AMERICAN SIGN LANGUAGE I (5.0) (day or evening)

Justification: ASL courses level I and level II are being updated and reinstated.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848.

Description: A beginning course designed to introduce students to the visual-gestural richness of American Sign Language as it is used within the Deaf culture. Introduces students to ASL's basic structure and vocabulary while developing students' expressive skills and understanding of fingerspelling and basic conversational strategies. Provides an introduction to the Deaf community and culture. Equivalent to two years of high school ASL.

Classification: AA/AS Degree; CSU transferable.

110 AMERICAN SIGN LANGUAGE II (5.0) (day or evening)

Justification: ASL courses level I and level II are being updated and reinstated.

Prerequisite: ASL 100.

Recommended Preparation: None.

Description: A continuation of ASL 100, designed to enhance proficiency in ASL usage. The course further develops conversational skills with an increased emphasis on visual receptive and expressive skills required for learning advanced vocabulary, grammar, non-manual behaviors, and fingerspelling. Creates awareness

of Deaf culture through the study of the history of ASL, the cultural dynamics of the Deaf community, and the cultural customs of communication.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – COLLEGE OF SAN MATEO

None.

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO

ACCOUNTING

- 171 Individual Income Taxes
- 172 Business Income Taxes
- 173 Trust, Estate, and Gift Taxes

ANTHROPOLOGY

- 370 Pre-Columbians: Olmec to Aztecs

ART

- 245 Mosaic Art I
- 246 Mosaic Art II
- 354 Color Photography I
- 355 Color Photography II
- 386 Darkroom Workshop
- 387 Photo Open Lab
- 665 Special Topics in Art

CHINESE

- 201 Chinese Character Writing for Beginners

COSMETOLOGY

- 750 Brush-up
- 765 Advanced Haircolor Theory and Techniques

CAREER & PERSONAL DEVELOPMENT

- 140 Peer Counseling
- 142 Advanced Peer Counseling
- 301 Introduction to Scholarships

DIGITAL MEDIA

- 260 Newswriting and Reporting
- 261 Advanced Newswriting and Reporting
- 265 Newspaper and Online News Production

ELECTRICAL APPRENTICESHIP

- 731 Electrical Apprenticeship I
- 732 Electrical Apprenticeship II
- 733 Electrical Apprenticeship III
- 734 Electrical Apprenticeship IV
- 735 Electrical Apprenticeship V
- 736 Electrical Apprenticeship VI
- 737 Electrical Apprenticeship VII
- 738 Electrical Apprenticeship VIII
- 739 Electrical Apprenticeship IX
- 740 Electrical Apprenticeship X

ENGLISH

- 865 Projects in Workplace Writing

ENGLISH AS A SECOND LANGUAGE

- 868 ESL for the Workplace
- 869 ESL for the Workplace I
- 870 ESL for the Workplace II

ETHNIC STUDIES

- 102 Introduction to Ethnic Studies II

FILM

- 800 Film in Focus

FIRE TECHNOLOGY PUBLIC SAFETY

- 702 Fire Gabilan Preparedness
- 714 Fire Resource Ordering System
- 718 Fire Emergency Vehicle Ops
- 719 Fire Pump Operations

KINESIOLOGY, ATHLETICS AND DANCE - DANCE

- 116 Waltzing Through History
- 117 Tap Dance
- 161 Tango Argentino

KINESIOLOGY, ATHLETICS AND DANCE - FITNESS

- 202 Intermediate Weight Training

HISTORY

- 315 San Mateo County History

MATHEMATICS

850 Mathematics Supplement I

MUSIC

451 Jazz Workshop

NURSING

808 Open Skills Laboratory
809 Nursing Open Skills Laboratory Practicum

READING

405 College Analytical Reading
415 Reading Across Disciplines: Individualized Preparation
454 College-Level Vocabulary Improvement I
455 College-Level Vocabulary Improvement II
807 Basic Phonic Skills for Non-Native Speakers
808 Basic Phonic Skills
814 Basic Spelling Mastery
815 Advanced Spelling Mastery

SOCIOLOGY

340 Human Sexuality

SOCIAL SCIENCE

382 British Life and Culture
383 Italian Life and Culture
384 French Life and Culture
385 Spanish Life and Culture
386 South African Life and Culture

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO**ACCOUNTING**

121 Financial Accounting
131 Managerial Accounting
144 QuickBooks: Set-up and Service Business
145 QuickBooks: Payroll and Merchandising Business
161 Intermediate Accounting I
162 Intermediate Accounting II
163 Auditing
164 Governmental & Nonprofit Accounting
165 Cost Accounting
175 Volunteer Income Tax Preparation
176 Enrolled Agent Exam Preparation

ADMINISTRATION OF JUSTICE

100	Introduction to the Criminal Justice System
102	Principles and procedures of the Criminal Justice System
104	Concepts of Criminal Law
106	Legal Aspects of Evidence
108	Community Relations and the Justice Systems
120	Criminal Investigation
125	Juvenile
185	Introduction to Forensics Science
771	PC832 Arrest and Control Training
775	PC832 Firearms Training
780	Regular Basic Course Module III
781	Regular Basic Course Module II

ANTHROPOLOGY

350	Introduction to Archaeology and World Prehistory
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ART

102	Art of Renaissance and Baroque (c.1300-1700)
103	Art of Europe and America: Neoclassical (c.1750-present)
201	Drawing and Composition I
202	Drawing and Composition II
206	Figure Drawing and Portraiture
207	Life Drawing
223	Oil Painting I
224	Oil Painting II
225	Acrylic Painting I
226	Acrylic Painting II
231	Watercolor I
232	Watercolor II
301	Two-Dimensional Design
315	Mixed Media Art

BIOLOGY

100	Introduction to the Life Sciences
102	Environmental Science and Conservation
110	General Principles of Biology
130	Human Biology
145	Plants, People, and Environment
184	Wildlife Biology
230	Introductory Cell Biology

BUILDING INSPECTION TECHNOLOGY

710	Advanced Building Inspection
730	Plumbing Inspection
735	ADA Building Requirements

- 740 Mechanical Code
- 750 Structural Provisions
- 760 Energy Regulations

BUSINESS

- 100 Contemporary American Business

CHEMISTRY

- 210 General Chemistry I
- 250 Analytic Chemistry Quantitative Analysis

CHINESE

- 121 Advanced Elementary Chinese I
- 122 Advanced Elementary Chinese II
- 131 Intermediate Chinese I
- 132 Intermediate Chinese II
- 140 Advanced Intermediate Chinese

COMMUNICATION STUDIES

- 110 Public Speaking
- 130 Interpersonal Communication
- 140 Small Group Communication

COMPUTER AND INFORMATION SCIENCE

- 254 Introduction to Object-Oriented Program Design
- 255 (CS1) Programming Methods: Java
- 256 (CS2) Data Structures: Java
- 278 (CS1) Programming Methods: C++
- 279 (CS2) Data Structures: C++
- 364 Enterprise Data Warehousing

CAREER AND LIFE PLANNING

- 104 Transfer Essentials and Planning
- 105 College Planning
- 107 Introduction to Choosing a College Major
- 121 Planning for Student Success

COSMETOLOGY

- 712 Fundamentals of Cosmetology I
- 722 Fundamentals of Cosmetology II
- 732 Advanced Cosmetology I
- 742 Advanced Cosmetology II

DENTAL ASSISTING

701	Dental Science I
702	Dental Sciences II
703	Allied Health Communication
721	Dental Materials I
722	Dental Materials II
740	Chairside Assisting I
742	Chairside Assisting II
743	Coronal Polish
744	Dental Sealants
749	Preclinical Dental Science Laboratory
751	Dental Clinic
753	Dental Assisting Clinical Practicum
763	Dental Radiology
770	Dental Office Procedures

DIGITAL MEDIA

104	Digital Media Career Pathways
130	Lighting for Studio and Field
155	Advanced TV Production
165	Digital Animation
215	History of Graphic Design

ECONOMICS

100	Principles of Macroeconomics
102	Principles of Microeconomics

ELECTRONICS TECHNOLOGY

144	Solar Energy Fundamentals
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ENGINEERING

230	Engineering Statics
270	Materials Science

ENGLISH AS A SECOND LANGUAGE

400	Composition for Non-Native Speakers
895	Reading Improvement for Non-Native Speakers
897	Intermediate Vocabulary for Non-Native Speakers

ETHNIC STUDIES

101	Latin American and Indigenous Peoples History and Culture
103	Asian Pacific American History and Cultural Experience

FIRE TECHNOLOGY

- 740 Building Construction for Fire Protection
- 748 Firefighter Safety & Survival
- 793 Firefighter I Academy
- 810 Firefighter Cadet I

FIRE TECHNOLOGY PUBLIC SAFETY

- 103 Training Instructor 1B
- 112 Fire Investigation 1A
- 116 Training Instructor 1A
- 119 Fire Management 1
- 120 Fire ICS-400
- 720 Fire Prevention 1B

HISTORY

- 310 California History

LITERATURE

- 101 Twentieth-Century Literature
- 220 Introduction to World Literature
- 804 Twentieth-Century Literature
- 835 Shakespeare

MANAGEMENT

- 100 Introduction to Business Management

MUSIC

- 101 Musicianship I
- 131 Harmony I
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV

NURSING

- 211 Introduction to Nursing
- 221 Pediatric Nursing
- 222 Maternity Nursing
- 225 Nursing Skills Lab II
- 231 Psychiatric Nursing
- 235 Nursing Skills Lab III
- 610 Basic Medication Dosage Calculations for Nurses
- 620 Bridge Course for Advanced Entry Students
- 630 Introduction to Medical Terminology

- 666 Career Exploration in Nursing
- 815 Transition from 1st Year to 2nd Year: Medical Surgical Nursing

PHYSICS

- 100 Conceptual Physics
- 210 General Physics I
- 211 General Physics I-Calculus Supplements
- 250 Physics with Calculus I

READING

- 412 College-Level Introductory Reading Improvement
- 812 Intermediate Reading Improvement
- 852 Vocabulary Building Introductory
- 853 Vocabulary Building Intermediate

REAL ESTATE

- 100 Real Estate Principles
- 215 Commercial and Investment Property

SOCIOLOGY

- 100 Introduction to Sociology
- 105 Social Problems

SOCIAL SCIENCE

- 301 Introduction to Alcohol and Other Drug Studies
- 302 Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse
- 304 Intervention, Treatment and Recovery
- 307 Family Systems in Addiction
- 308 Group AOD (Alcohol and Other Drug) Counseling Process
- 314 Individual AOD (Alcohol and Other Drug) Counseling Process

SPRINKLER FITTER APPRENTICESHIP

- 711 Sprinkler Fitter Apprenticeship I
- 712 Sprinkler Fitter Apprenticeship II
- 713 Sprinkler Fitter Apprenticeship III
- 714 Sprinkler Fitter Apprenticeship IV
- 715 Sprinkler Fitter Apprenticeship V
- 716 Sprinkler Fitter Apprenticeship VI
- 717 Sprinkler Fitter Apprenticeship VII
- 718 Sprinkler Fitter Apprenticeship VIII
- 719 Sprinkler Fitter Apprenticeship IX
- 720 Sprinkler Fitter Apprenticeship X

PROPOSED CURRICULAR REACTIVATIONS – COLLEGE OF SAN MATEO

ART

105 Art of Asia and the Near East

READING

854 Vocabulary Improving High-Intermediate
855 Vocabulary Improving Advanced Intermediate

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – COLLEGE OF SAN MATEO

ANTHROPOLOGY

127 Physical Anthropology Laboratory

ART

102 Art of Renaissance and Baroque (c. 1300-1700)
103 Art of Europe and America: Neoclassical (c.1750-Present)

BUILDING INSPECTION TECHNOLOGY

735 ADA Building Requirements

BUSINESS

100 Contemporary American Business

CHINESE

131 Intermediate Chinese I
132 Intermediate Chinese II
140 Advanced Intermediate Chinese

COMPUTER INFORMATION SCIENCE

135 Android Programming

KINESIOLOGY, ATHLETICS AND DANCE - FITNESS

336 Restorative Yoga

NURSING

666 Career Exploration in Nursing

PHYSICS

100 Conceptual Physics
211 General Physics I – Calculus Supplement

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

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

ANTHROPOLOGY

Anthropology – Associate in Arts Degree for Transfer - (18-23 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)

ECONOMICS

Economics – Associate in Arts Degree for Transfer - (22-25 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)

FILM, TELEVISION & ELECTRONIC MEDIA

Film, Television & Electronic Media – Associate in Science 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)

PROPOSED PROGRAM DELETIONS – COLLEGE OF SAN MATEO

None.

PROPOSED PROGRAM INACTIVATIONS – COLLEGE OF SAN MATEO**DIGITAL MEDIA**

Digital Media: Digital Audio – Associate in Arts Degree

Digital Media: Journalism Concentration – Associate in Arts Degree

Digital Media: Journalism Concentration – Certificate of Achievement

ELECTRICAL TECHNOLOGY

Electrical Technology (Apprenticeship): Inside Wireman – Certificate of Specialization

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO**ACCOUNTING**

Accounting – Associate in Arts Degree

Accounting – Certificate of Achievement

Accounting Assistant – Certificate of Specialization

CPA Exam Preparation: Business Environment and Regulation – Certificate of Specialization

CPA Exam Preparation: Financial Accounting and Auditing – Certificate of Specialization
Enrolled Agent Exam Preparation – Certificate of Specialization
Tax Preparer I – Certificate of Specialization
Tax Preparer II – Certificate of Specialization

ART

General Studio Art – Associate in Arts Degree
Studio Art – Associate in Arts Degree for Transfer

ASTRONOMY

Astroimaging Observatory Operation – Certificate of Achievement

BIOLOGY

Biotechnology – Certificate of Specialization

COMPUTER AND INFORMATION SCIENCE

C++ Programming – Certificate of Specialization
Computer Forensics - Certificate of Specialization
Java Programming - Certificate of Specialization
Network Security - Certificate of Specialization

COSMETOLOGY

Cosmetology – Associate in Arts Degree
Cosmetology – Certificate of Achievement

DIGITAL MEDIA

Digital Media: Broadcast and Electronic Media - Associate in Arts Degree
Digital Media: Digital Video Production - Associate in Arts Degree
Digital Media: Video Journalism – Certificate of Specialization

DENTAL ASSISTING

Dental Assisting - Associate in Science Degree
Dental Assisting – Certificate of Achievement

DRAFTING TECHNOLOGY

CAD/Drafting Technology - Associate in Science Degree
CAD/Drafting Technology - Certificate of Achievement
Computer Aided Design - Certificate of Specialization

ETHNIC STUDIES

Ethnic Studies - Associate in Arts Degree

HISTORY

History – Associate in Arts Degree for Transfer

KINESIOLOGY

Kinesiology – Associate in Arts Degree for Transfer
Specialized Pilates Instructor – Certificate of Achievement
Comprehensive Pilates Instructor - Certificate of Specialization
Pilates Mat and Reformer Instructor - Certificate of Specialization
Pilates Mat Instructor - Certificate of Specialization
Yoga Instructor - Certificate of Specialization

MUSIC

Music – Associate in Arts Degree

NURSING

Nursing - Associate in Arts Degree

PHYSICAL SCIENCE

Physical Science - Associate in Science Degree

PSYCHOLOGY

Psychology – Associate in Arts for Transfer

SOCIAL SCIENCE

Interdisciplinary Studies Option 1 – Associate in Arts Degree
Interdisciplinary Studies Option 2 – Associate in Arts Degree
Interdisciplinary Studies Option 3 – Associate in Arts Degree
University Transfer Option 1- Certificate of Achievement
University Transfer Option 2 - Certificate of Achievement
University Transfer Option 3 - Certificate of Achievement

SPANISH

Spanish – Certificate of Specialization

PROPOSED PROGRAM REACTIVATIONS – COLLEGE OF SAN MATEO

ELECTRICAL TECHNOLOGY

Electrical Technology (Apprenticeship): Inside Wireman – Associate in Science Degree (35 units)
Electrical Technology (Apprenticeship): Inside Wireman – Certificate of Achievement (35 units)

PROPOSED DEPARTMENT ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to add the following department:

AMERICAN SIGN LANGUAGE (ASL)

The American Sign Language courses are being reinstated, therefore, the department is also being reestablished.

INTERDISCIPLINARY STUDIES (IDST)

The new department code (IDST) is being established to house the interdisciplinary honors courses; Humanities Honors Seminar and Science Honors Seminar level I and II courses. Courses from either a humanities cluster or science cluster will be linked with the honors seminar course.

PROPOSED DEPARTMENT DELETIONS – COLLEGE OF SAN MATEO

None.

San Mateo County Community College District

June 25, 2014

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Sarah F. Perkins, Vice President, Instruction
Skyline College

APPROVED BY: Jacqueline Escobar, Curriculum Committee Co-Chair
Skyline College

Nick Kapp, Curriculum Committee Co-Chair
Skyline College

Leigh Anne Shaw, Academic Senate President
Skyline College

Regina Stanback Stroud, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

AUTOMOTIVE TECHNOLOGY

546 BODY CONTROL SYSTEMS (15.0) (day or evening)

Justification: This course addresses topics not previously covered in the full-time morning or afternoon programs.

Prerequisite: Admission to the Automotive Technology Program.

Recommended Preparation: None.

Description: Topics include heating cooling and ventilation systems, body controls, scan tool usage and diagnosis, and hybrid theory and operation.

Classification: AA/AS Degree; CSU transferable.

BUSINESS

880SB OSHA 10 (GENEARL INDUSTRY) (.5) (day or evening)

Justification: This short course will provide OSHA 10 (General Industry) training for entry level workers and enhance knowledge in this area. The course is being taught at Goodwill Industries and will address grant opportunities.

Prerequisite: None.

Recommended Preparation: None.

Description: The OSHA Outreach Training Program for General Industry provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SC SOCIAL MEDIA APPLICATIONS FOR BUSINESS (1.0) (day or evening)

Justification: This course is recommended for marketing staff and managers who want to gain fluency in social media to add to their existing marketing mix; small business owners who understand the value proposition of social media, but don't know where to begin; and for those on the verge of launching a business who realize this is essential knowledge to be able to apply from the outset. The community needs access to reasonable and professional instruction in this new marketing medium.

Prerequisite: None.

Recommended Preparation: None.

Description: Provides an understanding of the use of social media in today's business environment. Topics include the various uses of social media within different departments, the establishment of social media profiles on leading networks, advertising, and measurement. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SD EFFECTIVE MARKETING TECHNIQUES FOR THE NEW ECONOMY (.5) (day or evening)

Justification: The Business Department would like to expand courses in marketing. This short course focuses on effective marketing techniques used in today's business world. This course will enhance and broaden the curriculum in the discipline of Business.

Prerequisite: None.

Recommended Preparation: None.

Description: Overview of marketing trends in the new economy that includes social media, branding yourself, understanding SWOT, USPs, Mission/Vision, and how storytelling through your bio and blogging can lead to building a brand. Students will practice presentations skills. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SE GETTING STARTED IN BUSINESS (.5) (day or evening)

Justification: This course is part of a series of short courses offered at the new Bay Area Entrepreneur Center. The courses are being offered to assist the center to get started and to attract students to it.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to assist those starting a new business or growing a current business. Topics include broad business environments and structures, regulations and tax implications, entrepreneurial opportunities, business financing, and business ethics. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SF DEVELOPING A BUSINESS PLAN (.5) (day or evening)

Justification: This course is part of a series of short courses offered at the new Bay Area Entrepreneur Center. The courses are being offered to assist the center to get started and to attract students to it.

Prerequisite: None.

Recommended Preparation: None.

Description: Learn how to develop a well written business plan. Designed to assist with the design, development and creation of this important tool. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SG DEVELOPING TOOLS TO CREATE A MARKETING PLAN (.5) (day or evening)

Justification: This course is part of a series of short courses offered at the new Bay Area Entrepreneur Center. The courses are being offered to assist the center to get started and to attract students to it.

Prerequisite: None.

Recommended Preparation: None.

Description: Learn about marketing and advertising tools, including the Internet, and get ready to start your own business. Topics include identifying your target customers and positioning your company for success. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

DRAMA

311 THEATRICAL SOUND/AUDIO PRODUCTION (3.0) (day or evening)

Justification: DRAM 311 is part of efforts to organize Theater Arts curriculum in preparation to offer a certificate in Technical Theater and an AA-T degree in Drama at Skyline College in the future. These efforts align with plans for a Visual and Performing Arts Center at the College. DRAM 311 will also be a required course for the Urban Music Academy Certificate of Achievement. By organizing and clarifying technical theater course curriculum, we will be able to align courses with CI-D descriptors in near future. This will benefit students by creating a more transparent path to transfer to a four-year institution and will

aid the college by increasing enrollment in technical theater classes and providing technical theater support for plays, concerts and events in the Skyline College Theater.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to teach the basic principles, history, and practice of Stagecraft in the discipline of Sound/Audio Production for the performing arts and help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires evening and weekend work on actual productions.

Classification: AA/AS Degree; CSU transferable.

312 THEATRICAL LIGHTING/BASIC ELECTRICAL THEORY (3.0) (day or evening)

Justification: DRAM 312 is part of efforts to organize Theater Arts curriculum in preparation to offer a certificate in Technical Theater and an AA-T degree in Drama at Skyline College in the future. These efforts align with plans for a Visual and Performing Arts Center at the College. By organizing and clarifying technical theater course curriculum, we will be able to align courses with CI-D descriptors in near future. This will benefit students by creating a more transparent path to transfer to a four-year institution and will aid the college by increasing enrollment in technical theater classes and providing technical theater support for plays, concerts and events in the Skyline College Theater.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to teach the basic principles, history, and practice of Stagecraft in the discipline of Theatrical Lighting/Basic Electrical Theory for the performing arts with emphasis on equipment, control, color and their relationship to design. This course will help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires evening and weekend work on actual productions.

Classification: AA/AS Degree; CSU transferable.

313 STAGE CARPENTRY AND RIGGING (3.0) (day or evening)

Justification: DRAM 313 is part of efforts to organize Theater Arts curriculum in preparation to offer a certificate in Technical Theater and an AA-T degree in Drama at Skyline College in the future. These efforts align with plans for a Visual and Performing Arts Center at the College. By organizing and clarifying technical theater course curriculum, we will be able to align courses with CI-D descriptors in near future. This will benefit students by creating a more transparent path to transfer to a four-year institution and will aid the college by increasing enrollment in technical theater classes and providing technical theater support for plays, concerts and events in the Skyline College Theater.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to teach the basic principles, history, and practice of Stagecraft in the discipline of Stage Carpentry and Rigging for the performing arts and help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires evening and weekend work on actual productions.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY, ATHLETICS AND DANCE – PHYSICAL EDUCATION

680SE INTRODUCTION TO SPORT NUTRITION (3.0) (day or evening)

Justification: P.E. 680SE is a CSU transferable experimental course designed to prepare students to earn a National Council of Strength and Fitness Sport Nutrition certificate (personal training/sports nutrition).

Prerequisite: None.

Recommended Preparation: None.

Description: The study of the function of nutrients for energy, growth and repair of tissues, homeostasis, wellness and increased athletic performance. Prepares students to take the National Council of Strength and Fitness Sport Nutrition exam. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree.*

Classification: AA/AS Degree; AA-T Degree; CSU transferable.

LEARNING SKILLS

863 COMPOSITION SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in ENGL 100 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need introductory supplementary instruction in English 100 to reinforce course content and bolster academic skills. Faculty, instructional aides or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need. Students will develop the skills needed to write essays appropriate to the transfer level. Students will develop thesis statements and use a variety of organizational strategies, academic discourse, and standard English grammar and usage.

Classification: Not degree applicable; not transferable.

864 COMPOSITION, LITERATURE AND CRITICAL THINKING SUPPLEMENT (.5-3.0)
(day or evening)

Justification: This course is designed to assist students enrolled in ENGL 110 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in English, Literature and Critical Thinking composition courses to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need. Students will develop the skills needed to interpret and employ modes of literary analysis, as well as write essays appropriate to the transfer level. Students will develop thesis statements and use a variety of organizational strategies, academic discourse, and standard English grammar and usage.

Classification: Not degree applicable; not transferable.

872 ELEMENTARY ALGEBRA I SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 111 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Elementary Algebra I to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

873 ELEMENTARY ALGEBRA II SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 112 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Elementary Algebra II to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

874 INTERMEDIATE ALGEBRA I SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 122 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Intermediate Algebra I to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

875 INTERMEDIATE ALGEBRA II SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 123 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Intermediate Algebra II to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

876 ELEMENTARY PROBABILITY AND STATISTICS SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 200 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning

environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Statistics to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

877 TRIGONOMETRY SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 130 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Trigonometry to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

878 CALCULUS I SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 241 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Calculus I to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

879 CALCULUS II SUPPLEMENT (.5-3.0) (day or evening)

Justification: This course is designed to assist students enrolled in MATH 242 to accurately assess their learning needs and seek assistance in a timely manner. Students will be provided supplemental instruction for the target course and the opportunity to practice related skills in one-on-one or small group learning environment. Additionally students will learn to apply techniques for successful learning and increase their ability to take independent responsibility for their learning.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need supplementary instruction in Calculus II to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need.

Classification: Not degree applicable; not transferable.

MUSIC**420.1 ORCHESTRA FOR THE MUSICAL THEATER PRODUCTION (2.0) (day or evening)**

Justification: Each spring, Skyline College presents an annual musical theater production. Skyline College students perform as singers, dancers, stage crew, and orchestral musicians. Since 2012, dancers enroll in DANC 410, singers enroll in MUS. 410, stage crew members enroll in DRAM 310, but orchestra members participate as volunteers, receiving instruction from a volunteer instructor. This course allows student musicians to also be enrolled in a course for which they receive credit.

Prerequisite: None.

Recommended Preparation: None.

Description: Music theory and practice at the beginning level in orchestral performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning instrumental technique and song repertoire that will be utilized in performance. All instrumentalists are welcome to audition. Proficiency with a musical instrument is strongly recommended.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**ARABIC**

121 ADVANCED ELEMENTARY ARABIC I
122 ADVANCED ELEMENTARY ARABIC II

Justification: These courses have been inactive and not taught for some time, and there are no plans to offer these courses in the future.

AUTOMOTIVE TECHNOLOGY

773/840 AUTOMOTIVE ELECTRICAL I
771/846 AUTOMOTIVE ELECTRICAL II

Justification: These courses are being deleted because they have been replaced by updated new courses AUTO 541/941 and 542/942.

BUSINESS

476 INTRODUCTION TO MEDIAL OFFICE MANAGEMENT
485 MEDICAL TERMINOLOGY
486 MEDICAL TRANSCRIPTION
487 MEDICAL TRANSCRIBER INTERNSHIP
489 MEDICAL CODING ICD-9
491 MEDICAL CODING CPT
499 COMPUTERIZED MEDICAL BILLING AND INFORMATION MANAGEMENT

Justification: These Business courses are being deleted because they have been replaced by new Medical Assisting (MEDA) program courses and will no longer be taught.

BUSINESS COMPUTER SYSTEMS & MANAGEMENT

480 NETWORK FUNDAMENTALS (LAN)

Justification: This course has been cross-listed with TCOM 480. Most students who take the course register for TCOM 480, and all students who need the course can register for TCOM 480 and use it for their program.

CHINESE

130 INTERMEDIATE CHINESE

Justification: This course has been inactive and not taught for some time, and there are no plans to offer this course in the future.

DRAMA

310 TECHNICAL PRODUCTION/STAGECRAFT

Justification: DRAM 310 has been superseded by new courses DRAM 311, 312 and 313.

FAMILY AND CONSUMER SCIENCES

311 CHILDREN'S NUTRITION

Justification: This course has traditionally had low enrollment. The department has evaluated the need for the course and had determined that it is to be deleted.

FILIPINO

122 ADVANCED ELEMENTARY FILIPINO II

Justification: This course has been inactive and not taught for some time, and there are no plans to offer this course in the future.

SPANISH

122 ADVANCED ELEMENTARY SPANISH II

161 READINGS IN SPANISH LITERATURE II

162 READINGS IN SPANISH LITERATURE II

Justification: These courses have been inactive and not taught for some time, and there are no plans to offer these courses in the future.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

403 HTML & Web Authoring Applications I

404 HTML & Web Authoring Applications II

COMMUNICATION STUDIES

813 Speech for Non-Native Speakers

EARLY CHILDHOOD EDUCATION

273 Supporting Young Bilingual Learners

HISTORY

109 Europe Since 1945

461 Great Cities of the World: Paris, Madrid, and Istanbul

462 Great Cities of the World: London, Cairo and Rome

463 Great Cities of the World: Florence, Tokyo and Jerusalem

464 Great Cities of the World: New York, Beijing and Granada

LITERATURE

151 Introduction to Shakespeare

PHILOSOPHY

160 History of Western Philosophy: Ancient and Medieval

SOCIOLOGY

341 Asian Cultures and Societies

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**ACCOUNTING**

- 121 Financial Accounting
- 171 Federal Income Tax
- 172 Business Income Taxes
- 175 Volunteer Income Tax Preparation
- 665SB Taxation and Rental Real Estate

ADMINISTRATION OF JUSTICE

- 102 Principles and Procedures of Justice
- 108 Community Relations

ANTHROPOLOGY

- 126 Physical Anthropology Laboratory

ART

- 665SI Intensive Painting Studio

BIOLOGY

- 250 Human Anatomy
- 260 Human Physiology

BUSINESS

- 190 Principles of Retail Management
- 665SH Personal Financial Planning

BUSINESS COMPUTER SYSTEMS AND MANAGEMENT

- 171 Federal Income Tax
- 172 Business Income Taxes

CHEMISTRY

- 192 Elementary Chemistry
- 210 General Chemistry I

COMPUTER SCIENCE

- 155 Computer Programming Visual Basic
- 250 Introduction to Object-Oriented Programming: C++

ENGLISH

846 Reading and Writing Connections

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

400 English Composition for Nonnative Speakers
 830 English for Speakers of Other Languages III
 840 English for Speakers of Other Languages IV
 853 Intermediate ESL Listening and Speaking
 854 High-Intermediate ESL Listening and Speaking
 863 Intermediate ESL Reading and Writing
 864 High-Intermediate ESL Reading and Writing
 873 Intermediate ESL Grammar
 874 High-Intermediate ESL Grammar
 875 Advanced ESL Grammar and Editing

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

680SN Climate Protection Professional I

HEALTH SCIENCE

484 Medical Terminology

KINESIOLOGY, ATHLETICS AND DANCE – DANCE

121.1-121.4 Modern Dance
 125.1-125.4 Salsa I-IV
 130.1-130.4 Jazz Dance I-IV
 140.1-140.4 Ballet I-IV
 151.1-151.4 Social Dance I-IV
 400.1-400.4 Dance Performance and Production I-IV

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

112.1-121.4 Cross Training I-IV
 116.1-116.4 Body Conditioning I-IV
 301.1-301.4 Spinning I-IV
 304.1-304.4 Walking Fitness I-IV
 334.1-334.4 Yoga I-IV
 335.1-335.4 Pilates I-IV

KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS

121.1-121.4 Badminton I-IV
 160.1-160.4 Golf I-IV
 251.1-251.4 Tennis I-IV

KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS

111.1-111.4 Basketball I-IV
 141.1-141.4 Soccer I-IV
 148.1-148.4 Indoor Soccer I-VI

192 Men's Basketball Theory: Defense
MANAGEMENT

100 Introduction to Business Management

MATHEMATICS

253 Calculus with Analytic Geometry III

275 Ordinary Differential Equations

MUSIC

100 Fundamentals of Music

PARALEGAL STUDIES

240 Introduction to Law

245 Paralegal Profession

250 Legal Research, Writing, and Analysis I

252 Civil Litigation I

260 Legal Research, Writing, and Analysis II

PHILOSOPHY

175 History of Western Philosophy: 16th-18th Century

195 History of Western Philosophy: 19th and 20th Century

200 Introduction to Logic

240 Introduction to Ethics

300 Introduction to World Religions

312 Introduction to Philosophy of Religion

PSYCHOLOGY

100 General Psychology

105 Experimental Psychology

171 Quantitative Reasoning in Psychology

200 Developmental Psychology

300 Social Psychology

410 Abnormal Psychology

RESPIRATORY THERAPY

495 Respiratory Care Board Examination Preparation and Review

SOCIOLOGY

108 Community Relations

SPANISH

130 Intermediate Spanish

140 Advanced Intermediate Spanish
TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY

486 Network Security

WELLNESS

680SD Theory of Tai Chi
760 Introduction to “Wholistic” Health

PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE

AUTOMOTIVE TECHNOLOGY

761/861 Automotive Brakes II

COSMETOLOGY

785 Spa Technician Training

KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS

194 Women’s Basketball Theory, Defense
197 Men’s Soccer Theory, Offense
199 Women’s Soccer Theory, Offense

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

COUNSELING

658 Allied Health Seminar – Career Advancement Academy

PARALEGAL STUDIES

250 Legal Research, Writing and Analysis I

REAL ESTATE

131 Real Estate Finance I

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

None.

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE

BUSINESS

Medical Transcriptionist – Associate in Science Degree
Medical Transcriptionist – Certificate of Achievement
Medical Office Assistant – Certificate of Achievement

Medical Billing and Coding – Certificate of Achievement

Justification: This degree and the associated certificates are being deleted in favor of new updated degrees and certificates in Medical Assisting under the Science/Mathematics/Technology Division.

PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE

None.

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

ACCOUNTING

Accounting – Associate in Science Degree

Accounting – Certificate of Achievement

Accounting Computer Specialist – Career Certificate

ADMINISTRATION OF JUSTICE

Administration of Justice – Associate in Arts Degree

Administration of Justice – Certificate of Achievement

ART

Art – Associate in Arts Degree

AUTOMOTIVE TECHNOLOGY

Automotive Technician – Associate in Science Degree

Automotive Technology – Associate in Science Degree

BUSINESS

Business Management – Associate in Science Degree

Business Management – Certificate of Achievement

General Supervision – Certificate of Achievement

Lawyer's Assistant – Associate in Science Degree

Lawyer's Assistant – Certificate of Achievement

Multimedia Technology – Associate in Science Degree

Multimedia Technology – Certificate of Achievement

Office Assistant – Certificate of Achievement

Office Management – Associate in Science Degree

Office Management – Certificate of Achievement

COSMETOLOGY

Cosmetology Entrepreneurship – Skills Certificate

DANCE

Dance – Associate in Arts Degree

KINESIOLOGY

Kinesiology – Associate in Arts for Transfer

MUSIC

Music – Associate in Arts Degree

PARALEGAL, LEGAL ASSISTANT

Paralegal, Legal Assistant – Associate in Arts Degree

Paralegal, Legal Assistant – Certificate of Achievement

PHYSICAL EDUCATION

Physical Education – Associate in Arts Degree

PSYCHOLOGY

Psychology – Associate in Arts Degree

SPANISH

Spanish – Associate in Arts Degree

TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY

Network Engineering – Associate in Science Degree

Network Engineering – Certificate of Achievement

PROPOSED PROGRAM REACTIVATIONS – SKYLINE COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to add the following department:

BIOTECHNOLOGY (BTEC)

To date Skyline College's Biotechnology courses have been offered under the Biology department designator. The new Biotechnology (BTEC) designator better reflects the focus of the department and provides Biotechnology with a unique identity.

PROPOSED DEPARTMENT DELETIONS – SKYLINE COLLEGE

None.

BOARD REPORT NO. 14-6-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services & Planning, 358-6880

ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES

San Mateo County Community College District has developed an approval and annual reviewing process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and the Board Policy 8.70. Our Board Policy states that students may only be required to provide materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2014-2015 to ensure compliance with the regulations and Board Policy 8.70. Further, the fees are listed in the accompanying report for the Board of Trustees to review and approve.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees.

CAÑADA COLLEGE
Instructional Material Fees
2014-15

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Accounting:			
ACTG	200	QuickBooks	\$6.00
Astronomy:			
ASTR	101	Astronomy Laboratory	\$6.00
Business:			
BUS.	103	Introduction To Business Information Systems	\$6.00
Computer Business Office Technology:			
CBOT	415	Beginning Computer Keyboarding	\$4.00
CBOT	417	Skill Building	\$4.00
CBOT	430	Computer Applications, Part I	\$4.00
CBOT	431	Computer Applications, Part II	\$4.00
CBOT	435	Spreadsheets	\$6.00
CBOT	436	Database Management	\$6.00
CBOT	448	Using Microsoft Windows	\$4.00
CBOT	457	Using PowerPoint In Business	\$4.00
CBOT	460	Office Procedures in Today's World	\$6.00
CBOT	470	Advanced Spreadsheets	\$4.00
CBOT	465	Customer Service	\$3.00
CBOT	472	Beginning Word Processing	\$4.00
CBOT	474	Intermediate Word Processing	\$4.00
CBOT	475	Using Outlook	\$4.00
CBOT	476	Adobe Acrobat	\$4.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$2.00
CHEM	210	General Chemistry I	\$2.00
CHEM	220	General Chemistry II	\$3.00
CHEM	231	Organic Chemistry I	\$8.00
CHEM	232	Organic Chemistry II	\$8.00
CHEM	410	Chemistry For Health Sciences	\$2.00
English:			
ENGL	100	Reading And Composition	\$1.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
English (Continued):			
ENGL	110	Composition, Literature And Critical Thinking	\$1.00
ENGL	161	Creative Writing I	\$1.00
ENGL	162	Creative Writing II	\$1.00
ENGL	164	Creative Non-Fiction	\$1.00
ENGL	165	Advanced Composition	\$1.00
ENGL	826	Basic Reading/Composition	\$1.00
ENGL	827	Integrated Reading and Writing	\$1.00
ENGL	836	Writing Development	\$2.00
ENGL	847	Accelerated Academic Reading and Writing	\$3.00
Engineering:			
ENGR	210	Engineering Graphics	\$6.00
ENGR	215	Computational Methods For Engineers And Scientists	\$6.00
ENGR	410	Computer-Aided Graphics	\$4.00
ENGR	413	Designing With Cad	\$4.00
English as a Second Language:			
ESL	400	Composition For Non-Native Speakers	\$1.00
ESL	836	English Pronunciation	\$1.00
ESL	911	Reading and Listening/Speaking I	\$1.00
ESL	912	Reading and Listening/Speaking II	\$1.00
ESL	913	Reading and Listening/Speaking III	\$1.00
ESL	914	Reading and Listening/Speaking IV	\$1.00
ESL	921	Grammar and Writing I	\$1.00
ESL	922	Grammar and Writing II	\$1.00
ESL	923	Grammar and Writing III	\$1.00
ESL	924	Grammar and Writing IV	\$1.00
Fashion Design:			
FASH	180	Computerized Pattern Design	\$6.00
Kinesiology - Varsity Sports:			
VARS	154	Varsity Soccer (Men only)	\$75.00
Learning Center:			
LCTR	810	Study Skills	\$2.00
Library Science:			
LIBR	100	Introduction To Information Research	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Multimedia Art and Technology:			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	361	Digital Video	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	365	Photographic Retouching And Restoration	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	371	User Interface/User Experience Design	\$6.00
MART	372	Digital Illustration	\$6.00
MART	373	Digital Audio I	\$2.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation & Interactive Media	\$4.00
MART	417	Principles of Animation	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00
MART	422	Introduction to Rigging	\$6.00
MART	430	3d Character Creation And Animation	\$6.00
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00
Medical Assisting:			
MEDA	115	Medical Word Processing	\$6.00
MEDA	140	Medical Transcription: Basic	\$6.00
MEDA	141	Medical Transcription: Advanced	\$6.00
MEDA	150	Medical Office Procedures	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Medical Assisting (Continued):			
MEDA	160	Medical Insurance Procedures	\$2.00
Paralegal:			
LEGL	276	Electronic Litigation	\$4.00
Reading:			
READ	826	Reading Improvement	\$2.00
READ	836	Academic Reading Strategies	\$2.00

COLLEGE OF SAN MATEO
Instructional Material Fees
2014-15

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Architecture:			
ARCH	210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	\$4.00
ARCH	220	Design II: Architecture Design, Form and the Built Environment	\$4.00
ARCH	666	Introduction to Architecture	\$4.00
Art:			
ART	124	Old Masters' Aesthetics and Techniques	\$25.00
ART	245	Mosaic Mural I	\$20.00
ART	246	Mosaic Mural II	\$20.00
ART	315	Mixed Media Art	\$40.00
ART	351	Beginning Black and White Photography	\$20.00
ART	352	Intermediate Black and White Photography	\$20.00
ART	353	Advanced Black and White Photography	\$20.00
ART	354	Color Photography I	\$30.00
ART	355	Color Photography II	\$30.00
ART	383	Intermediate Digital Photography	\$55.00
ART	384	Advanced Digital Photography	\$45.00
ART	385	Master Portfolio-Digital Photography	\$45.00
ART	388	Master Photography Portfolio	\$20.00
ART	391	Experimental Photography 1	\$20.00
ART	392	Experimental Photography 2	\$20.00
ART	393	Experimental Photography 3	\$20.00
ART	394	Experimental Photography 4	\$20.00
ART	396	Documentary Photography 1	\$45.00
ART	397	Documentary Photography 2	\$45.00
ART	400.1	Low Fire Ceramics I	\$30.00
ART	401	Three-Dimensional Design	\$25.00
ART	405	Sculpture I	\$30.00
ART	406	Sculpture II	\$30.00
ART	411	Ceramics I	\$30.00
ART	412	Ceramics II	\$30.00
ART	665MD	Advanced Ceramics Workshop	\$30.00
ART	665MI	Ceramics	\$30.00
ART	665MJ	Sculpture	\$30.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
ART	824	Old Masters' Aesthetics and Techniques	\$25.00
Biology:			
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$2.00
BIOL	260	Human Physiology	\$4.00
Business:			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Keyboarding: Skill-building	\$2.00
Business Microcomputer Applications - Windows Platform:			
BUSW	105	Introduction to Microcomputers	\$2.00
BUSW	114	Windows Fundamentals I	\$2.00
BUSW	115	Windows Fundamentals II	\$2.00
BUSW	214	Word Processing I using Word for Windows	\$2.00
BUSW	215	Word Processing II using Word for Windows	\$2.00
BUSW	383	Business Presentations using PowerPoint for Windows	\$2.00
BUSW	384	Business Presentations II using PowerPoint for Windows	\$2.00
BUSW	415	Spreadsheet I using Excel for Windows	\$2.00
BUSW	416	Spreadsheet II using Excel for Windows	\$2.00
BUSW	450	Microsoft Project Fundamentals I	\$2.00
BUSW	451	Microsoft Project Fundamentals II	\$2.00
BUSW	464	Database Management Fund. using Access for Windows	\$2.00
BUSW	530	Introduction to Internet	\$2.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00
Computer and Information Science:			
CIS	110	Introduction to Computer and Information Science	\$2.00
CIS	125	Visual Basic I	\$2.00
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	Programming Methods: JAVA	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
CIS	256	Data Structures: JAVA	\$2.00
CIS	278	Programming Methods: C++	\$2.00
CIS	279	Data Structures: C++	\$2.00
CIS	680MF	Game Programming: OpenGL	\$2.00
Cosmetology:			
COSM	712	Fundamentals of Cosmetology I	\$6.00
COSM	732	Advanced Cosmetology I	\$5.00
Career and Life Planning:			
CRER	104	Transfer Essentials and Planning	\$5.00
CRER	105	College Planning	\$5.00
CRER	107	Introduction to Choosing a College Major	\$5.00
CRER	120	College and Career Success	\$6.00
CRER	121	Planning for Student Success	\$5.00
CRER	122	Study Skills	\$5.00
CRER	126	Career Choices I: Career Assessment	\$5.00
CRER	127	Career Choices II: Job Search	\$5.00
CRER	128	Puente: Foundation for College Success	\$6.00
CRER	129	Puente: Transfer Readiness	\$4.00
Digital Media:			
DGME	103	Thinking Visually: Fundamentals of Two-Dimensional Design	\$20.00
DGME	211	Media Design I: Illustrator	\$20.00
DGME	212	Media Design II: Photoshop	\$20.00
DGME	213	Media Design III: Advanced Illustrator and Photoshop	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Publication Design/Production with InDesign	\$20.00
DGME	235	Graphic Design Theory and Application	\$20.00
DGME	240	Digital Publishing	\$20.00
DGME	250	Digital Media Practicum	\$20.00
DGME	251	Graphic Design Practicum	\$20.00
DGME	252	Web/Multimedia Practicum	\$20.00
DGME	255	Portfolio	\$20.00
DGME	256	Portfolio for Graphic Design	\$20.00
Drafting:			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	113	REVIT	\$5.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
DRAF	121	Computer-Aided Drafting I	\$5.00
DRAF	122	Computer-Aided Drafting II	\$5.00
DRAF	130	Mechanical Design with CAD	\$5.00
Developmental Skills:			
DSKL	817	Assistive Computer Access	\$5.00
Electronics Technology:			
ELEC	111	Introduction to Electronics	\$33.00
ELEC	112	Advanced Electronics Fundamentals	\$20.00
ELEC	441	Sensors and Data Transmission	\$20.00
Fire:			
FIRE	796	Emergency Medical Technician - Basic	\$150.00

SKYLINE COLLEGE
Instructional Material Fees
2014-2015

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Art:			
ART	234	Printmaking I	\$12.50
ART	239	Printmaking II: Monotype, Monoprint and Mixed Media	\$12.50
ART	351	Black and White Photography I	\$12.00
ART	352	Black and White Photography II	\$12.00
ART	353	Black and White Photography III	\$12.00
ART	354	Color Photography I	\$12.00
ART	355	Color Photography II	\$12.00
ART	405	Sculpture I	\$10.00
ART	406	Sculpture II	\$10.00
ART	407	Sculpture III: Direct Metal	\$10.00
ART	411	Ceramics I	\$12.00
ART	412	Ceramics II	\$12.00
ART	417	Ceramic Glazing Techniques	\$12.00
ART	418	Ceramics III	\$12.00
ART	430	Introduction to Digital Art	\$10.00
ART	431	Raster Image Design I	\$10.00
ART	435	Vector Image Design I	\$10.00
ART	440	Introduction to Web Design	\$10.00
ART	441	Intermediate Web Design	\$10.00
ART	665SA	Fundamentals of Digital Photography	\$15.00
ART	665SB	Black & White Photo Lab	\$10.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$5.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$10.00
ART	665SL	Ceramics	\$10.00
ART	665SN	Introduction to Stone Carving	\$10.00
ART	665SO	Bronze Casting Techniques	\$5.00
ART	665SP	Explorations in Clay	\$10.00
ART	665SQ	Raku and Low Fire Ceramics	\$10.00
ART	665ST	Underglazing Techniques	\$10.00
ART	665SU	Advanced Marble Carving	\$10.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
ART	665SX	Sculpture: Portraits in Clay	\$10.00
ART	665SY	Ceramics: Surfaces & Firings	\$12.00
ART	665SZ	Advanced Ceramics	\$12.00
ART	665S2	Photography: Image Transfers	\$10.00
ART	665S3	Photography: Hand-Coated Emulsions	\$10.00
ART	665S6	Patinas for Bronze	\$10.00
ART	665S7	Advanced Techniques in Stone Carving	\$10.00
ART	667SA	Ceramics Portfolio	\$12.00
ART	667SB	Plaster Sculpture	\$10.00
ART	667SE	Advanced Technique in Ceramic Sculpture	\$10.00
Automotive Technology:			
AUTO	665SI	Multiplexing and CAN Systems	\$100.00
AUTO	665S4	2013 Smog Check Update	\$75.00
AUTO	665S6	2015 Smog Check Update	\$75.00
AUTO	739/839	OBD II Evaporative Emission Systems	\$90.00
AUTO	751	Automotive Engine Performance	\$125.00
AUTO	752	Advanced Engine Performance	\$330.00
AUTO	758/858	Computer Controls	\$125.00
AUTO	768/868	On-Board Diagnostics (OBD) II	\$95.00
AUTO	793/893	Engine Performance	50.00
Business:			
BUS.	103	Introduction to Business Information Systems	\$3.00
Business Computer Systems and Management:			
BCM.	100	Beginning Computer Keyboarding	\$3.00
BCM.	101	Computer Keyboarding Skill Building	\$3.00
BCM.	104	Introduction to Computers with Windows I	\$3.00
BCM.	105	Introduction to Computers with Windows II	\$3.00
BCM.	200	Introduction to MS Office Suite	\$3.00
BCM.	201	Integration of MS Office Applications	\$3.00
BCM.	214	Word Processing I: WORD	\$3.00
BCM.	215	Word Processing II: WORD	\$3.00
BCM.	225	Spreadsheets I: EXCEL	\$3.00
BCM.	226	Spreadsheets II: EXCEL	\$3.00
BCM.	230	Database Applications I: Access	\$3.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
BCM.	400	Internet I	\$3.00
BCM.	408	Multimedia Project	\$3.00
BCM.	410	Photoshop Essentials	\$3.00
BCM.	411	Photoshop Portfolio	\$3.00
BCM.	416	Adobe InDesign Essentials	\$3.00
Developmental Skills:			
DSKL	825.1	Assistive Computer Technology – Kurzweil	\$7.00
DSKL	826.1	Assistive Computer Technology – Dragon NaturallySpeaking	\$14.00
Mathematics:			
MATH	150	Mathematics for Elementary School Teachers	\$5.00
Wellness:			
WELL	665SA	Introduction to Herbs	\$15.00
WELL	665SC	Introduction to Face and Décolleté Massage	\$10.00
WELL	665SD	Introduction to Hand Massage	\$10.00
WELL	665SE	Introduction to Foot Massage	\$10.00
WELL	665SH	Introduction to Flower Essences	\$15.00
WELL	665SI	Introduction to Aromatherapy	\$15.00
WELL	665SJ	Introduction to Gem Elixirs	\$15.00
WELL	665SK	Asian Bodywork Systems	\$5.00
WELL	665SL	Tax and Business Basics for Bodyworkers	\$10.00

BOARD REPORT NO. 14-6-3CA

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

ADOPTION OF RESOLUTION NO. 14-7 ESTABLISHING 2014-15 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2014-15 worksheet has been available in the Chancellor's Office since June 6, 2014, and provides the basis for approval of Resolution No. 14-7.

The appropriations limit for 2013-14 totaled \$150,844,551. The limit decreased to \$144,522,853 for 2014-15 with application of the inflation factor of 0.9977 and the population FTES change factor of 0.9603, as provided by the California State Department of Finance. The decrease in the FTES factor is due to a decrease in enrollment, which resulted in a decrease in our reported FTES. The calculated appropriations limit for 2014-15 is \$29.9 million higher than the appropriations subject to that limit.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 14-7 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2014-15 appropriations limit at \$44,522,853 as described in the attached Gann Limit Worksheet.

RESOLUTION NO. 14-7
BY THE GOVERNING BOARD
OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

**COMPLIANCE OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BUDGET WITH THE EXPENDITURE LIMITATION FOR LOCAL PROCEEDS OF TAXES IN
ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION**

WHEREAS, Senate Bill 1352, Chapter 1205 of the Statutes of 1980, implements the provisions of Article XIII B of the Constitution; and

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2014-15 fiscal year; and

WHEREAS, it is necessary for the San Mateo County Community College District to adopt a budget within said expenditure limitation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2014-15 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2014-15 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY PASSED AND ADOPTED this 25th day of June 2014.

Ayes:

Noes:

Abstentions:

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2014-2015**

DISTRICT NAME: San Mateo County Community College District

DATE: June 6, 2014

I. 2014-15 APPROPRIATIONS LIMIT:

A. 2013-14 Appropriations Limit \$150,844,551

B. 2014-15 Price factor: 0.9977

C. Population factor:

1. 2012-13 Second Period Actual FTES 19,673

2. 2013-14 Second Period Actual FTES 18,891

3. 2014-15 Population change factor 0.9603

(line C.2. Divided by line C.1.)

D. 2013-14 Limit adjusted by inflation and population factors
(line A multiplied by line B and line C.3.) \$144,522,853

E. Adjustments to increase limit:

1. Transfers in of financial responsibility

2. Temporary voter approved increases

3. Total adjustments - decrease (-0-)

SUB-TOTAL

\$144,522,853

F. Adjustments to decrease limit:

1. Transfers out of financial responsibility

2. Lapses of voter approved increases

3. Total adjustments - decrease (-0-)

G. 2014-15 Appropriations Limit \$144,522,853

II. 2014-15 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) NOTE;
SEE INSTRUCTIONS PAGE FOR CHANGE IN ITEMS INCLUDED. \$ 1,918,916

B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) 680,649

C. Local Property taxes 111,018,815

D. Estimated excess Debt Service taxes

E. Estimated Parcel taxes, Square Foot taxes, etc. -

F. Interest on proceeds of taxes 1,000,000

G. Local appropriations from taxes for unreimbursed State, court, and federal mandates (-0-)

H. 2014-15 Appropriations Subject to Limit \$114,618,380

BOARD REPORT NO. 14-6-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: James W. Keller, Deputy Chancellor, 358-6790

**RENEWAL OF AGREEMENT WITH COUNTY OF SAN MATEO
FOR LEGAL SERVICES**

The District has used the legal services of the San Mateo County Counsel's staff for many years. The current contract expires on June 30, 2014. Current fee structure for County Counsel services is the annual hourly usage, averaged across the three years immediately preceding the then-current billing year and multiplied by the then-current hourly rate (\$198 per hour for 2014-15, as compared to \$192 for 2011-12). The County Counsel's office bills hours for all deputies in the office who provide services to the College District. County Counsel John Beiers' time is not billed. For the District, the fee for legal services provided by County Counsel during 2014-15 is estimated to be \$56,000.

Currently, several attorneys in the County Counsel's office are advising the District on a wide variety of different issues, including two redevelopment revenue disputes; personnel matters; business contract issues; CEQA and planning issues; rules and regulations revisions; and international education. The administration believes that one of the advantages of using the County Counsel's office is that we have access to attorneys with strong legal backgrounds in all of these areas.

The District now seeks Board approval of a three-year agreement with the San Mateo County Counsel for provision of legal services during the period July 1, 2014 through June 30, 2017 with the annual cost fixed using the formula described above. Additionally, the District will be required to pay out-of-pocket and extraordinary expenses incurred by County Counsel for the District, including deposition costs, investigation fees, and transcript costs. The Administration projects the value of a three-year agreement to be approximately \$175,000. This estimate assumes annual rate increases of 3% and minimal extraordinary expense of \$1,000 per annum.

RECOMMENDATION

It is recommended that the Board approve the renewal of an agreement with the County of San Mateo for provision of legal services during the period July 1, 2014 through June 30, 2017 in an amount not to exceed \$175,000 for the life of the agreement.

BOARD REPORT NO. 14-6-5CA

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

APPROVAL OF INTERNATIONAL STUDENT INSURANCE PROGRAM, 2014-15

Each year, the Colleges make available a health insurance program to international students. International students are required to have accident and sickness insurance when they enroll at any of the Colleges.

The District seeks Board approval to offer the international student insurance program from Ascension Insurance. Ascension Insurance is underwritten by Anthem Blue Cross Life and Health Insurance Company and offers many comparable features found in previous programs for students, including availability of emergency care and dental care, but is not required to include all changes in coverage under the Affordable Care Act (ACA). The maximum benefit is at \$500,000 and does not have an unlimited maximum benefit as required by the ACA.

Included in the coverage are hospital room stays, physician expenses, dental care, X-ray, and laboratory work. There is a \$20 copay for physician visits and \$50 copay for hospital stays with a maximum of \$2,500 out of pocket expenses. The policy meets all of the mandates of federal regulations by providing medical evacuation and repatriation of remains benefits for international students. The 2014-15 premium for international students will be \$1,200 per year, which is 16% lower than last year's premium.

RECOMMENDATION

It is recommended that the Board approve the 2014-15 insurance program for international students underwritten by Anthem Blue Cross Life and Health Insurance Company and administered through Ascension Insurance, as detailed above.

BOARD REPORT NO. 14-6-3B

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

DISCUSSION OF CALIFORNIA ASSEMBLY BILL 2087, AS AMENDED, AND POSSIBLE ACTION TO TAKE A POSITION ON THE BILL

On April 9, 2014, the Board discussed California Assembly Bill 2087 (Ammiano). The bill addresses the establishment of procedures and actions for community college districts that fail to achieve fiscal stability or that fail to comply with the board of governors' recommendations; the procedures may include the appointment of a special trustee to manage the district. The Board agreed to support AB 2087 with amended language modeled on the K-12 procedure, which has clearer criteria and restrictions regarding the appointment of a special trustee. President Schwarz, on behalf of the Board, sent a letter to Assemblyman Ammiano advising him of the Board's support of the bill if amended. Trustee Holober agreed to attend the Assembly Higher Education Committee hearing on April 22 to represent the Board's position.

At the April 23rd meeting of the Board, Trustee Holober reported that he attended the Higher Education Committee hearing. He said he was informed on the morning of the hearing that the bill had been amended. The amended version requires that "the regulations shall ensure that board of governors, in appointing a special trustee to manage the district, establishes specific benchmarks to indicate the presence of local capacity to resume management authority and clear standards that provide meaningful consultation with the community college district prior to decision making." The amended version of the bill was approved by the Higher Education Committee and is now in the Senate.

Trustee Holober suggested that the Board may wish to consider taking a position on the amended AB 2087 at a future meeting. A copy of the bill, as amended, is attached.

RECOMMENDATION

It is recommended that the Board discuss AB 2087 and decide whether to take a position on the AB 2087, as shown on the attached.

AMENDED IN ASSEMBLY APRIL 24, 2014
CALIFORNIA LEGISLATURE— 2013–2014 REGULAR SESSION

ASSEMBLY BILL

No. 2087

Introduced by Assembly Member Ammiano

February 20, 2014

An act to amend Section ~~70901~~ 84040 of the Education Code, relating to community colleges.

LEGISLATIVE COUNSEL'S DIGEST

AB 2087, as amended, Ammiano. Community colleges: Board of Governors of the California Community Colleges.

Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state. ~~Existing law specifies the duties of the board of governors, including the duty to provide assistance when community college districts encounter severe management difficulties.~~ Existing law requires the board of governors to adopt criteria and standards for periodic assessment of the fiscal condition of community college districts. Existing law requires the board of governors to develop, by regulation, appropriate procedures and actions for districts that fail to achieve fiscal stability or that fail to comply with the board of governors' recommendations. Existing law authorizes these procedures and remedies to include the appointment of a special trustee to manage the community college district.

~~This bill would prohibit the board, when exercising its duty to provide assistance when community college districts encounter severe management difficulties, from usurping, transferring, or limiting, in any way, the powers of the governing boards of these districts, as specified.~~

This bill would require that the regulations pursuant to which the board may appoint a special trustee to manage a community college district provide specific benchmarks to indicate the presence of local capacity to resume management of the community college district and clear standards that provide for meaningful consultation by a special trustee with the community college district prior to decisionmaking.

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: YES Local Program: NO

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 84040 of the Education Code is amended to read:

84040.

(a) It is the intent of the Legislature to encourage sound fiscal management practices among community college districts for the most efficient and effective use of public funds for the education of community college students by strengthening fiscal accountability at the district and state levels.

(b) The governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy. In the event the governing board of a community college district fails to provide for an audit, the board of governors shall provide for an audit, and if the board of governors fails or is unable to make satisfactory arrangements for such an audit, the Department of Finance shall make arrangements for the audit. The cost of any audit described above shall be paid from district funds.

(c) The board of governors shall adopt criteria and standards for periodic assessment of the fiscal condition of community college districts, and ~~these~~ *such* regulations regarding the review and improvement of district fiscal conditions as necessary to encourage sound fiscal management practices. In so doing:

(1) The governing board of a community college district, as required by regulations of the board of governors, shall periodically report information to the board of governors regarding the fiscal condition of the district.

(2) The board of governors, by regulation, shall develop standards for district maintenance of sound fiscal conditions. The regulations shall authorize a board comprehensive management review of any community college district which, after assessing itself or being assessed in accordance with board criteria and standards, is shown to be experiencing fiscal difficulty. On the basis of the findings of the management review, the board of governors may recommend appropriate changes in a district's management practices.

(3) The board of governors, by regulation, shall develop appropriate procedures and actions for districts that fail to achieve fiscal stability or that fail to comply with the board of governors' recommendations. The procedures and remedies may include the appointment of a special trustee to manage the *community college* district. *The regulations pursuant to which the board of governors may appoint a special trustee to manage the community college district shall include specific benchmarks to indicate the presence of local capacity to resume management of the community college district and clear standards that provide for meaningful consultation by a special trustee with the community college district prior to decisionmaking.* The board of governors shall be authorized to reduce or withhold apportionment to districts to pay for the cost of the special trustee, management review, or other extraordinary costs resulting from the district's fiscal difficulties and to ensure the stabilization of the district's financial condition.

(4) The board of governors shall report to the chairs of the educational policy and fiscal committees of both houses of the Legislature, the Director of Finance, and the Governor any corrective action taken by the district and any action taken against the district pursuant to paragraph (3).

~~SECTION 1. Section 70901 of the Education Code, as amended by Section 2 of Chapter 112 of the Statutes of 2011, is amended to read:~~

~~70901.~~

~~(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.~~

~~(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:~~

~~(1) Establish minimum standards as required by law, including, but not limited to, the following:~~

~~(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.~~

~~(B) Minimum standards for the employment of academic and administrative staff in community colleges.~~

~~(C) Minimum standards for the formation of community colleges and community college districts.~~

~~(D) Minimum standards for credit and noncredit classes.~~

~~(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in community college district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.~~

~~(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those community college districts, and provide assistance when community college districts encounter severe management difficulties; however, the board shall not usurp, transfer, or limit, in any way, the powers of the governing boards of community college districts as specified in Section 70902.~~

~~(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.~~

~~(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.~~

~~(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:~~

~~(A)(i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.~~

~~(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.~~

~~(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.~~

~~(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.~~

~~(6) Establish minimum conditions entitling community college districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of~~

~~each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.~~

~~(7)Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.~~

~~(8)Facilitate articulation with other segments of higher education with secondary education.~~

~~(9)Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.~~

~~(10)Review and approve all educational programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors.~~

~~(11)Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.~~

~~(12)Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.~~

~~(13)Establish policies regarding interdistrict attendance of students.~~

~~(14)Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.~~

~~(15)Contract for the procurement of goods and services, as necessary.~~

~~(16)Carry out other functions as expressly provided by law.~~

~~(c)Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.~~

~~(d)Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.~~

~~(e)In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.~~

~~(f)This section shall become operative on January 1, 2014.~~

BOARD REPORT NO. 14-6-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF CONTRACT AWARD FOR THE CAÑADA COLLEGE AND COLLEGE OF SAN MATEO ROADWAY AND PARKING LOT FIXTURE LED RETROFIT PROJECT

This Design-Build Project will retrofit approximately 270 existing roadway and parking lot fixtures with LED luminaires and will integrate these fixtures with the existing Building Management System (BMS). The new lighting system will send and receive critical data that will enable the District Facilities staff to better control a more efficient lighting system on the Cañada College and CSM Campuses, resulting in operational and security improvements in addition to long term energy savings.

Government Code Sections 4217.10 through 4217.18 authorize the District’s Governing Board, without advertising for bids, to enter into one or more energy service contracts with any person or entity, pursuant to which that person or entity will provide electrical or thermal energy or conservation services from an energy conservation facility to the District, if the anticipated cost to the District for said electrical energy provided by the energy conservation facility provided under the contract will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of those energy service contracts. This project meets these criteria. Additionally, given the significant energy savings this project will facilitate, funding and incentives through Proposition 39 and the California Community College Investor Owned Utility (CCC/IOU) rebate and incentive programs have been allocated to support this installation. District staff worked with the consultant firm Newcomb Anderson McCormick (NAM) to assess and verify eligibility for Proposition 39 funding and PG&E / CCIU Program incentives.

The District sought competitive proposals for the design and construction of a Fixture LED Retrofit solution which meets technical criteria developed by NAM and American Consulting Electrical Engineers, Inc. (ACEE) through a Request for Proposal (RFP) issued March 18, 2014. Eleven different pre-qualified Bay Area Design-Build Entities were sent the RFP and invited to submit proposals. Four of these Design-Build Entities attended the mandatory pre-proposal conference held on March 26, 2014. On April 15, 2014, the District received written proposals from two Design-Build Entities as follows:

Design-Build Entity	Total Proposal
InterMountain Electric Company	\$ 965,500.00
Atlas-Pellizzari Electric Inc.	\$1,290,705.00

District staff has reviewed the proposal from InterMountain Electric Company with NAM, ACEE and Swinerton Management & Consulting, and has determined it to be a responsive and responsible proposal representing best value for the District. NAM conducted an analysis based on utility information obtained from the District and on the proposed LED luminaires and determined that the Fixture LED Retrofit solution reflected in the InterMountain Electric Company proposal would exceed the requirements for project benefit to cost ratios required by Proposition 39. In addition to \$157,000 of Proposition 39 funding, this project will qualify for nearly \$50,000 in CCIU incentives and achieve approximately \$25,000 in annual energy savings over the life of the installation, approximately 25 years. These energy savings, together with estimated maintenance and operations savings of nearly \$44,000 annually, brings the simple payback period for this project to 11 years.

Staff finds it is in the best interest of the District to procure the energy conservation facility system reflected in the proposal at a cost not-to-exceed \$965,500 as an energy service contract pursuant to Government Code sections 4217.10 through 4217.18. Pursuant to the code, public notice has been given in a local newspaper publication two weeks prior to this regularly scheduled board meeting regarding the intent to take this action to establish an energy services contract.

This project will be funded by the District's Energy Efficiency Fund and will leverage \$157,000 of California Proposition 39 funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with InterMountain Electric Company for the Cañada College and College of San Mateo Roadway and Parking Lot Fixture LED Retrofit Project in an amount not-to-exceed \$965,500 as an energy service contract pursuant to Government Code sections 4217.10 through 4217.18.

BOARD REPORT NO. 14-6-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Robin Richards, Vice President, Student Services, Cañada College, 306-3339

**ACCEPTANCE OF WORKING FAMILIES SUCCESS NETWORK GRANT
FOR CAÑADA COLLEGE**

Cañada College has been selected to receive a three-year (2014-2017) Working Families Success Network (WFSN) grant funded by the Annie E. Casey Foundation, Lumina Foundation, W.K. Kellogg Foundation and the Bank of America Charitable Foundation.

The WFSN program development is being supported at four or five community colleges in four different states (about 16 total in the U.S.). This program is very similar to the SparkPoint program at Skyline College.

The WFSN strategy in colleges brings together and integrates access to a full range of services to help students access financial aid, public benefits, and other resources, improve students' financial knowledge, budgeting skills and choice of financial products, and develop and implement achievable career plans. This puts students on a path to complete their college-level study and achieve economic self-sufficiency. There are three core services:

1. **Workforce and education services resulting in career advancement:** education, job readiness, training and placement;
2. **Income and work supports:** access to student financial aid, public benefits, and free tax preparation; and
3. **Financial services and asset building:** financial education and financial coaching.

The grant will provide about \$80,000-\$95,000 per year for three years to support financial and job coaching services (staff time) as well as some travel and supplies.

Cañada College has also been identified by the United Way of the Bay Area as another "SparkPoint" Center to serve southern San Mateo County and this funding will provide support to get this project underway (the projects have almost identical goals and activities – the SparkPoints used the WFSN principles as they were being developed).

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Working Families Success Network grant for 2014-2017 for Cañada College.

BOARD REPORT NO. 14-6-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Joi Lin Blake, Vice President of Student Services, Skyline College, 738-4333

**ACCEPTANCE OF ACHIEVING THE DREAM'S WORKING FAMILIES
SUCCESS NETWORK GRANT FOR SKYLINE COLLEGE**

Skyline College has been selected to lead the California Consortium of colleges selected by Achieving the Dream, in partnership with the California Community Colleges Chancellor's Office, to expand the Working Families Success Network Initiative (WFSN) throughout California. The \$100,000 per year, three-year (2014-2017) WFSN grant is funded by the Annie E. Casey Foundation, Lumina Foundation, W.K. Kellogg Foundation and the Bank of America Charitable Foundation.

To support equitable educational outcomes, this national WFSN expansion seeks to increase the number of colleges throughout the United States that implement the WFSN model, which is based on the Annie E. Casey Foundation's *Centers for Working Families*, adopted by the United Way of the Bay Area's *Regional SparkPoint Initiative*. The request for applications for funding this expansion cited the WFSN College Implementation Guide (www.wfsncollegeguide.org) in which the work of SparkPoint at Skyline College is referenced as a national model.

The WFSN strategy integrates a broad range of services and resources that students use to support college connection and completion including: financial education and coaching, financial aid, public benefits, banking services, matched savings accounts, credit repair services, and more to increase students' financial knowledge, strengthen budgeting skills, increase use of effective financial products, improve credit scores, build savings and develop and implement achievable career plans. This puts students on a path to complete their college-level study and achieve economic self-sufficiency. Three core components of service include:

1. **Workforce and education services resulting in career advancement:** education, job readiness, training and placement;
2. **Income and work supports:** access to student financial aid, public benefits, and free tax preparation; and
3. **Financial services and asset building:** financial education and financial coaching.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the \$100,000 per year, three-year (2014-2017) Working Families Success Network grant for Skyline College.

BOARD REPORT NO. 14-6-103B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Joi Lin Blake, Vice President, Student Services, Skyline College, 738-4333

**ACCEPTANCE OF GROVE FAMILY FOUNDATION'S
GROVE SCHOLARS PROGRAM FUNDING FOR 2014-2015**

The Grove Family Foundation has awarded Skyline College a \$125,000 grant to support scholarships for students pursuing Career and Technical Education. The funding will enable SparkPoint at Skyline College to partner with the Financial Aid Office to distribute up to forty-five \$2000 scholarships during the 2014-2015 academic year.

SparkPoint at Skyline College has managed the program's requirements for the last four years. Scholarship criteria include students' commitment to engage in high touch support services including financial education and individual financial coaching to not only maximize the benefit of the award, but to use the award as an opportunity to build financial capability into the future. Students complete a Grove Scholars Program agreement, which outlines requirements to earn incremental disbursements of the award until the total amount has been awarded. Past persistence rates for scholars varied between 94% - 97% for a population demonstrating significant financial need.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Grove Family Foundation's Grove Scholars Program \$125,000 grant for 2014-2015 for Skyline College.

BOARD REPORT NO. 14-6-104B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Diana Bennett, District Academic Senate President, 358-6769

APPROVAL OF REVISIONS TO BOARD POLICY 6.22, ACADEMIC RENEWAL

The District Academic Senate has reviewed Board Policy 6.22 and recommends that it be updated to:

1. Include plus/minus grading (D+ and D-);
2. Include the number of units of course work that may be alleviated;
3. Clarify that the course work upon which the application for alleviation is based may be completed at a regionally accredited college or university that is accepted by the District;
4. Clarify that courses alleviated still reflect a course attempt for the purposes of the repeat policy.

Chapter 6 policies are within the purview of the District Academic Senate and are presented to the District Participatory Governance Council (DPGC) as information items. Because Policy 6.22 needed to be completed in time to meet the College catalog deadlines, the DPGC has been informed that it will be presented to them when they reconvene in September.

RECOMMENDATION

It is recommended that the Board approve the revisions to Board Policy 6.22, as shown on the attached.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.22 (BP 4240)**

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

Subject: 6.22 Academic Renewal
Revision Date: 10/12; xx/xx
Policy Reference: Title 5 Sections 55040 and 55046

1. Previously recorded substandard academic performance (grade of “D+”, “D”, “D-”, “F” or “NP”) may be disregarded if it is not reflective of a student’s demonstrated ability.
 - a. A student may file a petition with the Office of Admissions and Records seeking grade alleviation of substandard academic work.
 - i. A maximum of 36 units of course work with substandard academic performance may be alleviated.
 - ii. A period of at least one year must have elapsed since the course work to be alleviated was completed.
 - iii. To be eligible to apply for academic renewal, a ~~The~~ student must have completed 9 units of course work with a 3.5 cumulative grade point average, or 15 units with a 3.0 cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the course work to be alleviated was completed.
 - iv. Substandard course work to be alleviated must have been completed at Cañada College, College of San Mateo or Skyline College. However, the course work upon which the application for alleviation is based may be completed at ~~any accredited~~ a regionally accredited college or university that is accepted by SMCCCD.
 - v. The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program.
 - vi. To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.
 - vii. Courses alleviated still reflect a course attempt for the purposes of the repeat policy.
2. When academic course work is alleviated from the computation of the grade point average, the student’s permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

APPROVED BY DISTRICT ACADEMIC SENATE 5/12/14

BOARD REPORT NO. 14-6-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Karen D. Powell, Director, Facilities Maintenance & Operations, 358-6808

APPROVAL OF 2016-2020 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On June 17, 2013 (Board Report No. 13-6-104B), the Board authorized submittal of the District's 2015-2019 Five-Year Capital Construction Plan (5YCP) and the related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. Competition is increasingly fierce in light of the Legislature's decisions not to put statewide bonds on the 2008, 2010 or 2012 ballots. Because of the lack of a statewide bond, in 2008, the CCCCCO unapproved two years' worth of projects (including six District projects) previously approved for the 2009-2010 and 2010-2011 funding cycles. With these projects, along with those submitted in 2011 and 2012, a significant and growing backlog of projects is now competing for limited funding. With the majority of this funding guaranteed for life-safety projects, the San Mateo County Community College District was fortunate that in 2011 the CCCCCO approved FPP's submitted for the modernization of Cañada College's Multiple Program Instructional Center (Building 13), College of San Mateo Emerging Technologies Center Project (Building 19) and the Skyline College Workforce and Economic Development Prosperity Center (Building 2). In the intervening years, absent a statewide bond and the associated funding to implement the projects, the CCCCCO has moved these three approved projects forward from fiscal year to fiscal year; the CCCCCO has now scheduled them for fiscal year 2016-2017. These three projects continue to be carried on the CCCCCO list of "approved" projects, to be funded by a future successful statewide bond, potentially on the November 2014 ballot. Because the CCCCCO has continued to carry these three FPP's as approved, the District will not submit new FPP's in this planning cycle, as only one project per campus will be approved per planning cycle. Three new IPP's for fiscal year 2017-2018 are included in this years' submittal.

In preparing and submitting the 2016-2020 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into three categories:

- I. Past Fiscal Year State Capital Outlay Projects (Approved, State funding available)
- II. Fiscal Year 2016-2017 State Capital Outlay Projects (Approved, but State funding not available)
- III. Fiscal Year 2017-2018 State Capital Outlay Projects (Submitted for future funding consideration)
- IV. Locally funded current and future projects

Each project is described under these sections and this report is meant to give the Board and community a detailed understanding of the projects anticipated to be implemented in the 2016-2020 timeframe.

I. Past Fiscal Year State Capital Outlay Projects (Approved, State funding available)

COLLEGE OF SAN MATEO – NORTH GATEWAY PROJECT (Demolition of Seismic Hazardous Buildings 21-29)

Project Description: This project has removed seismic hazards from the College of San Mateo. Four buildings on the CSM campus, Buildings 21, 23, 25, and 27, were rated F in a seismic survey and by additional structural analysis. Some of the buildings contained hazardous materials, which could have been widely dispersed in the event of a structural collapse. The project removed these dangers through demolition of Buildings 21-29 and will repair and reconfigure the site with accessible pathways, recreating the Galileo Parking Lot (Lot 6), replace landscaping, install energy efficient LED lighting and construct a student gathering space. Additionally, load center #4 of the site's main electrical distribution system was decommissioned due to safety concerns stemming from water infiltration into the vault. The creation of new load center #8 as part of the first phase of this project allowed the contractors to safely disable the electrical system prior to the demolition of the buildings. In order to expedite resolution of the safety issues associated with the required replacement of load center #4 with the new load center #8, the work included in this project was separated into three phases: load center work, hazardous materials abatement, and building demolition and site construction.

Total Project Cost: This project has an estimated cost of approximately \$18.552 million. State Capital Outlay funds of \$10.907 million have been approved by the CCCCO, supplemented by \$7.645 million in Measure A general obligation bond funds.

Status: Phase I, Load Center #8, commenced in December 2010 and is now complete. The new load center #8 has been constructed, installation of electrical equipment has been completed and the electrical cutover from load center #4 to load center #8 occurred in June of 2011. All Phase I work is complete.

Phase II, hazardous materials abatement was completed in 2012.

Phase III, including demolition of buildings No. 21-29, on-site recycling of building materials for incorporation into the work as aggregate base for the new parking lots, parking lot pavement, striping, energy efficient LED lighting, landscaping and construction of the new Plaza of the Sun are now underway.

II. Fiscal Year 2016-2017 State Capital Outlay Projects (Approved, but State funding not available)

CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER

Project Description: This project involves the modernization of the academic classroom Building 13. The building was one of the original instructional buildings built on the Cañada campus in 1968. The project proposes code upgrades to 12,110 gross square feet (GSF) of restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes. This modernization will improve facility accessibility for ADA compliance and replace building finishes and components that have exceeded their service life expectancy. The project will replace the mechanical and electrical systems. Modernization of faculty offices is a part of this proposed project

Total Project Cost: The reconstruction of this facility has an estimated total project cost of approximately \$18.986 million, with \$9.686 million requested from State Capital Outlay funding, supplemented by \$9.300 million in local funds.

Status: Based on the assumption that a statewide bond is passed by the voters, design would commence in late 2016 with construction starting in early 2018. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2019-2020.

COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES CENTER

Project Description: The 45 year-old Building 19 will be renovated and modernized to provide a state of the art technology-learning center. By using internal connectivity with high-end capacity the facilities are better able to resist obsolescence under the constantly changing technology of education. This enables the adoption of new pedagogical program software and means of education delivery as they become available.

Improvements will be made in the electrical systems to support the rising demand of this technology. Mechanical systems will be updated with Direct Digital Controls (DDC) and zone controls to maximize energy efficiency. Plumbing systems will be renovated to reduce water usage. The exterior envelope performance will be increased by higher performing glazing systems. Every effort will be made to incorporate the principles of sustainability in the final design. Architectural barriers will be removed providing access to all. An elevator will be added to the second floor and the building will be designed to exceed Title 24 standards.

Total Project Cost: The total project cost is approximately \$21.243 million, with \$13.064 million requested State Capital Outlay funding, supplemented by \$8.179 million in local funds.

Status: Based on the assumption that a statewide bond is passed by the voters, design would commence in late 2016 with construction starting in early 2018. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2019-2020.

SKYLINE COLLEGE – BUILDING 2 WORKFORCE DEVELOPMENT AND ECONOMIC PROSPERITY CENTER

Project Description: This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 10,930 assignable square feet (ASF) facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. To be located in Building 2, part of the project includes activating 7,897 ASF of unassigned space.

Total Project Cost: The total project budget is estimated to be \$26.085 million, with \$18.393 million in requested State Capital Outlay funding, supplemented by \$7.692 million in local funds.

Status: Based on the assumption that a statewide bond is passed by the voters, design would commence in late 2016 with construction starting in early 2018. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2019-2020.

III. Fiscal Year 2017-2018 State Capital Outlay Projects (Submitted for future funding consideration)

CAÑADA COLLEGE – BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION

Project description: This IPP addresses academic issues brought about by changes in pedagogy over the past 20 years. Significant changes have occurred in the technologies that support the teaching of the fine arts, especially photography, as well as the theater and the theater support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new technologies.

The photography program spaces need to be reconfigured to provide a safer and cleaner working environment. Existing utility infrastructure systems (e.g. electrical, mechanical, data, elevator, security, etc.) all require upgrades to comply with current codes and improve the learning environment.

Total Project Cost: The total project cost is approximately \$18.746 million, with \$13.122 million requested State Capital Outlay funding, supplemented by \$5.624 million in local funds.

Status: If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2017-2018 planning process. Funding sources for Fiscal Year 2017-2018 FPP's have not yet been confirmed.

COLLEGE OF SAN MATEO – BUILDING 9 MODERNIZATION LEARNING RESOURCE CENTER

Project Description: The library at College of San Mateo was constructed in 1963 and houses the learning resource functions and a television studio. The building has seen minor remodeling and a seismic upgrade over the past 40 years and is in need of a major modernization to provide the media and library technologies relevant to today and conform to current codes, particularly ADA.

This IPP proposes to modernize 49,402 GSF in the heart of the campus. It upgrades internal spaces of the library to address the infusion of the digital elements so prevalent in library systems of today. It reconditions the distance learning TV studio and support spaces to provide for the audio and video elements essential to broadcasting in a digital environment.

The project also addresses the inadequacy of the utility systems, acoustics, and environmental controls of the building.

Total Project Cost: The total project cost is approximately \$15.618 million, with \$10.932 million requested State Capital Outlay funding, supplemented by \$4.686 million in local funds.

Status: If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2017-2018 planning process. Funding sources for Fiscal Year 2017-2018 FPP's have not yet been confirmed.

SKYLINE COLLEGE – BUILDING 5 LEARNING RESOURCE CENTER TECHNOLOGY AND ENVIRONMENTAL UPGRADE

Project description: This IPP proposes to address program issues related to the library/LRC. Substantial changes in the technologies supporting library and LRC programs have occurred rapidly during the last 10 years. This project addresses these changes by reconfiguring spaces to incorporate techno-media-internet elements into the program. In addition, the project incorporates energy saving technologies, sustainability and, in general, reduction of operating costs of this high cost building. The project also results in reestablishment of points of access/egress to respond to the preferred path used by students to get to the parking lots; use of the single door at the loading dock has resulted in a potential danger to students who seek the shortest distance to the lot.

Total Project Cost: The total project cost is \$19.181 million, with \$13.427 million requested State Capital Outlay funding, supplemented by approximately \$5.754 million in local funds.

Status: If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2017-2018 planning process. Funding sources for Fiscal Year 2017-2018 FPP's have not yet been confirmed.

IV. Locally funded current and future projects

CAÑADA COLLEGE – BUILDING 1 DEMOLITION AND NEW CENTER FOR KINESIOLOGY AND DANCE

Project Description: The CCCCOC previously approved this FPP under the project name “Building 1 Physical Education Conversion & Code Compliance Upgrade.” At the request of the College, the FPP was revisited prior to re-submittal in 2011 to ensure that it reflected the current needs and priorities of the College, and was renamed as part of this process. Upon further study, staff has determined that the facility requirements associated with the College's planned instructional programs will exceed the limitations of the State Capital Outlay Process, particularly the inclusion of an Aquatics Complex in the project. In view of the desired scope for this project, the growing backlog of projects in the queue for Capital Outlay funding, and continuing indications from the CCCCOC that physical education projects will not be prioritized for funding, the administration has elected to remove this project from the Capital Outlay funding queue, and to utilize future local general obligation bond funds to insure the project meets the needs of the institution. Consideration is being given to demolition and replacement of Building 1, in lieu of renovation of the existing 43 year old Building. Programs housed in this facility will allow completion of certificate degrees and transfers in Kinesiology, Fitness Professional, and Dance. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX¹ requirements. In addition, this project will add a classroom dedicated to the advancement of the Kinesiology and Fitness Professional programs.

Total Project Cost: A conceptual cost estimate for this project is approximately \$40.700 million, to be funded by a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

¹ Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

CAÑADA COLLEGE – SOLAR ARRAY

Project Description: As part of a Districtwide study to explore opportunities to improve sustainability of operations, reduce utility expenditures, and model environmental stewardship to its students and to the community, the District commissioned a report to identify possible locations for a solar array on Cañada's campus. The location was selected to provide maximum return on investment to the District. Consideration of campus functionality and the possibility of additional future expansion of campus facilities outside the range of time anticipated in this plan were also taken into account. SMCCCD's proven track record of successful energy efficiency projects and demand response initiatives resulted in this project receiving the first Proposition 39 funding for a sustainable energy generation project in the state, and only to date.

Total Project Cost: The budget for this project is \$5.000 million. This project is funded via Proposition 39 energy efficiency project funds, California Solar Initiative Incentives and the District's accumulated energy efficiency rebate and incentive fund.

Status: Design is complete and installation is underway with an expected completion date of October 2014.

CAÑADA COLLEGE – SCIENCE AND TECHNOLOGY BUILDING

Project Description: The Facilities Master Plan identified two possible locations for a new Science, Allied Health, and Workforce Development Building. The site east of Building 22 and west of Building 18 has been determined will best define the new North Quad to be developed as a part of this project. The new building will also house large lecture halls to improve the utilization of campus facilities.

Total Project Cost: A conceptual cost estimate for this project is approximately \$30.957 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

COLLEGE OF SAN MATEO – EDISON PARKING LOT (DEMOLITION OF Bldg 20 & 20A)

Project Description: Building 20 and the associated greenhouses are nearly 50 years old, in great disrepair, non-ADA compliant and grossly underutilized (most programs that had been located there have moved to the new College Center). The Board of Trustees approved the discontinuance of the Horticulture program. In addition, the one classroom located in Building 20 is not needed due to the fact that the College has added approximately 41,750 sq. ft. of new classroom, lab and office space over the past eight years. The District's facilities condition database indicates that all building systems in Building 20 are beyond their service life, except for the floor slab, exterior walls and roof. The FCI Facilities Condition Index for Building 20 is 68.36%, which indicates it is in very poor condition.

As a result, the Administration determined that it would be best to demolish Building 20 and the associated greenhouses; construct approximately 125-200 parking spaces (replacing 30-40 spaces now there); and retain a garden area to be used by science classes. Due to the opening of the new Building 10, new parking spaces on the east side of campus are definitely needed. The garden area (which currently is in great disrepair due to years of neglect) can be used for the plant species that are most critical to the College's biological sciences programs.

Total Project Cost: This project has an estimated cost of approximately \$3.300 million and is funded by Measure A general obligation bond funds.

Status: The District plans to deliver this project via the Design-Build delivery method. The project is currently on hold pending resolution of legal challenges.

COLLEGE OF SAN MATEO – BUILDING 8 DEMOLITION AND NEW KINESIOLOGY BUILDING

Project Description: The CCCCOC has previously approved this project for Capital Outlay funding; however, the project remains unfunded. Upon further study, staff has determined that the facility requirements associated with the College's planned instructional programs will exceed the limitations of the State Capital Outlay Process. In view of the desired scope for this project, the growing back log of projects in the queue for Capital Outlay funding, and continuing indications from the CCCCOC that physical education projects will not be prioritized for funding, the administration has elected to remove this project from the Capital Outlay funding queue, and to utilize future local general obligation bond funds to insure the project meets the needs of the institution. Consideration is being given to demolition and replacement of Building 8, in lieu of renovation of the existing 43-year-old building. Programs housed in this facility will allow completion of certificate degrees and transfers in Kinesiology, Fitness Professional, and Dance. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX^[1] requirements.

Total Project Budget: A conceptual cost estimate for this project is approximately \$35.000 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

COLLEGE OF SAN MATEO – BUILDING 1 MODERNIZATION

Project Description: This Project proposes to modernize Building 1 (24,930) GSF. The 43-year-old Building 1 was constructed along with the core of the campus in 1963 and was among the first buildings built on the site. The building currently houses Public Safety, Health Services, Psychology Counseling Services, CSEA, and Community Education. It has never undergone any substantive renovations or remodeling over the past 40 years and is in need of major modernization to conform to current code, particularly ADA. The project also addresses the inadequacy of the utility infrastructure, acoustics, and environmental controls of the building. The intent of this project is to modernize the building to accommodate the aforementioned services in a safe, accessible, and efficient manner.

Total Project Cost: A conceptual cost estimate for this project is approximately \$12.500 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

^[1] Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

COLLEGE OF SAN MATEO – BUILDING 3 THEATER MODERNIZATION

Project Description: This project proposes to complete the renovation of Building 3 Theater (27,027 GSF) to support the educational mission and performing arts at College of San Mateo. The theater has undergone partial renovations over the past 40 years; however, a substantive remodel and reconfiguration of spaces will address program needs and bring the facility into the 21st century. In addition to the programming changes, there are infrastructure issues that need to be corrected to meet the needs of the modern theater and associated support and office space. Included as part of this project will be classroom renovations including the introduction of smart classroom technologies, safety and security enhancements, installation of the District's electronic security system, improving the indoor air quality with substantive changes to the building's failing ventilations system, as well as modernizing zone controls, renovating restrooms, addressing ADA accessibility issues, installing a much-needed elevator and activating the Theater lobby.

Total Project Cost: A conceptual cost estimate for this project is approximately \$5.511 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

COLLEGE OF SAN MATEO – BUILDING 12 MODERNIZATION

Project Description: Building 12 is more than 45 years old and is the last building standing of the four that once housed science programs at College of San Mateo. In 2004, the College undertook construction of a new science facility using local bond funds to accommodate changing programmatic needs and provide safer science facilities. After completion of the new facility, the second floor space in Building 12 was classified as 'Unassigned' Room Type 050 and used for temporary housing for various groups, including faculty offices, construction management and construction offices and use by outside agencies. As part of the Master Plan for reinvigoration of this campus, it is the intent of the College to renovate this inactive space to serve the growing requirement for multi-discipline lab and lab serve facilities. The existing electrical, plumbing, HVAC, data and security systems have exceeded their life cycle and serviceability. This project seeks to renovate and remodel approximately 8,990 assignable square feet of 'inactive' space for instructional and support facilities. In addition, the project provides elevator upgrades to address accessibility issues.

Total Project Cost: A conceptual cost estimate for this project is approximately \$5.361 million, to be funded by a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

DISTRICT OFFICE / COLLEGE OF SAN MATEO – DATA CENTER BUILDING

Project Description: This new 15,000 GSF building will provide for the consolidation of the rapidly increasing information technology functions that service this multi-college district. The District Computer Center provides critical technical support for the computer needs of both the academic programs and the administrative units throughout the District. The District Computer Center will be responsible for the centralized operation and maintenance of all computer equipment, software, network, telephone system, website support and management, programming, repair of computers, receipt and preloading of computers, instructional support for faculty, training, Q&A support, and even e-Waste disposition and recycling. Some of the functions are currently performed in 4,452 ASF of the District Office building. Because of the inability to provide additional space in

the building, the remaining functions are performed by using 5,500 ASF of swing space on the College of San Mateo campus which is scheduled to be demolished. Location of this new facility on the on the College of San Mateo Campus is under consideration.

Total Project Cost: A conceptual cost estimate for this project is approximately \$9.750 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

SKYLINE COLLEGE – BUILDINGS 19 & 20, PACIFIC HEIGHTS DEMOLITION AND NORTH CAMPUS IMPROVEMENTS

Project Description: This project proposes to demolish two hazardous buildings, Buildings 19 and 20, located in the Pacific Heights section of the Skyline College campus. The project removes 26,832 ASF from the campus space inventory including 14,806 ASF of classroom, 7,870 ASF of class laboratory, 3,442 ASF of office, and 714 of other space. The project will terminate all utilities, remove all debris from the site, and landscape the area vacated by the buildings in a manner consistent with the existing campus.

Total Project Cost: A conceptual cost estimate for this project is approximately \$7.500 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

SKYLINE COLLEGE – ENVIRONMENTAL STUDIES

Project Description: With the increased sensitivity to and the growth in green technologies, the College has experienced a huge growth in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new 14,250 ASF building is to serve as a model for sustainability and a home to the programs that support these new technologies.

Total Project Cost: A conceptual cost estimate for this project is approximately \$7.837 million.

Status: Design will commence upon voter approval of a future general obligation bond.

SKYLINE COLLEGE – CENTER FOR KINESIOLOGY AND HUMAN PERFORMANCE

Project Description: The project proposes construction of 118,600 ASF/154,190 GSF of new facilities to respond to the growing demand for programs in fitness and wellness. These physical fitness programs at the College represent more than a third of the physical education program enrollment with 157 FTEs in 2006-2007; in the past, it has been as high as 271 FTEs. The demand is becoming difficult to keep pace with due to the competition in the use of existing PE spaces, many of which are not constructed to adequately support the fitness programs and are required for use in the other physical education programs which are growing as well. The Wellness Center facilities will include Fitness Training, Spinning classes, Sports Medicine Training, and an area for Yoga, Dance & Pilates. These spaces are significantly different than the main gym floor and the weight rooms that currently make up the main gym. In addition, the planned location of this building near the new Cosmetology/Multicultural Building, constructed using local funds, brings the Cosmetology & Wellness programs together and will allow the programs to appeal to a broader audience of students and public patrons who might not be aware of the diverse offerings that Skyline College can provide.

In preparation for construction of this facility, temporary Buildings 31, 32, 33, 34 and 35 will be demolished.

Total Project Cost: A conceptual cost estimate for this project is approximately \$75.553 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

SKYLINE COLLEGE – VISUAL AND PERFORMNING ARTS COMPLEX

Project Description: This project replaces the 77,587 GSF Fine Arts Building (Building 1). Built in 1969, the building is in need of extensive modernization to the extent that replacement becomes the more practical solution. The building provides teaching and learning spaces for the arts and social sciences including theatre, photography, painting, ceramics, music, digital arts, dance, paralegal, administration of justice, philosophy, psychology, history, sociology and the Spark Point Center.

Total Project Cost: A conceptual cost estimate for this project is approximately \$100 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

SKYLINE COLLEGE – REMOVAL OF PORTABLES-BUILDINGS 31, 32, 33, 34 AND 35

Project Description: Removal of buildings 31-35 and portables 3A-3E in accordance with the District's ongoing commitment to reduce or eliminate use of temporary facilities in accordance with CCCO guidelines.

Total Project Cost: A conceptual cost estimate for this project is \$1.163 million. This project is to be funded via a future general obligation bond.

Status: Design will commence upon voter approval of a future general obligation bond.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2016-2020 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

BOARD REPORT NO. 14-6-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ADOPTION OF THE 2014-15 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2014. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2013-14 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 10, 2014.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor's Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2014-15 Budget and Planning Calendar on January 23, 2014.

RECOMMENDATION

To meet the California Code of Regulations, Section §58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2013-14 accounting records, and to begin 2014-15 disbursements in July 2014, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 143,754,157
General Fund, Restricted	23,738,874
Self-Insurance Fund	981,797
Debt Service Fund	30,748,721
Capital Projects Fund	14,440,661
Bookstore Fund	8,098,000
Cafeteria Fund	180,000
San Mateo Athletic Club/Aquatic Center (SMAC)	3,000,000
Child Development Fund	1,102,072
San Mateo Parcel Tax (Measure G)	3,100,000
Trust Funds (Financial Aid)	22,575,000
Reserve Fund for Post-Retirement Benefits	<u>10,005,000</u>
TOTAL – ALL FUNDS	\$ 261,724,282

THE TENTATIVE BUDGET REPORT provides a summary of the 2014-15 State budget and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through L.

Much like the two previous years, the legislature passed the main budget bill on time. The vote resulted from compromises between the Governor and legislative leaders in the last few weeks on a \$156.4 billion package for fiscal year 2014-15. The details did not differ from the Conference Committee agreement that was reached on June 11.

In his message to the Community College community in May and June, State Vice Chancellor Dan Troy provided a thorough summary in the following paragraphs of the May Revision, the Conference Committee caucuses and the final version that is currently awaiting the Governor's signature. Until the budget is signed by the Governor, changes are always possible. In some cases there can be changes made to the budget bill language or included in trailer bills that affect community colleges of which we may not yet be fully aware.

May Revision

Governor Brown revealed his May Revision on May 13th. In it, he emphasized the need for fiscal restraint amid many calls for greater spending and restoration of general fund programs that were negatively impacted during the Great Recession. Rather than spending all the increased revenue that has buffered the State since the passage of Proposition 30 and an improving economy, Governor Brown had cautioned voters and legislators about the need to address the "Wall of Debt" in lieu of expanding services in a way he believes would be unsustainable. The Governor's May Revision includes two proposals that demonstrate the Governor's goals of building reserves and paying down debts:

CalSTRS

Perhaps the most significant change in the Governor's May Revision is the addition of a proposal to fully pay the \$74 billion in unfunded CalSTRS liabilities over the next 30 years. Under the Governor's proposal, these costs would be shared, with the State paying approximately 20 percent, teachers paying 10 percent, and the remaining 70 percent would be the responsibility of schools and community colleges.

The Governor proposes a 1.25% increase to the employer contribution rate in the 2014-15 fiscal year and annual increases of 1.61% thereafter until the rate reaches 19.1% in the 2020-21 fiscal year. The increased cost to colleges in 2014-15 is estimated at \$28 million and the cost could grow to over \$300 million when the rate ultimately reaches 19.1%. While it is certainly true that the state needs to address the long-term liability, increased obligations act as a negative COLA on district budgets. In whatever agreement the Legislature and the Governor come to concerning this issue, we believe there should be a corresponding plan to structure California Community College (CCC) budgets so that it can accommodate these significant new costs.

Rainy Day Fund

Governor Brown and others have long expressed concern about the "boom and bust" State budget cycles owing to the volatility of the State's capital gains revenues. To address this issue, the Governor stated his intent in January to modify the "Rainy Day Fund" ballot initiative scheduled for a ballot measure in November 2014 in a way that increases the State's budget reserves, makes progress toward addressing liabilities and "smooths" out budget expenditure cycles, including Proposition 98. This push led to the unanimous passage of ACAX2 1, which contains these significant features:

- As of 2015-16, require the Controller to annually transfer 1.5% of state General Fund revenues to a revised Budget Stabilization Account (BSA), until the BSA is equal to 10% of state general fund revenue
- Require that half of the transferred amount be used to retire specified state obligations (e.g., public school liabilities, pension obligations)

- Create a Proposition 98 reserve by diverting capital gains revenues that exceed 8% of general fund reserves, under certain circumstances
- Transfer funds from the Proposition 98 reserve to K-14 schools to fund growth and COLA for years in which the minimum guarantee declines

While subcommittees of both houses had previously voted to augment community colleges by \$246 million by assuming the higher budget year revenue that has been estimated by the Legislative Analyst's Office (LAO), similar to last year, the Governor held fast to the level of spending proposed in the May Revision. Ultimately, Governor Brown has prevailed.

A key adjustment made to K-14 Proposition 98 spending is that it will no longer be the case that deferrals will be completely eliminated as of the 2014-15 fiscal year. Some of this funding will be diverted within the minimum guarantee to fund legislative priorities such as preschool/child care, another round of funding for the Career Pathways Trust competitive grant program (\$250 million similar to the current year), and funding for prior mandate claims.

The Budget Conference Committee met to reconcile the differences between the Senate and Assembly spending plans adopted by each house and develop a plan a package that is presented to the Governor as both houses conducted a final vote by June 15. The goal is for a final package to be signed by the Governor on or the before the constitutional deadline.

The Conference budget looks very similar to the Governor's May Revision, with a few notable changes:

- Funding for Student Equity Plans will be reduced from \$100 million to \$70 million
- \$30 million augmentation for DSPS
- \$49.5 million for reimbursement of previous mandate claims
- A reduction of \$94.465 million in the pay down of deferrals
- Districts will have flexibility to determine the split of expenditures between maintenance and instructional equipment (\$148 million)
- Cal Grant B awards will increase to \$1,648

Further, the final budget will include a *positive* trigger: If the Department of Finance determines as of the 2015 May Revision that the Proposition 98 guarantee is higher than what was estimated at the time of the budget agreement, additional expenditures will occur. The first priority would be to pay down the remaining K-14 deferrals (\$94.465 million for the CCCs).

Otherwise, the provisions of the Conference agreement are very similar to the Governor's May Revision—2.75% increased access, 0.85% COLA, \$50 million increase for Economic and Workforce Development (EWD).

As of June 16, additional notes in the agreement include:

- The STRS employer rate for the 2014-15 year will be 8.88% (an increase of 0.63%). From 2015-16 through the 2019-20 fiscal years, the rate will grow by an additional 1.85%, annually. In 2020-21, it will further grow by 0.97%, resulting in an employer contribution rate of 19.1% at that time. The details can be viewed in AB 1469. This is initially lower than what the Governor had originally proposed, although both proposals end up at 19.1% in 2020-21.
- Trailer legislation includes legislative intent that funds provided for increased access “be expended for purposes of increasing the number of FTES in courses or programs that support the primary missions of the segment.” The Chancellor's Office will also be required to annually report on the number of course sections and FTES that were added in the previous year that are “within the primary missions of the segment.” Clearly, there is significant interest from the Legislature in *how* the system grows, not just in how *much* it grows. The details can be viewed in the Education Omnibus bill, SB 860.

District Budget Planning

As a community supported district, the District is almost entirely funded through local sources. This means the standard non-categorical allocations for public education – such as apportionment, growth and State funded COLA – do not apply to us. The increases to higher education in the State budget largely do not affect us.

After attending the Association of Chief Business Officers (ACBO) workshop in Sacramento in May, Executive Vice Chancellor Kathy Blackwood reported the following:

Government Accounting Standards Board (GASB) 68: This new pronouncement goes into effect with this year’s financial statements for the State Teachers Retirement System (STRS) and Public Employee Retirement System (PERS) and with next year’s financial statements for us. It will require us to record our share of the retirement plans’ unfunded liabilities on our entity-wide financial statements. We will get some information from STRS for free and from PERS for a fee that will allow us to record the liability.

STRS is a multi-employer contribution plan where all employers contribute and all of the contributions are used to pay the liabilities. We will get a share of the overall liability in proportion to our contributions. STRS’s actuarial valuation of their unfunded liability is about \$74 billion, whereas the GASB 68 valuation will be about \$150 billion. Because GASB 68 requires an interest assumption that is tied to municipal bond rates, the GASB 68 valuation of the liability is about twice that of the pension actuarial studies.

PERS is an agency plan where we are contributing to the costs for our employees and retirees. We will get data specific to our employees from PERS.

It appears that all community colleges will show a negative net position, i.e. our liabilities will exceed our assets. Both credit rating companies Fitch and Standard and Poor’s have put out advisories that basically state that they have been accounting for districts’ share of the overall liabilities anyway and that they do not anticipate major changes in ratings. This GASB pronouncement does not affect our Other Post-Employment Benefits (OPEB) liabilities— we will continue reporting them as we have been and only recording a liability when we have not funded our Annual Required Contribution (ARC), which we do not intend to happen.

STRS rate increases: The Governor has proposed an increase in the employer and employee STRS rates and an increase in the State contribution for STRS. In January, Governor Brown had proposed using 2014-15 to study the problem and address it in the 2015-16 budget, however, he came up with this proposal in the May Revise at the prompting of the legislature. Because in 1990 there was an agreement between the State and STRS, the Governor says that the State’s obligation was capped at the 1990 level (the last time STRS had a plan to be fully funded), so the rest of the liability has to be covered by the employers and employees. In addition, the LAO has recommended that the State get out of the business of funding non-State employee pensions. The current proposal is as follows:

	Current	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Employer Contribution Rate	8.25%	8.88%	10.73%	12.58%	14.43%	16.28%	18.13%	19.98%
Employee Contribution Rate (2% at 60 members)*	8.00%	8.15%	9.2%	10.25%	10.25%	10.25%	10.25%	10.25%

*The maximum contribution rate for new members (2% at 62 members) will be 9.21%, phased in over the same three-year timeframe

Affordable Care Act (ACA): We continue to learn more about the issues. One of the considerations is to explore providing adjunct faculty the option of buying into a plan that is more affordable than the District's current Kaiser Plan. This act would possibly eliminate the penalty for not offering a plan to all employees that the IRS considers full time.

District Cash Flow

The issuance of Tax and Revenue Anticipation Notes (TRANs) not to exceed \$30 million was approved by the District Board of Trustees on February 25, 2014, to provide the necessary cash flow to fund District operations from July to December prior to the receipt of property tax revenues.

Measure G

June 30, 2014 marks the end of the historic San Mateo County parcel tax. The District has benefitted greatly from this funding source for the last four years to help continue its mission of serving the educational needs of students in our community. The parcel tax has allowed for stability and maintenance of high demand courses and programs since its inception.

For 2014-15, the Colleges' have some carryover amounts that will be used to wrap up programs and services as they transition these activities and programs to other funding sources. Any excess funds left in the Central holding account will be finalized after the year-end closing and allocated to the Colleges.

Cañada College	\$1,100,000
College of San Mateo	\$400,000
Skyline College	\$700,000

2014-15 Revenue Projection

The revenue estimates are based primarily upon local property taxes, redevelopment funds, and student fees. The District has prepared an estimate of its base revenue taking into consideration a set of factors that include enrollment and higher property tax assessed valuation. The District's total revenue projection is \$132,365,829 which is \$2,066,682 more than last fiscal year's final budget. The Proposition 30 (Educational Protection Account or EPA) funding is expected to total \$1.8 million in 2014-15.

For 2014-15, the assumptions include:

1. Community supported status continues in 2014-15.
2. 2014-15 FTES based on 2013-14 FTES P-2.
3. 2014-15 Non-resident FTES based on International Education Plan.
4. COLA based on salary compensation settlement.
5. 3.0% State funded growth which does not apply to community supported districts.
6. Deficit factor on State revenue projected does not apply to community supported districts.
7. 3.1% inflation on certain expenses.
8. Utilities and benefits are based on Facilities estimates.
9. No increase for full time faculty outside of what Colleges fund from their site allocations.
10. Fixed costs are based on best estimates.
11. 3.56% salary compensation settlement.
12. No student fee increase (currently at \$46 per unit).
13. 5.6% property tax increase.

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. The following tables summarize projected revenues and expenditures. In addition to annual inflationary cost increases, costs include those associated with providing health and medical benefits to active and retired employees, increases in insurance premiums, technology upgrades and maintenance as well as utilities.

Revenues	2013-14 Final Budget	2014-15 Tentative	\$ Change
Total Base Revenue:	\$115,673,179	\$119,816,380	\$4,143,201
Property Taxes	101,852,855	106,920,626	
RDA AB1290	156,865	184,978	
RDA residual	3,587,816	3,757,399	
Student Fees	10,076,492	8,953,377	
Basic Skills/Prop 30	3,896,442	1,856,766	(2,039,676)
Lottery	2,400,000	2,400,000	0
State PT Faculty Parity	385,618	385,618	0
P/T Faculty Office Hours/Med.	245,772	245,772	0
Apprenticeship	62,150	62,150	0
Non-Resident Tuition	2,474,413	3,002,696	528,283
Interest	1,200,000	1,000,000	(200,000)
Mandated Costs	547,000	547,000	0
Miscellaneous	3,414,444	3,049,650	(364,794)
Total	\$130,299,018	\$132,366,032	\$2,067,014

Expenditures	2013-14 Final Budget	2014-15 Tentative	\$ Change
Site Allocations with Benefits	\$98,363,481	\$99,069,987	\$706,506
Other Employee Benefits	2,052,929	2,052,929	0
Retiree Benefits	8,075,236	8,325,568	250,332
Formula Adjustments	1,083,790	1,778,142	694,352
Apprenticeship	62,150	62,150	0
Other Exp (Int'l Ed, Comm Ed)	1,646,898	1,676,941	30,043
Utilities	5,068,914	5,148,454	79,540
Salary Commitments	5,484,698	6,075,069	590,371
Managed Hiring	2,001,000	894,000	1,107,000
Insurance	1,152,156	1,259,045	106,889
Consultant/Legal/Election	866,000	760,000	106,000
Staff Development	296,743	475,000	178,257
Software/Hardware/Telephone	1,923,119	1,890,747	(32,372)
Miscellaneous Expenses	2,161,904	2,838,000	676,096
Museum of Tolerance	60,000	60,000	0
Total	\$130,299,018	\$132,366,032	\$2,067,014

The Tentative Budget is balanced with the estimated expenditures equal to projected revenues. The Tentative Budget will be revised to include any changes resulting from the enacted State budget and the 2014-15 fiscal year-end numbers along with existing fund balances.

2013-14 Ending Balance Estimates

The current projections of 2013-14 ending balances submitted by the Budget Offices at each site for the Tentative Budget are as follows:

Cañada College	\$645,420
College of San Mateo	\$1,414,224
Skyline College	\$1,332,728
District Office	\$427,650
Facilities	\$929,200

2014-15 Estimated Beginning Balance

The beginning balance is estimated at \$19,304,774 and includes reserves of 5% according to Board policy. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities in 2013-14 and will be carried over into the new fiscal year as committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District’s financial records.

2014-15 Site Allocations

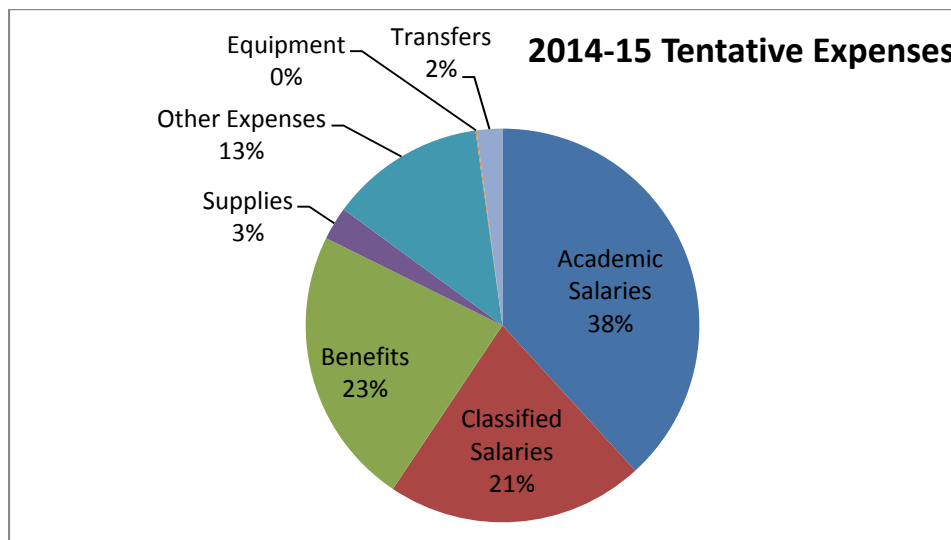
The site allocations for the Tentative Budget have been adjusted for step, column, and longevity increases according to the resource allocation model. Benefits are managed at each of the sites. The allocations will be adjusted for the adopted budget as necessary.

<u>Site</u>	<u>Allocation total with benefits</u>
Cañada College	\$17,055,775
College of San Mateo	29,212,539
Skyline College	30,724,414
District Office	11,662,833
Facilities	10,414,426

The major functional uses of the unrestricted general fund budget are illustrated below by major account category.

Account Category	2013-14 Final Budget	2014-15 Tentative	\$ Change
Certificated Salaries	\$48,410,570	\$55,465,167	7,054,597
Classified Salaries	26,848,678	30,160,709	3,312,031
Employee Benefits	29,015,863	31,539,307	2,523,444
Supplies/Materials	3,459,972	2,826,376	(633,596)
Operating Expenses	16,167,789	11,871,435	(4,296,354)
Capital Outlay	109,194	85,400	(23,794)
Transfers/Other	2,672,634	417,638	(2,254,996)
Total	*\$126,684,699	*\$132,366,032	\$5,681,333

*Does not include beginning balance/carryover as final figures will not be known until after the 2013-14 books are closed



San Mateo County Community College District

Exhibit A-1

**2014-15 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
NET BEGINNING BALANCE (PRIOR YEAR CARRYOVER)**

	Final Budget 2012-13	Tentative Budget 2013-14	Final Budget 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE				
Carryover Balances - Committed but unexpended				
Professional Development	\$261,460	\$245,000	\$260,496	\$280,000
Program Improvement	0	0	0	0
Staff Development	119,335	100,000	61,629	10,000
Duplicating Equipment Upgrade	20,179	18,000	7,181	19,170
CSM Science Sales	4,761	4,000	6,704	5,500
Cañada SFSU/Facilities Contracts	355,026	262,000	429,320	400,000
College Events Funds	132,920	100,000	111,226	115,000
Emergency Preparedness	379,347	320,000	437,596	397,000
Fleet Program	26,204	15,000	113,104	100,000
Equipment Surplus	35,227	30,000	34,455	31,000
Satellite Dish Contracts	803,576	720,000	1,012,600	850,000
Apprenticeship Programs	92,639	80,000	135,095	150,000
College International Programs	1,061,331	130,000	277,073	650,000
Skyline Special Project Allocations	122,145	200,000	1,130,791	943,450
President's Innovation Fund	41,029	35,000	28,812	43,180
Contingency Increment	0	433,492	0	98,351
Other Miscellaneous Projects	2,654,558	2,183,200	3,537,946	2,856,750
Subtotal	\$6,109,737	\$4,875,692	\$7,584,028	\$6,949,401
Savings for Rebudgeting				
Cañada College	823,327	630,520	624,554	645,420
College of San Mateo	1,803,947	1,224,960	858,330	1,414,224
Skyline College	1,342,737	1,275,048	902,516	1,332,728
Chanc. Office/Facilities	1,260,460	1,530,000	1,378,342	1,144,700
Subtotal	\$5,230,471	\$4,660,528	\$3,763,743	\$4,537,072
ESTIMATED COMMITMENTS/SAVINGS TO REBUDGET	\$11,340,208	\$9,536,220	\$11,347,770	\$11,486,473
Reserve for Contingency	\$5,884,069	\$6,317,561	\$6,519,951	\$6,618,302
Revolving Fund, and General Reserve	0	0	0	0
Subtotal	\$5,884,069	\$6,317,561	\$6,519,951	\$6,618,302
Unrestricted Balance	2,377,303	3,887,885	1,836,044	1,200,000
TOTAL ESTIMATED NET BEGINNING BALANCE	\$19,601,580	\$19,741,667	\$19,703,765	\$19,304,774
INCOME ASSUMPTIONS				
ESTIMATED CURRENT INCOME				
Property Taxes and Fees	106,401,394	111,420,053	112,476,346	115,873,998
Redevelopment Funds	0	5,080,221	3,743,832	3,942,377
Proposition 30 (EPA)	0	0	3,896,442	1,856,766
Lottery	2,367,590	2,400,000	2,400,000	2,400,000
State Part-Time Faculty Support	631,390	631,390	631,390	631,390
Apprenticeship Programs	62,150	62,150	62,150	62,150
Non-Resident Tuition	2,171,023	2,495,971	2,474,413	3,002,696
Interest Income	1,100,000	1,200,000	1,200,000	1,000,000
Miscellaneous Income	2,514,439	3,061,439	3,414,444	3,596,655
TOTAL ESTIMATED CURRENT INCOME	115,247,987	126,351,224	130,299,018	132,366,032
TOTAL INCOME + NET BEGINNING BALANCE (Unrestricted General Fund)	\$134,849,567	\$146,092,891	\$150,002,783	\$151,670,806

San Mateo County Community College District

Exhibit A-2

**2014-15 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
ESTIMATED EXPENDITURES**

	Final Budget 2012-13	Tentative Budget 2013-14	Final Budget 2013-14	Tentative Budget 2014-15
EXPENDITURE PLAN				
ESTIMATED 2013-14 CARRYOVER				
COMMITMENTS (From Previous Page)	\$6,109,737	\$4,875,692	\$7,584,028	\$6,949,401
Contingency Increment (Included below)	0	(433,489)	0	(98,348)
ESTIMATED SAVINGS FOR				
REBUDGETING (From Previous Page)	5,230,471	4,660,528	3,763,743	4,537,072
COMMITMENTS AND REBUDGETED SAVINGS	<u>\$11,340,208</u>	<u>\$9,102,731</u>	<u>\$11,347,770</u>	<u>\$11,388,125</u>
ESTIMATED CURRENT EXPENDITURES:				
Site Allocations				
College/District Base Allocations	92,685,156	96,624,725	98,363,481	99,069,987
Formula Adjustments/Contracts	1,970,504	1,876,449	1,083,790	1,778,142
Apprenticeship Programs	62,150	62,150	62,150	62,150
Salary commitments	1,454,808	1,923,789	5,484,698	5,852,010
Districtwide Obligations				
Other Employee/Retiree Benefits	9,421,729	9,642,793	10,128,165	10,378,497
Utilities	4,077,127	4,518,788	5,068,914	5,148,454
Insurance	1,139,723	1,160,326	1,152,156	1,259,045
Soft/Hardware Maintenance Contracts	1,228,043	1,789,215	1,923,119	1,890,747
Special Appropriations				
FTES Growth	0	0	0	0
Managed Hiring	2,000,000	2,001,000	2,001,000	894,000
Resource Allocation Model	0	0	0	0
Other Expenses (i.e. Int'l Ed, Comm Ed)	2,136,000	2,132,000	776,802	2,000,000
Consultants/Legal Expense	282,000	516,000	466,000	260,000
Election	200,000	200,000	400,000	400,000
Program Improvement	0	0	0	50,000
Classified Staff Development	50,000	50,000	50,000	130,000
Management Staff Development	9,743	9,743	9,743	50,000
Professional Development	237,000	237,000	237,000	245,000
Technology Advancement	0	0	0	0
Miscellaneous Expenses	727,390	3,547,250	3,032,000	2,838,000
Museum of Tolerance	0	60,000	60,000	60,000
ESTIMATED CURRENT EXPENDITURES	<u>\$117,681,373</u>	<u>\$126,351,228</u>	<u>\$130,299,018</u>	<u>\$132,366,032</u>
TOTAL ESTIMATED EXPENDITURES including carryover	<u>\$129,021,581</u>	<u>\$135,453,959</u>	<u>\$141,646,788</u>	<u>\$143,754,157</u>
Reserve for Contingency	\$5,884,069	\$6,317,561	\$6,519,951	\$6,618,302
Revolving Fund, Stores, & General Reserve	0	0	0	0
Unallocated Ending Balance	2,377,303	3,887,885	1,836,044	1,200,000
Estimated Marginal Revenue/Deficit	<u>-2,433,387</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES + RESERVES (Unrestricted General Fund)	<u><u>\$134,849,566</u></u>	<u><u>\$145,659,405</u></u>	<u><u>\$150,002,783</u></u>	<u><u>\$151,572,459</u></u>

*Minor differences due to rounding.

San Mateo County Community College District

Exhibit A-3

2014-15 TENTATIVE BUDGET - Proposition 30 (EPA)**Detail of Educational Protection Account (Fund 11002)**

	Final Budget 2012-13	Tentative Budget 2013-14	Final Budget 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE**	\$ -	\$ -	\$ 1,948,221 *	\$ -
ESTIMATED INCOME				
State allocation \$100 per FTES	\$ -	\$ -	\$ 1,948,221	\$ 1,856,766
TOTAL ESTIMATED INCOME	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,948,221</u>	<u>\$ 1,856,766</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u><u></u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,896,442</u></u>	<u><u>\$ 1,856,766</u></u>
ESTIMATED EXPENDITURES				
Salaries	\$ -	\$ -	\$ 2,666,267	\$ 1,374,674
Benefits	-	-	545,494	394,240
Supplies	-	-	278,990	25,800
Operating Expenses	-	-	405,691	62,052
TOTAL ESTIMATED EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,896,442</u>	<u>\$ 1,856,766</u>
TOTAL ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,896,442</u></u>	<u><u>\$ 1,856,766</u></u>

Note: **\$1,948,221 was carried over from 2012-13 as this amount was allocated in June 2013. \$3,896,442 is the total amount for two fiscal years (2012-13 and 2013-14)

San Mateo County Community College District

Exhibit B

2014-15 TENTATIVE BUDGET - SELF-INSURANCE FUND

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 8,772,642	\$ 9,018,291	\$ 9,018,291	\$ 9,048,091
ESTIMATED INCOME				
Self Insurance Transfer	916,587	940,000	989,000	1,100,000
TOTAL ESTIMATED INCOME	<u>\$ 916,587</u>	<u>\$ 940,000</u>	<u>\$ 989,000</u>	<u>\$ 1,100,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 9,689,229</u>	<u>\$ 9,958,291</u>	<u>\$10,007,291</u>	<u>\$10,148,091</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 151,525	\$ 154,326	\$ 122,000	\$ 130,000
Benefits	72,680	73,730	47,200	50,297
Supplies	-	10,000	-	1,500
Operating Expenses	446,733	500,000	790,000	800,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 670,938</u>	<u>\$ 738,056</u>	<u>\$ 959,200</u>	<u>\$ 981,797</u>
TOTAL ENDING BALANCE	<u>\$ 9,018,291</u>	<u>\$ 9,220,235</u>	<u>\$ 9,048,091</u>	<u>\$ 9,166,294</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 9,689,229</u>	<u>\$ 9,958,291</u>	<u>\$10,007,291</u>	<u>\$10,148,091</u>

San Mateo County Community College District

Exhibit C

2014-15 TENTATIVE BUDGET - DEBT SERVICE

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 23,632,460	\$ 26,472,082	\$ 26,472,082	\$ 30,838,413
ESTIMATED INCOME				
Interest	\$ 10,904	\$ 93,800	\$ 82,000	\$ 80,000
Property Taxes	29,169,998	30,222,400	30,500,000	30,748,721
Other	178,440	178,440	304,050	150,000
TOTAL ESTIMATED INCOME	29,359,342	30,494,640	30,886,050	30,978,721
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 52,991,802</u>	<u>\$ 56,966,722</u>	<u>\$ 57,358,132</u>	<u>\$ 61,817,134</u>
ESTIMATED EXPENDITURES				
Debt Reduction - Principal	\$ 14,910,000	\$ 16,945,000	\$ 14,910,000	\$ 19,475,000
Debt Reduction - Interest	11,609,719	13,482,901	11,609,719	11,273,721
Other	-	-	-	-
TOTAL ESTIMATED EXPENDITURES	<u>\$ 26,519,719</u>	<u>\$ 30,427,901</u>	<u>\$ 26,519,719</u>	<u>\$ 30,748,721</u>
TOTAL ENDING BALANCE	<u>\$ 26,472,082</u>	<u>\$ 26,538,821</u>	<u>\$ 30,838,413</u>	<u>\$ 31,068,413</u>
TOTAL EXPENDITURES AND ENDING BALANC	<u>\$ 52,991,802</u>	<u>\$ 56,966,722</u>	<u>\$ 57,358,132</u>	<u>\$ 61,817,134</u>

San Mateo County Community College District

Exhibit D

2014-15 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAMS**Based on Current Agreements and Funding Estimates**

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	CTEA Perkins IV-1C	Federal	181,415	120,991	210,998		513,404
30028	TRIO - Student Support Services	Federal		238,496			238,496
30057	Workability III CA Rehab	Federal			149,214		149,214
30082	SAFE - Sequoia Union H.S. District	Federal		5,140			5,140
30086	NSF S-STEM (M-SETS)	Federal		20,000			20,000
30094	NASA CIPAIR	Federal		1,000			1,000
30101	TRIO - Student Support Services	Federal			512,198		512,198
30102	HSI STEM	Federal		1,134,477			1,134,477
30105	CTE Transitions	Federal	43,269	43,269	43,269		129,807
30110	TRIO - Upward Bound	Federal		262,500			262,500
30111	HSI Cooperative A2B	Federal		671,491			671,491
30113	AACI Patient Navigator Training	Federal		90,000	80,000		170,000
30114	Small Business Div Ctr-HSUSPF	Federal	80,000				80,000
30115	The San Francisco Foundation - BAWCF	Federal			50,000		50,000
30116	NSF-Univ of New Hampshire subaward	Federal		21,864			21,864
3011X	NSF S-STEM Scholarships	Federal		64,270			64,270
3011X	NSF-Engineering Workshop	Federal		49,999			49,999
31002	DSP&S	State	761,830	300,447	472,707		1,534,983
31003	EOP&S	State	493,533	412,390	434,328		1,340,251
31004	EOP&S/CARE	State	21,951	30,167	30,369		82,487
31009	Student Success and Support Program	State	1,199,747	858,153	1,377,011		3,434,911
31012	Foster Care Education	State		81,505			81,505
31016	AB602-Board Fin Asst Prog Adm Allow	State	298,546	233,026	320,303		851,875
31031	CalWORKs	State	123,332	132,533	148,137		404,002
31033	TANF	Federal	24,444	24,464	25,376		74,285
31045	Staff Diversity	State				8,169	8,169
31055	MESA/CCCP/FSS	State		50,500	50,500		101,000
31065	RCSD CBET Program	State		50,000			50,000
31069	Prop 20 Lottery - Instructional Materials	State				500,000	500,000
31078	Enrollment Growth AD Nursing	State	163,787				163,787
31125	CCCCO-CTE-Career Advancement Academ	State	25,000	50,000	25,000		100,000
31126	Basic Skills 2012-13 Allocation	State	20,000				20,000
31127	FCCC-CSM Cares Program	State	10,000				10,000
31128	UC Regents Puente Program	State	35,000				35,000
31130	Basic Skills 2013-14 Allocation	State	45,000	45,000	50,000		140,000
31131	Instructional Equipment and Library	State	80,000	15,000	85,000		180,000
31132	Deputy Navigator-Global Trade	State			365,000		365,000
31133	Deputy Navigator-Retail	State			310,000		310,000
31134	FHDA CCD-DSN Energy	State			15,000		15,000
31135	CCCCO-CEP-Career Advancement Academ	State	50,000	150,000	800,000		1,000,000
31136	SMC HSA CalFresh	State			15,000		15,000
3113X	Basic Skills 2014-15 Allocation	State	90,000	90,000	90,000		270,000
32003	Public Bdcst-CSG-TV	Local	250,000				250,000
32004	Public Bdcst-CSG-FM	Local	171,537				171,537
32005	Public Bdcst-CSG-Interconnect	Local	8,473				8,473
32017	Menlo Park Redevelopment	Local		253,000			253,000
32063	SMCOE - First 5 Early Childhood - EQulP	Local		215,320	43,740		259,060
32080	The Grove Foundation-CAN CBET	Local		20,000			20,000
32092	UWBA-SparkPoint	Local			25,000		25,000
32099	The Grove Foundation-SKY CTE Schol	Local			40,000		40,000
32101	Silicon Valley CF-EWAP	Local		40,000			40,000
3210X	Working Families Success Network	Local		88,903			88,903
35022	KCSM TV	Local	1,100,000				1,100,000
35023	KCSM FM	Local	1,600,000				1,600,000
35045	Financial Aid Admin Cost Allow	Local	10,000	10,000	15,000		35,000
35046	Peninsula Library System	Local				142,500	142,500
38184	SMC 4C's Instr Svcs	Local		12,000			12,000
39001	Parking Fees	Local				3,000,000	3,000,000
39030	Health Service Fees	Local	450,000	230,000	400,000		1,080,000
Total 2014-2015 Tentative Budget			<u>\$7,443,249</u>	<u>\$6,199,704</u>	<u>\$6,445,252</u>	<u>\$3,650,669</u>	<u>\$23,738,874</u>

San Mateo County Community College District

Exhibit E

2014-15 TENTATIVE BUDGET - CAPITAL PROJECTS FUND

	Actual 2012-13	Final* Budget 2013-14	Estimated Actual 2013-14	Tentative * Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 117,780,030	\$ 113,255,732	\$ 113,255,732	\$ 101,170,854
ESTIMATED INCOME				
Bond Construction	\$ (22,808)	\$ 250,000	\$ 210,000	\$ 190,000
Capital Outlay Projects - State Funded	1,409,442	4,000,000	3,567,429	1,294,254
Capital Outlay - Planning	2,640,359	0	6,503,412	1,000,000
C.O.P. Capital Projects	325,000	0	0	0
College Projects Fund	0	0	1,395,541	17,001
College Capital Outlay Planning	1,200,000		4,500,000	1,000,000
College Vista Planning	700,000	0	0	0
College Housing Maintenance Reserves	(28,756)	0	1,100,000	1,100,000
College Housing Planning	1,160,757	0		
Facilities Capital Improvement	920,121	0	57,881	0
Foundation Funded Projects	3,511	0	1,844	1,500
Hazardous Substances Projects -State Funded	0	0	0	0
Interest	(365,318)	200,000	120,000	120,000
Pacific Heights Project - Skyline	0	0	0	0
Property Management Study	0	0	0	0
Redevelopment	2,033,204	150,000	117,636	120,000
Scheduled Maintenance - State Funded	55,686	0	0	0
Scheduled Maintenance - District Funded	6,901,552	800,000	734,330	0
Aux. Svcs Equipments Reserves	22,584	25,000	22,584	22,584
Non-resident capital outlay recovery fee	98,737	98,500	127,400	130,000
TOTAL ESTIMATED INCOME	\$ 17,054,072	\$ 5,523,500	\$ 18,458,056	\$ 4,995,339
TOTAL INCOME & NET BEGINNING BALANCE	\$ 134,834,102	\$ 118,779,232	\$ 131,713,788	\$ 106,166,193
ESTIMATED EXPENDITURES				
Bond Construction	\$ 7,794,901	\$ 10,000,000	\$ 8,325,842	\$ 8,520,000
Capital Outlay - Planning	5,300	15,022,276	15,200,000	600,000
Capital Outlay Projects - State Funded	1,465,128	5,034,872	4,451,779	1,294,254
C.O.P. Capital Projects	1,051,770	161,645	43,206	50,000
College Projects Fund	5,931	1,000,000	617,796	369,329
College Capital Outlay Planning	405,887	1,000,000	0	100,000
College Housing Maintenance Reserves	0	0	140,343	200,000
College Housing Planning	0	0	0	0
Facilities Capital Improvement	439,755	1,000,000	414,456	420,129
Foundation Funded Projects	3,511	0	1,844	0
Hazardous Substances Projects -State Funded	0	0	0	0
Pacific Heights Project - Skyline	0	1,000,000	558,330	500,000
Property Management Study	49,530	0	0	0
Redevelopment	7,201,140	1,000,000	490,288	2,000,000
Redevelopment - ChildCare Outgoing Transfer	366,631	370,000	299,050	281,949
Scheduled Maintenance - State Funded	0	0	0	0
Aux. Svcs Equipments Reserves	0	5,000	0	5,000
Non-resident capital outlay recovery fee	2,269	250,000	0	100,000
TOTAL ESTIMATED EXPENDITURES	\$ 18,791,753	\$ 35,843,793	\$ 30,542,934	\$ 14,440,661
TOTAL ENDING BALANCE	\$ 116,042,348	\$ 82,935,439	\$ 101,170,854	\$ 91,725,532
TOTAL EXPENDITURES & ENDING BALANCE	\$ 134,834,102	\$ 118,779,232	\$ 131,713,788	\$ 106,166,193

* Final and Tentative Budgets are based on one year estimated operations

San Mateo County Community College District

Exhibit F

2014-15 TENTATIVE BUDGET - BOOKSTORE FUND

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 6,557,800	\$ 6,673,642	\$ 6,673,642	\$ 7,216,088
ESTIMATED INCOME				
Sales	\$ 7,356,023	\$ 8,550,000	\$ 7,894,516	\$ 7,800,000
Other	607,529	300,000	790,670	800,000
TOTAL ESTIMATED INCOME	<u>\$ 7,963,551</u>	<u>\$ 8,850,000</u>	<u>\$ 8,685,185</u>	<u>\$ 8,600,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 14,521,352</u>	<u>\$ 15,523,642</u>	<u>\$ 15,358,828</u>	<u>\$ 15,816,088</u>
ESTIMATED EXPENDITURES				
Cost of Merchandise Sold	\$ 4,733,933	\$ 5,300,000	\$ 5,204,184	\$ 5,200,000
(Classified) Salaries	1,644,935	1,750,000	\$ 1,660,580	1,700,000
Employee Benefits	492,142	430,000	\$ 424,960	450,000
Supplies	51,441	50,000	\$ 47,651	48,000
Other Operating Expense	731,642	745,000	\$ 648,553	700,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 7,654,093</u>	<u>\$ 8,275,000</u>	<u>\$ 7,985,928</u>	<u>\$ 8,098,000</u>
DISTRICT SUPPORT PAID/(RECEIVED)				
Salaries & Benefits	\$ 82,463	\$ 160,000	\$58,837	\$ 65,000
Rent	67,700	67,700	\$67,770	67,700
Donations	43,453	15,000	\$30,205	20,000
TOTAL DISTRICT SUPPORT	\$ 193,616	\$ 242,700	\$ 156,812	\$ 152,700
TOTAL ENDING BALANCE	<u>\$ 6,673,642</u>	<u>\$ 7,005,942</u>	<u>\$ 7,216,088</u>	<u>\$ 7,565,388</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 14,521,352</u>	<u>\$ 15,523,642</u>	<u>\$ 15,358,828</u>	<u>\$ 15,816,088</u>

San Mateo County Community College District

Exhibit G

2014-15 TENTATIVE BUDGET - CAFETERIA FUND

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 337,374	\$ 353,375	\$ 353,375	\$ 484,414
ESTIMATED INCOME				
Food Service Income	\$ 126,984	\$ 145,000	\$ 161,881	\$ 170,000
Vending Income	58,142	45,500	56,822	\$ 55,000
Event Facilities Rental Income	35,396	30,000	84,423	\$ 100,000
Other (interest/other)	7,223	500	10,112	\$ 10,000
TOTAL INCOME	\$ 227,745	\$ 221,000	\$ 313,238	\$ 335,000
TOTAL INCOME & NET BEGINNING BALANCE	\$ 565,119	\$ 574,375	\$ 666,613	\$ 819,414
ESTIMATED EXPENDITURES				
District/College Support	\$ 60,642	\$ 45,000	\$ 56,822	\$ 55,000
Operational Expenses	151,102	\$ 125,000	125,376	125,000
TOTAL EXPENDITURES	\$ 211,744	\$ 170,000	\$ 182,198	\$ 180,000
TOTAL ENDING BALANCE	\$ 353,375	\$ 404,375	\$ 484,414	\$ 639,414
TOTAL EXPENDITURES AND ENDING BALANCE	\$ 565,119	\$ 574,375	\$ 666,613	\$ 819,414

San Mateo County Community College District

Exhibit H

2014-15 TENTATIVE BUDGET - SAN MATEO ATHLETIC CLUB & AQUATIC CENTER

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 171,404	\$ 1,260,131	\$ 1,260,131	\$ 2,324,536
ESTIMATED INCOME				
Registration and Memberships	\$ 3,545,269	\$ 3,080,000	\$ 3,987,883	\$ 4,000,000
TOTAL ESTIMATED INCOME	<u>\$ 3,545,269</u>	<u>\$ 3,080,000</u>	<u>\$ 3,987,883</u>	<u>\$ 4,000,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 3,716,673</u>	<u>\$ 4,340,131</u>	<u>\$ 5,248,014</u>	<u>\$ 6,324,536</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 1,532,584	\$ 1,540,000	\$ 1,670,850	\$ 1,800,000
Employee Benefits	367,820	\$ 368,500	\$ 401,004	432,000
Supplies	120,278	\$ 85,000	\$ 112,719	133,000
Operating Expenses	730,078	602,500	\$ 544,485	635,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 2,750,760</u>	<u>\$ 2,596,000</u>	<u>\$ 2,729,058</u>	<u>\$ 3,000,000</u>
DISTRICT SUPPORT				
Income - interest, operating exp dist share	\$ 72,547	\$ 77,000	\$ 82,510	\$ 70,000
Exp - Admin. Salaries, Utilities, Pool Exp.	221,672	(200,000)	(276,931)	(325,000)
TOTAL DISTRICT SUPPORT	<u>\$ 294,219</u>	<u>\$ (123,000)</u>	<u>\$ (194,421)</u>	<u>\$ (255,000)</u>
TOTAL ENDING BALANCE	<u>\$ 1,260,131</u>	<u>\$ 1,621,131</u>	<u>\$ 2,324,536</u>	<u>\$ 3,069,536</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 3,716,673</u>	<u>\$ 4,340,131</u>	<u>\$ 5,248,014</u>	<u>\$ 6,324,536</u>

San Mateo County Community College District

Exhibit I

2014-15 TENTATIVE BUDGET - CHILD DEVELOPMENT FUND

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$26,352	\$0	\$0	\$0
ESTIMATED INCOME				
Fees	\$394,849	\$405,507	\$440,852	\$440,000
Calif. Dept. of Educ. - Child Development	363,272	425,079	314,001	315,000
Calif. Dept. of Educ. - Child Nutrition	2,724	2,800	2,740	2,800
Federal Revenue - Child Nutrition	50,300	51,000	50,974	51,000
Sequoia Healthcare District Grant	9,500	10,500	10,500	10,500
Western Growers Foundation Grant	177	823	0	823
Incoming Transfers/Other	355,292	261,794	372,375	281,949
TOTAL INCOME	\$1,176,114	\$1,157,503	\$1,191,443	\$1,102,072
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$1,202,466</u>	<u>\$1,157,503</u>	<u>\$1,191,443</u>	<u>\$1,102,072</u>
ESTIMATED EXPENDITURES				
Salaries	\$781,792	\$778,990	\$806,597	\$724,825
Employee Benefits	319,855	276,962	282,062	272,246
Supplies	19,965	20,873	23,468	23,000
Food	72,988	72,000	73,309	76,000
Other Operating Expense	7,867	8,678	6,008	6,000
Outgoing Transfers	0	0	0	0
TOTAL ESTIMATED EXPENDITURES	\$1,202,466	\$1,157,503	\$1,191,443	\$1,102,071
ESTIMATED ENDING BALANCE	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$1,202,466</u>	<u>\$1,157,503</u>	<u>\$1,191,443</u>	<u>\$1,102,072</u>

San Mateo County Community College District

Exhibit J

2014-15 TENTATIVE BUDGET - SM Parcel Tax (Measure G)

	Final Budget 2012-13	Tentative Budget 2013-14	Final Budget 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 3,180,307	\$ 3,180,307	\$ 2,451,911	\$ 3,100,000
ESTIMATED INCOME				
Property Taxes	\$ 7,050,000	\$ 7,000,000	\$ 7,000,000	\$ -
TOTAL ESTIMATED INCOME	<u>\$ 7,050,000</u>	<u>\$ 7,000,000</u>	<u>\$ 7,000,000</u>	<u>\$ -</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 10,230,307</u>	<u>\$10,180,307</u>	<u>\$ 9,451,911</u>	<u>\$ 3,100,000</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 6,549,964	\$ 5,463,415	\$ 5,300,774	\$ 2,022,946
Benefits	895,862	880,855	706,277	400,406
Supplies	216,504	218,754	1,052,437	106,648
Operating Expenses	1,669,616	436,976	1,470,534	570,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 9,331,946</u>	<u>\$ 7,000,000</u>	<u>\$ 8,530,022</u>	<u>\$ 3,100,000</u>
TOTAL ENDING BALANCE	<u>\$ 898,361</u>	<u>\$ 3,180,307</u>	<u>\$ 921,889</u>	<u>\$ 0</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 10,230,307</u>	<u>\$10,180,307</u>	<u>\$ 9,451,911</u>	<u>\$ 3,100,000</u>

San Mateo County Community College District

Exhibit K

2014-15 TENTATIVE BUDGET - TRUST FUNDS

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$246,689	\$206,796	\$206,796	\$206,796
ESTIMATED INCOME				
Federal PELL, SEOG, Direct Loans	\$21,501,319	\$21,693,224	\$20,759,854	\$20,700,000
Cal Grants	\$700,643	683,000	930,000	930,000
Scholarships SMCCCF	\$660,627	660,000	716,120	720,000
Transfers-In	\$367,692	0	218,978	225,000
Other	(\$39,893)	0	0	0
TOTAL ESTIMATED INCOME	<u>\$23,190,388</u>	<u>\$23,036,224</u>	<u>\$22,624,952</u>	<u>\$22,575,000</u>
TOTAL INCOME AND NET BEGINNING BALANCE	<u>\$23,437,077</u>	<u>\$23,243,020</u>	<u>\$22,831,748</u>	<u>\$22,781,796</u>
ESTIMATED EXPENDITURES				
Federal PELL, SEOG, Direct Loans	\$21,502,187	\$21,693,224	\$20,759,854	\$20,700,000
Cal Grants	\$700,643	683,000	930,000	930,000
Scholarships SMCCCF	\$660,627	660,000	716,120	720,000
Scholarships Grove Foundation	\$82,685	0	83,880	85,000
Other (EOP&S, CARE, TRIO, NSF)	\$284,139	0	135,098	140,000
TOTAL EXPENDITURES	<u>\$23,230,281</u>	<u>\$23,036,224</u>	<u>\$22,624,952</u>	<u>\$22,575,000</u>
TOTAL ENDING BALANCE	\$206,796	\$206,796	\$206,796	\$206,796
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$23,437,077</u>	<u>\$23,243,020</u>	<u>\$22,831,748</u>	<u>\$22,781,796</u>

San Mateo County Community College District

Exhibit L

2014-15 TENTATIVE BUDGET - RESERVE FUND FOR POST-RETIREMENT BENEFITS

	Actual 2012-13	Final Budget 2013-14	Estimated Actual 2013-14	Tentative Budget 2014-15
ESTIMATED NET BEGINNING BALANCE	\$ 22,194,599	\$ 19,983,831	\$ 19,983,831	\$ 14,024,898
ESTIMATED INCOME				
Interest	\$ (24,974)	\$ 80,000	\$ 221,561	\$ 220,000
OPEB Contribution	1,301,186	1,322,000	3,808,067	3,800,000
Incoming Transfer	6,500,000	1,000,000	1,000,000	0
Home Loan Income	26,020	13,586	16,439	16,500
TOTAL INCOME	<u>\$ 7,802,232</u>	<u>\$ 2,415,586</u>	<u>\$ 5,046,067</u>	<u>\$ 4,036,500</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 29,996,831</u>	<u>\$ 22,399,417</u>	<u>\$ 25,029,898</u>	<u>\$ 18,061,398</u>
ESTIMATED EXPENDITURES				
Retirement Board Transfer out	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
Other Outgo	0	1,000,000	1,000,000	0
Operating Expenses	13,000	5,000	5,000	5,000
ESTIMATED EXPENDITURES	<u>\$ 10,013,000</u>	<u>\$ 11,005,000</u>	<u>\$ 11,005,000</u>	<u>\$ 10,005,000</u>
TOTAL ENDING BALANCE	<u>\$ 19,983,831</u>	<u>\$ 11,394,417</u>	<u>\$ 14,024,898</u>	<u>\$ 8,056,398</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 29,996,831</u>	<u>\$ 22,399,417</u>	<u>\$ 25,029,898</u>	<u>\$ 18,061,398</u>

San Mateo County Community College District

California Community Colleges

Sound Fiscal Management

2014-15 Self-Assessment Checklist

1. Deficit Spending - Is this area acceptable? **Yes** / No

- Is the district spending within their revenue budget in the current year?
 - Yes, the district will have a surplus in 13/14 and a balanced budget for 14/15.
- Has the district controlled deficit spending over multiple years?
 - Yes, the District's unrestricted GF Net Change in Fund Balance for 2010/11 was \$4,647,752, 2011/12 was (\$1,024,052) and 2012/13 was \$102,185. The unrestricted GF Net Change in Fund Balance for 2013/14 is projected to be a surplus, and the ending fund balance continues to be above the 15% level.
- Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
 - Yes, by fund balance, revenue increases (growth) and expenditure reductions.
- Are district revenue estimates based upon past history?
 - District revenue estimates are based upon a combination of past history as well as projections for local property tax growth in assessed valuation and changes to redevelopment agency funding.
- Does the district automatically build in growth revenue estimates?
 - The District is now building in changes in assessed valuation and consequent changes in property taxes received. State growth funding no longer affects the District.

2. Fund Balance – Is this area acceptable? **Yes** / No

- Is the district's fund balance stable or consistently increasing?
 - The District's fund balance is fairly stable, increasing over the last 3 years to partially account for increases in spending and a conservative approach to budgeting revenue. The fund balances were \$20,625,632 in 2010/11, \$19,601,578 in 2011/12 and \$19,703,765 in 2012/13.
- Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?
 - The fund balance is relatively stable.

3. Enrollment - Is this area acceptable? **Yes** / No

- Has the district's enrollment been increasing or stable for multiple years?
 - Yes. The District's enrollment had increased every year since 2005/06, but in 2009/10, due to state workload reductions, the District was over the funded enrollment cap, so enrollment was reduced in succeeding years.
- Are the district's enrollment projections updated at least semiannually?
 - The District's enrollment projections are updated at P-1 and P-2.
- Are staffing adjustments consistent with the enrollment trends?
 - The colleges adjust their adjunct faculty budgets to match their enrollment projections.
- Does the district analyze enrollment and full time equivalent students (FTES) data?
 - Yes. The CBO works with the VPIs to review the enrollment estimates and compare the trends to historical data.
- Does the district track historical data to establish future trends between P-1 and annual for projection purposes?
 - Yes. The historical data includes P-1, P-2 and P-Annual and includes a review of the estimates after P-A.

San Mateo County Community College District

- Has the district avoided stabilization funding?
 - Yes. The District has achieved its funded enrollment cap every year from 2005/06 through 2010/11. With the advent of Community-Supported status, the District is no longer eligible for stabilization funding.

4. Unrestricted General Fund Balance – Is this area acceptable? Yes / No

- Is the district's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
 - The District's unrestricted GF balance has consistently been 9%-18% for the last several years, however, the District's policy is to budget for a 5% reserve.
- Is the district's unrestricted fund balance maintained throughout the year?
 - Mostly, although the District does not do mid-year accruals of revenue and some sources of revenue lag, such as lottery. If the accruals were done, the balance would be fairly consistent.

5. Cash Flow Borrowing - Is this area acceptable? Yes / No

- Can the district manage its cash flow without interfund borrowing?
 - With the advent of Community-Supported status, the District relies on both TRANS and interfund borrowing to maintain adequate cash.
- Is the district repaying TRANS and/or borrowed funds within the required statutory period?
 - Yes.

6. Bargaining Agreements - Is this area acceptable? Yes / No

- Has the district settled bargaining agreements within new revenue sources during the past three years?
 - The District reached agreement with all 3 unions for 3 year agreements for 2013/14 through 2015/16.
- Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
 - The analyses have been ongoing.
- Did the district correctly identify the related costs?
 - Yes, increases in statutory, as well as health and welfare benefits, are included in the total cost when any analysis is done.
- Did the district address budget reductions necessary to sustain the total compensation increase?
 - Budget reductions have not been necessary in the past and are not necessary for these settlements.

7. Unrestricted General Fund Staffing - Is this area acceptable? Yes / No

- Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
 - Permanent staff are controlled through position control and are budgeted out of each entity's site allocation, which is derived in the budgeting process from ongoing revenues.
- Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?
 - According to the Chancellor's Office Trend Analysis, in 2010/11 the District was at 79.1%, in 2011/12 the District was at 81.8% and in 2012/13 the District was at 77%.

8. Internal Controls - Is this area acceptable? Yes / No

- Does the district have adequate internal controls to insure the integrity of the general ledger?
 - Yes. The District has had no audit findings for internal controls.
- Does the district have adequate internal controls to safeguard the district's assets?
 - Yes. The District has had no audit findings for internal controls.

San Mateo County Community College District

9. Management Information Systems - Is this area acceptable? Yes / No

- Is the district data accurate and timely?
 - Banner is real time and information is updated automatically in a variety of instances.
- Are the county and state reports filed in a timely manner?
 - All reports are filed on time.
- Are key fiscal reports readily available and understandable?
 - Banner reports are readily available and managers are trained in Banner.

10. Position Control – Is this area acceptable? Yes / No

- Is position control integrated with payroll?
 - Position control was integrated with payroll when Banner payroll was implemented in January, 2007.
- Does the district control unauthorized hiring?
 - With the implementation of Banner payroll, all positions are approved in advance and no person can receive a paycheck without having his or her paperwork entered into Banner by HR staff and being assigned to an approved position.
- Does the district have controls over part-time academic staff hiring?
 - Part-time academic staff hiring is controlled by the Instruction Offices and reviewed by Human Resources.

11. Budget Monitoring - Is this area acceptable? Yes / No

- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
 - All District proposals are costed out for at least 3 years prior to finalizing the proposals.
- Are budget revisions completed in a timely manner?
 - Budget revisions are taken to the Board twice a year.
- Does the district openly discuss the impact of budget revisions at the board level?
 - The Board approves all budget revisions. Any use of contingency funds must be approved by a 2/3 majority of the Board.
- Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
 - Since the District has a history of multi-year agreements, the budget has not had to be revised, but can be planned in advance.
- Has the district's long-term debt decreased from the prior fiscal year?
 - Yes. The District has issued all of its General Obligation Bonds approved by the voters and is starting to repay them.
- Has the district identified the repayment sources for the long-term debt?
 - General Obligation Bonds are paid through property taxes.
- Does the district compile annualized revenue and expenditure projections throughout the year?
 - The District Committee on Budget and Finance reviews revenue projections for the current and three future years.

12. Retiree Health Benefits - Is this area acceptable? Yes / No

- Has the district completed an actuarial calculation to determine the unfunded liability?
 - The District completes an actuarial study every two years and last completed a study in April 2013.
- Does the district have a plan for addressing the retiree benefits liabilities?
 - The District is on a pay as you go plan for current retirees, but had also been setting aside \$1.5 million annually and reached a peak of over \$33 million set aside. The District established an OPEB Trust and is in the process of funding the District's long term liabilities for post-employment health benefits. The District has established a self-assessment for future OPEB benefits in line with the actuarial study. In addition, the District capped lifetime benefits in the 1990's.

San Mateo County Community College District

13. Leadership/Stability - Is this area acceptable? Yes / No

- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer and Board of Trustees)?
 - The District hired a new president for Cañada College in January 2013. The position was vacated due to retirement. One Board member retired in May 2013 and was replaced in the following November election. There has been no turnover in the CEO or CBO.

14. District Liability – Is this area acceptable? Yes / No

- Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?
 - Yes, this is done as part of the year-end close every year.
- Has the district set up contingent liabilities for anticipated settlements, legal fees, etc?
 - None are currently needed.

15. Reporting – Is this area acceptable? Yes / No

- Has the district filed the annual audit report with the System Office on a timely basis?
 - The audit was filed in December 2013 for 2012/13. The current contract with the auditors specifies that the audit must be complete and filed by December 31.
- Has the district taken appropriate actions to address material findings cited in their annual audit report?
 - There have been no material findings. The District has addressed the State compliance findings.
- Has the district met the requirements of the 50 percent law?
 - Yes.
- Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?
 - Yes, all have been timely.

BOARD REPORT NO. 14-6-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2014

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2014, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 14, 2014.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2013 and March 31, 2014.

	<u>03/31/13</u>	<u>03/31/14</u>	<u>Amount</u>	<u>Percentage</u>
<u>INCOME:</u>				
State Aid	\$ 2,259,126	\$ 5,530,576	\$ 3,271,450	144.81
Enrollment Fees	9,836,572	9,057,977	(778,595)	(7.92)
Non-Resident Tuition	2,410,309	3,133,784	723,475	30.02
Property Tax	64,679,218	66,859,179	2,179,961	3.37
Interfund Transfer	0	0	0	N/A
Other Income	3,346,282	6,185,060	2,838,778	84.83
Total Income	\$ 82,531,507	\$ 90,766,576	\$ 8,235,069	9.98
% of Budget	71.50%	69.27%		
<u>Expenses:</u>				
Academic Salaries	\$ 31,622,511	\$ 33,094,087	\$ 1,471,576	4.65
Classified Salaries	18,418,527	19,883,139	1,464,612	7.95
Administrative Salaries	5,161,953	5,747,833	585,880	11.35
Fringe Benefits	22,633,668	20,347,067	(2,286,601)	(10.10)
Supplies & Materials	1,918,273	1,818,791	(99,482)	(5.19)
Operating Expenses	7,900,227	9,338,928	1,438,701	18.21
Capital Outlay	88,558	188,510	99,952	112.87
Transfer Accounts	574,477	1,421,736	847,259	147.48
Bills & Salaries	\$ 88,318,194	\$ 91,840,090	\$ 3,521,896	3.99
% of Budget	68.39%	63.69%		

Total General Fund Income increased by 9.98% over last year, mainly due to the State EPA fund distribution and payment from local property taxes. Total bills and salaries increased by 3.99% due to the steps increase, adjustment in salaries and payments for operating expenditures; however, benefits were decreased because we lowered our internal benefit rates for 2013-14.

Parcel Tax Fund - Below is financial data for the Parcel Tax Fund for the quarters ending March 31, 2013 and March 31, 2014.

Expenses:	Amount		Difference	
	03/31/13	03/31/14	Amount	Percentage
Academic Salaries	\$ 4,382,856	\$ 4,112,816	\$ (270,040)	(6.16)
Classified Salaries	880,715	753,098	(127,617)	(14.49)
Administrative Salaries	0	0	0	N/A
Fringe Benefits	720,993	553,792	(167,201)	(23.19)
Supplies & Materials	75,526	39,236	(36,290)	(48.05)
Operating Expenses	56,608	91,481	34,873	N/A
Capital Outlay	0	0	0	N/A
Transfer Accounts	0	0	0	N/A
Bills and Salaries	\$ 6,116,698	\$ 5,550,423	(566,275)	(9.26)
% of Budget	84.38%	64.49%		

Bills and Salaries payment for the Parcel Tax Fund decreased by 9.26% compared with last year. 97.65% or \$5,419,706.00 of total payment incurred as of 03/31/14 was for salaries and benefits.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2012-2013 and 2013-2014, are listed below:

Restricted General and Other Funds				
Summary:	Amount		Difference	
	03/31/13	03/31/14	Amount	Percentage
Income	65,783,740	81,519,171	15,735,431	23.92
Bills & Salaries	89,212,970	109,099,311	19,886,341	22.29

Revenue from Other Funds increased by 23.92%, primarily due to the reimbursement for bond construction projects. Bills and Salaries increased by 22.29% because of the payment increases in completion of bond capital projects.

REPORT ON INVESTMENTS: As of March 31, 2014, the District had a deposit of \$39,404,671 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with a local bank were 0.23%, 0.77%, 0.90% and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF <u>Investment</u>	County Pool <u>Investment</u>	Money Market, <u>CD Investment</u>	Speccial <u>Deposit Bond</u>	Total <u>Investment</u>
Unrestricted General Fund	\$ 89,029	0	\$ 26,915,407	0	\$ 27,004,437
Capital Outlay Fund	0	0	0	5,985	5,985
Agency Fund	54,321	2,393,665	9,946,066	198	12,394,250
Total Investment	\$ 143,350	\$ 2,393,665	\$ 36,861,473	\$ 6,183	\$ 39,404,671

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (370) SAN MATEO

Quarter Ended: (Q3) Mar 31, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	118,163,257	110,904,919	127,520,416	130,448,184
A.2	Other Financing Sources (Object 8900)	328,985	2,755,621	4,968,388	593,021
A.3	Total Unrestricted Revenue (A.1 + A.2)	118,492,242	113,660,540	132,488,804	131,041,205
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	102,184,745	107,863,652	115,718,817	128,237,974
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	11,659,746	6,820,939	16,667,798	2,797,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	113,844,491	114,684,591	132,386,615	131,034,974
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,647,751	-1,024,051	102,189	6,231
D.	Fund Balance, Beginning	15,977,880	20,625,631	19,601,580	19,703,769
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	15,977,880	20,625,631	19,601,580	19,703,769
E.	Fund Balance, Ending (C. + D.2)	20,625,631	19,601,580	19,703,769	19,710,000
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.1%	17.1%	14.9%	15%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,713	19,530	19,614	19,160
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-2014
H.1	Cash, excluding borrowed funds		-21,320,987	13,484,156	24,281,815
H.2	Cash, borrowed funds only		19,945,000	23,960,000	20,000,000
H.3	Total Cash (H.1+ H.2)	19,187,192	-1,375,987	37,444,156	44,281,815

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	130,299,013	130,438,656	90,173,549	69.1%
I.2	Other Financing Sources (Object 8900)	0	593,021	593,028	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	130,299,013	131,031,677	90,766,577	69.3%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	140,810,195	141,417,859	90,418,354	63.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,672,634	2,797,634	1,421,736	50.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	143,482,829	144,215,493	91,840,090	63.7%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,183,816	-13,183,816	-1,073,513	
L.	Adjusted Fund Balance, Beginning	19,703,769	19,703,769	19,703,769	
L.1	Fund Balance, Ending (C. + L.2)	6,519,953	6,519,953	18,630,256	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.5%	4.5%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Temporary		Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING Mar 14, 2014

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	12,333,650.44	7,023,606.86	15,128,634.48	37,562,640.67	113,112,537.86	2,768,372.05	42,316.50	-
Cash inflow from operations:								
Year-to-date Income	90,766,576.12		15,453,045.69	20,432,177.28	16,361,744.67	5,373,232.44	21,668,151.35	2,230,819.75
Accounts Receivable	5,931,010.31	1,522.81	1,272,002.46	35,234.63	2,699,815.89	5,083.85	77,009.52	1,791.60
Deferred Income	(8,488,219.75)	-	(1,707,546.33)	-	(97,587.00)	(26,396.10)	(142,617.00)	(1,843.64)
Cash awaiting for deposit	606,632.69							
Total Income	101,149,649.81	7,025,129.67	30,146,136.30	58,030,052.58	132,076,511.42	8,120,292.24	21,644,860.37	2,230,767.71
Cash outflow for operations:								
Year to date expenditure	91,840,090.09		14,700,127.50	30,174,787.57	27,504,985.51	6,522,371.06	21,192,039.56	9,005,000.00
Advances / Prepaid	83,827.60		(31,185.62)	-	(128,294.82)	(21,263.00)	-	-
Account Payable	(3,901,086.67)	(1,070,911.45)	114,205.90	982.99	2,059,963.06	305,093.03	448,743.63	-
Cash Balance From Operations	13,126,818.79	8,096,041.12	15,362,988.52	27,854,282.02	102,639,857.67	1,314,091.15	4,077.18	(6,774,232.29)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund TRANS	20,000,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIIF Balance	88,810.08							54,187.08
County Pool Balance	-							9,357,241.28
Special Bond				-	984.51			-
C.O.P. & Others	14,611,593.52			197.80	5,000.00			9,756,855.64
Total Beg. Balance	14,700,403.60			197.80	5,984.51			19,168,284.00
Y.T.D. Investment Balance								
LAIIF Balance	89,029.36							54,320.87
County Pool Balance	-							2,393,664.99
Special Bond				-	984.51			-
C.O.P./Bank CD	26,915,407.20			197.80	5,000.00			9,946,065.85
Y.T.D. Balance	27,004,436.56			197.80	5,984.51			12,394,051.71
Net Cash changes from Investment	(12,304,032.96)			-	-			6,774,232.29
Net changes from unrealized gain / (loss)	-							
Cash Balance in County Treasury	20,822,785.83	8,096,041.12	15,362,988.52	27,854,282.02	102,639,857.67	1,314,091.15	4,077.18	(0.00)
Net Cash (Excluding TRANS & Trusts)	822,785.83	8,096,041.12	15,362,988.52	27,854,282.02	102,639,857.67	1,314,091.15	4,077.18	(0.00)

BOARD REPORT NO. 14-6-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869
Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2013-14

The following report covers the period July 1, 2013 through March 31, 2014 for Associated Student Bodies, Bookstores, Cafeterias and the San Mateo Athletic Club.

ASSOCIATED STUDENTS (Exhibits A, B, C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the above reporting period of fiscal years 2013-14 and 2012-13 are listed below:

ASB Total Income	2013-14	2012-13	\$ Change	%Change
Cañada College ASB	\$ 66,159	\$ 66,470	\$ (311)	-0.47%
College of San Mateo ASB	\$ 90,879	\$ 85,103	\$ 5,776	6.79%
Skyline College ASB	\$ 117,267	\$ 111,281	\$ 5,985	5.38%

ASB Total Expenditures	2013-14	2012-13	\$ Change	%Change
Cañada College ASB	\$ 38,141	\$ 67,888	\$ (29,747)	-43.82%
College of San Mateo ASB	\$ 62,485	\$ 63,471	\$ (986)	-1.55%
Skyline College ASB	\$ 111,493	\$ 83,502	\$ 27,991	33.52%

Activity card sales and vending commission are the major source of income for the Associated Students. Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life. There have been significant increases in program activities and student assistant salaries at Skyline College; the overall increase of expenditure is 33.52%. Canada College has an overall decrease of 43.82% in expenditures, mostly from club assistance, programs and student assistant salaries. College of San Mateo has no major changes in overall spending.

Below is a comparison of the Net Income from ASB Operations for this reporting period:

ASB Net Income	2013-14	2012-13	\$ Change	%Change
Cañada College ASB	\$ 28,018	\$ (1,418)	\$ 29,436	2075.75%
College of San Mateo ASB	\$ 28,394	\$ 21,632	\$ 6,762	31.26%
Skyline College ASB	\$ 5,774	\$ 27,779	\$ (22,006)	-79.22%

Please refer to Exhibits A, B, C for detail financial information of this period.

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2013 through March 31, 2014. It includes a small portion of summer 2013, fall 2013 and spring 2014 semester sales. The District Bookstores and Cafeterias are a self-sustaining enterprise. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize District auxiliary enterprises.

Bookstore Sales	2013-14	2012-13	\$ Change	% Change
Regular Merchandise Sales	\$ 5,500,851	\$ 5,726,005	\$ (225,154)	-3.9%
Computer Products Sales	\$ 136,362	\$ 237,099	\$ (100,737)	-42.5%
Total Merchandise Sales	\$ 5,637,213	\$ 5,963,104	\$ (325,891)	-5.5%
Textbook Rental Income	\$ 395,604	\$ 323,209	\$ 72,395	22.4%
Production Service Income	\$ 283,674	\$ 241,538	\$ 42,136	17.4%
Total Sales	\$ 6,316,491	\$ 6,527,851	\$ (211,360)	-3.2%

Total merchandise sales have decreased slightly by 5.5% this year compared to last year. Computer product sales have decreased significantly by 42.5% this year compared to last year. Last year, several computer lab purchases were done through the bookstore. Due to the logistical challenges related to these purchases as well as the slim to negligent margins on the sales, the Bookstores no longer handle these transactions. We also continue to increase sales in our copy centers operating at two of the colleges with an increase of **\$42,136** this year over last year with both centers operating year over year. In addition, our textbook rental program continues to grow year over year with a 22.4% increase this year over last year.

Comparative figures are shown below:

Bookstore Recap	2013-14	2012-13	\$ Change	%Change
Operations				
Merchandise Sales	5,637,213	5,963,104	(325,891)	-5.5%
Textbook Rental Income	395,604	323,209	72,395	22.4%
Production Service Income	283,674	241,538	42,136	17.4%
Cost of Goods Sold	3,903,138	3,970,776	(67,638)	-1.7%
Gross Profit from Operations	2,413,353	2,557,076	(143,723)	-5.6%
Total Operating Expenses	2,086,308	2,203,084	(116,776)	-5.3%
Net Income/(Loss) from Operations	327,045	353,992	(26,947)	-7.6%
Interest and Other Income	189,898	164,470	25,428	15.5%
Net Income Before Other Expenses	516,943	518,462	(1,519)	-0.3%
District Support				
In-Kind Donations Received	53,325	5,500	47,825	869.5%
Admin Salary & Benefits	44,128	61,263	(17,135)	-28.0%
Other Expenses	73,324	53,750	19,573	36.4%
Net Change in Fund Balance	452,817	408,949	43,868	10.7%

Cost of goods sold decreased slightly by 1.7% as expected with the decrease in regular merchandise sales. The bookstore management team has worked hard to control expenses commensurate with the decline in textbook sales. Interest and Other Income increased by 15.5% due to better interest rates on our investments as well as the increase in textbook rental revenue. Despite the loss of regular merchandise sales, the bookstores Net Income before Other Expenses and Income is basically flat to last

year with a decrease of only \$1,519 due in large part to the strong sales increases in the coffee and convenience stores and the copy centers coupled with expense control.

Although textbook sales have declined significantly, we continue to see increases in textbook rentals at all three campuses. The textbook rental program has clearly benefitted students by providing access to course materials in an affordable manner. Since the fall semester, 2005, the textbook rental program has saved students in the District more than **\$7.4 million** dollars in course materials costs. This is an incredible achievement and has no rival in the California Community College system. The program began with 35 individual titles and has grown to more than 1,925 titles students can choose to rent. Many of these textbooks have been purchased through a series of grants and donated funds as well as from the bookstores' capital reserve and other innovative programs initiated by the bookstores managers. The generous financial and operational commitments from the colleges certainly made a major impact on the program this academic year, with thousand more volumes and hundreds more titles added to the textbook rental program.

It will continue to be a very challenging time for bookstores in California in general as enrollments are trending lower and competition in course materials delivery is prevalent from on-line operators to alternative delivery methods. These challenges will put added pressure on the bookstores' overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions as well as the addition of the copy center at College of San Mateo and the merging of the copy center at Skyline College into the bookstore there are examples of the proactive measures we have taken to insure the financial stability of the bookstore operations in these turbulent economic times. We will continue our commitment to focus on all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus bookstores. In so doing, we will remain well positioned for future growth as we serve the students and community of the San Mateo Community College District.

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2012, ending on June 30, 2017.
- The District's snack vending partner is Canteen. The contract was awarded on July 1, 2012, ending on June 30, 2017.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2012 ending on June 30, 2015 with an option for two one-year renewals thereafter.

Third quarter comparisons are noted below:

Cafeteria Recap	2013-14	2012-13	\$ Change	% Change
Revenues				
Food Service Income	\$ 121,410	\$ 102,213	\$ 19,197	18.8%
Vending Income	42,616	47,441	(4,825)	-10.2%
Interest Income	7,584	2,921	4,664	159.7%
Event Rental	63,317	27,424	35,893	130.9%
Total Revenues	\$ 234,928	\$ 179,999	\$ 54,929	30.5%
Expenditures	\$ 136,649	\$ 135,650	\$ 999	0.7%
Net Change in Fund Balance	\$ 98,280	\$ 44,349	\$ 53,930	121.6%

FOOD SERVICE INCOME	2013-14	2012-13	\$ Change	% Change
PACIFIC DINING				
Skyline	29,993	32,033	-2,040	-6.4%
Cañada	18,950	21,183	-2,233	-10.5%
CSM	69,015	45,364	23,651	52.1%
Le Bulldog	3,452	3,634	-181	-5.0%
Total Food Service Income	121,410	102,213	19,197	18.8%

Compared to the second quarter 2012-13, food service income has increased substantially by 18.8% bolstered by a significant increase at College of San Mateo. Vending income has decreased by 10.2% compared to last year commensurate with declining enrollments. Vending income is returned to each College's Associated Students for use in supporting student activities on each campus. Overall expenditures have increased slightly this year over last year by less than 1%. All other expenses related to the repair and maintenance of equipment at the three College dining locations is in line with where they were last year.

Event rental income has increased by 130.9% as we continue to host outside events at both the Bayview Dining Room at College of San Mateo and the Fireside Dining Room at Skyline College. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility at a superior level.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. As part of the Enterprise Fund, the cafeteria and vending operations are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB (Exhibit F)

On April 1, 2010, the District opened a state-of-the art fitness and aquatic center on the campus of College of San Mateo in the newly constructed Health and Wellness Building. This incredible new building provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness, and dental hygiene (when state funding permits).

The San Mateo Athletic Club (SMAC) is a professionally managed enterprise program sharing the fitness facility with the College of San Mateo. SMAC shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool, along with a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. SMAC and its members enjoy this multi-use College of San Mateo facility that provides credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise through Auxiliary Services, SMAC is a self-sustaining community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the College budgetary needs including equipment maintenance and replacement. SMAC provides our community broader

access to the College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Third quarter comparisons are noted below:

San Mateo Athletic Club and Aquatic Center	2013-14	2012-13	\$ Change	% Change
Operating Revenues				
Registration & Membership	\$ 2,109,020	\$ 1,800,782	\$ 308,238	17.1%
Personal Training	295,690	230,466	65,224	28.3%
Aquatics	454,666	401,448	53,218	13.3%
Parking	55,320	50,807	4,513	8.9%
Group Exercise	45,644	40,060	5,584	13.9%
Retail	13,759	593	13,166	2221.8%
Other Income	16,813	18,816	(2,003)	-10.6%
Total Operating Revenue	\$ 2,990,912	\$ 2,542,972	\$ 447,940	17.6%
Operating Expenses	\$ 2,046,793	\$ 1,786,474	\$ 260,319	14.6%
Net Operating Income/(Loss)	\$ 944,119	\$ 756,498	\$ 187,621	24.8%
District Support				
District Support Income	61,883	54,897	6,985	12.7%
District Support Expense	207,698	140,588	127,497	90.7%
Net Change in Fund Balance	\$ 798,303	\$ 670,807	\$ 127,497	19.0%

The financial performance of SMAC continues to be very strong this year. Total operating revenue continues to exceed both budget and the initial proforma expectations and is **17.6%** or **\$447,940** ahead of last year. Our net operating income is **24.8%** ahead of last year at this time. A year ago, the operation was showing a strong surplus which has grown stronger this year. After the allocation of income and expenses, the total operational surplus is **\$798,303** representing a **19%** increase over last year. As SMAC has grown stronger, it has assumed additional proportional district and facilities operational related expenses. This unparalleled success is due to the outstanding highly motivated staff, all of the invaluable industry expertise brought by our partner Medifit and a remarkable facility. Our ability to successfully integrate fee based community members with our students has been a win-win for both groups.

SMAC was actually not projected to begin making money until its third year of operation and not break even until the end of the fourth year. Due to the first class facility and the professionally managed operation, we continue to experience membership growth. As we are in our fourth full year of operation, we expect membership to remain strong but stable. We do not anticipate that we will be able to continue growing at the same rate due to the size of our facility, but we will continue to maximize our membership. Additionally, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

The mission of SMAC is more than providing a revenue stream to the District. The mission of SMAC is to create a healthy environment that engages students, staff and community members in the pursuit of health and physical fitness. With a facility such as this along with a partner whose core competency is operating exceptional fitness facilities, our emphasis on enjoying exercise for its own sake and learning fitness habits for life is delivered each and every day. This means that students have a place where they can focus on lifetime fitness goals and individual achievement, and community members can find opportunities to improve their health and well-being.

We are very proud of the accomplishments made at SMAC in the last four years. We continue to be among the best fitness facilities in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	211,596.90	396,699.18	-185,102.28	-46.66%
Total Checking/Savings	211,596.90	396,699.18	-185,102.28	-46.66%
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-12,510.17	-10,835.02	-1,675.15	15.46%
Total Accounts Receivable	-12,510.17	-10,835.02	-1,675.15	15.46%
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA	68,516.01	78,014.66	-9,498.65	-12.18%
1220 · EMERGENCY LOANS RECEIVABLE	6,170.00	8,691.28	-2,521.28	-29.01%
1310.1 · COUNTY INVESMENT POOL-UNION	233,712.69	9,844.53	223,868.16	2,274.04%
1310.2 · MARK TO MARKET	-228.06	0.00	-228.06	-100.0%
Total Other Current Assets	308,170.64	96,550.47	211,620.17	219.18%
Total Current Assets	507,257.37	482,414.63	24,842.74	5.15%
Fixed Assets				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	0.00	0.00	0.00	0.0%
TOTAL ASSETS	<u>507,257.37</u>	<u>482,414.63</u>	<u>24,842.74</u>	<u>5.15%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 · EMERGENCY LOANS PAYABLE	6,662.94	8,415.00	-1,752.06	-20.82%
2030 · OTHER LOANS PAYABLE	6,021.01	8,030.23	-2,009.22	-25.02%
2040 · OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%
2050 · CLUBS	24,893.32	23,606.79	1,286.53	5.45%
2060 · TRUSTS	180,973.42	178,887.08	2,086.34	1.17%
Total Other Current Liabilities	218,622.69	219,011.10	-388.41	-0.18%
Total Current Liabilities	218,622.69	219,011.10	-388.41	-0.18%
Total Liabilities	218,622.69	219,011.10	-388.41	-0.18%
Equity				
3010 · Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 · Retained Earnings	118,863.28	123,068.18	-4,204.90	-3.42%
Net Income	28,017.96	-1,418.09	29,436.05	-2,075.75%
Total Equity	288,634.68	263,403.53	25,231.15	9.58%
TOTAL LIABILITIES & EQUITY	<u>507,257.37</u>	<u>482,414.63</u>	<u>24,842.74</u>	<u>5.15%</u>

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK				
1050-1 · WELLS FARGO BANK-NEW CHECKING	181,596.90	326,688.93	-145,092.03	-44.41%
1060 · CD ACCOUNTS				
1060.1 · CD - RCSSE CREDIT UNION	0.00	40,010.25	-40,010.25	-100.0%
1060.2 · CD - WESTERN FIN BANK	30,000.00	30,000.00	0.00	0.0%
Total 1060 · CD ACCOUNTS	<u>30,000.00</u>	<u>70,010.25</u>	<u>-40,010.25</u>	<u>-57.15%</u>
Total 1000 · CASH AND BANK	<u>211,596.90</u>	<u>396,699.18</u>	<u>-185,102.28</u>	<u>-46.66%</u>
Total Checking/Savings	211,596.90	396,699.18	-185,102.28	-46.66%
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-12,510.17	-10,835.02	-1,675.15	15.46%
Total Accounts Receivable	<u>-12,510.17</u>	<u>-10,835.02</u>	<u>-1,675.15</u>	<u>15.46%</u>
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA				
INTEREST RECEIVABLE CDS	364.69	46.62	318.07	682.26%
STUDENT BODY FEE RECEIVABLE	60,683.54	73,247.04	-12,563.50	-17.15%
VENDING COMMISSION RECEIVABLE	651.28	0.00	651.28	100.0%
OTHER ACCOUNTS RECEIVABLE	6,816.50	4,721.00	2,095.50	44.39%
Total 1210.1 · ACCOUNTS RECEIVABLE CANADA	<u>68,516.01</u>	<u>78,014.66</u>	<u>-9,498.65</u>	<u>-12.18%</u>
1220 · EMERGENCY LOANS RECEIVABLE				
DEANS LOAN RECEIVABLE	5,026.00	6,286.06	-1,260.06	-20.05%
EOPS LOAN RECEIVABLE	1,144.00	2,405.22	-1,261.22	-52.44%
Total 1220 · EMERGENCY LOANS RECEIVABLE	<u>6,170.00</u>	<u>8,691.28</u>	<u>-2,521.28</u>	<u>-29.01%</u>
1310.1 · COUNTY INVESMENT POOL-UNION	233,712.69	9,844.53	223,868.16	2,274.04%
1310.2 · MARK TO MARKET	-228.06	0.00	-228.06	-100.0%
Total Other Current Assets	<u>308,170.64</u>	<u>96,550.47</u>	<u>211,620.17</u>	<u>219.18%</u>
Total Current Assets	507,257.37	482,414.63	24,842.74	5.15%
Fixed Assets				
1500 · FIXED ASSETS				
1520.1 · EQUIPMENT				
1510.21 · EQUIPMENT	40,051.54	40,051.54	0.00	0.0%
1520.22 · ACC DEPR - EQUIP	-40,051.54	-40,051.54	0.00	0.0%
Total 1520.1 · EQUIPMENT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

Total 1500 - FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>507,257.37</u>	<u>482,414.63</u>	<u>24,842.74</u>	<u>5.15%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 - EMERGENCY LOANS PAYABLE	6,662.94	8,415.00	-1,752.06	-20.82%
2030 - OTHER LOANS PAYABLE	6,021.01	8,030.23	-2,009.22	-25.02%
2040 - OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%
2050 - CLUBS				
ART CLUB	10.27	10.27	0.00	0.0%
A. S. I. D.	7,702.94	5,784.58	1,918.36	33.16%
BEATING THE ODDS COMMUNITY	658.21	607.34	50.87	8.38%
BRIDGING HISPANIC MINDS	1,000.48	1,391.14	-390.66	-28.08%
COMPUTER SCIENCE CLUB	695.00	0.00	695.00	100.0%
CAÑADA VETERANS CLUB	6.98	6.98	0.00	0.0%
CAÑADA COUNTRY CLUB	28.59	28.59	0.00	0.0%
CHRISTIAN CLUB	7.50	16.00	-8.50	-53.13%
DANCE CLUB	277.00	277.00	0.00	0.0%
EOPS CLUB	472.29	558.62	-86.33	-15.45%
E Y W G D	96.78	96.78	0.00	0.0%
FRISBEE CLUB	31.52	0.00	31.52	100.0%
ICC CLUB	54.99	51.54	3.45	6.69%
MATH CLUB	334.64	1,176.64	-842.00	-71.56%
MISCELLANEOUS CLUB ACCOUNT	7.93	519.60	-511.67	-98.47%
PEOPLE OF THE PACIFIC	328.76	328.76	0.00	0.0%
PHI THETA KAPPA	3,774.20	6,418.54	-2,644.34	-41.2%
PHOTO CLUB	21.69	0.00	21.69	100.0%
PHOTON MASTERS	5,969.15	3,185.98	2,783.17	87.36%
POLITICAL AWARENESS CLUB	136.91	136.91	0.00	0.0%
PRE HEALTH CLUB	62.89	18.33	44.56	243.1%
PRE MED CLUB	551.84	551.84	0.00	0.0%
SPECTRUM ALLIANCE CLUB	498.14	508.17	-10.03	-1.97%
ROBOTICS TEAM CLUB	368.92	58.53	310.39	530.31%
SALSA CLUB	74.60	74.60	0.00	0.0%
S.H.P.E.	820.54	820.54	0.00	0.0%
TREECO	60.02	60.02	0.00	0.0%
TRIO CLUB	181.37	157.03	24.34	15.5%
WISE CLUB	105.21	208.50	-103.29	-49.54%
YOUNG LATINO LEADERS OF CAÑADA	553.96	553.96	0.00	0.0%
Total 2050 - CLUBS	<u>24,893.32</u>	<u>23,606.79</u>	<u>1,286.53</u>	<u>5.45%</u>
2060 - TRUSTS				

CANADA CHOIRS TRUST	150.00	150.00	0.00	0.0%
ADAPTIVE PE TRUST	0.95	0.95	0.00	0.0%
ASCC SCHOLARSHIP FUND	1,721.09	1,371.09	350.00	25.53%
ASSESSMENT TRUST	945.00	0.00	945.00	100.0%
ATHLETIC ASSISTANCE TRUST	25.77	25.77	0.00	0.0%
ATHLETIC TRAINER TRUST	329.72	329.72	0.00	0.0%
ATHLETICS TRUST	84.23	84.23	0.00	0.0%
BUSINESS WORKFORCE TRUST	205.00	205.00	0.00	0.0%
C. S. P. A. - ART	403.20	403.20	0.00	0.0%
C. S. P. A. - DRAMA	34,687.79	34,687.79	0.00	0.0%
C. S. P. A. - MUSIC	3,074.22	2,644.22	430.00	16.26%
CAREER SERVICES TRUST	7,765.87	7,213.99	551.88	7.65%
CHILD DEVELOPMENT CENTER	268.68	268.68	0.00	0.0%
CLASSIFIED COUNCIL TRUST	175.00	175.00	0.00	0.0%
CLUB ACCOUNT RESERVE FUND	3,340.79	3,340.79	0.00	0.0%
COOP - ED TRUST	6,183.64	5,703.64	480.00	8.42%
DANCE TRUST	5,037.78	4,522.57	515.21	11.39%
DISTRICT PAYMENT ACCOUNT	-500.00	0.00	-500.00	-100.0%
EARLY CHILDHOOD EDUCATION	486.08	486.08	0.00	0.0%
EMERGENCY ASSISTANCE FUND	138.44	138.44	0.00	0.0%
EMILIO'S FUND	675.63	675.63	0.00	0.0%
EOPS PARKING AND BUS PASS FUND	1,044.00	1,044.00	0.00	0.0%
FASHION ATELIER TRUST	8,357.21	13,012.60	-4,655.39	-35.78%
FASHION SHOW PRODUCTION	0.00	5,883.79	-5,883.79	-100.0%
FITNESS FOR LIFE	31.42	31.42	0.00	0.0%
HEALTH CENTER TRUST	2,278.52	2,350.48	-71.96	-3.06%
HUMANITIES TRUST	1,444.19	1,444.19	0.00	0.0%
INTERIOR DESIGN TRUST	4,711.43	4,700.14	11.29	0.24%
LEARNING CENTER TRUST	3,019.47	2,743.47	276.00	10.06%
LIBRARY TRUST	290.82	290.82	0.00	0.0%
MIDDLE COLLEGE TRUST	1,757.90	1,489.90	268.00	17.99%
MISCELLANEOUS TRUST	-37.00	43.00	-80.00	-186.05%
PENINSULA CANTARE	100.00	100.00	0.00	0.0%
PSYCHOLOGICAL SERVICES TRUST	210.77	210.77	0.00	0.0%
RAD TECH TRUST	4,417.30	4,981.63	-564.33	-11.33%
SAM TRANS	3,092.00	3,092.00	0.00	0.0%
SCHOLARSHIP TRUST/CANADA	19,749.86	21,695.08	-1,945.22	-8.97%
SCIENCE DIVISION TRUST	58.28	58.28	0.00	0.0%
SMART COOKIE SCHOLARSHIP TRUST	2.00	2.00	0.00	0.0%
STAR PROJECT TRUST ACCOUNT	6,264.58	6,264.58	0.00	0.0%
STUDENT LIFE TRUST	4,890.01	2,515.01	2,375.00	94.43%
STUDENT REP FEE /FORM. POL ACT.	31,312.38	22,762.73	8,549.65	37.56%
SUMMER BASKETBALL TRUST	179.71	179.71	0.00	0.0%
UPWARD BOUND TRUST	185.02	185.02	0.00	0.0%
VENDING RESERVE TRUST ACCOUNT	17,615.26	17,579.42	35.84	0.2%
VICE PRESIDENT'S SPECIAL TRUST	4,599.41	3,600.25	999.16	27.75%
V-ROC TRUST	200.00	200.00	0.00	0.0%
Total 2060 - TRUSTS	180,973.42	178,887.08	2,086.34	1.17%
Total Other Current Liabilities	218,622.69	219,011.10	-388.41	-0.18%

	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Current Liabilities	<u>218,622.69</u>	<u>219,011.10</u>	<u>-388.41</u>	<u>-0.18%</u>
Total Liabilities	218,622.69	219,011.10	-388.41	-0.18%
Equity				
3010 · Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 · Retained Earnings	118,863.28	123,068.18	-4,204.90	-3.42%
Net Income	<u>28,017.96</u>	<u>-1,418.09</u>	<u>29,436.05</u>	<u>-2,075.75%</u>
Total Equity	<u>288,634.68</u>	<u>263,403.53</u>	<u>25,231.15</u>	<u>9.58%</u>
TOTAL LIABILITIES & EQUITY	<u><u>507,257.37</u></u>	<u><u>482,414.63</u></u>	<u><u>24,842.74</u></u>	<u><u>5.15%</u></u>

ASB - CANADA
INCOME STATEMENT

	<u>Jul '13 - Mar 14</u>	<u>Jul '12 - Mar 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	410.50	526.50	-116.00	-22.03%
4050 · MISCELLANEOUS	390.34	53.83	336.51	625.14%
4060 · PROGRAMS	0.00	12.62	-12.62	-100.0%
4080 · STUDENT BODY CARD	56,096.00	59,164.00	-3,068.00	-5.19%
4090 · VENDING-ACTION	4,473.03	3,261.28	1,211.75	37.16%
4091 · VENDING-PEPSI	3,852.17	3,173.14	679.03	21.4%
Total 4000 · INCOME	<u>65,222.04</u>	<u>66,191.37</u>	<u>-969.33</u>	<u>-1.46%</u>
Total Income	65,222.04	66,191.37	-969.33	-1.46%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	2,000.70	0.00	2,000.70	100.0%
5031 · CLUB ASSISTANCE/ICC	3,815.94	8,827.30	-5,011.36	-56.77%
5032 · COLLEGE PROGRAM ASSISTANCE	1,145.94	2,447.24	-1,301.30	-53.17%
5033 · CONFERENCE	3,442.96	5,059.50	-1,616.54	-31.95%
5050 · ETHNIC CULTURAL AFFAIRS	832.60	664.40	168.20	25.32%
5080 · HOSPITALITY	96.00	1,486.88	-1,390.88	-93.54%
5130 · MISCELLANEOUS	237.34	640.97	-403.63	-62.97%
5140 · OFFICE SUPPLIES	1,080.23	2,500.73	-1,420.50	-56.8%
5145 · OPERATION	80.79	116.89	-36.10	-30.88%
5150 · PROGRAMS	36.00	5,947.95	-5,911.95	-99.4%
5151 · PUBLICITY	1,226.35	1,160.59	65.76	5.67%
5152 · SPIRIT THURSDAY	11,420.76	13,857.86	-2,437.10	-17.59%
5170 · RECREATION/GAMES	298.71	1,238.38	-939.67	-75.88%
5171 · REPAIR & MAINTENANCE	833.89	1,083.15	-249.26	-23.01%
5182 · STUDENT ACTIVITY CARD	2,007.86	8,614.09	-6,606.23	-76.69%
5183 · STUDENT ASSISTANT-SALARY	5,953.76	10,026.75	-4,072.99	-40.62%
5184 · STUDENT ASSISTANT-BENEFITS	595.38	100.27	495.11	493.78%
5210 · VENDING INCOME TRANSFER	3,035.61	4,115.08	-1,079.47	-26.23%
Total 5000 · EXPENSES	<u>38,140.82</u>	<u>67,888.03</u>	<u>-29,747.21</u>	<u>-43.82%</u>
Total Expense	38,140.82	67,888.03	-29,747.21	-43.82%
Net Ordinary Income	27,081.22	-1,696.66	28,777.88	-1,696.15%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	936.74	278.57	658.17	236.27%
Total 6000 · OTHER INCOMES	<u>936.74</u>	<u>278.57</u>	<u>658.17</u>	<u>236.27%</u>
Total Other Income	936.74	278.57	658.17	236.27%
Net Other Income	936.74	278.57	658.17	236.27%
Net Income	<u><u>28,017.96</u></u>	<u><u>-1,418.09</u></u>	<u><u>29,436.05</u></u>	<u><u>-2,075.75%</u></u>



Date: January-April

To: San Mateo County Community College District

From: Misha Maggi, Student Life and Leadership Manager, Cañada College

Re: Center for Student Life and Leadership Development and Associated Students of Cañada College

The following is a summary highlighting staff, Goals, ASCC, and Clubs, events, activities and current projects, from January-March.

Staff

Center for Student Life and Leadership

Location	Full time staff	Part time staff	Student Assistants
Center: Building 5, Room 354	1-Student Life and Leadership Manager: Misha	1-Angelica Mendoza: Student Life and Leadership Assistant working 18 hours a week.	2 in the Center working 15-20 hours each. 1-Kayla Dorman 1-Marian Allen All paid for by ASCC.
Conference Room: Building 5, Room 350			
Game Room: Building 5. Room 333			

ASCC

Number of Students elected who are still in ASCC	Number of new ASCC Board members appointed	Number of ASCC Board members who stepped down	Number of students up for appointment	ASCC total active voting board members	Total # of Students who were in ASCC at one point throughout quarter
100%	4	0	4	16	16

ASCC Recruitment of Officers:

Status:

For Spring 2014: Students created a 5 part Welcome Week in order to welcome the campus community and create more interest in becoming a member of the ASCC.

ASCC Meetings:

Weekly changed to Thursdays, 3:15pm-5pm, Building 2, Room 210.

Executive Board Members as of September:

Executive Officers:

- President: Alaa Aissi*
- Vice President: Evelyn Valenzuela*
- Secretary: Maria Ayala*
- Treasurer: Lina Tsvirkunova*
- Commissioner of Publicity: Ari Kashaniamin*
- Commissioner of Activities: Jessica Loi*

Senators as of June 30:

Senators:

- Claire Sharif*
- Geovanna Moreno*
- Javier Santos*
- Ivan Evans*
- Elmer Martinez*
- Jackie Sharif*
- Jolani Chun-Moy*
- Jithan Tennakoon*
- Bilal Qadah*
- Gianfranco Gastello*

ASCC Goals 2013-2014

ASCC Benchmark Goals

- Leadership-Will attend retreats and conferences. **Status: happening**
- Community-Will plan & volunteer at Spirit Thursdays. **Status: happening**
- Change-Will attends ASCC, District & Campus Committees meetings. **Status: happening**
- Mentorship-Will listen and help other ASCC Officers complete their term in ASCC. **Status: happening**

Inter Club Council (ICC)

2013-2014 Active Clubs	2013-2014 Reactivated Clubs	2013-2014 New Clubs This Quarter
	ASID BTOC BHMS ICE Math Phi Theta Kappa Photon Robotics SHPE Spectrum TSAC Veterans Women in Science	Career Club DREAMers Club EOPS Club Pre-Nursing

	Computer Science Hydroponics Collaborative Study Club Pre-Health Club	
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ICC Goals:

- Advisor will work with VP of ASCC/ICC Chair to update Constitution with any bylaws concerning Clubs and Organizations to make sure Clubs attend ICC to receive funding.
 - **Status: Done.**
 - **Very successful and all representatives come to ICC meetings.**
- Advisor create curriculum for a Faculty/Staff advisor for Club Training.
 - **Status: Completed a mini-training on January 21st during ICC Bash.**
 - **Needs to be updated and completed for next Fall start.**
- Create a position for a Vice President of ICC: **Done. VP of ICC will help take notes and act as chair of ICC when ICC Chair, ASCC VP, is unavailable.**
- Create a position for an ICC Liason to represent and be the voice of ASCC at ICC.
 - **Status: In progress, voting happening later in January.**
- Create an excel with students, faculty, or staff that is interested in starting clubs and what is holding them back. Stay connected with them to make sure they are able to start.
 - **Status: Done. Excel created and working with these potential clubs to start in Spring.**
- Recruit for more clubs.
 - **Status: Happening Working with ICC and ASCC to advertise more, and include more club collaboration during events to increase interest.**

ICC Meetings:

Weekdays, every 1st and 3rd Wednesday of the month in Building 5, Room 350.

Conference and Retreat Attendance

October 11-13: Student Leadership Retreat

October 18-20: California Community College Student Affairs Association Conference

November 1-3: Student Senate of California Community Colleges Conference

November 6-November 10: Misha presents at NASPA Western Regional Conference in Utah

Student Life Events This Quarter:

	Event	Proposed Date	
	Welcome Week Day 3: POP: PopQuizes and Popcorn	1/29/14	Assessment gotten from students from survey.
	Welcome Week Day 4: Club Rush	1/30/14	All clubs participate in large scale campus wide event.
	CBET Night	02/4/14	Hundreds of ESL students served and given advise on how to get involved on campus.
	Black History Month	02/26/14=02-28-14	3 Day event featuring cultural food, history lessons, film screenings, and dream sharing while watching famous Martin Luther King speeches.

Super Smash Brothers Tournament	02/24/14	
Valentine's Day Event	2/14//14	Computer science club puts on STEM center competition
Chinese New Year Event	1/31/14	Chinese New Year celebration as well as a "this year I" project
Spring 2014 Leadership Retreat	2/22/14 WEEKEND	Bring students to Tahoe for three days on a leadership retreat,
International Cultural Exchange Pizza Party	1/2//3/14	
Pre Health Club Event	February 5th	Public health speaker Maria Fernandez and Durrain coming Wednesday, at 2pm. All students who are interested in what public health is are invited (hint: you can spread the word out if you have time). We also have T-Shirts we made through a company and we would like to purchase them. That's all I have to say for now. Thanks again for the help
Classroom Visit	1/2/8//14	Presentation to the Life and Career Planning Class
PTK Teddy Bear Drive	February 10-28	Collecting Teddy Bears for "Teddy Bears with Heart" a Local non-profit that gifts teddy bears to first responders that work with children in crisis, terminally ill, and the forgotten elderly.
TSAC	February 18 th 3:30-4:30pm in the Social Sciences Hub	Writing letters together
EOPs Club	February 13th	Chocolate Fundraiser
BTO Professional Mixer	4/14/14	First Generation Mixer
Earth Day	4/22/14	30+ Booths on campus for Sustainability and collaboration with Research Symposium
Trustee Elections	April 2 weeks	

ASCC Groundbreaking Collaboration of Solar Panels	4/10/14	ASCC members helped break ground for solar panels
ASCC Collaboration on Preview Day	03/28/14	Photo booth, lead tours, mentor students, hand out lunch, make PSAs, and lead groups.
World in a Cup	03/37/14	Cultural event where all cultures and identities were celebrated through sharing, open mic, and collaboration with DREAMers with immigration timeline and acrostic poem.
AMREEKA International Film Screening	3/27/14	
Washington DC Trip	3/18/14	
WISE Speaker Series	03/21/14	

Upcoming Student Life Events :

- ASCC Elections
- May Spirit Thursday
- Leadership Awards
- Commencement

Student ID Report

Spring 2014: 873 ID Cards made (Up to 3/26/14)

Update on Projects

1) 4th of July Float with Pacific Association

Status: Beginning to work on this again

- Worked with the President's Office and Theater Department to create first float in 15 years . Received 3rd place from Redwood City for community group and float.
- Beginning to coordinate with the president's office to find a driver and begin meetings

2) Hiring replacement student assistant

Status: Complete

- Job descriptions posted, advertised, and 2 interviews occurred. Brought students from ID office down to Student Life to do both work.
 - Also hired New Student life and Leadership Assistant Angelica.
- 3) Hiring mascot and getting them to games**
Status: Beginning to work on this again
- Mascot hired, Job descriptions posted, and mascot hired
 - Now looking to go to more home games and scheduling times
- 4) 3 unit Leadership Course**
Status: In Progress
- Looking into spring and Misha working on being trained as PTK leadership course
 - Beginning to utilize the co-op units with Anne. Had two students, Jolani and Claudia go through and make goals with me and work through Student Life, now offering it up to the rest of campus to begin a leadership opportunity using co-op
- 5) Update Website for Accreditation**
Status: Complete
- Re-created all Student Life Pages to be more user friendly, useful.
- 6) Updating Bylaws**
Status: Complete
- Constitution Meetings completed and multiple changes occurred to be more equitable.
- 7) Commencement Data Collection**
Status: Complete and starting back up again
- Data collected and charted and sent to president's Office
 - Beginning new meetings for the next commencement
- 8) Working on Signage and appearance of Office**
Status: Complete
- Office redecorated fully and benchmarks and student art displayed, signage and bulletin boards re-made and updated for the year to include new staff and social media to get connected. Also just created strengths display for office by Open House.
- 9) Preparing for Accreditation**
Status: Complete
- Complete with all accreditation reports and preparation, out of the four commendations, our department and our work was one of them!
- 10) Create More Inventories for Tracking and Assessment**
Status: In Progress
- Create document to track all possible clubs and contact regularly and give options on how to connect with advisors and possible members.
 - Began collaboration with new Dean of Research Dr. Hsieh to work on focus groups and assessment processes.
- 11) Wider Reach of Students**
Status: In Progress
- Connecting more students to Student Life through the brand new Programming Board which allows students to volunteer and help plan events on campus
 - Reaching out to athletics
- 12) Wider Reach of Clubs**
Status: In Progress
- From accreditation visit, created a "potential clubs" excel to get who is interested in what clubs to start and the reason/notes behind why they haven't started and create a database to connect more students/faculty/staff together
- 13) Student Leader Training**
Status: In Progress
- *To be created by January 17th and taken before January 24th*

- Misha create a Mid-Year Review for all ASCC members to take to see where their progress is of understanding roles/different aspects of Student Life (ASCC/ICC/Housing/Volunteer Services/etc.) constitution/Brown Act/Robert's Rules and send to Alaa, Jolani, and Angelica for
- Create various workshops ASCC members will lead during retreat for professional development/learning including:
 - Presentation on Clubs, Parliamentary Training, Presentation on Abilities Training, Presentation on Millennial Training, Presentation on Student Development Model, Presentation on Robert's Rules, Presentation on Brown Act, Presentation on Leadership, Presentation on Multiculturalism
 - *To be created by Spring 2014 Retreat*

14) Broadening ICC

Status: In Progress

- *To be discussed at first ASCC meeting and presentations/voting happen on 2nd ASCC meeting*
- Create an ICC liaison position open to current senators looking to get a more extensive leadership experience
- This liaison will be the voice of the ASCC during ICC meetings, so that the chair can maintain Robert's Rules of neutrality

15) Updated Agendas/Minutes for ASCC

Status: Complete

- Agenda: Include ICC as a set agenda item for each week
 - Talk about what clubs' programs are coming up, potential clubs looking for more members, what happened at the ICC meeting
 - Talk about the voting count and discussion on voting item(s) in ICC
- Minutes: Take more time to construct and review minutes so that all that is discussed and voted on can be clearly laid out if questions later arise

16) College President Involvement

- *Will be asked immediately upon decision of retreat date; participation subject to schedule*
- Ask President Buckley to come to our Retreat again
- Ask President Buckley to do a workshop with our student group and/or do check-ins with our leadership group

17) Collaboration for Orientation

- *Have Jeanne Stalker from the Welcome Center present and work with Student Life & ASCC to give Student Leaders opportunities to give tours during orientation as part of our engagement plan and recruitment efforts*

18) Creating P-Board Meetings

- *To be put into place immediately, regular weekly meets starting the week of January 20th*
- Misha, Jolani, and Alaa meet for a Vice-President/President meeting to catch up about the week, check-in on how things are going/what we can work on to make the team stronger, prep for EBoard/agenda, etc.
- This doodle poll has been created to set up a reoccurring meeting time:
<http://doodle.com/7cws594sxbqb2zgx>
- Please complete doodlepoll by Thursday, January 16th before 8pm

19) Accountable Absence Counting

- *To be put into place immediately for all ASCC members*
- Excused Absences: All ASCC Members will send an email to maggim@smcc.edu, with a message on their "health and/or emergency situation(s)" as soon as health and/or emergency situation conflicts with a meeting. Advisor will let board know the absence is

excused for the minutes. The member with health/emergency should keep all documentation for their absence, should an issue arise.

- Unexcused Absences: If the chair of a meeting is unable to attend for an unexcused absence, written notification to maggim@smccd.edu and the committee’s next-in-command should be sent 72 hours in advance with the committee’s agenda attached.

20) Attending District Student Council (DSC):

- *To be put into place immediately*
- Please let your advisor or attending partner know if you will be unable to attend DSC 48 hours in advance.
- If someone does not have access to a car or ride and would still like to attend, let your partner going to DSC and advisor know 96 business hours in advance.
- Ask your partner going to DSC or advisor 96 business hours in advance if she is able to give you a ride.
- Partner or advisor can fill out a reimbursement on gas to subsidize cost
- If partner or advisor is unable to give a ride to DSC, contact David Latt zlatt@my.smccd.edu 80 hours in advance with an open public area you will be video/conference calling from and he will add you and your location to the agenda and you will be conferenced into the meeting.

21) Creating a Student of Color Engagement Assessment

Status: In Progress

- Working with the Dean of Research to begin focus group assessment

22) Send a Student Group to Washington DC

Status: In Progress

- Cañada has not sent a student group to Washington DC at the leadership conference in numerous years—we are currently creating applications and ways our college can now be involved.

23) Have a staff meeting each week and set learning outcomes for the student assistants

24) Create assessment for the department and analyze - see in catalog wrong 4 times

25) Look at all the publicity on our campus: the Student Handbook has us listed under an incorrect name and does not have any information on us, and in the 5 times we are mentioned in the schedule, not ONCE was our name correct.

*****welcome week garnered over 9,875 views on facebook (1,288% increase)**

Update on Educational Master Plan Objectives

The Teaching and Learning Objective 1.4: Create and implement a student engagement plant to integrate the college experience inside and outside the classroom, enhance the college experience, and promote retention and success.

Activity	Timeline	Responsible Individuals	Assessment	June 30
1. Create a plan for student engagement which includes such areas as student activities, summer enrich programs,	Fall 2012 On-Going	<ul style="list-style-type: none"> • VPSS • Dean, Enrollment Services • Counseling Chair • Student Life Coordinator 	Plan Developed	Had a meeting with VPSS, Counseling Chair, and BTO Specialist to create a leadership pathway in June 2013. Framework created and more

<p>welcome day and college hour.</p>				<p>meetings with pathways committee approaching.</p> <p>10/22/13 Meeting at SSPC engagement plan created with specific points of action to take.</p> <p>Meeting throughout January with Dr. Hsieh, Dean of Research to broaden and define Engagement plan and sub-points.</p> <p>Meetings throughout January to create engagement plan and then presented at all Shared Governance committees and PBC voted to approve Engagement plan in early April.</p>
<p>2. Implement and evaluate the student engagement plan</p>	<p>Spring 2012 On-going</p>	<ul style="list-style-type: none"> • VPSS • Dean, Enrollment Services • Counseling Chair Student Life Coordinator 	<p>Evaluations completed for individuals events and activities.</p>	<p>See 1.</p>
<p>3. Develop plans that reflect the equity goals of the college in order to address retention issues</p>	<p>Spring 2012</p>	<ul style="list-style-type: none"> • Equity Committee 	<p>Plans developed and implemented</p>	<p>Working on it. Plan just voted upon for Engagement.</p> <p>Went to Committee for Student Equity, starting on</p>

				<p>conversations, and planning Heritage Months.</p> <p>Meeting throughout January with Dr. Hsieh, Dean of Research to broaden and define Engagement plan and sub-points to include equity goals.</p> <p>I've officially been inducted into the Student Equity Committee.</p> <p>Beginning a Student of Color focus group in January.</p>
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The Strategic Goal Nine and area IIB3b of Accreditation; “Build an educational environment that fosters passion for education, and the leadership and the personal skills necessary for civic engagement/participation”

UPDATE; Continued doing in all the programs.

Committees

Student Life and Leadership Manager Currently Serves as a Member

- NASPA - Asian Pacific Islander Knowledge Community E-Mentoring Program (Mentor Application)
- Arts and Olives Festival Planning Committee
- Student Services Planning Council
- District Auxillary Services Advisory Committee
- College Auxillary Services Advisory Committee: Chair
- Student Engagement Council
- Advise District Student Council
- Grievance and Conduct Board
- Safety Committee
- Transfer Advisory Committee
- Manager’s Forum (district wide)
- International Student Engagement Committee
- Student Equity Committee
 - College Student Equity Plan
- CCCSAA Professional Standards Sub-Committee
- NASPA Community College Knowledge Community Hot Topics Writer/Researcher
- Outreach Advisory Committee

- College Internal Audit Group
- District Auxiliary Services
- Accreditation Chapter for Student Services
- Transfer Advisory Council
- Grievance and Conduct Board
- District Student Council
- Arts and Olives Festival Planning Committee
- International Student Engagement Committee
- CCCSAA Professional Standards Committee

Professional Development

- 1) Asked to be a part of the research team for the Professional Standards Committee at CCCSAA. Reading literature and attending meetings.
- 2) Presented in Utah at NASPA Western Regional Conference, received outstanding achievement after program was received.

Other

Letter of recommendations written for students in the last quarter:

Maria Ayala
Chelsey Stout
Geovanna Marcella
Ari Kashani
Marian Allen
Lexi Fromm
Julia Chand
Evelyn Valenzuela

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	39,044.12	75,418.48	-36,374.36	-48.23%
Total Checking/Savings	<u>39,044.12</u>	<u>75,418.48</u>	<u>-36,374.36</u>	<u>-48.23%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	84,490.74	92,573.54	-8,082.80	-8.73%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-1,478.86	-1,634.83	155.97	-9.54%
1220 · EMERGENCY LOANS RECEIVABLE	1,880.00	1,807.26	72.74	4.03%
1230 · OTHER LOANS RECEIVABLE	1,732.88	1,532.88	200.00	13.05%
Total Accounts Receivable	<u>86,624.76</u>	<u>94,278.85</u>	<u>-7,654.09</u>	<u>-8.12%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	626,860.48	600,011.92	26,848.56	4.48%
1310.2 · INVEST. MARKET TO MARKET ADJ.	-2,159.96	2,805.99	-4,965.95	-176.98%
Total Other Current Assets	<u>624,700.52</u>	<u>602,817.91</u>	<u>21,882.61</u>	<u>3.63%</u>
Total Current Assets	<u>750,369.40</u>	<u>772,515.24</u>	<u>-22,145.84</u>	<u>-2.87%</u>
Fixed Assets				
1500 · FIXED ASSETS	5,286.04	6,912.81	-1,626.77	-23.53%
Total Fixed Assets	<u>5,286.04</u>	<u>6,912.81</u>	<u>-1,626.77</u>	<u>-23.53%</u>
TOTAL ASSETS	<u><u>755,655.44</u></u>	<u><u>779,428.05</u></u>	<u><u>-23,772.61</u></u>	<u><u>-3.05%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	8,108.37	9,220.63	-1,112.26	-12.06%
Total Accounts Payable	<u>8,108.37</u>	<u>9,220.63</u>	<u>-1,112.26</u>	<u>-12.06%</u>
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,898.95	9,998.95	-100.00	-1.0%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
2050 · CLUBS	87,153.96	82,957.88	4,196.08	5.06%
2060 · TRUSTS	242,259.63	272,144.56	-29,884.93	-10.98%
Total Other Current Liabilities	<u>349,123.60</u>	<u>374,912.45</u>	<u>-25,788.85</u>	<u>-6.88%</u>
Total Current Liabilities	<u>357,231.97</u>	<u>384,133.08</u>	<u>-26,901.11</u>	<u>-7.0%</u>
Total Liabilities	<u>357,231.97</u>	<u>384,133.08</u>	<u>-26,901.11</u>	<u>-7.0%</u>
Equity				

3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 · RETAINED EARNINGS	132,379.07	127,728.55	4,650.52	3.64%
Net Income	3,758.45	5,280.47	-1,522.02	-28.82%
Total Equity	<u>398,423.47</u>	<u>395,294.97</u>	<u>3,128.50</u>	<u>0.79%</u>
TOTAL LIABILITIES & EQUITY	<u><u>755,655.44</u></u>	<u><u>779,428.05</u></u>	<u><u>-23,772.61</u></u>	<u><u>-3.05%</u></u>

**Associated Students Body
College of San Mateo
Balance Sheet**

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK				
1010 · PETTY CASH	25.00	25.00	0.00	0.0%
1055 · NEW WELLS FARGO-CHECKING	39,019.12	75,393.48	-36,374.36	-48.25%
Total 1000 · CASH AND BANK	<u>39,044.12</u>	<u>75,418.48</u>	<u>-36,374.36</u>	<u>-48.23%</u>
Total Checking/Savings	39,044.12	75,418.48	-36,374.36	-48.23%
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE				
OTHERS	968.03	1,000.40	-32.37	-3.24%
STUDENT REPRESENTATION FEE	5,688.00	5,529.50	158.50	2.87%
STUDENT BODY CARD FEE	77,834.71	86,043.64	-8,208.93	-9.54%
Total 1210.1 · ACCOUNTS RECEIVABLE	<u>84,490.74</u>	<u>92,573.54</u>	<u>-8,082.80</u>	<u>-8.73%</u>
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-1,478.86	-1,634.83	155.97	-9.54%
1220 · EMERGENCY LOANS RECEIVABLE	1,880.00	1,807.26	72.74	4.03%
1230 · OTHER LOANS RECEIVABLE				
ASCSM VETERANS EMERGENCY LOAN	1,732.88	1,532.88	200.00	13.05%
Total 1230 · OTHER LOANS RECEIVABLE	<u>1,732.88</u>	<u>1,532.88</u>	<u>200.00</u>	<u>13.05%</u>
Total Accounts Receivable	86,624.76	94,278.85	-7,654.09	-8.12%
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	626,860.48	600,011.92	26,848.56	4.48%
1310.2 · INVEST. MARKET TO MARKET ADJ.	-2,159.96	2,805.99	-4,965.95	-176.98%
Total Other Current Assets	<u>624,700.52</u>	<u>602,817.91</u>	<u>21,882.61</u>	<u>3.63%</u>
Total Current Assets	750,369.40	772,515.24	-22,145.84	-2.87%
Fixed Assets				
1500 · FIXED ASSETS				
1520.1 · EQUIPMENT				
1520.21 · EQUIPMENT	17,334.55	17,334.55	0.00	0.0%
1520.22 · ACCUM. DEPREC. - EQUIPMENT	-12,048.51	-10,421.74	-1,626.77	15.61%
Total 1520.1 · EQUIPMENT	<u>5,286.04</u>	<u>6,912.81</u>	<u>-1,626.77</u>	<u>-23.53%</u>
Total 1500 · FIXED ASSETS	<u>5,286.04</u>	<u>6,912.81</u>	<u>-1,626.77</u>	<u>-23.53%</u>
Total Fixed Assets	<u>5,286.04</u>	<u>6,912.81</u>	<u>-1,626.77</u>	<u>-23.53%</u>
TOTAL ASSETS	<u><u>755,655.44</u></u>	<u><u>779,428.05</u></u>	<u><u>-23,772.61</u></u>	<u><u>-3.05%</u></u>
LIABILITIES & EQUITY				

**Associated Students Body
College of San Mateo
Balance Sheet**

Liabilities**Current Liabilities****Accounts Payable**

2010 - ACCOUNTS PAYABLE	8,108.37	9,220.63	-1,112.26	-12.06%
Total Accounts Payable	<u>8,108.37</u>	<u>9,220.63</u>	<u>-1,112.26</u>	<u>-12.06%</u>

Other Current Liabilities

2020 - EMERGENCY LOAN FUND	9,898.95	9,998.95	-100.00	-1.0%
2030 - OTHER LOANS				
FOREIGN STUDENT LOAN	1,524.00	1,524.00	0.00	0.0%
LUCILE KOSHLAND LOAN	4,600.00	4,600.00	0.00	0.0%
Total 2030 - OTHER LOANS	<u>6,124.00</u>	<u>6,124.00</u>	<u>0.00</u>	<u>0.0%</u>

2040 - OTHER FUNDS PAYABLE

PEACHES WINSTON BOOK FUND	3,687.06	3,687.06	0.00	0.0%
Total 2040 - OTHER FUNDS PAYABLE	<u>3,687.06</u>	<u>3,687.06</u>	<u>0.00</u>	<u>0.0%</u>

2050 - CLUBS

ALPHA GAMMA SIGMA	965.07	6,130.53	-5,165.46	-84.26%
AMER. INST. OF ARCH. STUDENTS	506.31	1,334.73	-828.42	-62.07%
BUSINESS STUDENTS ASSOC.	2,575.44	2,710.51	-135.07	-4.98%
CHRISTIAN FELLOWSHIP	342.28	342.28	0.00	0.0%
CLUB ACCOUNT RESERVE	31,700.34	17,468.36	14,231.98	81.47%
COSMETOLOGY	10,211.11	8,412.03	1,799.08	21.39%
DENTAL ASSISTING	1,324.24	0.00	1,324.24	100.0%
DISABLE STUDENTS ALLIANCE	0.00	37.04	-37.04	-100.0%
EOPS	4,610.49	2,895.75	1,714.74	59.22%
FILIPINO CLUB	335.60	335.60	0.00	0.0%
GAY-STRAIGHT ALLIANCE	146.50	156.75	-10.25	-6.54%
INTERNATIONAL STUDENT CLUB	442.59	0.00	442.59	100.0%
HORTICULTURE CLUB	0.00	12,708.28	-12,708.28	-100.0%
LATINOS UNIDOS	717.91	717.91	0.00	0.0%
MMLCDC CHILDCARE	8,244.33	312.33	7,932.00	2,539.62%
NURSING	8,074.51	11,360.16	-3,285.65	-28.92%
OPEN HEART YOGA FAMILY	4,462.75	78.25	4,384.50	5,603.2%
PERFORMANCE DANCE ENSEMBLE	4,973.31	5,950.26	-976.95	-16.42%
PHI THETA KAPPA	5,577.73	4,930.52	647.21	13.13%
PILATES CLUB	160.00	0.00	160.00	100.0%
POLYNESIAN CLUB	0.00	804.20	-804.20	-100.0%
SAIFD FLORISTRY	0.00	3,132.39	-3,132.39	-100.0%
SCIENCE CLUB	214.48	214.48	0.00	0.0%
SPIRIT LEADING ASSOC.	603.28	603.28	0.00	0.0%
THE HONORS PROJECT	223.25	0.00	223.25	100.0%
TRANSFER CLUB	38.48	38.48	0.00	0.0%
THEATRE PRODUCTION CLUB	261.25	0.00	261.25	100.0%
TRANSITION TO COLLEGE CLUB	0.00	568.59	-568.59	-100.0%
VETERANS ALLIANCE CLUB	85.64	85.64	0.00	0.0%
VISUAL ARTS	0.00	1,339.81	-1,339.81	-100.0%
2050 - CLUBS - Other	<u>357.07</u>	<u>289.72</u>	<u>67.35</u>	<u>23.25%</u>
Total 2050 - CLUBS	<u>87,153.96</u>	<u>82,957.88</u>	<u>4,196.08</u>	<u>5.06%</u>

**Associated Students Body
College of San Mateo
Balance Sheet**

2060 - TRUSTS

ALUMNI ASSOCIATION	5,792.93	5,792.93	0.00	0.0%
ASCSM AUXILIARY FUND - RESERVE	4,166.81	4,166.81	0.00	0.0%
ASCSM CONFLICT RESOL. TRAINING	2,400.00	2,400.00	0.00	0.0%
ASCSM FURNISHINGS TRUST	2,661.15	2,661.15	0.00	0.0%
ASCSM HEALTH FAIR TRUST	2,500.00	2,500.00	0.00	0.0%
ASCSM LEADERSHIP LIBRARY	365.38	458.44	-93.06	-20.3%
ASCSM SPEC CULTURAL EVENTS/PROG	1,818.35	3,499.83	-1,681.48	-48.05%
ASCSM VENDING INCOME V.P. TRUST	13,887.36	17,597.13	-3,709.77	-21.08%
ASCSM VETERANS EMERGENCY LOAN	2,500.00	2,500.00	0.00	0.0%
ATHLETICS TRAVEL TRUST	2,648.03	3,966.00	-1,317.97	-33.23%
BUS TICKETS	0.00	1,519.10	-1,519.10	-100.0%
BUS TOKENS	1,075.23	36.13	1,039.10	2,876.0%
CALSACC REGION 3	2,726.59	2,726.59	0.00	0.0%
CAREER DEVELOPMENT	5,691.75	7,783.17	-2,091.42	-26.87%
CCCSAA CA COMM COLLEGE	120.56	85.57	34.99	40.89%
CLASSIFIED STAFF EVENTS	1,195.97	918.75	277.22	30.17%
COLLEGE HOSPITALITY	384.15	1,145.72	-761.57	-66.47%
COMMENCEMENT-GENERAL FUND	6,000.00	3,000.82	2,999.18	99.95%
COMMENCEMENT RECEPTION	0.00	534.00	-534.00	-100.0%
CSM ACCOUNTING TRUST ACCOUNT	1,402.17	982.19	419.98	42.76%
CSM COMMUNITY OUTREACH	517.90	517.90	0.00	0.0%
CSM TAXATION TRUST FUND	3,829.67	2,113.13	1,716.54	81.23%
EQUIPMENT/REPLACE RESERVE	1,467.45	2,000.00	-532.55	-26.63%
JAPAN DISASTER RELIEF	1,527.77	1,527.77	0.00	0.0%
LEADERSHIP PROGRAM & TRAINING	3,403.27	4,997.36	-1,594.09	-31.9%
LIBRARY	18,827.10	25,213.70	-6,386.60	-25.33%
LIBRARY TRUST - OPERATING	653.11	693.04	-39.93	-5.76%
MMLCDC-CHILDCARE	7,610.77	5,955.56	1,655.21	27.79%
MMLCDC CONCERT FUNDRAISER	18,141.10	28,245.40	-10,104.30	-35.77%
ORIENTATION SCHOOL RELATIONS	3,925.74	4,382.68	-456.94	-10.43%
PHILIPPINES TYPHOON RELIEF	2,101.21	0.00	2,101.21	100.0%
PRESIDENT'S HOSPITALITY	1,999.32	1,812.26	187.06	10.32%
RESTRICTED CONTINGENCY RESERVE	50,000.00	50,000.00	0.00	0.0%
SAN BRUNO DISASTER RELIEF	998.90	998.90	0.00	0.0%
SCHOLARSHIP - PASS THRU	14,177.07	14,177.07	0.00	0.0%
SCHOLARSHIP AWARD CONVOCATION	1,203.22	1,610.99	-407.77	-25.31%
SPECIAL PROGRAM SUPPORT FUND	638.89	4,216.81	-3,577.92	-84.85%
STUDENT CENTER FUND	3,148.31	3,148.31	0.00	0.0%
STUDENT REPRESENTATION FEE	506.82	6,976.20	-6,469.38	-92.74%
STUDENT SERVICES SCHOLARSHIP	6,844.35	6,844.35	0.00	0.0%
STUDENT SVCS. PROF. DEVELOPMENT	93.55	93.55	0.00	0.0%
TRUST ACCOUNTS RESERVE	23,774.15	23,652.24	121.91	0.52%
VENDING RESERVE	14,100.00	14,100.00	0.00	0.0%
VETERANS SERVICES	0.00	8.24	-8.24	-100.0%
VPSS CONTINGENCY FUND	970.05	518.11	451.94	87.23%
WELCOME DAY	3,500.48	3,103.66	396.82	12.79%
2060 - TRUSTS - Other	963.00	963.00	0.00	0.0%
Total 2060 - TRUSTS	242,259.63	272,144.56	-29,884.93	-10.98%
Total Other Current Liabilities	349,123.60	374,912.45	-25,788.85	-6.88%

**Associated Students Body
College of San Mateo
Balance Sheet**

Total Current Liabilities	<u>357,231.97</u>	<u>384,133.08</u>	<u>-26,901.11</u>	<u>-7.0%</u>
Total Liabilities	357,231.97	384,133.08	-26,901.11	-7.0%
Equity				
3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 · RETAINED EARNINGS	132,379.07	127,728.55	4,650.52	3.64%
Net Income	<u>3,758.45</u>	<u>5,280.47</u>	<u>-1,522.02</u>	<u>-28.82%</u>
Total Equity	<u>398,423.47</u>	<u>395,294.97</u>	<u>3,128.50</u>	<u>0.79%</u>
TOTAL LIABILITIES & EQUITY	<u><u>755,655.44</u></u>	<u><u>779,428.05</u></u>	<u><u>-23,772.61</u></u>	<u><u>-3.05%</u></u>

ASB - CSM
INCOME STATEMENT

	<u>Jul '13 - Mar 14</u>	<u>Jul '12 - Mar 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	843.00	1,157.50	-314.50	-27.17%
4065 · RECREATION/GAMES	0.00	542.75	-542.75	-100.0%
4070 · SPACE RENTAL-VENDOR	1,270.00	745.00	525.00	70.47%
4080 · STUDENT BODY CARD	78,920.00	78,771.00	149.00	0.19%
4090 · VENDING-ACTION	6,989.62	7,585.73	-596.11	-7.86%
4091 · VENDING-PEPSI	4,880.97	6,903.38	-2,022.41	-29.3%
Total 4000 · INCOME	<u>92,903.59</u>	<u>95,705.36</u>	<u>-2,801.77</u>	<u>-2.93%</u>
Total Income	92,903.59	95,705.36	-2,801.77	-2.93%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	23.44	40.59	-17.15	-42.25%
5020 · BAD DEBTS	-263.04	-356.39	93.35	-26.19%
5021 · BANK SERVICE CHARGE	0.00	31.00	-31.00	-100.0%
5031 · CLUB ASSISTANCE/ICC	10,317.30	4,121.18	6,196.12	150.35%
5032 · COLLEGE PROGRAM ASSISTANCE	3,677.09	5,661.74	-1,984.65	-35.05%
5033 · CONFERENCE	15,192.26	12,821.83	2,370.43	18.49%
5040 · DEPRECIATION	1,106.37	1,979.05	-872.68	-44.1%
5050 · ETHNIC CULTURAL AFFAIRS	5,601.04	3,590.83	2,010.21	55.98%
5080 · HOSPITALITY	605.04	1,548.66	-943.62	-60.93%
5130 · MISCELLANEOUS	83.95	0.00	83.95	100.0%
5140 · OFFICE SUPPLIES	1,288.21	3,102.62	-1,814.41	-58.48%
5145 · OPERATION	4,897.03	3,691.24	1,205.79	32.67%
5147 · PRINTING	1,432.47	0.00	1,432.47	100.0%
5150 · PROGRAMS	17,767.61	14,382.16	3,385.45	23.54%
5151 · PUBLICITY	6,013.40	5,777.45	235.95	4.08%
5170 · RECREATION/GAMES	399.53	0.00	399.53	100.0%
5181 · SMALL F.F. & EQUIP	3,300.04	2,021.11	1,278.93	63.28%
5182 · STUDENT ACTIVITY CARD	2,264.75	1,074.75	1,190.00	110.72%
5183 · STUDENT ASSISTANT-SALARY	15,923.00	21,076.20	-5,153.20	-24.45%
5184 · STUDENT ASSISTANT-BENEFITS	159.05	223.94	-64.89	-28.98%
Total 5000 · EXPENSES	<u>89,788.54</u>	<u>80,787.96</u>	<u>9,000.58</u>	<u>11.14%</u>
Total Expense	89,788.54	80,787.96	9,000.58	11.14%
Net Ordinary Income	3,115.05	14,917.40	-11,802.35	-79.12%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	12,513.99	4,852.18	7,661.81	157.9%
Total 6000 · OTHER INCOMES	<u>12,513.99</u>	<u>4,852.18</u>	<u>7,661.81</u>	<u>157.9%</u>
Total Other Income	12,513.99	4,852.18	7,661.81	157.9%
Other Expense				
7000 · OTHER EXPENSES				
7020 · VENDING INC. EXP TO V.P. TRUST	11,870.59	14,489.11	-2,618.52	-18.07%
Total 7000 · OTHER EXPENSES	<u>11,870.59</u>	<u>14,489.11</u>	<u>-2,618.52</u>	<u>-18.07%</u>
Total Other Expense	11,870.59	14,489.11	-2,618.52	-18.07%
Net Other Income	643.40	-9,636.93	10,280.33	-106.68%
Net Income	<u>3,758.45</u>	<u>5,280.47</u>	<u>-1,522.02</u>	<u>-28.82%</u>

Associated Students of College of San Mateo 3rd Quarter Report, January 2014 – March 2014

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the spring 2014 semester. ASCSM has continued to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the first half of the spring 2014 semester are:

Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Academic Enhancement Committee, the Finance & Administration Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, and the Legislative & Governmental Affairs Committee.

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, Faculty Academic Senate, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Participatory Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council. Additionally, representatives of the Student Senate have been involved with the college's planning process for new construction.

The ASCSM, in cooperation with the Student Activities Office, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to students, faculty, staff and administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus ASCSM-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The ASCSM has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

Events and Activities:

January 2014: On the weekend of Friday, January 10 through Sunday, January 13, the Student Senate participated in their mid-year winter retreat. Over the course of the weekend the students had the opportunity to participate in various activities that helped to develop their leadership, communication, and cognitive skills. The weekend gave them the chance to bond with one another, as well as develop individual and group goals for the semester. Over the following week, January 14 - January 18, both the Student Senate and Center for Student Life and Leadership staff participated in "Welcome Mat" providing information to students about college services, building and class locations, class schedules, and transportation services. This gave both our staff and students the opportunity to collaborate with other departments and services. Lastly, individual student government executive officers and senators began to meet with the Student Life and Leadership Manager individually to assess individual needs. During the week of January 27 - 29, the Senate held their annual "Reboot Week", welcoming back students with food, activities, and music.

February 2014: From February 10 to February 12, GSA (Gay Straight Alliance) held a Valentine's Day Fundraiser. From February 11 - 13, the Associated Students hosted a Chinese Lunar New Year event to educate students and promote Chinese New Year. On February 13, the Associate Students held a Valentines Day event, handing out condom roses to promote safe sex. On February 12 and 13, "The Project" Club held a Valentine's Day Rose and Candy sale. On February 13, Alpha Gamma Sigma (AGS) held an Open Mic Night. On February 18, the Dental Assisting Club hosted a Dine in Fundraiser night at BJ's Restaurant. Lastly, on February 14 and February 25, PTK held their semesterly orientation for new members.

March 2014: On March 2, six ASCSM members attended the FACCC legislative conference in Sacramento. The following day, March 3, they met with four of our area's state leaders to discuss issues facing CSM students. Over the course of the month, GSA held weekly movie nights. Over March 4-6, they also held a fundraiser, selling hot chocolate. On March 11, Open Heart Yoga sponsored a trip to the Asian Art Museum in San Francisco to see the exhibit "Yoga: The Art of Transformation." On March 12, the Associated Students put on a "Hunger Banquet" which highlighted the disparity in food consumption from developing and developed countries. On March 14, AGS celebrated Pi Day by selling pies as a fundraiser. On March 15, the Botany Club held a Garden Clean Up Event. On March 17, the Fashion Club held a St. Patrick's Day Fashion Show. Also on March 17, "The Project" held a St. Patrick's Day Scavenger Hunt. On March 21, the Democrats Club hosted State Assembly Member Kevin Mullin to speak on politics and government in California.

ASB SKYLINE
BALANCE SHEET

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	44,643.15	142,183.38	-97,540.23	-68.6%
Total Checking/Savings	44,643.15	142,183.38	-97,540.23	-68.6%
Accounts Receivable				
1210.2 · ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 · EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	-4,130.14	-4,130.14	0.00	0.0%
Other Current Assets				
1210.1 · ACCOUNT RECEIVABLE SKYLINE	131,327.01	144,622.08	-13,295.07	-9.19%
1310 · COUNTY INVESTMENT CONTROL	875,691.57	747,564.43	128,127.14	17.14%
1310.2 · MARK TO MARKET	-2,977.52	3,196.41	-6,173.93	-193.15%
Total Other Current Assets	1,004,041.06	895,382.92	108,658.14	12.14%
Total Current Assets	1,044,554.07	1,033,436.16	11,117.91	1.08%
Fixed Assets				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	0.00	0.00	0.00	0.0%
TOTAL ASSETS	<u>1,044,554.07</u>	<u>1,033,436.16</u>	<u>11,117.91</u>	<u>1.08%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2050 · CLUBS	103,733.33	120,408.20	-16,674.87	-13.85%
2060 · TRUSTS	341,518.38	308,608.47	32,909.91	10.66%
Total Other Current Liabilities	445,251.71	429,016.67	16,235.04	3.78%
Total Current Liabilities	445,251.71	429,016.67	16,235.04	3.78%
Total Liabilities	445,251.71	429,016.67	16,235.04	3.78%
Equity				
3010 · Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 · Retained Earnings	253,869.01	236,980.55	16,888.46	7.13%
Net Income	5,773.80	27,779.39	-22,005.59	-79.22%
Total Equity	599,302.36	604,419.49	-5,117.13	-0.85%
TOTAL LIABILITIES & EQUITY	<u>1,044,554.07</u>	<u>1,033,436.16</u>	<u>11,117.91</u>	<u>1.08%</u>

**Associated Students Body
Skyline College
Balance Sheet**

	<u>Mar 31, 14</u>	<u>Mar 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK				
1010 · PETTY CASH	25.00	25.00	0.00	0.0%
1050.1 · NEW WELLS FARGO CHECKING	44,618.15	142,158.38	-97,540.23	-68.61%
Total 1000 · CASH AND BANK	<u>44,643.15</u>	<u>142,183.38</u>	<u>-97,540.23</u>	<u>-68.6%</u>
Total Checking/Savings	44,643.15	142,183.38	-97,540.23	-68.6%
Accounts Receivable				
1210.2 · ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 · EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	<u>-4,130.14</u>	<u>-4,130.14</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Assets				
1210.1 · ACCOUNT RECEIVABLE SKYLINE				
INTEREST RECEIVABLE	2,564.84	2,564.84	0.00	0.0%
STUDENT BODY CARD RECEIVABLE	89,212.25	100,604.47	-11,392.22	-11.32%
STUDENT REP FEE RECEIVABLE	14,388.68	16,291.53	-1,902.85	-11.68%
STUDENT UNION FEE RECEIVABLE	19,903.00	19,903.00	0.00	0.0%
VENDING - NORTH COUNTY	3,766.85	3,766.85	0.00	0.0%
VENDING - PEPSI	1,491.39	1,491.39	0.00	0.0%
Total 1210.1 · ACCOUNT RECEIVABLE SKYLINE	<u>131,327.01</u>	<u>144,622.08</u>	<u>-13,295.07</u>	<u>-9.19%</u>
1310 · COUNTY INVESTMENT CONTROL				
1310.1 · COUNTY INVESTMENT POOL	488,141.12	478,952.38	9,188.74	1.92%
1310.11 · UNION BANK DAILY DEP CONTROL	396,204.35	277,265.95	118,938.40	42.9%
1310 · COUNTY INVESTMENT CONTROL - Other	-8,653.90	-8,653.90	0.00	0.0%
Total 1310 · COUNTY INVESTMENT CONTROL	<u>875,691.57</u>	<u>747,564.43</u>	<u>128,127.14</u>	<u>17.14%</u>
1310.2 · MARK TO MARKET	-2,977.52	3,196.41	-6,173.93	-193.15%
Total Other Current Assets	<u>1,004,041.06</u>	<u>895,382.92</u>	<u>108,658.14</u>	<u>12.14%</u>
Total Current Assets	<u>1,044,554.07</u>	<u>1,033,436.16</u>	<u>11,117.91</u>	<u>1.08%</u>
Fixed Assets				
1500 · FIXED ASSETS				
1520.1 · EQUIPMENT				
1510.21 · EQUIPMENT	82,245.05	82,245.05	0.00	0.0%
1520.22 · ACC DEPR - EQUIP	-79,544.50	-79,544.50	0.00	0.0%
Total 1520.1 · EQUIPMENT	<u>2,700.55</u>	<u>2,700.55</u>	<u>0.00</u>	<u>0.0%</u>
1500 · FIXED ASSETS - Other	-2,700.55	-2,700.55	0.00	0.0%
Total 1500 · FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>1,044,554.07</u></u>	<u><u>1,033,436.16</u></u>	<u><u>11,117.91</u></u>	<u><u>1.08%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2050 · CLUBS				
CLUBS - CHARTERED				
ADMINISTRATION OF JUSTICE CLUB	944.46	1,093.14	-148.68	-13.6%
AMSA (PreMed)	240.08	240.08	0.00	0.0%
ANTHROPOLOGY CLUB	1,539.33	1,277.02	262.31	20.54%
AUTO TECH	4,142.39	3,642.39	500.00	13.73%
BLACK STUDENT UNION	752.16	689.52	62.64	9.09%

**Associated Students Body
Skyline College
Balance Sheet**

CAREER ADVANCEMENT ASSOC	523.00	0.00	523.00	100.0%
CERAMICS CLUB	55.15	1,893.87	-1,838.72	-97.09%
COSMOTOLOGY CLUB	26,576.99	55,592.60	-29,015.61	-52.19%
ENACTUS	1,523.00	500.00	1,023.00	204.6%
ENVIRONMENTAL CLUB	2,398.90	1,903.70	495.20	26.01%
FILIPINO STUDENT UNION	4,326.42	1,404.95	2,921.47	207.94%
FIRST YEAR EXPERIENCE	-361.27	0.00	-361.27	-100.0%
GAY STRAIGHT ALLIANCE	2,859.21	2,889.21	-30.00	-1.04%
HEART WRENCHERS CAR CLUB	1,263.81	1,270.84	-7.03	-0.55%
HERMANOS ACCOUNTS				
HERMANOS	2,578.85	2,578.85	0.00	0.0%
FOOD BANK ACCOUNT	350.00	350.00	0.00	0.0%
Total HERMANOS ACCOUNTS	2,928.85	2,928.85	0.00	0.0%
HONORS CLUB	2,170.27	1,043.31	1,126.96	108.02%
HOOPS	2,551.56	2,259.43	292.13	12.93%
INTL AFFAIRS STUDENT CLUB	500.00	500.00	0.00	0.0%
JOURNALISM CLUB	7,474.41	7,588.15	-113.74	-1.5%
KAPPA BETA DELTA	466.03	978.90	-512.87	-52.39%
LASO-Latin American Student Org	1,087.49	989.32	98.17	9.92%
MODEL UNITED NATIONS	1,303.12	1,635.74	-332.62	-20.34%
PALESTINIAN CLUB	271.00	271.00	0.00	0.0%
PHI THETA KAPPA	2,918.69	1,195.55	1,723.14	144.13%
PHOTO CLUB	1,089.53	1,089.53	0.00	0.0%
PODER/SAFER	1,562.45	1,562.45	0.00	0.0%
PRE-PHARMACY ASSOCIATION	500.00	500.00	0.00	0.0%
PRE-STUDENT OSTEOPATHIC MEDICAL	500.00	500.00	0.00	0.0%
PSYCHOLOGY CLUB	479.17	444.16	35.01	7.88%
RESPIRATORY THERAPY	5,766.97	3,541.71	2,225.26	62.83%
RUNNERS CLUB	800.09	412.85	387.24	93.8%
SACNAS	1,399.55	1,564.94	-165.39	-10.57%
SCIENCE AND RESEARCH CLUB	2,933.46	1,072.84	1,860.62	173.43%
SKYLINE BADMINTON CLUB	970.52	50.52	920.00	1,821.06%
SKYLINE DANCE	4,531.45	1,321.28	3,210.17	242.96%
SKYLINE FELLOWSHIP CLUB	370.64	534.94	-164.30	-30.71%
SKYLINE STUDENT ROUNDTABLE	42.00	0.00	42.00	100.0%
SOCIETY ASIAN SCIENTISTS & ENGI	33.00	0.00	33.00	100.0%
SOCIETY OF WOMEN'S ENGINEER	500.00	0.00	500.00	100.0%
SOCIETY OF HISP. PROF ENGINEERS	1,580.85	1,167.20	413.65	35.44%
S.P.A.C.E.	619.21	619.21	0.00	0.0%
SURGICAL TECH CLUB	2,113.44	1,877.44	236.00	12.57%
THEATER CLUB	995.71	4,538.24	-3,542.53	-78.06%
TRIO CLUB	1,317.44	680.00	637.44	93.74%
URBAN YOUTH SOCIETY	500.00	500.00	0.00	0.0%
UTAKU NATION	67.50	0.00	67.50	100.0%
VETERANS CLUB	903.75	296.75	607.00	204.55%
WOMEN IN TRANSITION	1,352.23	957.23	395.00	41.27%
Total CLUBS - CHARTERED	99,384.01	115,018.86	-15,634.85	-13.59%
CLUBS - UNCHARTERED				
Classified Council Fund	4,349.32	2,842.94	1,506.38	52.99%
Dance Honors Society	0.00	2,546.40	-2,546.40	-100.0%
Total CLUBS - UNCHARTERED	4,349.32	5,389.34	-1,040.02	-19.3%
Total 2050 - CLUBS	103,733.33	120,408.20	-16,674.87	-13.85%

**Associated Students Body
Skyline College
Balance Sheet**

2060 - TRUSTS**TRUSTS - ASSC**

ASSC	367,116.00	367,116.00	0.00	0.0%
ASSC Fundraising Trust				
RELAY FOR LIFE	76.30	77.31	-1.01	-1.31%
ASSC Fundraising Trust - Other	1,662.69	1,662.69	0.00	0.0%
Total ASSC Fundraising Trust	1,738.99	1,740.00	-1.01	-0.06%
ASSC Scholarship Trust	3,334.39	3,334.39	0.00	0.0%
ATM Fund	1,939.40	2,398.04	-458.64	-19.13%
COLLEGE LECTURE SERIES	6,936.42	-7,522.91	14,459.33	-192.2%
Copy Card/Machine Trust	0.00	4,666.56	-4,666.56	-100.0%
EDUCATION PROGRAMMING ASSC				
OPEN MIC	1,101.85	1,101.85	0.00	0.0%
VET RESOURCE CENTER	2,352.91	2,352.91	0.00	0.0%
EDUCATION PROGRAMMING ASSC - C	14,453.65	15,513.56	-1,059.91	-6.83%
Total EDUCATION PROGRAMMING ASSC	17,908.41	18,968.32	-1,059.91	-5.59%
Recreation Trust	22,650.00	22,650.00	0.00	0.0%
SOCC Skyline Org & Clubs Council	512.58	4,227.65	-3,715.07	-87.88%
Student Representation Fee	105,830.41	91,361.16	14,469.25	15.84%
Student Union Fees	-352,809.93	-352,809.93	0.00	0.0%
Total TRUSTS - ASSC	175,156.67	156,129.28	19,027.39	12.19%

TRUSTS - NON ASSC

Alumni Association Trust	143.94	143.94	0.00	0.0%
Baseball Trust	1,578.75	93.20	1,485.55	1,593.94%
Basketball Trust	712.19	3,872.28	-3,160.09	-81.61%
Block "S" Society	1,972.25	4,071.44	-2,099.19	-51.56%
Disabled Program Trust	16,570.37	17,261.07	-690.70	-4.0%
ECE - EARLY CHILDHOOD DEV	688.02	427.15	260.87	61.07%
EOPS Trust	60.46	1,672.46	-1,612.00	-96.39%
Friends of the Gallery Theater	589.25	416.92	172.33	41.33%
GAIN	78.35	78.35	0.00	0.0%
GRADUATION Trust	1,673.09	4.12	1,668.97	40,508.98%
Honors Award Ceremony Trust (SRAC)	2,027.74	617.42	1,410.32	228.42%
LATINOS UNIDOS! (PROFESIONALES)	285.69	285.69	0.00	0.0%
Men's Soccer	0.06	0.06	0.00	0.0%
MESA	464.52	464.52	0.00	0.0%
PERFORMING ARTS				
SPRING MUSICAL	4,204.89	0.00	4,204.89	100.0%
FALL SHOWCASE	1,031.90	398.29	633.61	159.08%
PERFORMING ARTS - Other	9,968.27	7,468.27	2,500.00	33.48%
Total PERFORMING ARTS	15,205.06	7,866.56	7,338.50	93.29%
Retirement Trust	191.17	191.17	0.00	0.0%
SAMTRANS Trust	5,140.76	5,140.76	0.00	0.0%
Scholarship Donation Fund	38,255.60	38,288.60	-33.00	-0.09%
Skyline Choir	10,791.51	10,229.51	562.00	5.49%
Skyline College Childrens Ctr.	3,552.97	3,573.34	-20.37	-0.57%
Skyline College Career Trust	4,302.40	3,258.19	1,044.21	32.05%
Skyline College Health Center	823.90	823.90	0.00	0.0%
Skyline Library Fund	3,661.57	2,962.11	699.46	23.61%
Special Events	547.43	547.43	0.00	0.0%
Speech Tournament	2,714.08	2,714.08	0.00	0.0%
Statistical Association	17.88	17.88	0.00	0.0%

**Associated Students Body
Skyline College
Balance Sheet**

Student Life SAO/SLO	9,858.44	8,848.25	1,010.19	11.42%
Talisman Trust	655.88	0.88	655.00	74,431.82%
Telecom Network Association	144.76	144.76	0.00	0.0%
T L C Trust	162.57	212.57	-50.00	-23.52%
T-Ten Club	573.54	573.54	0.00	0.0%
Vending Commission Trust (Hosp)	34,256.94	25,999.56	8,257.38	31.76%
WOMEN'S BASKETBALL	3,663.95	5,341.00	-1,677.05	-31.4%
Women's Soccer	2,973.12	3,891.12	-918.00	-23.59%
Women's Volleyball	1,060.27	1,307.13	-246.86	-18.89%
Wrestling	1,031.45	1,206.45	-175.00	-14.51%
Total TRUSTS - NON ASSC	166,429.93	152,547.41	13,882.52	9.1%
2060 - TRUSTS - Other	-68.22	-68.22	0.00	0.0%
Total 2060 - TRUSTS	341,518.38	308,608.47	32,909.91	10.66%
Total Other Current Liabilities	445,251.71	429,016.67	16,235.04	3.78%
Total Current Liabilities	445,251.71	429,016.67	16,235.04	3.78%
Total Liabilities	445,251.71	429,016.67	16,235.04	3.78%
Equity				
3010 - Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 - Retained Earnings	253,869.01	236,980.55	16,888.46	7.13%
Net Income	5,773.80	27,779.39	-22,005.59	-79.22%
Total Equity	599,302.36	604,419.49	-5,117.13	-0.85%
TOTAL LIABILITIES & EQUITY	1,044,554.07	1,033,436.16	11,117.91	1.08%

ASB - SKYLINE
INCOME STATEMENT

	<u>Jul '13 - Mar 14</u>	<u>Jul '12 - Mar 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 - INCOME				
4010 - ASB GENERAL	0.00	0.00	0.00	0.0%
4065 - RETURNED CHECK FEE - UNION BAN	80.00	80.00	0.00	0.0%
4066 - STOP PAYMENT FEE - WFB	0.00	31.00	-31.00	-100.0%
4070 - SPACE RENTAL-VENDOR	1,434.96	850.50	584.46	68.72%
4080 - STUDENT BODY CARD	89,784.00	84,632.00	5,152.00	6.09%
4090 - VENDING-NORTH COUNTY	7,741.49	9,227.82	-1,486.33	-16.11%
4091 - VENDING-PEPSI	6,314.80	9,672.61	-3,357.81	-34.72%
Total 4000 - INCOME	<u>105,355.25</u>	<u>104,493.93</u>	<u>861.32</u>	<u>0.82%</u>
Total Income	105,355.25	104,493.93	861.32	0.82%
Expense				
5000 - EXPENSES				
5005 - ASSC PRESIDENT ACCOUNT	0.00	6.40	-6.40	-100.0%
5031 - CLUB ASSISTANCE/ICC	16,085.38	14,605.00	1,480.38	10.14%
5032 - COLLEGE PROGRAM ASSISTANCE	16,250.00	1,300.00	14,950.00	1,150.0%
5033 - CONFERENCE/RETREAT/TRAINING	12,774.76	16,129.13	-3,354.37	-20.8%
5130 - MISCELLANEOUS	2,000.00	0.00	2,000.00	100.0%
5140 - OFFICE SUPPLIES	6,698.95	4,877.89	1,821.06	37.33%
5145 - B6 OPERATION	308.39	0.00	308.39	100.0%
5150 - PROGRAMS	35,279.54	32,574.53	2,705.01	8.3%
5151 - PUBLICITY	1,195.89	1,836.47	-640.58	-34.88%
5180 - DONATION	0.00	6,000.00	-6,000.00	-100.0%
5181 - SMALL F.F. & EQUIP	433.03	0.00	433.03	100.0%
5182 - STUDENT BODY CARD	0.00	1,301.00	-1,301.00	-100.0%
5183 - STUDENT ASSISTANT-SALARY	20,264.31	4,810.25	15,454.06	321.27%
5184 - STUDENT ASSISTANT-BENEFITS	202.66	61.35	141.31	230.33%
Total 5000 - EXPENSES	<u>111,492.91</u>	<u>83,502.02</u>	<u>27,990.89</u>	<u>33.52%</u>
Total Expense	111,492.91	83,502.02	27,990.89	33.52%
Net Ordinary Income	<u>-6,137.66</u>	<u>20,991.91</u>	<u>-27,129.57</u>	<u>-129.24%</u>
Other Income/Expense				
Other Income				
6000 - OTHER INCOMES				
6010 - INTEREST	11,911.46	6,787.48	5,123.98	75.49%
Total 6000 - OTHER INCOMES	<u>11,911.46</u>	<u>6,787.48</u>	<u>5,123.98</u>	<u>75.49%</u>
Total Other Income	<u>11,911.46</u>	<u>6,787.48</u>	<u>5,123.98</u>	<u>75.49%</u>
Net Other Income	<u>11,911.46</u>	<u>6,787.48</u>	<u>5,123.98</u>	<u>75.49%</u>
Net Income	<u><u>5,773.80</u></u>	<u><u>27,779.39</u></u>	<u><u>-22,005.59</u></u>	<u><u>-79.22%</u></u>

**Associated Students of Skyline College
2013-2014: Report for the 3rd Quarter
Summary of Programs and Activities
March 31, 2014**

The following is a summary highlighting the events and activities of this quarter.

Shared Governance

The students continue to serve on the following committees at Skyline College and the District:

- Accreditation Committee
- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget Council
- College Governance Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Budget Committee
- District Shared Governance Council
- District Strategic Planning
- District Students Council
- Ed Policy committee
- Fresh Look/Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning Committee
- Professional
- Student Recognition and Awards Program Committee
- Technology Advisory Committee

Student Handbook and Academic Planners

The Student Handbook is available online in a downloadable format
<http://www.skylinecollege.edu/centerforstudentlife/studenthandbook.php>.

Recruitment of Students

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled.

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC.

Skyline Organizations and Clubs (SOCC)

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. This spring, SOCC has five new club: Applications in Computer Science and Engineering (ACE), Association of Innovative Minds, Inspiring Community Leaders (ICL), Parenting without Partners (POP), and Skyline Public Speaking Club (PSC).

Programs and Events

ASSC Meetings

ASSC weekly meetings on Tuesdays from 4-6pm

National Condom Day

2/13/14:

ASSC and Programming Board students created a Sex Jeopardy board with questions focused on safe sex and STD awareness. Also goodie bags for students including condoms, candy, and pamphlets about sex education and awareness.

1 Billion Rising

2/13/14:

In light of so many women around the world who suffer from physical abuse, ASSC members participated in activities to call awareness to the global 1 Billion Rising Project.

Cesar Chavez Commemorative luncheon

3/20/14:

The Cesar E. Chavez Commemorative luncheon was to celebrate leadership and accomplishments of Chavez. Keynote speaker Roberto A. Bustos, former Delano grape striker alongside Cesar Chavez and a performance by Diana Gameros and band. The ASSC Commissioner of Publicity, Bryan Palma was the Mistress of Ceremonies. Luncheon was open to faculty, students, and members of the community.

President's Breakfast

3/27/14:

A fund raising event for Skyline College President's Innovation Fund held at South San Francisco's Conference Center in the Hyatt Hotel. ASSC was a sponsor for the President's Innovation Fund to help put innovative projects and programs into action. Entertainment was provided by students of the Skyline College Theater group Avenue Q. ASSC President, Kayla Razavi and Skyline College faculty, staff, and administrative members spoke at the event.

Donation Sponsorships

A Call to Consciousness

3/5/14:

Winona LaDuke is an Indigenous Sustainability Expert and Environmental and Human Rights Activist. Founder and Co-Director of Honor the Earth, an advocacy group for native and environmental groups. 1994 Time Magazine's one of Americas 50 most promising leaders of the year and put into the national women's hall of fame in 2007. In 1996 and 2000 served as Ralph Nader's running mate for the Green Party in the presidential elections.

Conferences and Leadership Training

ASSC Leadership Retreat & Conference:

1/17/14-1/19/14

Members of the ASSC participated in leadership and team building exercises at Camp Lodestar in Wilseyville, CA.

If you need additional information please contact:

Amory Nan Cariadus
Student Life and Leadership Manager
Skyline College
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Email: cariadusa@smccd.edu

SMCCCD - Bookstores Operation
Consolidated Balance Sheet
As at March 31st, 2014

	3/31/2014		3/31/2013		Difference	
Assets						
Cash	\$ 35,148.93	0.44%	\$ 10,401.29	0.13%	\$ 24,747.64	237.93%
Investments	4,985,786.14	62.34%	4,937,349.41	62.29%	48,436.73	0.98%
Receivables	310,773.55	3.89%	352,100.33	4.44%	(41,326.78)	-11.74%
Inventories & Prepaid Items	2,646,560.79	33.09%	2,581,755.55	32.57%	64,805.24	2.51%
Fixed Assets & Accum Depreciation	19,133.71	0.24%	44,547.85	0.56%	(25,414.14)	-57.05%
Total Assets	\$ 7,997,403.12	100.00%	\$ 7,926,154.43	100.00%	\$ 71,248.69	0.90%
Liabilities						
Current Liabilities	\$ 212,994.57	72.09%	\$ 292,647.00	76.22%	\$ (79,652.43)	-27.22%
Salaries & Benefits Payable	-	0%	-	0%	-	0%
Other Current Liabilities	82,476.65	27.91%	91,285.13	23.78%	(8,808.48)	-9.65%
Total Liabilities	\$ 295,471.22	100.00-%	\$ 383,932.13	100.00-%	\$ (88,460.91)	-23.04%
Equity						
Contributed Capital	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Retained Earnings	7,249,115.40	100.00%	7,133,273.48	100.00%	115,841.92	1.62%
Prior Years Adjustment	-	0.00%	-	0.00%	-	0.00%
Total Equity	\$ 7,249,115.40	100.00%	\$ 7,133,273.48	100.00%	\$ 115,841.92	1.62%
Year to Date Net Profit (Loss)	\$ 452,816.50	5.66%	\$ 408,948.82	5.16%	\$ 43,867.68	10.73%
Total Liabilities & Fund Equity	\$ 7,997,403.12	100.00%	\$ 7,926,154.43	100.00%	\$ 71,248.69	0.90%

SMCCCD BOOKSTORES
March 2014 -YTD Summary Income
Statement For Period Ending March 31, 2014

	YTD 03-31-14		YTD 03-31-13		Difference	
Income						
Sales	\$ 5,920,886.78	100%	\$ 6,204,642.20	100%	\$ (283,755.42)	-5%
Cost of Sales	(3,903,137.82)	-66%	(3,970,775.52)	-64%	67,637.70	2%
Gross Margin	\$ 2,017,748.96	34%	\$ 2,233,866.68	36%	\$ (216,117.72)	-10%
Salaries & Benefits	\$ 1,564,154.77	75%	\$ 1,620,865.86	74%	\$ (56,711.09)	-4%
Other Inventory Expenses	266,358.63	13%	252,640.83	11%	13,717.80	5%
Other Service Expenses	21,095.31	1%	21,474.38	1%	(379.07)	-2%
Travel & Mileage Expenses	1,068.25	0%	4,241.77	0%	(3,173.52)	-75%
Dues & Membership	3,910.50	0%	3,265.00	0%	645.50	20%
Insurance Expense	5,400.00	0%	5,400.00	0%	-	0%
Utilities	29,500.17	1%	26,646.16	1%	2,854.01	11%
Equipment Maintenance & Rental	32,634.74	2%	30,798.54	1%	1,836.20	6%
Legal, Audit & Bad Debt Expenses	(33.17)	0%	17,082.05	1%	(17,115.22)	-100%
Other Operating Expenses	162,218.64	8%	220,669.05	10%	(58,450.41)	-26%
Total Operating Expenses	\$ 2,086,307.84	35%	\$ 2,203,083.64	36%	\$ (116,775.80)	-5%
Other Income	\$ 585,502.19	100%	\$ 487,679.11	100%	\$ 97,823.08	20%
Total Other Income	\$ 585,502.19	10%	\$ 487,679.11	8%	\$ 97,823.08	20%
Net Operation Profit (Loss)	\$ 516,943.31	9%	\$ 518,462.15	8%	\$ (1,518.84)	0%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	\$ 53,324.55	0%	\$ 5,500.00	0%	\$ 47,824.55	870%
Non Operational Expense						
Salaries - Dist Admin	\$ 20,720.54	12%	\$ 38,964.81	32%	\$ (18,244.27)	-47%
Salaries - Dist Supervisor	13,591.53	8%	7,071.35	6%	6,520.18	92%
Salaries - Dist Student	-	0%	-	0%	-	0%
Benefits - All Dist Staff	9,815.43	6%	15,226.71	13%	(5,411.28)	-36%
Rent Expense	50,670.00	30%	50,670.00	42%	-	0%
Donations	22,653.86	13%	3,080.46	3%	19,573.40	635%
Investments - FMV Adjustments	-	0%	-	0%	-	0%
Total Non Operational Income/Expenses	\$ 64,126.81	1%	\$ 109,513.33	2%	\$ (45,386.52)	-41%
Net Income	\$ 452,816.50	8%	\$ 408,948.82	7%	\$ 43,867.68	11%

SMCCCD BOOKSTORES
March 2014 -YTD Detail Income Statement
For Period Ending March 31, 2014

	YTD 03-31-14		YTD 03-31-13		Difference	
Income						
Income - Books	\$ 3,693,333.96	0%	\$ 4,040,014.59	0%	\$ (346,680.63)	0%
Income - Supplies	443,852.88	0%	442,744.71	0%	1,108.17	0%
Income - Food & Beverages	1,252,288.63	0%	1,135,937.52	0%	116,351.11	0%
Income - Electronics	136,361.88	0%	237,098.90	0%	(100,737.02)	0%
Income - Gifts	98,895.47	0%	94,535.37	0%	4,360.10	0%
Income - Sundries	12,350.15	0%	14,171.79	0%	(1,821.64)	0%
Income - Production Services	283,674.09	0%	241,538.04	0%	42,136.05	0%
Sales Over/Short Adjustment	129.72	0%	(1,398.72)	0%	1,528.44	0%
Total Gross Sales	\$ 5,920,886.78	0%	\$ 6,204,642.20	0%	\$ (283,755.42)	0%
Cost of Goods Sold						
COGS - Books	\$ (2,646,355.69)	0%	\$ (2,737,356.91)	0%	\$ 91,001.22	0%
COGS - Supplies	(265,740.48)	0%	(252,624.02)	0%	(13,116.46)	0%
COGS - Food & Beverages	(683,104.08)	0%	(597,640.83)	0%	(85,463.25)	0%
COGS - Electronics	(115,969.09)	0%	(212,989.51)	0%	97,020.42	0%
COGS - Gifts	(64,306.54)	0%	(61,374.74)	0%	(2,931.80)	0%
COGS - Sundries	(7,353.69)	0%	(8,332.81)	0%	979.12	0%
COGS - Production Services	(120,308.25)	0%	(100,456.70)	0%	(19,851.55)	0%
Total Cost of Goods Sold	\$ (3,903,137.82)	0%	\$ (3,970,775.52)	0%	\$ 67,637.70	0%
Gross Profit	\$ 2,017,748.96	0%	\$ 2,233,866.68	0%	\$ (216,117.72)	0%
Salary and Benefits						
Salaries & Benefits						
Salaries - Administrative	\$ 47,816.93	0%	\$ 65,148.20	0%	\$ (17,331.27)	0%
Salaries - Supervisor	278,209.75	0%	206,276.42	0%	71,933.33	0%
Salaries - Classified	498,030.13	0%	537,718.80	0%	(39,688.67)	0%
Salaries - Students	379,850.29	0%	396,303.22	0%	(16,452.93)	0%
Salaries - Shrt Term Hourly	41,527.84	0%	40,418.84	0%	1,109.00	0%
Accrued Vacation Exp-Supervisor	-	0%	6,054.72	0%	(6,054.72)	0%
Accrued Vacation Exp-Classified	-	0%	-	0%	-	0%
Benefits - All Stores	318,719.83	0%	368,945.66	0%	(50,225.83)	0%
Total Salary & Benefits	\$ 1,564,154.77	0%	\$ 1,620,865.86	0%	\$ (56,711.09)	0%
Other Inventory Expenses						
Freight In	\$ 164,285.41	0%	\$ 155,174.68	0%	\$ 9,110.73	0%
Service Fees Expense	9,652.69	0%	8,235.08	0%	1,417.61	0%
CRV Tax Paid	7,011.79	0%	7,080.74	0%	(68.95)	0%
Buyback Expense	-	0%	-	0%	-	0%
Invoice Balancing Over/Short	23.21	0%	(68.81)	0%	92.02	0%
Restocking Fees	849.81	0%	1,544.70	0%	(694.89)	0%
Imprint Fees	55,454.04	0%	50,948.52	0%	4,505.52	0%
Shrinkage Expense	29,081.68	0%	29,725.92	0%	(644.24)	0%
Total Other Inventory Expenses	\$ 266,358.63	0%	\$ 252,640.83	0%	\$ 13,717.80	0%
Other Service Expenses						
Computer System Support - Software	\$ 6,574.33	0%	\$ 3,500.00	0%	\$ 3,074.33	0%
Computer System Support - Hardware	-	0%	(1,171.16)	0%	1,171.16	0%
Training Fees	-	0%	109.00	0%	(109.00)	0%
Contract Personnel	1,941.38	0%	5,904.80	0%	(3,963.42)	0%
Armored Car Service	12,579.60	0%	13,131.74	0%	(552.14)	0%
Security System Service	-	0%	-	0%	-	0%
Total Other Service Expenses	\$ 21,095.31	0%	\$ 21,474.38	0%	\$ (379.07)	0%
Travel & Mileage Expenses						
Conference Expense	\$ 867.37	0%	\$ 3,788.04	0%	\$ (2,920.67)	0%
Conference Fees Out of State	-	0%	240.27	0%	(240.27)	0%
Travel Expenses	-	0%	-	0%	-	0%
Mileage	200.88	0%	213.46	0%	(12.58)	0%
Total Travel & Mileage Expenses	\$ 1,068.25	0%	\$ 4,241.77	0%	\$ (3,173.52)	0%
Dues & Membership Expenses						
Dues & Membership	\$ 3,910.50	0%	\$ 3,265.00	0%	\$ 645.50	0%
Total Dues & Membership	\$ 3,910.50	0%	\$ 3,265.00	0%	\$ 645.50	0%
Insurance Expense						
Insurance Expense	\$ 5,400.00	0%	\$ 5,400.00	0%	\$ -	0%

Total Insurance Expense	\$	5,400.00	0%	\$	5,400.00	0%	\$	-	0%
Utilities									
Utilities - Gas	\$	3,705.29	0%	\$	3,426.18	0%	\$	279.11	0%
Utilities - Electric		15,410.91	0%		14,794.23	0%		616.68	0%
Utilities - Water		5,210.87	0%		4,532.62	0%		678.25	0%
Utilities - Phone		-	0%		-	0%		-	0%
Utilities - Garbage		5,173.10	0%		3,893.13	0%		1,279.97	0%
Total Utilities	\$	29,500.17	0%	\$	26,646.16	0%	\$	2,854.01	0%
Equipment Maintenance & Rental									
Equipment - Non Inventory	\$	2,884.28	0%	\$	-	0%	\$	2,884.28	0%
Repairs & Maint Contract Equip		10,656.41	0%		6,987.04	0%		3,669.37	0%
Contract Misc Services		19,094.05	0%		23,811.50	0%		(4,717.45)	0%
Total Equipment Maintenance & Rental	\$	32,634.74	0%	\$	30,798.54	0%	\$	1,836.20	0%
Legal, Audit & Bad Debt Expense									
Audits	\$	405.00	0%	\$	405.00	0%	\$	-	0%
Bad Debt - Customer		-	0%		-	0%		-	0%
Bad Debt - Vendor		(438.17)	0%		16,677.05	0%		(17,115.22)	0%
Total Legal, Audit & Bad Debt Expense	\$	(33.17)	0%	\$	17,082.05	0%	\$	(17,115.22)	0%
Other Operating Expenses									
Depreciation	\$	15,345.00	0%	\$	63,000.00	0%	\$	(47,655.00)	0%
Fixed Asset Disposal		-	0%		-	0%		-	0%
Postage		97.98	0%		-	0%		97.98	0%
Store & Office Use Supplies		35,738.22	0%		37,971.66	0%		(2,233.44)	0%
Advertising		215.60	0%		429.00	0%		(213.40)	0%
Credit Card Commissions		104,974.02	0%		109,437.61	0%		(4,463.59)	0%
Bank Charges - Returned Checks		-	0%		-	0%		-	0%
Bank Charges - Other		5,491.04	0%		6,112.04	0%		(621.00)	0%
Miscellaneous Expenses		356.78	0%		3,718.74	0%		(3,361.96)	0%
Other Operating Expenses		-	0%		-	0%		-	0%
Total Other Operating Expenses	\$	162,218.64	0%	\$	220,669.05	0%	\$	(58,450.41)	0%
Total Operating Expenses	\$	2,086,307.84	0%	\$	2,203,083.64	0%	\$	(116,775.80)	0%
Other Income									
Interest Income	\$	96,903.01	0%	\$	66,030.63	0%	\$	30,872.38	0%
Commission Income		9,665.30	0%		6,311.49	0%		3,353.81	0%
Miscellaneous Income		32,613.77	0%		30,983.52	0%		1,630.25	0%
Catalog Income		286.00	0%		453.00	0%		(167.00)	0%
Shipping & Postage Income		13,619.50	0%		11,813.25	0%		1,806.25	0%
Stamp Income		783.37	0%		754.88	0%		28.49	0%
Ticket Sales Income		(976.00)	0%		1,081.82	0%		(2,057.82)	0%
LTO Interest Income		2,554.08	0%		3,270.29	0%		(716.21)	0%
Calif Recycle Fee Collected		-	0%		-	0%		-	0%
NG Check Fee Collected		20.25	0%		180.00	0%		(159.75)	0%
NG Check Collection		-	0%		-	0%		-	0%
Late Rental Return Fee		21,025.61	0%		38,459.99	0%		(17,434.38)	0%
Photocopy Fee		189.09	0%		73.47	0%		115.62	0%
Textbook Re-wrap Fee		100.50	0%		115.48	0%		(14.98)	0%
Return Restocking Fee		11,413.19	0%		2,995.65	0%		8,417.54	0%
VA Handling Fee		18.98	0%		56.47	0%		(37.49)	0%
Textbook Rental Fee		315,092.56	0%		242,176.34	0%		72,916.22	0%
First Five Rental Fee		80,531.34	0%		81,032.60	0%		(501.26)	0%
Supplies Rental Fee (Funded)		(20.00)	0%		-	0%		(20.00)	0%
Supplies Rental Fee (Store)		-	0%		-	0%		-	0%
Computer Rental Fee		-	0%		-	0%		-	0%
Grad Announcement Fee		-	0%		-	0%		-	0%
Notary Fee		-	0%		-	0%		-	0%
Grad Rental Income		-	0%		-	0%		-	0%
Closeout Books		217.11	0%		465.47	0%		(248.36)	0%
Fax Fee Income		138.05	0%		184.85	0%		(46.80)	0%
Consignment Sales		-	0%		-	0%		-	0%
Vendor Discounts		1,326.48	0%		1,239.91	0%		86.57	0%
Total Other Income	\$	585,502.19	0%	\$	487,679.11	0%	\$	97,823.08	0%
Net Operation Profit (Loss)	\$	516,943.31	0%	\$	518,462.15	0%	\$	(1,518.84)	0%
Non Operational Income/Expenses									
Non Operational Income									
In-Kind Donation Received	\$	53,324.55	0%	\$	5,500.00	0%	\$	47,824.55	0%
Non Operational Expenses									
Salaries - District Admin	\$	20,720.54	0%	\$	38,964.81	0%	\$	(18,244.27)	0%
Salaries - Dist Supervisor		13,591.53	0%		7,071.35	0%		6,520.18	0%

Salaries - Dist Students	-	0%	-	0%	-	0%
Benefits - All Dist Staff	9,815.43	0%	15,226.71	0%	(5,411.28)	0%
Rent Expense	50,670.00	0%	50,670.00	0%	-	0%
Donations	22,653.86	0%	3,080.46	0%	19,573.40	0%
Depreciation Expense - Rental Text	-	0%	-	0%	-	0%
Total Non Operational Income/Expenses	\$ 64,126.81	0%	\$ 109,513.33	0%	\$ (45,386.52)	0%
Net Income/(Loss)	\$ 452,816.50	0%	\$ 408,948.82	0%	\$ 43,867.68	0%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of March 31, 2014

	<u>March 31, 14</u>	<u>March 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 · CASH & INVESTMENTS				
1112 · INVESTMENTS				
1112.10 · CASH IN COUNTY	431,356.68	337,654.48	93,702.20	27.75%
1112.11 · LAIF	862.06	859.93	2.13	0.25%
1112.12 · MORGAN STANLEY	36,934.02	33,429.13	3,504.89	100.00%
1112.21 · MARK TO MARKET ADJ	-4,250.39	1,291.54	-5,541.93	-429.10%
	<u>464,902.37</u>	<u>373,235.08</u>	<u>91,667.29</u>	<u>24.56%</u>
Total 1112 · INVESTMENTS				
	<u>464,902.37</u>	<u>373,235.08</u>	<u>91,667.29</u>	<u>24.56%</u>
Total 1100 · CASH & INVESTMENTS				
	<u>464,902.37</u>	<u>373,235.08</u>	<u>91,667.29</u>	<u>24.56%</u>
Total Checking/Savings	464,902.37	373,235.08	91,667.29	24.56%
Accounts Receivable				
1200 · ACCOUNTS RECEIVABLE				
1211 · MISC RECEIVABLE	23,513.47	23,717.57	-204.10	-0.86%
	<u>23,513.47</u>	<u>23,717.57</u>	<u>-204.10</u>	<u>-0.86%</u>
Total 1200 · ACCOUNTS RECEIVABLE				
	<u>23,513.47</u>	<u>23,717.57</u>	<u>-204.10</u>	<u>-0.86%</u>
Total Accounts Receivable	23,513.47	23,717.57	-204.10	-0.86%
Total Current Assets	488,415.84	396,952.65	91,463.19	23.04%
Fixed Assets				
1400 · FURNITURE, EQUIPMENT & FIXTURES				
1410 · FURN., FIXTURE & EQUIP	0.00	17,342.32	-17,342.32	-100.00%
1415 · ACCUMULATED DEPRECIATION	0.00	-17,342.32	17,342.32	100.00%
	<u>0.00</u>	<u>-17,342.32</u>	<u>17,342.32</u>	<u>100.00%</u>

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of March 31, 2014

	<u>March 31, 14</u>	<u>March 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
Total 1400 · FURNITURE, EQUIPMENT & FIXTURES	0.00	0.00	0.00	0.00%
Total Fixed Assets	0.00	0.00	0.00	0.00%
TOTAL ASSETS	<u>488,415.84</u>	<u>396,952.65</u>	<u>91,463.19</u>	<u>23.04%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 · SMCCCD PAYABLE	18,939.42	8,124.27	10,815.15	133.12%
2126 · MISC PAYABLE	10,967.83	7,104.96	3,862.87	54.37%
2600 · DEFERRED REVENUE	6,854.00	0.00	6,854.00	100.00%
Total Accounts Payable	<u>36,761.25</u>	<u>15,229.23</u>	<u>21,532.02</u>	<u>141.39%</u>
Total Current Liabilities	<u>36,761.25</u>	<u>15,229.23</u>	<u>21,532.02</u>	<u>141.39%</u>
Total Liabilities	36,761.25	15,229.23	21,532.02	141.39%
Equity				
3900 · Retained Earnings	353,375.05	337,374.08	16,000.97	4.74%
Net Income	<u>98,279.54</u>	<u>44,349.34</u>	<u>53,930.20</u>	<u>121.60%</u>
Total Equity	<u>451,654.59</u>	<u>381,723.42</u>	<u>69,931.17</u>	<u>18.32%</u>

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison-Detail Statement
 July 2013 through March 2014

05/01/2014
 Accrual Basis

	Jan '14 - Mar 14	Jan '13 - Mar 13	\$ Change	% Change
Income				
5100 · VENDING INCOME				
5100.6 · VENDING INCOME - ACTION VENDING				
5100.61 · VENDING INCOME - N COUNTY - FOOD	\$ -	\$ -	\$ -	0.0%
5100.62 · VENDING INCOME - COMPASS - FOOD	\$ 23,118.58	\$ 24,643.44	\$ (1,524.86)	-6.19%
Total 5100.6 · VENDING INCOME - N COUNTY	\$ 23,118.58	\$ 24,643.44	\$ (1,524.86)	-6.19%
5100.7 · VENDING INCOME - PEPSI				
5100.70 · VENDING COMM CLEARING - PEPSI	\$ 315.50	\$ 245.55	\$ 69.95	28.49%
5100.72 · SKY - VENDING INC - PEPSI - BEV	7,736.50	9,793.84	(2,057.34)	-21.01%
5100.73 · CAN - VENDING INC - PEPSI - BEV	4,689.53	3,682.05	1,007.48	27.36%
5100.74 · CSM - VENDING INC - PEPSI - BEV	6,756.38	9,076.15	(2,319.77)	-25.56%
5100.79 · SPECIAL INCOME - PEPSI	-	0.00	-	0.0%
Total 5100.7 · VENDING INCOME - PEPSI	\$ 19,497.91	\$ 22,797.59	\$ (3,299.68)	-14.47%
Total 5100 · VENDING INCOME	\$ 42,616.49	\$ 47,441.03	\$ (4,824.54)	-10.17%
5200 · FOOD SERVICE INCOME				
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	\$ -	\$ -	\$ -	0.0%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	-	\$ -	-	0.0%
Total 5205 · FOOD SERVICE - KJ'S CAFE	\$ -	\$ -	\$ -	0.0%
5206 · FOOD SERVICE - PACIFIC DINING Special Incor	\$ (2,000.00)	\$ 4,000.00	\$ (6,000.00)	
5206.2 · Pacific Dining - Skyline	\$ 29,993.16	\$ 32,032.87	\$ (2,039.71)	-6.37%
5206.3 · Pacific Dining - Canada	18,949.72	21,182.75	(2,233.03)	-10.54%
5206.4 · Pacific Dining - CSM	71,015.38	41,364.09	29,651.29	71.68%
5206.4K · Pacific Dining - CSM Kiosk	3,452.19	3,633.58	(181.39)	-4.99%
5206 · FOOD SERVICE OTHERS	-	-	-	0.0%
Total 5206 · FOOD SERVICE - PACIFIC DINING	\$ 121,410.45	\$ 102,213.29	\$ 19,197.16	18.78%
Total 5200 · FOOD SERVICE INCOME	\$ 121,410.45	\$ 102,213.29	\$ 19,197.16	18.78%
5310 · INTEREST INCOME	\$ 7,584.29	\$ 2,920.67	\$ 4,663.62	159.68%
5400 · EVENT RENTAL	\$ 63,317.17	\$ 27,423.94	\$ 35,893.23	130.88%
Total Income	\$ 234,928.40	\$ 179,998.93	\$ 54,929.47	30.52%
Expense				
5500 · COLLEGE SUPPORT				
5500.12 · COLLEGE SUPPORT - SKY - COMPASS	\$ 8,649.27	\$ 9,848.62	\$ (1,199.35)	-12.18%
5500.13 · COLLEGE SUPPORT - CAN - COMPASS	5,042.46	4,618.02	424.44	9.19%
5500.14 · COLLEGE SUPPORT - CSM - COMPASS	9,427.15	10,176.80	(749.65)	-7.37%
5500.15 · COLLEGE SUPPORT	-	-	-	0.0%
5500.16 · COLLEGE SUPPORT - SKY - N VENDING	-	-	-	0.0%
5500.17 · COLLEGE SUPPORT - CAN - N VENDING	-	-	-	0.0%
5500.18 · COLLEGE SUPPORT - CSM - N VENDING	-	-	-	0.0%
5500.21 · COLLEGE SUPPORT - PEPSI	315.50	245.55	69.95	28.49%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	7,736.50	9,793.84	(2,057.34)	-21.01%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	4,689.53	3,682.05	1,007.48	27.36%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	6,756.38	9,076.15	(2,319.77)	-25.56%
5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE	-	-	-	0.0%
5500 · COLLEGE SUPPORT - Other	-	-	-	0.0%

Total 5500 · COLLEGE SUPPORT	\$ 42,616.79	\$ 47,441.03	\$ (4,824.24)	-10.17%
6000 · SALARIES				
6110 · REGULAR SALARIES				
6111 · MANAGEMENT SALARY	\$ 36,795.64	\$ 27,013.27	\$ 9,782.37	36.21%
6115 · CLERICAL O/T SALARIES	-	-	-	0.0%
Total 6110 · REGULAR SALARIES	\$ 36,795.64	\$ 27,013.27	\$ 9,782.37	36.21%
Total 6000 · SALARIES	\$ 36,795.64	\$ 27,013.27	\$ 9,782.37	36.21%
6210 · BENEFITS				
6210.5 · BENEFITS				
6212 · BENEFITS	\$ 6,013.71	\$ 7,160.91	\$ (1,147.20)	-16.02%
Total 6210.5 · BENEFITS	\$ 6,013.71	\$ 7,160.91	\$ (1,147.20)	-16.02%
Total 6210 · BENEFITS	\$ 6,013.71	\$ 7,160.91	\$ (1,147.20)	-16.02%
6700 · CONTRACTED SERVICES	-	-		
6710 · SERVICE CONTRACT & REPAIRS				
6711 · SERVICE CONTRACT				
6711.2 · SKYLINE SERVICE CONTRACT	\$ 1,674.66	\$ 5,174.16	\$ (3,499.50)	-67.63%
6711.3 · CANADA SERVICE CONTRACT	1,999.67	1,121.93	877.74	78.24%
6711.4 · CSM SERVICE CONTRACT	10,414.90	13,286.98	(2,872.08)	-21.62%
Total 6711 · SERVICE CONTRACT	\$ 14,089.23	\$ 19,583.07	\$ (5,493.84)	-28.05%
6712 · REPAIR AND MAINTENANCE				
6712.2 · SKYLINE REPAIR & MAINTENANCE	\$ 3,536.47	\$ 2,786.48	\$ 749.99	26.92%
6712.3 · CANADA REPAIR & MAINTENANCE	-	862.30	(862.30)	-100.0%
6712.4 · CSM REPAIR & MAINTENANCE	3,274.87	1,756.76	1,518.11	86.42%
Total 6712 · REPAIR AND MAINTENANCE	\$ 6,811.34	\$ 5,405.54	\$ 1,405.80	26.01%
6713 · Audit Fees				0.0%
6713.2 · Skyline	\$ 405.00	\$ 405.00	\$ -	0.0%
Total 6713 · AUDIT FEES	\$ 405.00	\$ 405.00	\$ -	0.0%
6714 · UTILITY				
6714.1 · UTILITY EXPENSES	\$ -	\$ 1,447.56	\$ (1,447.56)	-100.0%
6714.2 · UTILITY-SKYLINE	6,218.39	5,126.53	1,091.86	21.3%
6714.3 · UTILITY-CANADA	4,250.28	4,018.67	231.61	5.76%
6714.4 · UTILITY-CSM	8,207.48	8,146.91	60.57	0.74%
Total 6714 · UTILITY	\$ 18,676.15	\$ 18,739.67	\$ (63.52)	-0.34%
Total 6710 · SERVICE CONTRACT & REPAIRS	\$ 39,981.72	\$ 44,133.28	\$ (4,151.56)	-9.41%
6750 · OTHER CONTRACT SERVICES				
6751 · CONTRACTED MISC. SERVICE				
6751.2 · CONT MISC SER-SKYLINE	\$ 1,071.10	\$ 4,239.51	\$ (3,168.41)	-74.74%
6751.3 · CONT MISC SER-CANADA	142.20	114.50	27.70	24.19%
6751.4 · CONT MISC SER-CSM	8,953.10	1,747.12	7,205.98	412.45%
Total 6751 · CONTRACTED MISC. SERVICE	\$ 10,166.40	\$ 6,101.13	\$ 4,065.27	66.63%
6750 · OTHER CONTRACT SERVICES - Other	\$ -	\$ -	\$ -	0.0%
Total 6750 · OTHER CONTRACT SERVICES	\$ 10,166.40	\$ 6,101.13	\$ 4,065.27	66.63%
6760 · EQUIP. & FACILITY REFURBISHMENT				
6761 · EQUIPMENT REFURBISHMENT				
6761.2 · EQUIP. REFURBISHMENT-SKYLINE	\$ -	\$ -	\$ -	0.0%
6761.3 · EQUIP. REFURBISHMENT-CANADA	-	-	-	0.0%
Total 6761 · EQUIPMENT REFURBISHMENT	\$ -	\$ -	\$ -	0.0%
6763 · SUPPLIES REFURBISHMENT	\$ 45.50	\$ 226.82		

6763.2 · SUPPLIES REFURBISHMENT-SKYLINE	-	-	-	0.0%
6763.4 · SUPPLIES REFURBISHMENT-CSM	-	-	-	0.0%
Total 6763 · SUPPLIES REFURBISHMENT	<u>\$ 45.50</u>	<u>\$ 226.82</u>	<u>\$ (181.32)</u>	<u>-79.94%</u>
Total 6760 · EQUIP. & FACILITY REFURBISHMENT	<u>\$ 45.50</u>	<u>\$ 226.82</u>	<u>\$ (181.32)</u>	<u>-79.94%</u>
6770 · EQUIPMENT-NON INVENTORY	\$ 450.00	\$ 450.00	\$ -	0.0%
6771.2 · EQUIP-NON INVENTORY/SKYLINE	-	-	-	0.0%
6771.3 · EQUIP-NON INVENTORY/CANADA	-	-	-	0.0%
6771.4 · EQUIP-NON INVENTORY/CSM	-	2,115.53	(2,115.53)	-100.0%
Total 6770 · EQUIPMENT-NON INVENTORY	<u>\$ 450.00</u>	<u>\$ 2,565.53</u>	<u>\$ (2,115.53)</u>	<u>-82.46%</u>
Total 6700 · CONTRACTED SERVICES	<u>\$ 50,643.62</u>	<u>\$ 53,026.76</u>	<u>\$ (2,383.14)</u>	<u>-4.49%</u>
6800 · DEPRECIATION EXPENSE				
6801 · DEPRECIATION EXPENSE	\$ -	\$ -	\$ -	0.0%
Total 6800 · DEPRECIATION EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
6850 · UNREALIZED P/L ON INVESTMENTS	\$ -	\$ -	-	0.0%
6851 · LOSS ON INVESTMENTS	-	-	-	0.0%
6856 · DISPOSAL OF FIXED ASSETS	-	7.62	(7.62)	-100.0%
6899 · Other Operating Expenses	579.10	1,000.00	\$ (420.90)	-42.09%
Total Expense	<u>\$ 136,648.86</u>	<u>\$ 135,649.59</u>	<u>\$ 999.27</u>	<u>0.74%</u>
Net Income	<u>\$ 98,279.54</u>	<u>\$ 44,349.34</u>	<u>\$ 53,930.20</u>	<u>121.6%</u>

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As at 31-Mar-14

	<u>3/31/2014</u>	<u>3/13/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Current Assets				
Cash				
Bank of America-Checking	\$ 360,531	\$ 362,703	\$ (2,172)	-0.6%
Cash on hand	200	200	-	0.0%
Investment				
Cash in County	1,619,932	1,312,160	307,772	23.5%
Certificate of Deposits	1,008,851	500,000	508,851	100.0%
Unrealized Gain	(4,359)	4,119	(8,477)	-205.8%
Total Cash	\$ 2,985,155	\$ 2,179,182	\$ 805,974	37.0%
Accounts Receivable				
Accounts Receivable	\$ 169,627	\$ 87,243	\$ 82,384	94.4%
Interest Receivable	-	2,627	(2,627)	-100.0%
Total Accounts Receivable	\$ 169,627	\$ 89,870	\$ 79,757	88.7%
Inventory				
ProShop Inventory	6,753	7,085	(332)	-4.7%
Total Inventory	\$ 6,753	\$ 7,085	\$ (332)	-4.7%
Total Current Assets	\$ 3,161,536	\$ 2,276,137	\$ 885,399	38.9%
Fixed Assets				
Computer Equipment	\$ -	\$ -	\$ -	0.0%
Accumulated Depreciation - Equip	-	-	-	0.0%
Total Fixed Assets	\$ -	\$ -	\$ -	0.0%
Total Assets	\$ 3,161,536	\$ 2,276,137	\$ 885,399	38.9%
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 205,248	\$ 135,566	\$ 69,682	51%
Sales Tax Payable	1,484	92	1,392	1516%
Unapplied payments (annual dues)	4,321	3,865	457	12%
Deferred Incomes				
Deferred dues	266,174	229,725	36,449	16%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As at 31-Mar-14

	<u>3/31/2014</u>	<u>3/13/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Deferred parking	7,073	6,413	660	10%
Deferred PT	44,761	41,119	3,642	9%
Deferred Master Swim	5,480	5,140	340	7%
Deferred Rev-Retail Sales	-	9	(9)	-100%
Total Deferred Incomes	\$ 323,488	\$ 282,406	\$ 41,082	15%
Gift Certificates	2,461	2,555	(94)	-4%
Referral Credit	9,447	9,447	-	0%
Total Current Liabilities	\$ 546,449	\$ 433,930	\$ 112,519	26%
Other Liabilities				
Loan from District	\$ 1,000,000	\$ 1,000,000	\$ -	0%
Total Liabilities	\$ 1,546,449	\$ 1,433,930	\$ 112,519	8%
Fund Balance				
Beginning Balance	\$ 816,784	\$ 171,400	\$ 645,384	377%
Profit/(Loss) for the period/year	798,303	670,807	127,497	19%
Balance carry forward	\$ 1,615,087	\$ 842,207	\$ 772,880	92%
Total Liabilities and Fund Balance	\$ 3,161,536	\$ 2,276,137	\$ 885,399	39%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Nine Months March 31, 2014

	<u>Nine Months</u> <u>03/31/2014</u>	<u>Nine Months</u> <u>03/31/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Registrations	\$ 120,985	\$ 93,334	\$ 27,651	29.6%
Member Dues	1,970,593	1,689,836	280,757	16.6%
Day Pass	17,443	17,613	(170)	-1.0%
Parking	55,320	50,807	4,513	8.9%
Replacement Card Fee	2,095	1,018	1,078	105.9%
Personal Training	295,690	230,466	65,224	28.3%
Group Exercise	45,644	40,060	5,584	13.9%
Aquatics	454,666	401,448	53,218	13.3%
Retail	13,759	593	13,166	2221.8%
Decline Fees	8,694	12,031	(3,337)	-27.7%
Special Programs	6,024	5,767	257	100.0%
Total Revenues	\$ 2,990,912	\$ 2,542,972	\$ 447,940	17.6%
Operating Expenses				
Aquatics Supplies	\$ 31,029	\$ 36,369	\$ (5,340)	-14.7%
Bank Fees and Credit Card Fee	72,594	60,451	12,143	20.1%
Charitable Contributions	650	400	250	62.5%
Collection Fees	480	-	480	100.0%
Direct Marketing	-	13,333	(13,333)	-100.0%
Insurance	23,738	22,089	1,649	7.5%
Janitorial Maintenance/Pool	90,005	64,805	25,200	38.9%
Locker Room Supplies	34,192	36,392	(2,200)	-6.0%
Maintenance & Repairs Expense	3,569	4,659	(1,090)	-23.4%
Marketing Design/Management	66,894	41,540	25,354	61.0%
MediFit Management Fee	86,822	82,688	4,134	5.0%
Miscellaneous	32,103	16,422	15,681	95.5%
Non-capitalized Equipment	-	3,011	(3,011)	-100.0%
Office Supplies	19,318	14,220	5,098	35.8%
Payroll	1,253,138	1,096,723	156,414	14.3%
Payroll Taxes & Benefits	300,753	263,214	37,539	14.3%
Printing	846	5,881	(5,035)	-85.6%
Pro Shop COGS	8,158	6,278	1,880	29.9%
Software License fees	6,180	5,082	1,097	21.6%
Telephone & Pager	275	160	115	72.1%
Towel, Laundry and Cleaning	11,255	10,671	584	5.5%
Uniforms	4,794	2,085	2,709	129.9%
Total Operating Expenses	\$ 2,046,793	\$ 1,786,474	\$ 260,319	14.6%
Income/(Loss) from Operation before District Support	\$ 944,119	\$ 756,498	\$ 187,621	24.8%
District Support				
District Support Income				
Interest Income on Investments	15,083	8,097	6,985	86.3%
Operating Expenses charge back to District	46,800	46,800	-	0.0%
Total District Support Income	\$ 61,883	\$ 54,897	\$ 6,985	12.7%
District Support Expense				
Administrator Salary and Benefits	\$ 124,022	\$ 76,754	\$ 47,268	61.6%
Clerical Support Salary and Benefits	30,913	25,060	5,853	100.0%
Donation	1,000	-	1,000	100.0%
Equipment Use Fee	9,000	9,000	-	0.0%
Miscellaneous Expenses	12,823	1,973	10,850	549.9%
Pool Maintenance	29,940	27,801	2,138	7.7%
Unrealized Gain/Loss - County Investment	-	-	-	0.0%
Total District Support Expense	\$ 207,698	\$ 140,588	\$ 67,110	47.7%
Net Income/(Loss)	\$ 798,303	\$ 670,807	\$ 127,497	19.0%

San Mateo County Community College District

June 25, 2014

BOARD REPORT NO. 14-6-5C

REPORT ON RECRUITMENT AND HIRING

There is no printed board report for this agenda item.

San Mateo County Community College District

June 25, 2014

BOARD REPORT NO. 14-6-6C

REVIEW RESULTS OF BOND SURVEY

There is no printed board report for this agenda item.