

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
June 27, 2007
District Office Board Room
3401 CSM Drive, San Mateo, CA**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- * *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
 - * *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
 - * *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements need to 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 taped; tapes are kept for one month.*
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6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

07-6-3 [Minutes of the Study Session of the Board of Trustees of June 13, 2007](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

07-6-2A [Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel](#)

Approval of Consent Agenda

All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

07-6-3CA [Approval of Payment to the South Bay Regional Public Safety Training Consortium for the 2007-08 Peace Officers Training Academy, College of San Mateo](#)

- 07-6-4CA [Declaration of Surplus Property](#)
- 07-6-5CA [Contract Renewal with Descalso Lithograph, Inc., 2007-08 – KCSM](#)
- 07-6-6CA [Approval of Service Agreement with Tele-Direct for Pledge Call Center Services, 2007-08 – KCSM](#)
- 07-6-7CA [Approval of Service Agreement with Goodman Marketing Partners for Membership Services, 2007-08 – KCSM](#)
- 07-6-8CA [Approval of PBS Membership Dues and Program Service Purchases, 2007-08 – KCSM-TV](#)
- 07-6-9CA [Approval of Membership in PBS Station Independence Program \(SIP\), 2007-08 – KCSM](#)
- 07-6-10CA [Approval to Execute Cell Site Use Permit with Omnipoint Communications, Inc. \(T-Mobile\) – Skyline College](#)
- 07-6-11CA [Contract Extension for Unit Price Acoustic Treatments, Districtwide](#)
- 07-6-12CA [Contract Extension for Unit Price Window Treatment, Districtwide](#)
- 07-6-13CA [Approval of Budgetary Transfers for the Period Ending May 31, 2007 and Adoption of Resolution No. 07-5 Authorizing Budgetary Transfers for 2006-07](#)
- 07-6-14CA [Approval of Trustees' Fund for Program Improvement Projects for Cañada College, College of San Mateo and Skyline College](#)
- 07-6-15CA [Acceptance of External Funds from the State of California Department of Rehabilitation and Adoption of Resolution No. 07-6 Authorizing Execution of Agreement](#)
- 07-6-16CA [Adoption of Resolution No. 07-7 Establishing 2007-08 Budget Limits](#)
- 07-6-17CA [Approval of Student Accidental Injury Insurance Program, 2007-08](#)
- 07-6-18CA [Acceptance of External Funds](#)

Other recommendations

- 07-6-2B [Curricular Additions and Deletions – Cañada College, College of San Mateo, and Skyline College](#)
- 07-6-3B [Revision to District Rules and Regulations, Section 7.35, Academic Standards](#)
- 07-6-4B [Approval of Resolution No. 07-8 in Support of California State Senate Bill 840, the Single Payer Health Care System](#)
- 07-6-104B [Approval of Increase in Student Health Services Fee](#)
- 07-6-105B [Approval of Increase in Parking Fees](#)
- 07-6-106B [Renewal of Agreements with Apprenticeship Program Sponsors, 2007-08, College of](#)

San Mateo

- 07-6-107B [Approval of 2009-2013 Five-Year Capital Construction Plan](#)
- 07-6-108B [Contract Award for Building 7 Modernization – Skyline College](#)
- 07-6-109B [Contract Rejection for Utility Improvements Project – Cañada College](#)
- 07-6-110B [Contract Award for Human Simulator, College of San Mateo Nursing](#)
- 07-6-111B [Extension of Unit Price Contract for Asbestos Abatement, Districtwide](#)
- 07-6-112B [Contract Extension for Unit Price Painting, Districtwide](#)
- 07-6-113B [Contract Extension for Unit Price Flooring, Districtwide](#)
- 07-6-114B [Approval of Construction Consultants](#)
- 07-6-115B [Approval of Agreement with eCollege for Distance Education Services](#)
- 07-6-116B [Adoption of the 2007-08 Tentative Budget](#)

INFORMATION REPORTS

- 07-6-2C [Acceptance of Gifts by the District](#)
- 07-6-3C [Third Quarter Report of Auxiliary Operations, 2006-07](#)
- 07-6-4C [District Financial Summary for the Quarter Ending March 31, 2007](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

- 1. Closed Session Personnel Items
 - A. Public Employment
 - 1. **Employment:** **Skyline College** – Dean of Physical Education/Athletics/Dance, Instruction; Admissions & Records Assistant II, Admissions & Records; **District Office** – Payroll Clerk II, Administrative Services
 - B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
June 13, 2007
San Mateo, CA**

The meeting was called to order at 6:08 p.m.

Board Members Present: President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline President Morrow, CSM Vice President of Student Services Hughes, Cañada Vice President of Instruction McBride, and Districtwide Academic Senate President Elect Dilko

Pledge of Allegiance

President Hausman announced that there is a request to adjourn tonight's meeting in memory of Dr. Rudy Lapp, Emeritus Professor of History at College of San Mateo, who passed away earlier this month.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the minutes of the Regular Meeting of the Board of May 9, 2007. The motion carried, all members voting "Aye."

It was moved by Vice President Holober and seconded by Trustee Miljanich to approve the minutes of the Special Meeting of the Board of May 23, 2007. The motion, carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

SWEARING IN OF STUDENT TRUSTEE

President Hausman announced that Richael Young will serve as Student Trustee for another one-year term.

At this time, Mr. Matthew Kaidor, ASCSM Student Senate Vice President, requested time to address the Board. He distributed a statement, "Selection of the Student Member of the Board of Trustees for the 2007-2008 Academic Year." He noted that the statement is signed by six students who are elected representatives of the Associated Students at each College and who make up the Student Trustee Selection Panel. He said that the statement attests that these students selected Alain Cousin to be the Student Trustee after interviewing the candidates. For clarification, Chancellor Galatolo asked on what date the selection was made and Mr. Kaidor replied that it was on June 8, 2007. Chancellor Galatolo noted that the Rules and Regulations specify that the election must take place by May 30; if the Panel does not elect a nominee by that date, the Chancellor shall select, by lot, the student to be seated on the Board. Director of Community/Government Relations Christensen noted that, following Mr. Cousin's selection as a Student Trustee nominee, the District discovered that he did not meet all the requirements needed to serve as Student Trustee and, after conferring with the County Counsel's Office, Mr. Cousin was deemed ineligible for the office. He had been informed about his ineligibility prior to the student vote on June 8. Mr. Kaidor asked if the selection by lot had taken place and Chancellor Galatolo responded that it had. Mr. Kaidor then asked if there was a record of this selection and Director of Community/Government Relations Barbara Christensen said that she had witnessed the selection by lot. Mr. Kaidor questioned the grounds on which Alain Cousin had been disqualified as a candidate.

Chancellor Galatolo said that this was not a point of discussion for tonight's meeting and that the formal appeals process should be used if so desired.

President Hausman administered the Oath of Office to Student Trustee Young and welcomed her on behalf of the entire Board to another term.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-6-1A)

It was moved by Trustee Miljanich and seconded by Vice President Holoher to approve the actions in Board Report No. 07-6-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 07-6-1CA Approval of Skyline College Summer 2007 Sports Medicine Camp
- 07-6-2CA Approval of Community Education Water Polo Club – Summer 2007

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

Other recommendations

APPROVAL OF COMMUNITY SERVICES CLASSES, FALL 2007 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE (07-6-1B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the Community Services classes as presented. The motion carried, all members voting "Aye."

CONTRACT AWARD TO PACIFIC DINING FOR DISTRICTWIDE FOOD SERVICES (07-6-100B)

It was moved by Student Trustee Young and seconded by Trustee Miljanich to approve the contract award to Pacific Dining. Trustee Schwarz commented that the Board Report for this item was very thorough. Trustee Mandelkern asked for an update on the departure of The School Chef. Director of Auxiliary Services Tom Bauer said that The School Chef left owing the District money. They have until June 15 to pay; if they do not pay, Director Bauer will follow up. Trustee Mandelkern noted that although the RFP allowed for different vendors for each of the Colleges, approval is sought for one vendor for the entire District. Director Bauer replied that the majority of bidders wanted to secure the contract at all three Colleges. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF ADJUSTMENT TO THE PAYMENT TO THE SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM FOR THE 2006-07 PEACE OFFICERS TRAINING ACADEMY, COLLEGE OF SAN MATEO (07-6-101B)

It was moved by Trustee Miljanich and seconded by Vice President Holoher to approve the adjustment to the payment as described in the report. Trustee Schwarz asked why there was a cost increase. Executive Vice Chancellor Keller responded that the increase is due to a rise in the cost per FTES during fiscal year 2006-07. After this discussion, the motion carried, all members voting "Aye."

DISCUSSION OF CAÑADA COLLEGE HOUSING PROPOSAL AND APPROVAL OF AGREEMENT WITH THE CITY OF REDWOOD CITY REGARDING CEQA WORK (07-6-102B)

Director of Community/Government Relations Christensen presented an update on the potential faculty/staff housing project at Cañada College. She said that at the February 24, 2007 Board of Trustees retreat, the Board

authorized the District to study the feasibility for such housing. On March 28, 2007, the Board approved a contract with Education Housing Partners to prepare a conceptual and schematic design.

The site for the housing project, currently occupied by Parking Lot 3, lies partially within the City of Redwood City and partially within the Town of Woodside. The District petitioned the Woodside Town Council for conceptual approval of de-annexation of the land, which was granted on a 6-0 vote.

Director Christensen distributed a proposed schedule of activities, a conceptual site plan, and prospective building plans including traditional, Spanish and Mediterranean styles. The Redwood City Architectural Review Committee has suggested minor changes to the site plan. Members of the committee preferred the Mediterranean style building plan. The District will issue a Request for Proposal for a developer within the next several weeks. Vice President Holober asked if the developer will be the same entity as the construction company. Director Christensen answered that they will not be the same. The developer will be responsible to hire all design professionals to design, entitle and secure appropriate permits for the project and will coordinate the construction process. A separate RFP will be issued for a general contractor to build the project.

Trustee Mandelkern noted that there is not an elevator in the plans. Director Christensen said that this is not required by the City or County. Chancellor Galatolo added that the requirements are met by having all of the first floor units built as handicapped accessible. An elevator would be very expensive to install and rents would have to be higher. Director Christensen said that should a problem occur, a current resident might be asked to move to another floor in order to provide a first floor unit as needed.

In response to Vice President Holober's question regarding a timeline, Director Christensen said that the plan calls for the project to be under construction in summer 2008, with a move in date of summer 2009.

Director Christensen said that the Agreement with the City of Redwood City that the Board is being asked to approve tonight defines the District as the CEQA Lead Agency and the City of Redwood City as the Responsible Agency.

After this report and discussion, it was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the Agreement with the City of Redwood City. The motion carried, all members voting "Aye."

APPROVAL OF CONTRACT WITH JONES & STOKES, INC. TO PREPARE THE INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR CAÑADA COLLEGE FACULTY/STAFF HOUSING (07-6-103B)

It was moved by Vice President Holober and seconded by Trustee Schwarz to approve the contract as described in the report. The motion carried, all members voting "Aye."

STUDY SESSION

ACCREDITATION SELF STUDIES PRESENTATION AND REVIEW (07-6-1C)

Vice Chancellor Jing Luan said that the final round of review of the self studies was conducted in late May 2007. The Colleges have now entered the last phase – approval of the studies and presentation to the Board. He thanked the leadership teams at the Colleges, consisting of faculty, staff and students; the writing teams; District staff; and members of the coordinating committee.

Pat Griffin, retired Vice President of Student Services at College of San Mateo, presented an "Accreditation Timeline Leading to October 2007 Visits." The Colleges began work on the self studies in early fall 2005 by creating steering committees and standards committees, attending a self study workshop, and holding kick-off meetings.

Surveys were conducted, input was sought from all College constituencies, and the committees continued to meet. First drafts were completed by May/June 2006. Second drafts, incorporating comments by College

constituencies when deemed appropriate by standards co-chairs and committees, were completed by November/December 2006. Third and final drafts were completed in spring 2007.

The self studies will be on the July 25 agenda of the Board of Trustees meeting for approval. Pending approval, the self studies will be forwarded to the Accreditation Commission in mid-August.

Copies of the timeline were distributed to the Board, and a copy is attached to the official minutes of record.

Presenters from each College discussed their self studies. The presenters from Skyline were Donna Bestock and Ray Hernandez; from College of San Mateo, Sandra Comerford and Juanita Alunan; and from Cañada College, Marilyn McBride and Alicia Aguirre. They discussed the accreditation standards, their College's compliance with the standards, and areas for significant improvement. The four standards are:

- I. Institutional Mission and Effectiveness
- II. Student Learning Programs and Services
- III. Resources
- IV. Leadership and Governance

Presenters from College of San Mateo also discussed six accreditation themes.

Copies of the presentations were provided to the Board and are attached to the official minutes of record.

Kathy Blackwood, District Chief Financial Officer, discussed Standard III: Financial Resources. She specifically addressed the District reserve policy. While the State sets a prudent level of reserves at 5%, the District's is currently set at 4%. CFO Blackwood recommends an increase to 6% and will bring this to the Board with the request for formal budget approval in September.

Trustee Miljanich asked if the impact of the reserve policy has been discussed at cabinet level. CFO Blackwood replied that it has been discussed with the District Budget Committee.

Trustee Schwarz said the concern about the post-retirement fund needs to be explored clearly. CFO Blackwood said that in the tentative budget, pre-paying funds into the retirement reserve is recommended, and the interest will help it grow.

Vice President Holoher asked how the issue of the reserve is related to the self studies. CFO Blackwood responded that there is a fiscal checklist for accreditation and financial stability is considered. President Hausman added that financial solvency cannot be separated from other issues, and that even a 6% level is low. She feels this needs more attention and discussion. Trustee Miljanich said that one of the plans for improvement is to look at alternative funding resources and she believes this is a necessary goal in order to meet student centered needs.

Vice President Holoher asked if the documents provided to the Board are the final self studies. Donna Bestock said that they are summaries, and Chancellor Galatolo said that the Board will receive copies of the formal self studies for review and comment before adoption.

Vice President Holoher noted that each College had a different response to ethics standards and suggested that there should be a District ethics policy. Donna Bestock agreed and said the District has proposed to work together to create a written code. Vice Chancellor Harry Joel said he is in the process of reviewing ethics codes from other colleges.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:50 p.m.

The Board reconvened to Open Session at 9:19 p.m.

CLOSED SESSION ACTIONS TAKEN

President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:20 p.m. in memory of Dr. Rudy Lapp.

The next meeting of the Board will be a Regular Meeting on June 27, 2007 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 27, 2007 meeting.

Richard Holober
Vice President-Clerk

BOARD REPORT 07-6-2A

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

APPROVAL OF PERSONNEL ITEMS

A. Reassignment

Cañada College

1. **Katherine Reite** Office Assistant II Counseling Services

Reassigned from a temporary 53% Office Assistant II position in the Academic Support Services Division, to a full-time, 12-month vacant position in Counseling Services, effective July 1, 2007.

College of San Mateo

2. **Fauzi Hamadeh** Accounting Technician Student Services

Promoted from Office Assistant II, effective June 18, 2007, replacing Barbara Flores who retired.

B. Changes in Staff Allocation

College of San Mateo

1. Recommend a change in staff allocation to increase one Instructional Aide II position (4C0081) from 59% of full-time, 11-months to 76% of full time, 11-months, effective June 18, 2007. To accommodate this increase, recommend deletion of one 23% 11-month Instructional Aide II position (4C0086), effective June 18, 2007.

C. Leave of Absence

Skyline College

1. **Doria Fanning** Assistant Registrar Enrollment Services

Recommend approval of extension to medical leave of absence without pay effective July 1, 2007 through December 31, 2007. Original request for January 4, 2007 through June 30, 2007 was Board approved on December 18, 2006.

2. **Shari Snitovsky Bookstaff** Instructor Science/Math/Technology

Recommend extension of an approval of a medical leave of absence without pay, effective August 22, 2007 through December 21, 2007. The original request for a medical leave for the period January 16, 2007 through May 25, 2007 was Board approved on February 28, 2007.

BOARD REPORT 07-7-2A

D. Short-Term, Non-Continuing Positions

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District Office	Facilities Planning & Operations	10	7/1/2007	6/30/2008	Custodian: Provide custodial services for a variety of projects and temporary services.
District Office	Facilities Planning & Operations	5	7/1/2007	6/30/2008	Groundskeeper: Provide grounds keeping services for a variety of projects and temporary services.
District Office	Facilities Planning & Operations	5	7/1/2007	6/30/2008	Maintenance Engineer: Provide maintenance services for a variety of projects and temporary services.
District Office	Facilities Planning & Operations	3	7/1/2007	6/30/2008	Staff Assistant: Provide clerical support as needed for special projects.
District Office	Construction Planning	1	7/1/2007	6/30/2008	Project Coordinator I: Oversee, plan, organize, and coordinate the work of contractors and consultants to plan, develop, design and construct District capital projects using a wide variety of software and technical skills..
Cañada	Business & Workforce Development	2	8/1/2007	5/31/2008	Office Assistant II: Clerical duties, including e-mails to students, composition of documents, flyers, brochures, etc. and receptionist duties.
Cañada	Business & Workforce Development	1	7/23/2007	5/23/2008	Assistant Coach: Assist coach with Women's Volleyball team. Addition to two positions previously Board approved (4/25/07).
Cañada	Business & Workforce Development	2	8/16/2007	6/30/2008	Instructional Aide II: Assist instructor with multimedia department classes offered at Sequoia High School.
Cañada	Operations/Business Services	4	7/1/2007	6/30/2008	Theatre Production Technician: Assist in all aspects of building sets for facility rental theatre productions, including sound and lighting boards.
Cañada	Operations/Business Services/Security	1	7/1/2007	6/30/2008	College Security Officer: Intermittent security coverage for vacation/sick relief and special event coverage.
Cañada	Humanities	2	7/1/2007	6/30/2008	Instructional Aide II: Direct tutoring and learning assistance for ESL and other students and develop tutoring workshops.

Cañada	Humanities	3	7/1/2007	6/30/2008	Theatre Production Technician: Assist in all aspects of building sets for instructional theatre productions, including sound and lighting boards.
Cañada	Humanities	1	7/1/2007	6/30/2008	Instructional Aide II: Assistance during auditions, rehearsals, and performances. Oversees productions, publicity for production, as well as management of box office.
Cañada	Humanities	1	7/1/2007	6/30/2008	Accompanist: Play piano to accompany Music 476 and 490, as well as Peninsula Cantare I and II.
Cañada	Humanities/Art	1	7/1/2007	6/30/2008	Instructional Aide II: Maintain photo lab enlargers and equipment and assist students with black and white photography and darkroom techniques.
Cañada	University Center & Academic Support Services	3	7/1/2007	6/30/2008	Instructional Aide I: Content-based tutoring for TRIO participants.
CSM	Business Services	3	7/1/2007	6/30/2008	Theatre Production Technician: Assist Theatre Events Manager with shows and events held in the theatre.
CSM	Math/Science/Physics	2	7/1/2007	6/30/2008	Laboratory Technician: Provide assistance to instructors and students in the science laboratories.
CSM	Physical Education/Athletics	2	7/1/2007	6/30/2008	Athletic Trainer: Assistance to full-time athletic trainer when multiple events are hosted and/or when large events are held.
CSM	Physical Education/Athletics	35	7/1/2007	6/30/2008	Assistant Coach: Assisting with coaching, recruiting, practice planning/implementation, record-keeping filming practices/games. Coaches will be assigned to support baseball, cross country, football, softball, swim, tennis, track & field, and water polo.
CSM	Student Services/CalWORKS	1	7/1/2007	6/30/2008	Program Services Coordinator: Assist with outreach and recruitment for CalWorks program; student tracking; and case management.
CSM	Student Services/Counseling	1	7/1/2007	6/30/2008	Program Services Coordinator: Outreach and recruitment, including campus tours, college fairs, presentations, supervision of student ambassadors, etc.
CSM	Technology/Community Education	3	7/1/2007	6/30/2008	Assistant Coach: Assist Head Coach with Community Education Water Polo Club and Women's Summer Basketball League.

BOARD REPORT NO. 07-6-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Martha Tilmann, Dean, Technology Division, 574-6228

**APPROVAL OF PAYMENT TO THE SOUTH BAY REGIONAL PUBLIC SAFETY
TRAINING CONSORTIUM FOR THE 2007-08 PEACE OFFICERS TRAINING
ACADEMY, COLLEGE OF SAN MATEO**

On September 11, 1996, the Board approved a Joint Powers Agreement with the South Bay Regional Public Safety Training Consortium (Board Report No. 96-9-104B) for District membership in the Consortium. The South Bay Regional Public Safety Training Consortium is an organization of local community colleges established in 1995 for the purpose of coordinating a regional approach to the offering of public safety instruction in the Bay Area. Membership in this joint powers agency currently includes the following districts: San Mateo County Community College District, Foothill-DeAnza, Fremont-Newark, Gavilan, Hartnell, San Jose-Evergreen, and West Valley-Mission.

On June 13, 2007 the Board approved a revision to the 2006-07 funding from an amount not to exceed \$263,000 to an amount not to exceed \$295,000. This increase was requested to cover a deficit caused by a rise in the cost per FTES during fiscal year 2006-07. It is now being recommended that the Board approve funding for payment to the Consortium for fiscal year 2007-08.

As a member of the consortium, College of San Mateo sponsors one of two annual sessions of the Peace Officers Standards and Testing (P.O.S.T.) certified police academy. For the 2006-2007 P.O.S.T. Academy, the College paid \$293,670.00 and received 119 FTES from the Consortium. For the 2007-2008 year, the estimated cost per FTES is \$2,467.60. Based upon this amount, the College is expected to generate a minimum of 127 FTES for the 2007-2008 year.

RECOMMENDATION

It is recommended that the Board of Trustees approve payment to the South Bay Regional Public Safety Training Consortium in the amount not to exceed \$313,385.20 for 2007-08 sponsorship of the Peace Officers Standards and Training certified police academy.

BOARD REPORT NO. 07-6-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jan Roecks, Director of General Services, 650-358-6879 &
Bob Domenici, Senior Buyer, 650-358-6728

DECLARATION OF SURPLUS PROPERTY

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

As the Capital Improvement Program progresses, the volume and variety of surplus continues to grow. The Colleges have miscellaneous equipment that is surplus to the District's needs including:

- Lab equipment from Cañada College
- Monitors, CPU's from Skyline College
- 15 passenger van from the Skyline College Athletics Department
- Monitors, printers, CPU's and math manipulative from the College of San Mateo
- Passenger van from the College of San Mateo KCSM Department
- 15 passenger van from the College of San Mateo Athletics Department

A complete listing of this equipment follows the board report. As always, the General Services Department is committed to handling this surplus in an efficient manner. The Department anticipates that local area educational institutions, non-profits, or agencies will be able to use the District's surplus equipment at the least cost to the District and the Colleges. The District is committed to handling electronic waste in a responsible manner and if we cannot sell or donate our old computers, a responsible recycler connected to the California Electronic Waste program will be contracted to recycle our surplus electronic waste.

RECOMMENDATION

The District recommends that the Board of Trustees declare the items specified on the attached list surplus to the mission of the District and the Colleges.

Surplus items

Quantity	Campus	Item Description	Total Value\$	Disposition Plan
1	Cañada	Atomic Absorption Instrument	\$40	To be donated or sold
2	Cañada	Analytical Balance Torbal	\$40	To be donated or sold
1	Cañada	Top Loading Balance	\$40	To be donated or sold
1	Cañada	Dish Washer	\$0	To be recycled
1	Cañada	Electro-Analysis App	\$30	To be donated or sold
1	Cañada	UV & Visible Spectrometer, Part	\$15	To be donated or sold
1	Cañada	Recorder for Spectrometer	\$30	To be donated or sold
2	Cañada	Spectrometer	\$0	To be recycled
1	Cañada	Triple Beam Balance	\$25	To be donated or sold
1	Cañada	Dial-O-Gram Balance	\$40	To be donated or sold
2	Skyline	Desk	\$100	To be donated or sold
2	Skyline	Filing Cabinet	\$25	To be donated or sold
1	Skyline	Computers	\$0	To be recycled
25	Skyline	Monitors	\$0	To be recycled
1	Skyline	Combination Electric Simulator	\$75	To be donated or sold
1	Skyline	15 Passenger Van GMC 2001	\$7000	To be donated or sold
39	CSM	Computers	\$0	To be recycled
2	CSM	Printers	\$0	To be recycled
25	CSM	Monitors	\$0	To be recycled
1	CSM	15 Passenger Van Ford 1984	\$3000	To be donated or sold
11	CSM	Math Manipulative	\$1500	To be donated or sold
1	KCSM	Vehicle Dodge Van 1981	\$700	To be donated or sold

BOARD REPORT NO. 07-6-5CA

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

CONTRACT RENEWAL WITH DESCALSO LITHOGRAPH, INC., 2007-08 – KCSM

In December 2003, Descalso Lithograph, Inc. was awarded a one-year printing contract for the printing of KCSM's monthly "*On Air*" membership guide with the option of four annual renewals. KSCM wishes to extend the contract with Descalso through December 31, 2007.

Through "*On Air*," KCSM is able to reach out to the District community to not only inform of programming available on both our television and radio stations, but also to educate on the mission of both KCSM and the San Mateo County Community College District. KCSM has consistently been pleased with the service and the quality provided by Descalso Lithograph, and their willingness to help refine KCSM's product for its members. Pricing remained relatively static over the past year with no significant change. During months with 30 days or less, KCSM is able to produce a guide with 40 pages that includes all programming information. In months with 31 days, a guide with 44 pages is necessary to include programming for the additional day. The actual number of guides printed per month fluctuates directly with the number of active members, currently between 27,000 and 28,000.

KSCM will be sending out bid packages in the fall of 2007 to local area printing contractors at which time a new contract will be awarded to the winning bidder, who will be presented to the Board of Trustees in December of 2007. The new contractor, once approved, will take over providing services for KSCM in January of 2008.

The District will pay Descalso Lithograph, Inc. an amount not to exceed \$37,500 during 2007, to be funded from membership revenues. This amount represents no increase from last year's contract pricing.

RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of the contract with Descalso Lithograph, Inc. to print KCSM's "*On Air*" program guide for the period of July 1, 2007 through December 31, 2007 for an amount not to exceed \$37,500.

BOARD REPORT NO. 07-6-6CA

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

**APPROVAL OF SERVICE AGREEMENT WITH TELE-DIRECT FOR
PLEDGE CALL CENTER SERVICES, 2007-08 – KCSM**

For many years, KCSM has contracted professional telecommunication services for assistance with membership pledge drives. These services have played an important role in the station's growth and fundraising efforts, as well as in the success of KCSM-TV and FM membership.

For 2007-08, KCSM is continuing its concentration on new member growth. To aid in reaching this goal, KCSM seeks approval of a continuing relationship with Tele-Direct, located in Sacramento, California. Tele-Direct has consistently provided good service, as well as continued improvement to various aspects of the quality service that they provide including automated reporting systems and improved response times. Tele-Direct has also been very flexible with special requests, such as implementing additional online archive reporting retrieval capabilities to enable KCSM to research and plan for future pledge programming. KCSM has been completely satisfied with the quality of services provided by Tele-Direct during the past fiscal year, and wishes to continue the relationship for the next fiscal year.

The District will pay Tele-Direct an amount not exceed \$80,000 during the period of July 1, 2007 through June 30, 2008, to be funded directly from membership revenues. The agreement is effective from month to month and may be terminated on 30 days advance written notice.

RECOMMENDATION

It is recommended that the Board of Trustees approve the continuation of the agreement with Tele-Direct for provision of membership acquisition and renewal services, special appeals to members, and ongoing consulting services, as detailed above, during the period July 1, 2007 through June 30, 2008 at a cost not to exceed \$80,000.

BOARD REPORT NO. 07-6-7CA

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

APPROVAL OF SERVICE AGREEMENT WITH GOODMAN MARKETING PARTNERS FOR MEMBERSHIP SERVICES, 2007-08 – KCSM

KCSM relies on a sophisticated, multi-effort direct mail strategy to raise over 35% of its annual operating budget. The direct mail campaign designed for fiscal year 2006-07 was scaled down from previous years, and for fiscal year 2007-08 expects to scale back slightly further and includes a series of four renewal notices and four lapsed mailings per year to our member base. KCSM will continue to focus more heavily on new member growth during fiscal year 2007-08 and will be utilizing the expertise of Goodman Marketing Partners in this endeavor.

During fiscal year 2006-07 Goodman Marketing Partners has helped KCSM create profound changes in the way we promote and fundraise for both TV and FM. We are now seeing returns that average 12-28% through our direct mail program (compared with 4% the previous year,) and have increased our internet renewal returns by over 20% by following their recommended marketing strategies. Additionally, Goodman Marketing created the “Steve’s Picks” campaign which gives our TV station a unique personality based on our exclusive, non-PBS programming. This marketing campaign has already won several industry awards and is creating a new recognition for our niche among Bay Area public television stations. Based on the success of this new approach during fiscal year 2006-07, KCSM would like to renew the contract with Goodman Marketing Partners for fiscal year 2007-08.

Goodman Marketing Partners will write and design all materials, administer printing, production and mailing services, and submit reports to KCSM evaluating the productivity of the program. KCSM will retain the right to review and approve the content of all mailings and the number of pieces mailed. Under the agreement, Goodman Marketing Partners will also provide ongoing consulting services. The district will pay Goodman Marketing Partners an amount not to exceed \$177,000 during fiscal year 2007-08, to be funded from membership revenues. This amount represents no significant difference in cost from fiscal year 2006-07. The agreement will be effective from July 1, 2007 through June 30, 2008 and may be terminated on 45 days’ advance written notice.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with Goodman Marketing Partners for provision of membership acquisition and renewal services, special appeals to members, and ongoing consulting services, as detailed above, during the period July 1, 2007 through June 30, 2008 at a cost not to exceed \$177,000. KCSM recommends the contract for our direct mail program be awarded to Goodman Marketing Partners in San Rafael.

BOARD REPORT NO. 07-6-8CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

**APPROVAL OF PBS MEMBERSHIP DUES AND PROGRAM SERVICE PURCHASES,
2007-08 – KCSM-TV**

For 2007-08, the Public Broadcasting Service (PBS) is again making programming available to member stations through its National Program Service Assessment. For many years, KCSM participated in PBS programming membership at the 100% level. However, due to increasing PBS membership costs and improved access to other programming options, KCSM decreased its PBS participation to 35% in 2001-02 and to 25% beginning in 2002-03. KCSM is maintaining its current level of participation at 25% for the 2007-08 fiscal year which is at the same level as the 2006-2007 fiscal year. KCSM has been acquiring high quality programming from other sources to reduce overall costs, to help the station distinguish itself from its competitors in the San Francisco Bay Area market, and to provide programs that more closely reflect the interests of the local community.

Based upon information received recently, the cost of the 25% PBS membership level for 2007-08 is estimated at \$69,000 and programming costs total approximately \$195,000. These expenses will be paid from Corporation for Public Broadcasting (CPB) grant funds and membership support.

Participation in PBS remains an important element of KCSM’s strategy and will assist the station as it continues to improve scheduling, especially in prime time. PBS membership is a significant factor to members who are providing a substantial share of KCSM’s revenue and whose support has a direct impact on the amount of CPB funds received by KCSM.

Among the programs provided by the National Program Service are:

- | | |
|--|---|
| Nova | Pioneers of Television |
| Masterpiece Theatre | Athens: Dawn of Democracy |
| The War: A Ken Burns Documentary | History Detectives |
| Mysterious Human Heart | Frontline |
| Nature | Pursuit of Excellence |
| American Experience | Great Performances |
| Magnificent Voyage of Christopher Columbus | Expose: America’s Investigative Reports |

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of Public Broadcasting Service membership dues in an amount not to exceed \$69,000 and program purchases through the PBS National Program Service in an amount not to exceed \$195,000 for 2007-08, to be funded by Corporation for Public Broadcasting grant funds and membership support.

BOARD REPORT NO. 07-6-9CA

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

**APPROVAL OF MEMBERSHIP IN PBS STATION INDEPENDENCE PROGRAM (SIP),
2007-08 – KCSM**

For many years, KCSM has maintained membership in and carried prime-time programming from the Public Broadcasting Service (PBS). In September 1999, KCSM began participating in another PBS service known as Station Independence Program (SIP). Services and programs offered through SIP are targeted directly at producing short-term and long-term improvements to participating stations' membership growth and revenue. In existence since 1975, SIP annually creates a different collection of program offerings in a variety designed to attract a diversified audience for its member stations during on-air pledge drives. The programs offered by SIP are available only to member stations.

SIP's other fundraising services include overall pledge drive support, loan/grant programs for locally-produced pledge specials, use of the PBS Inline site for new and archived information and scripts, support for program promotion and advertising, training academies, campaign coordination with larger SIP member stations across the nation, performance reporting and evaluation, and general membership support.

For 2006-07, KCSM's SIP participation has yielded more than \$1,200,000—more than a 1447% return on the station's investment in the SIP library of programs. Coupled with direct mail campaigns scheduled for 2007-08, KCSM believes that continued SIP membership will be an essential element of KCSM's ongoing strategy to increase its revenue and membership base. The cost of KCSM membership in SIP for 2007-08 is estimated at \$83,500, an increase of less than 1% over 2006-07 dues. The cost will be paid from Corporation for Public Broadcasting (CPB) grant funds and membership support.

Among the proposed selections from the SIP portfolio for 2007-08 are the following programs:

Best of Johnny Cash	Bruce Springsteen: Live in Dublin
Andre Rieu: Radio City Music Hall—Live in NY	Great Performances: We Love Ella (Tribute to Ella Fitzgerald)
Mystery: Sherlock Holmes Original	Donovan: Live in Los Angeles
The Borinquenees	My Music: 50's Pop Parade
Last of the Breed: Willie Nelson	My Music: 70's Pop Parade

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of PBS Station Independent Program membership dues in an amount not to exceed \$83,500 for 2007-08, to be funded by Corporation for Public Broadcasting grant funds and membership support.

BOARD REPORT NO. 07-6-10CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations,
358-6736

APPROVAL TO EXECUTE CELL SITE USE PERMIT WITH OMNIPPOINT COMMUNICATIONS, INC. (T-MOBILE) – SKYLINE COLLEGE

In recent years, the Board has authorized the District to execute a series of agreements with wireless communication companies for installation of communications equipment at various District sites. Recently, Omnipoint Communications, Inc. (d/b/a T-Mobile) approached the District with a request to install its equipment at Skyline College. After review of the equipment installation proposal, the District negotiated a favorable agreement with T-Mobile.

The District now seeks Board approval of a Communications Site Use Permit with Omnipoint Communications, Inc. for an initial five-year period, including renewal options for two additional five-year terms. Omnipoint Communications, Inc. will pay the District \$48,000 per year, in advance, for a total of \$240,000 during the initial term plus a one-time administrative fee of \$3,500. Payments due to the District will increase annually by 5% of the current Permit Fee in effect for the previous year or by the Bay Area Consumer Price Index, whichever is greater. Additionally, on a quarterly basis for the duration of the agreement, Omnipoint Communications, Inc. will be required to pay the actual cost of utilities it uses, plus an 8% administrative fee. The District or Omnipoint Communications, Inc. may terminate the agreement with a 30-day written notice.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with T-Mobile for the installation of wireless communications equipment at Skyline College.

BOARD REPORT NO. 07-6-11CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Rick Bennett, Executive Director, Construction Planning Department, 358-6752

CONTRACT EXTENSION FOR UNIT PRICE ACOUSTIC TREATMENTS, DISTRICTWIDE

In order to achieve cost-effective and efficient procurement of acoustic treatment projects, District administration developed a unit price bid for acoustic treatment. The Board approved award of a contract to Dudley Acoustics on May 17, 2006 (Board Report No. 06-05-9CA), for the period through May 31, 2007, in an amount not to exceed \$240,000. The contract included an option to renew for four additional one-year terms with an annual CPI adjustment. This is not an exclusive contract.

Over the past year, the contract has functioned very successfully, allowing the District to perform acoustic treatment projects in an efficient and economical manner. District staff would like this contract to be available over the coming year, to facilitate procurement of acoustic treatments for various renovation and repair projects, in a not to exceed amount of \$40,000. The proposed one-year extension of the unit-price contract would be at the 2006 bid price, adjusted for inflation based upon the current CPI.

RECOMMENDATION

It is recommended that the Board of Trustees authorize a one-year extension (through June 30, 2008) to the Dudley Acoustic contract for Unit Price Acoustic Treatment Projects – Districtwide, in an amount not to exceed \$40,000.

BOARD REPORT NO. 07-6-12CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Rick Bennett, Executive Director, Construction Planning Department, 358-6752

**CONTRACT EXTENSION FOR UNIT PRICE WINDOW TREATMENT,
DISTRICTWIDE**

In order to achieve cost-effective and efficient procurement of window treatments, District administration developed a unit price bid for window treatments. The Board approved award of a contract to Peninsulators on August 16, 2006 (Board Report No. 06-08-5CA), for the period through July 31, 2007, in an amount not to exceed \$120,000. The contract included an option to renew for four additional one-year terms with an annual CPI adjustment. This is not an exclusive contract.

Over the past year, the contract has functioned very successfully, allowing the District to perform window treatment projects in an efficient and economical manner. District staff would like this contract to be available over the coming year, to facilitate procurement of window treatments for various renovation and repair projects, in a not to exceed amount of \$200,000. The proposed one-year extension of the unit-price contract would be at the 2006 bid price, adjusted for inflation based upon the current CPI.

RECOMMENDATION

It is recommended that the Board of Trustees authorize a one-year extension (through June 30, 2008) to the Peninsulators contract for Unit Price Window Treatments – Districtwide, in an amount not to exceed \$200,000.

BOARD REPORT NO. 07-6-13CA

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: James Keller, Executive Vice Chancellor, 358-6790

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING
 MAY 31, 2007 AND ADOPTION OF RESOLUTION NO. 07-5
 AUTHORIZING BUDGET TRANSFERS FOR 2006-07**

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

The 2006-07 final budget (adopted by the Board in September 2006), mid-year changes approved by the Board in March 2007, and transfers below are summarized as follows:

	<u>2006-07</u>	<u>Transfers</u>	<u>Transfers</u>
	<u>Final Budget</u>	<u>12/31/06</u>	<u>5/31/07</u>
General Fund (Unrestricted)	\$ 103,741,016	\$122,581	\$8,965
Self-Insurance Fund	2,866,629	0	0
Debt Service Fund	9,933,018	0	0
General Fund (Restricted)	26,497,439	2,142,118	1,224,465
Capital Projects Fund	84,685,758	396,499,531	77,407,432
Bookstore Fund	7,718,716	0	0
Cafeteria Fund	133,000	0	0
Child Development Fund	991,237	4,982	64,064
Trust Fund (Financial Aid)	6,496,619	64,158	86,121
Post-Retirement Benefits	<u>2,520,000</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 245,583,432</u>	<u>\$ 398,833,370</u>	<u>\$78,791,046</u>

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

Unrestricted General Fund – Fund 1

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

1000 Academic Salaries	\$405,669
2000 Classified Salaries	43,252
3000 Employee Benefits	(54,012)

BOARD REPORT NO. 07-6-13CA

4000 Materials & Supplies	(344,120)
5000 Operating Expenses	(91,944)
6000 Capital Outlay	(10,880)
7000 Other Outgo	<u>61,000</u>
Total	\$8,965

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

8800 State Revenues	\$1,715
8900 Local Revenues	<u>7,250</u>
Total	\$8,965

The increase in expenditure and revenue budgets in the Unrestricted General Fund relates primarily to adjustments to property taxes and state revenues due to shifting FTES.

Restricted General Fund – Fund 3

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

1000 Academic Salaries	\$313,199
2000 Classified Salaries	20,291
3000 Employee Benefits	47,435
4000 Materials & Supplies	905,582
5000 Operating Expenses	146,742
6000 Capital Outlay	(364,590)
7000 Other Outgo	<u>155,806</u>
Total	\$1,224,465

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

8100 Federal Revenues	\$575,059
8600 State Revenues	178,664
8800 Local Revenues	465,990
8900 Other Sources	<u>4,752</u>
Total	\$1,224,465

Increases in the Restricted General Fund budget occurred as a result of new external programs and grants as shown on Exhibit A.

Capital Outlay Projects Fund – Fund 4

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

2000 Classified Salaries	\$4,097
4000 Materials & Supplies	4,117,292
5000 Operating Expenses	12,787,547
6000 Capital Outlay	55,003,495
7000 Other Outgo	<u>5,495,000</u>
Total	\$77,407,431

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

8600 State Revenues	\$4,143,871
8800 Local Revenues	72,998,560
8900 Other Sources	<u>265,000</u>
Total	\$77,407,431

This increase, along with the transfers in December, relates primarily to the sale of Series C (2002 Measure C general obligation bond) and Series A (2005 Measure A general obligation bond) bonds.

Child Development Fund – Fund 6

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

4000 Materials & Supplies	(64,064)
Total	\$(64,064)

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

8100 Federal Revenues	(64,064)
Total	\$(64,064)

The net decrease in expenditure and revenue budgets in the Child Development Fund relate to a reduction in contract expenditures due to the mid-year start in February of the City of Pacifica subcontract for Child Development Services, the receipt of one-time federal contract funding from the California Department of Education for instructional materials at the on-campus Child Development Centers, and a one-time receipt of an unexpected donation.

Trust Fund (Financial Aid) – Fund 7

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

7000 Other Outgo	<u>86,121</u>
Total	\$86,121

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

8900 Other Sources	<u>86,121</u>
Total	\$86,121

Budget augmentations occurred to recognize incoming transfers from CARE, EOPS, and TRIO grants within the Restricted General Fund (Fund 3). Direct payments to students from federal and state grants are shown within the Financial Aid Fund.

To close the fiscal year, a blanket budgetary transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2006-07.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2007 through May 31, 2007 and that the Board adopt Resolution No. 07-5 authorizing budgetary transfers for 2006-07, as listed and as needed for year-end closing activities.

RESOLUTION NO. 07-5

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

**RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2006-07**

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2006-07 budget as required to permit the payment of obligations of the District during the 2006-07 fiscal year.

REGULARLY PASSED AND ADOPTED this 27th day of June, 2007.

Ayes:

Noes:

Attest:

Richard Holober, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 07-6-14CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

APPROVAL OF TRUSTEES' FUND FOR PROGRAM IMPROVEMENT PROJECTS FOR CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

On September 11, 2006, the Board of Trustees approved a special appropriation for the Trustees' Fund for Program Improvement, set at the same level as in prior years, or \$50,000 (Board Report No. 06-9-101B). Additionally, \$53,370.95 was carried over to continue programs committed in prior years but not completed by June 30, 2006. The total 2006-07 allocation and 2005-06 carryover has been allocated as follows:

	06-07 Allocation	05-06 Carryover	Total Funds Available
Cañada College	\$10,227.77	\$11,670.47	\$21,898.24
College of San Mateo	22,846.23	16,718.45	39,564.68
Skyline College	<u>16,926.00</u>	<u>24,982.03</u>	<u>41,908.03</u>
Total	\$50,000.00	\$53,370.95	\$103,370.95

The total funding available for ongoing and new proposals in 2006-07 is \$103,370.95.

Attached as Exhibit A are descriptions of new proposals submitted for 2006-07 by Cañada College for \$4,868.90, College of San Mateo for \$13,571.25, and Skyline College for \$13,606.00.

RECOMMENDATION

It is recommended that the Board of Trustees approve the projects submitted by Cañada College, College of San Mateo and Skyline College, as described in the attached Exhibit A, for Trustees' Fund for Program Improvement support.

Cañada College
Trustees' Fund for Program Improvement

Project Title: Electronic Portfolio for ECE 366 Students
Project Director: Patricia Dilko
Project Amount: \$3,500

This project will support the development and implementation of an electronic portfolio with Early Childhood 366 students. Early Childhood 366 Practicum in Early Childhood Education is the required student teaching experience for all students who complete certificates and degrees.

Cañada College
Trustees' Fund for Program Improvement

Project Title: CACEE (Combined Americanization and Civics Education in English) Training for ESL Faculty
Project Director: Jennifer Castello
Project Amount: \$1368.90

The ESL Department is requesting funds for an ESL faculty training workshop. The title of the training workshop is "CACEE Training for ESL Faculty." CACEE means Combined Americanization and Civics Education in English, and this curriculum has been part of the ESL curriculum at Cañada College since 1995, as the result of a grant from the State of California, which expired in 2000. In the Fall 2007 semester, 9 of the 10 ESL classes which include CACEE curriculum will be taught by adjunct ESL faculty who have never received any training in CACEE content. The ESL Department is committed to honoring our commitment to the State of California to continue to teach this very valuable and beneficial curriculum in our ESL courses; however, ESL faculty need to be trained in order to have the necessary background knowledge to teach this content effectively to the ESL students, most of whom are very interested in and grateful for this curriculum.

College of San Mateo
Trustees' Fund for Program Improvement

Project Title: Computer Programming Resources Proposal
Project Directors: Melissa Green and Georgia Grant
Project Amount: \$3,500

The Computer and Information Science (CIS) Department at College of San Mateo is planning to incorporate simple robotics into the curriculum of the beginning course, CIS 254 Introduction to Object-Oriented Program Design. Many schools have done this with success, resulting in increasing enrollment and better student retention. Even high schools offer simple robotics, generating great enthusiasm and interest among students, including girls. Students will still complete programming assignments, but their programs will control the robots, giving instant feedback and visual reinforcement of programming concepts. In this way students will be more actively involved in the programming process. Microsoft's Robotics Group has stated that robots represent the next era of the PC and we would like to offer students an introduction to this rapidly-expanding area of computing.

If granted, the requested funds will be used to buy 14 Lego NXT MindStorms robot kits. The CIS faculty is expecting additional funding from other sources to purchase any remaining necessary supplies, such as batteries and cables for the robots.

College of San Mateo
Trustees' Fund for Program Improvement

Project Title: Preparation for Algebra: Support Material Development and Implementation
Project Directors: Cheryl Gregory and Lena Feinman
Project Amount: \$3,071.25

According to recent data, only 1.3% of College of San Mateo students who successfully complete Arithmetic Review (Math 811) persist through transfer level math courses. In an effort to improve the situation, the CSM Math Department has decided to revise the Arithmetic Review course and has created a new course, Math 802, at the pre-algebra level between Math 811 and Elementary Algebra. To make these changes more effective, the Department wants to offer a more structured supportive program in the Basic Math Lab that will enrich students' learning and will be a rich resource for remediation and review. If granted, the requested funds will be used to support the development of supplementary materials for the revised Math 811 course and the new Math 802 course.

College of San Mateo
Trustees' Fund for Program Improvement

Project Title: Podcasts for Writing in Hour-By-Arrangement Courses
Project Directors: Jon Kitamura, Joyce Heyman and Juanita Alunan
Project Amount: \$3,500

CSM's Writing Center is currently responding to the integrative learning initiative by providing support to students who are working on writing assignments both in English Composition and Literature courses as well as in classes that are part of the Writing Across the Curriculum (WAC) program. Since the WAC program is a college-wide initiative and plans to expand by adding the hour-by-arrangement to more non-English courses in the coming years, the coordinators of the Writing Center anticipate a substantial increase in the number of students who will use the Writing Center and English 800 Lab and who will depend on its resources. We are requesting funds to create four new podcast tutorials to add to the Writing Center and English 800 Lab's existing library. These tutorials will reinforce key essay composing strategies which will be applicable to students in developmental and transfer level courses, both in English classes and WAC program courses. These podcast tutorials will be accessible to students on the Writing Center and English 800 Lab websites, helping to facilitate the implementation of instruction through computer-related delivery systems.

College of San Mateo
Trustees' Fund for Program Improvement

Project Title: Job Developer for College of San Mateo Career Development Center
Project Directors: Eileen O'Brien
Project Amount: \$3,500

Currently, when students in vocational education programs seek internship assignments or job opportunities upon program completion, there are few if any resources available to them. In addition, there are limited staff resources in the Career Center for assisting individuals and groups of students (e.g., graphic design) in finding internship positions in their major area of study. Also, business partnerships are limited and sporadic due to the contact and job development time required to establish and maintain these connections. Therefore, we are requesting that funds be granted to hire a part-time job developer to develop and uncover job leads for students and to develop partnerships with the business community.

If granted the funds, we would expect to begin the hiring process in late fall with the job developer to start in the spring semester when most students look for internships and employment. We expect the job developer to work 8-10 hours per week, serve three target academic programs, make at least 50 employer contact per week, and serve two-four students per week, resulting in a 10% increase in program completion rates.

Skyline College
Trustees' Fund for Program Improvement

Project Title: Advising Related to the Transfer of Student-Athletes to Four Year Schools

Project Director: Dino Nomicos

Project Amount: \$1,355

Advising student-athletes regarding NCAA rules related to transfer is an integral piece of providing a comprehensive program. Lack of or poor advice can cost the student the ability to transfer to their college of choice or earn a scholarship. Litigation is a possibility if the student was not counseled properly. This project will provide funds to pay a faculty member to be a contact person regarding transfer rules related to academic eligibility. They will be using release time to update counselors and coaches regarding the rules and be available to meet with students individually about transfer regulations. The faculty member will be advising, not counseling, student-athletes.

Skyline College
Trustees' Fund for Program Improvement

Project Title: ASTEP Math Academy

Project Directors: Pat Deamer and Tony Jackson

Project Amount: \$3,500

The African-American Success Through Excellence and Persistence (ASTEP) program exists to assist students of all ethnicities and abilities in identifying their strengths and talents. The program encourages and supports students in their educational goals, which include transfer to a four-year college or university, earning an associate degree or a vocational certificate. Linked to the ASTEP program is the African-American Experience Learning Community (AAELC), which provides an enhanced level of institutional support. AAELC faculty shares a commitment to excellence and a passion for achieving students' success that has not been reflected in the recent data on student success. Nowhere is this disconnect more evident than in the data on student success in mathematics. Math is a subject that most students approach with apprehension. Many of our ASTEP students approach math with abject fear and trepidation. Many, as a result, avoid necessary math courses altogether.

The proposed Math Academy will improve the success rates of students enrolled in the ASTEP program courses by creating layers of support in entry and mid-level Math courses that represent traditional obstacles to college success for many students.

Skyline College
Trustees' Fund for Program Improvement

Project Title: The Development of Audio-Visual Tapes & DVD's For Use In The Physical Fitness Academy Program

Project Director: Mike Fitzgerald

Project Amount: \$1,751

This project is to create 3 different Audio-Visual Tapes and DVD's for use in the by-arrangement Fitness Academy class. The goal of the project is to increase instructor communication with all students enrolled in the by-arrangement course. Students will be able to view the lecture material that they may have missed earlier in the semester as many times as they wish. Presentations that cover the orientation to the Fitness Academy, use of the new weight equipment and safe stretching techniques will be covered in the 3 separate Audio-Visual Tapes and DVD's.

Skyline College
Trustees' Fund for Program Improvement

Project Title: Development of a New Organic Chemistry (CHEM 237-238) Laboratory Manual

Project Director: Joaquin Rivera

Project Amount: \$3,500

This project is to develop a new laboratory manual for the Organic Chemistry Laboratory for science majors course sequence (CHEM 237-238). These exercises will be designed to help students learn good laboratory technique, and develop scientific writing and communication skills. An expected outcome of the course is an increase in course completion and success, with a corresponding increase in the transfer rate of students with science majors. The purpose of a new manual is to provide clear, challenging, up-to-date, inquiry-based experiments for our students that take advantage of the new state-of-the-art facilities and equipment of our new building. The new manual will better serve our students as it will help more students complete the course.

Skyline College
Trustees' Fund for Program Improvement

Project Title: Promotion and Dissemination of Fitness Testing Program History,
Protocols and Data

Project Directors: Kevin Corsiglia and Robert Lualhati

Project Amount: \$3,500

The Fitness Testing Program has been part of the Physical Education Program at Skyline College since 1983. This innovative program (the only one like it in the community college system) has tested over 40,000 students over the past 24 years and has longitudinal data broken down by age, gender and ethnicity for various areas of fitness. The proposal will provide funding to place the history, protocols and data of this program on the web for public dissemination. It is an opportunity to spotlight the work of our faculty and provide data for research. Furthermore, it is an important public health resource as obesity becomes a greater hazard to the health of our community and nation.

BOARD REPORT NO. 07-6-15CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

**ACCEPTANCE OF EXTERNAL FUNDS FROM THE STATE OF CALIFORNIA
DEPARTMENT OF REHABILITATION AND ADOPTION OF RESOLUTION NO. 07-6
AUTHORIZING EXECUTION OF AGREEMENT**

The State Department of Rehabilitation has renewed the WorkAbility III Cooperative Program contract for Skyline College for 2007-2010. The contract awards \$426,327 to Skyline for three years for partnership in providing vocational rehabilitation services to individuals with disabilities. The College is the Cooperative Agency and is required by the terms of the agreement to provide non-Federal certified expenditures of at least 25% of the total program costs.

The State Department of Rehabilitation requires that the District present to the Department a resolution by the Board of Trustees indicating signature authority for WorkAbility III Cooperative Program agreements. To that end, the District seeks Board authorization for the Chancellor-Superintendent and the Executive Vice Chancellor, or their designees, to execute such an agreement, as well as amendments to the agreement, on behalf of Skyline College.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of external funds as described and adopt Resolution No. 07-6 authorizing the Chancellor-Superintendent and Executive Vice Chancellor, or their designees, to execute a Cooperative Program agreement, and amendments to the agreement, with the State Department of Rehabilitation for the WorkAbility III Cooperative Program at Skyline College.

RESOLUTION NO. 07-6

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

**AUTHORIZATION TO EXECUTE COOPERATIVE PROGRAM AGREEMENT BETWEEN
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND STATE OF CALIFORNIA
DEPARTMENT OF REHABILITATION**

WHEREAS, the Board of Trustees of the San Mateo County Community College District has read the proposed agreement between State of California Department of Rehabilitation and San Mateo County Community College District and said Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

NOW, THEREFORE, BE IT RESOLVED that said Board of Trustees of San Mateo County Community College District does hereby authorize the following persons:

Ron Galatolo, Chancellor-Superintendent (or his designee)
James W. Keller, Executive Vice Chancellor (or his designee)

of San Mateo County Community College District on behalf of San Mateo County Community College District to sign and execute said agreement and all amendments thereto, except to increase the financial liability of San Mateo County Community College District.

CERTIFICATION

I, the Vice President-Clerk named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Trustees of San Mateo County Community College District at a meeting of said Board regularly called and convened at which a quorum of said Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Trustees present at said meeting.

REGULARLY PASSED AND ADOPTED this 27th day of June, 2007 at 3401 CSM Drive, San Mateo, California.

Ayes

Noes

Attest: IN WITNESS WHEREOF, I have hereunto set my hand as Vice President-Clerk of San Mateo County Community College District Board of Trustees

Richard Holober

BOARD REPORT NO. 07-6-16CA

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

ADOPTION OF RESOLUTION NO. 07-7 ESTABLISHING 2007-8 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 2007-08 worksheet has been available in the Chancellor's Office since May 31, 2007, and provides the basis for approval of Resolution No. 07-7.

The appropriations limit for 2006-07 totaled \$110,774,161. The limit increased to \$143,488,732 for 2007-08 with application of the inflation factor of 1.0442 and the population FTES change factor of 1.240497, as provided by the California State Department of Finance. The increase in the FTES factor is due to the shift of FTES from 2007-08 to 2006-07, which resulted in an increase in our reported FTES. The calculated appropriations limit for 2007-08 is \$50 million higher than the appropriations subject to that limit.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 07-7 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2007-08 appropriations limit at \$143,488,732 as described in the attached Exhibit A.

RESOLUTION NO. 07-7

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 2007-08 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 2007-08 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2007-08 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 27th day of June 2007.

Ayes

Noes

Attest:

Richard Holoher, Vice President-Clerk
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2007-2008**

DISTRICT NAME: San Mateo County Community College DistrictDATE: May 31, 2007**I. 2007- 2008 APPROPRIATIONS LIMIT:**

A. 2006-2007 Appropriations Limit	<u><u>\$110,774,161</u></u>
B. Price factor: 1.0442	
C. Population factor:	
1. 2005/ 2006 Second Period Actual FTES	<u>17,231</u>
2. 2006/ 2007 Second Period Actual FTES	<u>21,375</u>
3. 2006/ 2007 Population change factor	<u>1.240497</u>
(line C.2. Divided by line C.1.)	
D. 2006-2007 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u>\$143,488,732</u>
E. Adjustments to increase limit:	
1. Transfers in of financial responsibility	
2. Temporary voter approved increases	
3. Total adjustments - decrease	<u>(-0-)</u>
SUB-TOTAL	<u>\$143,488,732</u>
F. Adjustments to decrease limit:	
1. Transfers out of financial responsibility	
2. Lapses of voter approved increases	
3. Total adjustments - decrease	<u>(-0-)</u>
G. 2007-2008 Appropriations Limit	<u><u>\$143,488,732</u></u>

II. 2007-2008 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.	\$ 24,314,016
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	621,113
C. Local Property taxes	67,113,673
D. Estimated excess Debt Service taxes	
E. Estimated Parcel taxes, Square Foot taxes, etc.	
F. Interest on proceeds of taxes	983,500
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>(-0-)</u>
H. 2007-2008 Appropriations Subject to Limit	<u><u>\$ 93,032,302</u></u>

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2007-08
(For Office use only)

			Tentative Budget 2007-08
A State Aid			414,966
	8614 Apprenticeship	***	414,966
	8617 Gains (Started from 00-01 Gains should no longer be included as State Aid ... are categorical revenue per State)		0
	8618 Basic Skill		0
	8615 Other Gen Apportionment (Partnership for Excellence)		-
	8611 General Apportionment		23,899,050
	Total		<u>24,314,016</u>
B. State Subventions			
	8698 Timber		-
	8685 Trailer Coach		-
	8684 In Lieu of Tax		-
	8672 Subvent Home		621,113
	Total		<u>621,113</u>
C. Property Tax			
	8874 Enrollment	5,062,790	4,961,534
	8811 Sec. Tax		59,360,520
	8812 Unsec Tax		4,093,153
	8813 Prior Tax		-
	8817 Tax Supplemental		3,660,000
	8810 ERAF		-
	Total		<u>67,113,673</u>
	Total tentative budget		72,696,320
D.			
E.			
F.	8860 Interest on Proceeds of Taxes	****	<u>\$ 983,500</u>

*** Total actual hour reported for 2006-07 apprenticeship that was 85,050. Estimated income
85,384 \$4.86 414966.24

**** Interest total budgeted \$868,000

Pool II	460,500		
Pool III	60,000		
Floating	83,000		
LAIF	380,000		
Trans	-		
Total	<u>983,500</u>	Total proceeds of taxes	983,500

BOARD REPORT NO. 07-6-17CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

APPROVAL OF STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM, 2007-08

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. In an attempt to minimize premium increases, the District conducts an annual search for an insurance plan that would provide features equitable with previous years' plans at a reasonable cost.

Wells Fargo Insurance Services (previously Acordia-Somerton Student Insurance) was the coverage provider for the past year and again submitted a proposal which is identical with the major features of prior plans. The plan offers combined student/athlete accidental injury coverage and catastrophic coverage with a considerably lower premium. The basic student/athlete accidental injury plan covers 100% reimbursement level for reasonable and customary charges, and a heart/circulatory benefit. Additionally, the plan provides medical expenses for an accidental injury up to a limit of \$100,000 for expenses incurred during the two years following an injury, with a limit of \$25,000 for athletic injuries. An injured student's medical expenses are covered when in excess of benefits from any personal medical insurance carried by that student. The benefits of the plan are primary, however, for students with no other medical insurance. The premium for 2007-08 is \$139,344.

The combined plan offered by Wells Fargo Insurance Services includes catastrophic coverage that the District has carried since 1989-90. The plan covers catastrophic injuries extending the benefit limits and period of coverage for athletic injuries for a premium of \$10,500. The plan provides catastrophic coverage to students other than athletes for a premium of \$3,950. The maximum lifetime benefit is \$2,000,000.

The total cost for combined programs is \$153,794 which is an 18.8% increase, due to continued changes in cost of health care and the volume of claims in 2006-07. The annual cost for the basic and catastrophic coverage is offset somewhat by health fee income and is paid from the College budgets.

RECOMMENDATION

It is recommended that the Board of Trustees approve student accidental injury insurance and catastrophic injury programs through Wells Fargo Insurance Services, as described above, for a total premium amount of \$153,794.

BOARD REPORT NO. 07-6-18CA

To: Members of the Board of Trustees
From: Ron Galatolo, Chancellor-Superintendent
Prepared by: Thomas C. Mohr, President

ACCEPTANCE OF EXTERNAL FUNDS

Cañada College has been awarded a Career Technical Education/Economic and Workforce Development Pathways Grant from the California Community Colleges Chancellor's Office. The grant begins on May 10, 2007 and runs through June 30, 2009. The amount awarded is \$250,000 for two years. The project title for this grant is "Strengthening Career Technical Education Programs."

The Cañada College Career Technical Education Grant will build career pathways for high school students interested in allied health careers such as certified nursing assistant, phlebotomist and x-ray assistant. Students can also begin to fulfill academic requirements for medical assisting, emergency medical technician, pharmacy technician, radiological, surgical, and respiratory technologist, and nursing programs that are offered in the San Mateo County Community College District.

The total healthcare workforce in the Bay Area is expected to grow 18 percent over the next decade. This project aims to streamline the time and cost of developing a skilled workforce to meet this need. The project will provide a clear career 'road map' that begins in high school and provides paths to employment, community college, and university education.

The plan for the pathway is to offer at least 12 units of college credit to be taken on the Carlmont High School and Woodside High School campuses. Courses will include a health care skills-based curriculum, career exploration, basic skills development and internship/cooperative education. The first cohort of students will begin the program in the fall of 2008. When fully implemented, approximately 40 juniors and seniors at the two high schools, and 60 community college students, will participate in the program.

RECOMMENDATION

It is recommended that the Board of Trustees approve acceptance of the external funds granted by the California Community Colleges Chancellor's Office for the Career Technical Education/Economic and Workforce Development Pathways Grant in the amount of \$250,000 from May 10, 2007 through April 30, 2009.

BOARD REPORT NO. 07-6-2B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Regina Stanback-Stroud, Vice President, Instruction, Skyline College
738-4321

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

The addition of 147 courses to, and the deletion of 17 courses from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. The addition of three Associate Degrees, one certificate of achievement, one certificate of proficiency, nine certificates of completion, one department title, and four degree/certificate deletions are also proposed.

In addition to the courses deleted, 125 courses in the fields of Administration of Justice, Automotive Technology, Computer Information Science, Computer Information Technology, Computer Information Systems, Electronics, Engineering, English, Graphics, History, Multimedia, Nursing, Philosophy, Physical Education, Reading, Social Science, Sociology, and Speech Communication 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.

Each of the proposed courses 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 following curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs be approved.

PROPOSED CURRICULAR ADDITIONS:

Cañada College

Fashion Design

- 225 Apparel Analysis
- 226 Visual Merchandising and Display
- 228 Fashion Show Production
- 230 Math for Merchandisers

Health Science

- 115 Introduction to Health Care and the Health Professions

Physical Education - Adaptive

- 362 Adaptive Lifelong Wellness

Physical Education - Fitness

- 240 Vocabulary of Exercise Physiology
- 245 Principles and Techniques of Resistance Training

College of San Mateo

Accounting

- 163 Auditing
- 164 Governmental and Nonprofit Accounting
- 165 Cost Accounting

Administration of Justice

- 185 Introduction to Forensic Science

Art

- 381 Beginning Digital Photography
- 382 Digital Photography Portfolio

Astronomy

- 125 Stars and Galaxies

Computer and Information Science

- 111 Introduction to Internet Programming
- 151 Networks and Digital Communication
- 362 Enterprise Database Management
- 492 Computer Forensics: White-Collar Crime

BOARD REPORT NO. 07-6-2B

Dental Hygiene

- 200 Introduction to Dental Hygiene
- 205 Overview of the Dental Profession
- 210 Pre-Clinical Dental Hygiene
- 211 Radiology I
- 212 Dental Sciences
- 213 Ethics, Jurisprudence and Practice Management
- 214 Oral Health Education
- 220 Clinical Dental Hygiene I
- 221 Radiology II
- 222 Oral Pathology
- 223 Periodontics I
- 224 Hand Neck Anatomy
- 225 Medical Emergencies
- 226 Local Anesthesia and Nitrous Oxide
- 230 Clinical Dental Hygiene II
- 231 Pharmacology
- 232 Dental Hygiene Materials I
- 233 Periodontics II
- 234 Community Dental Health
- 235 Patients with Special Needs
- 240 Clinical Dental Hygiene II
- 241 Comprehensive Case Presentations
- 242 Dental Hygiene Materials II
- 243 Career Opportunities for the Dental Hygienist
- 244 Community Dental Health Practicum

English

- 865 Projects in Workplace Writing

English as a Second Language

- 849 Conversation Workshop

Literature

- 220 Introduction to World Literature
- 820 Introduction to World Literature

Mathematics

- 802 Preparation for Algebra

Nursing

- 620 Bridge Course for Advanced Entry Students

Physical Education - Adapted

- 175 Adapted Evaluation

Physical Education – Aqua

- 133 Individual Swim Conditioning
- 135 Aqua Exercise

BOARD REPORT NO. 07-6-2B

Physical Education - Dance

195 Dancing without Limits

Physical Education – Fitness

195 Fitness Lab

235 Cross Training Boot Camp

Physical Education – P.E.

101 Theory of Baseball

102 Theory of Offensive Football

103 Theory of Defensive Football

104 Theory of Special Teams

135 Introduction to College and Intercollegiate Athletics

Physical Education – Team

119 Tournament Basketball for Women

Physical Education – Varsity

105 Varsity Baseball Conditioning

133 Offensive Varsity Football Lab

134 Defensive Varsity Football Lab

160 Varsity Swim

400 Women’s Varsity Polo

Physics

101 Conceptual Physics Lab

Reading

412 College-Level Individualized Reading Improvement

454 College-Level Vocabulary Improvement I

455 College-Level Vocabulary Improvement II

Skyline College

Accounting

665 Selected Topics in Accounting

Business

205 Business Ethics

248 Asian Management Systems

476 Introduction to Medical Office Management

489 Medical Coding ICD-9

491 Medical Coding CPT

499 Computerized Medical Billing and Information Management

520 North San Mateo County Leadership Forum

Career and Personal Development

139 Careers in Teaching

BOARD REPORT NO. 07-6-2B

Computer Science

- 312 Installing/Using Linux as Your PC OS
- 313 Working in a Linux Shell Environment
- 314 Managing a Linux System
- 315 Managing Linux-Based Internet Services
- 316 Managing Linux-Based Intra-net (Enterprise) Services
- 487 Advanced Network Security

Counseling

- 104 Transfer Power
- 105 Up Your Self-Esteem
- 106 Anxiety Management
- 107 Coping with Depression
- 108 Anger Management

Developmental Skills

- 825 Assistive Computer Technology

Early Childhood Education

- 273 Supporting Young Bilingual Learners

Economics

- 310 Political Economy of Asia

English for Speakers of Other Languages

- 801 Basic Conversational English
- 802 Pre-Intermediate Conversational English
- 851 High-Beginning ESL Listening and Speaking
- 852 Pre-Intermediate ESL Listening and Speaking
- 853 Intermediate ESL Listening and Speaking
- 854 High-Intermediate ESL Listening and Speaking
- 861 High-Beginning ESL Reading and Writing
- 862 Pre-Intermediate ESL Reading and Writing
- 863 Intermediate ESL Reading and Writing
- 864 High-Intermediate ESL Reading and Writing
- 871 High-Beginning ESL Grammar
- 872 Pre-Intermediate ESL Grammar
- 873 Intermediate ESL Grammar
- 874 High-Intermediate ESL Grammar
- 890 Reading and Composition Practice for ESL

Filipino

- 110 Elementary Filipino

History

- 109 Europe Since 1945
- 300 History of San Francisco
- 432 Modern Asian Civilizations
- 461 Great Cities of the World: Paris, Madrid and Istanbul

BOARD REPORT NO. 07-6-2B

- 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

Learning Skills

- 803 Supervised Peer Tutoring
- 820 Computer-Based Independent Study
- 830 The Sentence
- 831 Editing and Proofreading
- 832 Sentence Combining
- 833 Multi-Intelligent Learning Strategies for Reading and Writing

Music

- 420 Traditional Kulintang Music

Physical Education – Adaptive

- 356 Adapted Total Fitness
- 357 Physical Education for Individuals with Special Needs

Physical Education – Dance

- 163 Tango Buenos Aires
- 167 Swing Dance I
- 168 Swing Dance II
- 169 Swing Dance III

Physical Education – Fitness

- 112 Cross Training

Physical Education – Individual Sports

- 170 Golf Swing Analysis

Physical Education – P.E.

- 105 The Student-Athlete Experience

Physical Education – Team

- 190 Baseball Theory, Defense
- 191 Baseball Theory, Offense
- 192 Men's Basketball Theory, Defense
- 193 Men's Basketball Theory, Offense
- 194 Women's Basketball Theory, Defense
- 195 Women's Basketball Theory, Offense

Sociology

- 142 Filipina/o Community Issues
- 341 Asian Cultures and Societies

Telecommunications and Network Information Technology

- 312 Installing/Using Linux as Your PC OS
- 313 Working in a Linux Shell Environment
- 314 Managing a Linux System
- 315 Managing Linux-Based Internet Services

BOARD REPORT NO. 07-6-2B

- 316 Managing Linux-Based Intra-net (Enterprise) Services
- 487 Advanced Network Security

PROPOSED CURRICULAR DELETIONS:

Cañada College

Any Subject

- 699 Independent Supervised Learning Laboratory

Career and Personal Development

- 815 Adapting to the Student Role
- 840 Introduction to WorkAbility III
- 841 Vocational Evaluation and Assessment
- 845 Steps to Employment
- 846 Job Retention Strategies

Computer Information Systems

- 236 Java Programming Language

English

- 400 Composition for Non-Native Speakers

Literature

- 191 Children's Literature
- 192 Children's Literature II

College of San Mateo

None

Skyline College

English

- 195 Term Paper
- 440 Screenwriting

Library

- 105 Online Research
- 106 Online Research I: Introduction to Online Research
- 107 Online Research II: Specific Topics, Tools and Strategies
- 108 Online Research III: Developing Web-Based Annotated Bibliographies

Reading

- 862 Reading for Non-Native Speakers II

PROPOSED DEPARTMENT ADDITIONS:

Cañada College

None

College of San Mateo

None

Skyline College

Filipino (FILI)

PROPOSED DEGREE/CERTIFICATE ADDITIONS:

Cañada College

English as a Second Language

Academic Competency in English (ACE) – Certificate of Completion

Fashion Design

Fashion Design Merchandising – A.S. Degree and Certificate of Proficiency

College of San Mateo

Accounting

Accounting Assistant – Certificate of Completion

CPA Exam Preparation: Financial Accounting and Auditing – Certificate of Completion

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

Career and Life Planning

College Peer Advisor – Certificate of Completion

Dental Hygiene

Dental Hygiene – A.S. Degree

Human Services

Psychosocial Rehabilitation – Certificate of Completion

Nursing

Perioperative Nursing – Certificate of Completion (8 units)

Perioperative Nursing Preceptorship – Certificate of Completion

Skyline College

Asian Studies

Asian Studies: Language, Commerce and Culture –

A.A. Degree and Certificate of Achievement

Medical Transcriptionist

Medical Billing and Coding – Certificate of Completion

PROPOSED PROGRAM DELETIONS:

Cañada College

None

College of San Mateo

Accounting

Accounting Assistant I – Certificate of Completion

Accounting Assistant II – Certificate of Completion

Computer and Information Science

Option 2 End-User Support – A.S. Degree and Certificate of Achievement
(Computer Support Specialist)

Nursing

Perioperative Nursing – Certificate of Completion (15 units)

Skyline College

None

San Mateo County Community College District

June 27, 2007

PREPARED BY: Marilyn McBride, Vice President, Instruction
Cañada College

APPROVED BY: Jennifer Castello, Curriculum Committee Chair
Cañada College

Patricia Dilko, Academic Senate President
Cañada College

Thomas Mohr, Interim President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

FASHION DESIGN

225 APPAREL ANALYSIS (3.0) (day or evening)

Justification: Predictions are that the retail job sector in San Mateo County will continue to prosper. With this in mind, The Fashion Department Advisory Board strongly supports the development of a Fashion Merchandising Certificate program within the Fashion Design Department. Visual Merchandising and Display is an essential course within this certificate.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: Review of the processes used to determine how apparel products are designed, developed and produced. Analysis of the garment design and construction features that affect cost and quality. Concepts related to basic style features, manufacturing techniques and characteristic quality of ready-to-wear apparel in different price lines are discussed. An awareness of ethical and sustainable business practices integrated throughout.

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

226 VISUAL MERCHANDISING AND DISPLAY (3.0) (day or evening)

Justification: Predictions are that the retail job sector in San Mateo County will continue to prosper. With this in mind, The Fashion Design Department Advisory Board strongly supports the development of a Fashion Merchandising Certificate program within the Fashion Design Department. Visual Merchandising and Display is an essential course within this certificate.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: Explores the visual merchandising and display methods used within the fashion and related industries and the role each method plays in these industries. Introduces the equipment, materials and techniques used to create dynamic visual displays. Students critique and create visual displays and visual merchandising materials.

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

228 FASHION SHOW PRODUCTION (3.0) (day or evening)

Justification: Predictions are that the retail job sector in San Mateo County will continue to prosper. With this in mind, The Fashion Department Advisory Board strongly supports the development of a Fashion Merchandising Certificate program within the Fashion Design Department. Fashion Show Production is an essential course within this certificate.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: Plan, prepare and present fashion information through a variety of methods including informal and formal runway shows and written communication. Become aware of the decision making necessary to produce small and large scale fashion events. Allows students to discuss and experience all aspects of a professional fashion show: set design, lighting, music, advertising and public relations, ticket sales and seating, organization of garments and accessories, choreography, models, judging, and hospitality.

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

230 MATH FOR MERCHANDISERS (3.0) (day or evening)

Justification: Predictions are that the retail job sector in San Mateo County will continue to prosper. With this in mind, The Fashion Department Advisory Board strongly supports the development of a Fashion Merchandising Certificate program within the Fashion Design Department. Fashion Show Production is an essential course within this certificate.

Prerequisite(s): BUS. 110 or MATH 811, or appropriate score on District math placement test and other measures as appropriate..

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: Solve problems that merchandisers and buyers encounter in the real world. Learn how to calculate fundamental math operations, pre-set industry formulas, and industry relevant reporting systems. Understand how these calculations are used as the foundation for good strategic merchandise planning, evaluation and measurement.

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

HEALTH SCIENCE

115 INTRODUCTION TO HEALTH CARE AND THE HEALTH PROFESSIONS (3.0) (day or evening)

Justification: The shortage of health care workers in the U.S. is well established and well known by the general public. As a result, enrollment in pre-nursing courses has exploded and the District has been turning out more nursing-prepared students than ever. However, the availability of spaces in nursing programs has not kept pace. Consequently, there is a significant need to educate students of alternative career pathways in the health professions and health-related professions. The proposed course will support workforce development and is transferable to meeting a lower division requirement for obtaining a bachelor's degree in health science at CSU East Bay.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: This course explores the practice and politics of health care within the United States. It examines trends and opportunities within healthcare services and surveys the diversity of health professions. The course is ideally suited for students considering a career in the health professions.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - ADAPTIVE

362 ADAPTIVE LIFELONG WELLNESS (0.5-1.5) (day or evening)

Justification: This course has been successfully offered as an experimental course (ADAP 680), and it enhances the overall students' knowledge and well being by practicing what is taught in the course.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Comprehensive development of a lifetime fitness and wellness plan, emphasizing preparation for home-based and alternative community-sponsored activity programs.

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

PHYSICAL EDUCATION - FITNESS

240 VOCABULARY OF EXERCISE PHYSIOLOGY (1.0) (day or evening)

Justification: The course content is required by all fitness professionals working in the field and is part of the Fitness Professional Certificate and AA Degree.

Prerequisite(s): FITN 250 or concurrent enrollment.

Recommended Skills Level: RECOMMENDED: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: Learn the terminology used by fitness professionals to accurately describe movement, location and positions of the body. The basic vocabulary required for analyzing fitness and exercise literature is covered, including the anatomical planes of motion, axes of rotation, joint action, anatomical locations, and positions. This vocabulary will form a basis for communicating and learning about exercise.

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

245 PRINCIPLES AND TECHNIQUES OF RESISTANCE TRAINING (2.0) (day or evening)

Justification: The course content is required by all fitness professionals working in the field and is part of the Fitness Professional Certificate and AA Degree.

Prerequisite(s): FITN 250.

Recommended Skills Level: RECOMMENDED: Eligibility for READ 836, and ENGL 836 or ESL 400.

Description: Learn basic resistive training principles, acute program variables and proper spotting techniques. Includes body mechanics of various exercises stressing proper form on machines, free weights, tubes and balls. Students assess how to position clients for the exercise to get the proper anatomical positioning throughout the exercise.

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

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

ANY SUBJECT

699 INDEPENDENT SUPERVISED LEARNING LABORATORY

Justification: The State Chancellor's Office has changed its policy on allowing institutions to offer zero unit courses and claim FTES's for this type of instruction.

CAREER AND PERSONAL DEVELOPMENT

815 ADAPTING TO THE STUDENT ROLE

Justification: This course was designed for the WorkAbility III program which is no longer in existence. The course was last offered in fall of 2001 and there is no future need to offer the course.

840 INTRODUCTION TO WORKABILITY III

Justification: This course was designed for the WorkAbility III program which is no longer in existence. The course was last offered in fall of 2003 and there is no future need to offer the course.

841 VOCATIONAL EVALUATION AND ASSESSMENT

Justification: This course was designed for the WorkAbility III program which is no longer in existence. The course was last offered in spring of 2005 and there is no future need to offer the course.

845 STEPS TO EMPLOYMENT

Justification: This course was designed for the WorkAbility III program which is no longer in existence. The course was last offered in spring of 2005 and there is no future need to offer the course.

846 JOB RETENTION STRATEGIES

Justification: This course was designed for the WorkAbility III program which is no longer in existence. The course was last offered in spring of 2005 and there is no future need to offer the course.

COMPUTER INFORMATION SYSTEMS**236 JAVA PROGRAMMING LANGUAGE**

Justification: As a result of programmatic changes, this course has not been offered in a number of years and most of its content is now offered in another course.

ENGLISH**400 COMPOSITION FOR NON-NATIVE SPEAKERS**

Justification: English 400 is being replaced by English as a Second Language 400, the course designation change is being made to correspond with CSM and Skyline and to meet the UC and CSU requirements as instructed by the articulation office at Cañada.

LITERATURE**191 CHILDREN'S LITERATURE**

Justification: This course is no longer offered using the LIT. subject code name. ECE. 191, Children's Literature I, which is equivalent to LIT. 191 is offered instead.

192 CHILDREN'S LITERATURE II

Justification: This course is no longer offered using the LIT. subject code name. ECE. 192, Children's Literature II, which is equivalent to LIT. 192 is offered instead.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree, and/or Certificate of Proficiency (18 or more units), and/or Certificate of Completion (under 18 units) in the following programs:

ENGLISH AS A SECOND LANGUAGE

Academic Competency in English (ACE) Certificate of Completion (16.0 Units)

FASHION DESIGN

Fashion Design Merchandising – A.S. Degree and Certificate of Proficiency (25 Units)

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

None.

San Mateo County Community College District

June 27, 2007

PREPARED BY: Grace Sonner, Interim Vice President, Instruction,
College of San Mateo

APPROVED BY: Stacey Grasso, Committee on Instruction
College of San Mateo

APPROVED BY: Jeremy Ball, President, Academic Senate
College of San Mateo

APPROVED BY: Michael Claire, President,
College of San Mateo

PROPOSED CURRICULAR ADDITIONS--COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ACCOUNTING

163 AUDITING (3) (day or evening)

Justification: Many of our students have requested that this course be taught since it fulfills an education requirement that meets part of the 24 required units in accounting for the CPA license. Several Bay Area community colleges are offering this class. Many students would prefer to take this course at CSM because it would be more convenient and less expensive.

Prerequisite: ACTG 121.

Description: In-depth study of the philosophy, environment and practice of auditing. Topics include professional auditing standards (GAAS), ethics, legal liability and malpractice; internal controls and audit risk; audit planning, procedures, statistical tools, evidence, documentation and reports. This course will provide part, but not all, of the preparation needed for the CPA exam.

Classification: AA/AS degree; Certificate; CSU/UC transferable.

164 GOVERNMENTAL AND NONPROFIT ACCOUNTING (3) (day or evening)

Justification: Many of our students have requested that this course be taught since it fulfills an education requirement that meets part of the 24 required units in accounting for the CPA license. Several Bay Area community colleges are offering this class. Many students would prefer to take this course at CSM because it would be more convenient and less expensive.

Prerequisite: ACTG 121

Description: In-depth study of the theory and practice of accounting for government entities (local, state and Federal) and nonprofit agencies. Topics include analysis and application of

pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. This course will provide part, but not all, of the preparation needed for the CPA exam.

Classification: AA/AS degree; Certificate; CSU/UC transferable..

165 COST ACCOUNTING (3) (day or evening)

Justification: Many of our students have requested that this course be taught since it fulfills an education requirement that meets part of the 24 required units in accounting for the CPA license. Several Bay Area community colleges are offering this class. Many students would prefer to take this course at CSM because it would be more convenient and less expensive.

Prerequisite: ACTG 131.

Description: In-depth study of the theory and practice of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Special emphasis will be placed on the use of cost accounting information for decision making and the preparation, analysis and use of cost accounting information. Topics include process costing, job order costing, variable costing, direct costing, standard costing, budgeting and profit planning, activity based costing. This course will provide part, but not all, of the preparation needed for the CPA exam.

Classification: AA/AS degree; Certificate; CSU/UC transferable.

ADMINISTRATION OF JUSTICE

185 INTRODUCTION TO FORENSIC SCIENCE (3) (day or evening)

Justification: We have successfully presented this experimental course for the past two fall semesters as part of the ADMJ program. Investigative Forensic Science - crime scene investigation and processing evidence - is cutting edge law enforcement education that is usually only available through on-the-job (i.e. in-service) training. Colleges have only very recently began offering Criminal Forensic courses, and I believe CSM is one of very few in California to enter the field.

Prerequisite: None.

Recommended Preparation: Appropriate skill levels as indicated by the Math and Reading placement tests or successful completion of READ 825 and concurrent enrollment in Math 110 or 111.

Description: Course is intended for the non-science major seeking a law enforcement career but is useful to all students interested in the field of forensic science. Introductory survey in the field of criminal forensic investigation through techniques of crime scene investigation, fingerprint identification and comparison, blood spatter evidence, serology and DNA analysis, firearms and bullet identification, and trace evidence. Extra supplies may be required.

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

ART

381 BEGINNING DIGITAL PHOTOGRAPHY (3) (day or evening)

Justification: Some students enrolled in Art 365 do not have the necessary computer skills to be successful. This course will prepare them to use the Macintosh operating system and give them important computer skills. This course teaches advanced techniques for digital cameras. Students enrolled in this course will create images that can be used in Art 365.

Prerequisite: None.

Recommended Preparation: Art 350.

Description: Advanced visual perception and refinement of composition using the computer to organize and display digital photographs. Covers principles of heightened visual awareness and the creation of digital photographs linked by a theme. Teaches the Macintosh operating system; organizing, managing and backing up digital photographs. Advanced instruction in the use of digital cameras, lenses, and the creation of a digital slide show are included. Extra supplies may be required.

Classification: AA/AS degree; CSU/UC transferable.

382 DIGITAL PHOTOGRAPHY PORTFOLIO (3) (day or evening)

Justification: Currently there is no advanced digital imaging course. We do not have access to the digital media lab for more than one lab class per semester, but soon we anticipate a larger facility that will accommodate the expansion of our digital program. Art 382 Digital Photography Portfolio will be the final course of our digital imaging series. This course teaches how to create a portfolio of digital prints that are linked by theme and style.

Prerequisite: Art 366.

Description: Designed for students who have intermediate digital imaging skills. Covers advanced editing techniques, advanced RAW development, exposure and editing techniques applied to fine digital printmaking, archival printing, portfolio presentation and use of color management, and stresses development of theme and style. Portfolio is produced. A materials fee as shown the *Schedule of Classes* is payable upon registration. Extra supplies may be required.

Classification: AA/AS degree; CSU/UC transferable.

ASTRONOMY

125 STARS AND GALAXIES (3) (day or evening)

Justification: We currently have a solar system class but do not have a stars and galaxies class.

Prerequisite: None.

Description: Study the sun, other stars, Milky Way galaxy, other galaxies and their evolution, black holes, quasars, dark matter, and the foundations of cosmology. Will become familiar with the basic tenets of general relativity and its application to black holes. The concept regarding stars as the primary producers of energy in the universe as well as the chemicals necessary for life, is emphasized. Focus is on conceptual understanding of stars, galaxies, and the rudiments of cosmology.

Classification: AA/AS degree; CSU/UC transferable.

COMPUTER AND INFORMATION SCIENCE

111 INTRODUCTION TO INTERNET PROGRAMMING (3) (day or evening)

Justification: Internet programming is the most rapidly expanding area of programming in industry today. Even students who are not majoring in Computer Science still need familiarity with the internet and the World Wide Web. Currently there is no introductory- level internet programming course. Students from programs such as Multimedia need to have basic internet programming skills even if they will be Web designers. The more advanced internet programming courses are geared to Web development and have serious programming prerequisites that exclude novices. Many students have also expressed interest in the latest Web 2.0 technologies, and at present we have no introductory course that covers these topics.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848.

Description: Course provides an introduction to the World Wide Web and internet programming. Basic XHTML and CSS will be introduced, as well as client-side scripting in JavaScript using variables, functions, and objects. DHTML (Dynamic HTML programming with XHTML, CSS, JavaScript, and the DOM (Document Object Model.) Server-side scripting with ASP, JSP, Perl and PHP will be demonstrated. Web 2.0 topics, such as Ajax, blogs, mashups, podcasts, RSS feeds, Web services, and wikis will be covered.

Classification: AA/AS degree; CSU transferable.

151 NETWORKS AND DIGITAL COMMUNICATION (3) (day or evening)

Justification: This course provides the networking foundation for all subsequent courses which requiring a fundamental understanding of networks and their operations. Network concepts are a part of most areas of computing, including security, forensics and distributed programming.

Prerequisites: Completion of or concurrent enrollment in CIS 110 or equivalent.

Recommended Preparation: Eligibility for ENGL 838/848.

Description: Introduction to networking focusing on Local Area Networks. Topics include the TCP/IP suite of protocols and its relationship to the OSI reference model, network services,

network hardware and topologies, network protocol usage fundamentals, IP network addressing, current industry trends including IPv6 and an intro to network administration. Class activities include lecture, hands-on and on-line research. Prepares students for courses in advanced networking, computer forensics, broadcasting, information security, and internet programming.

Classification: AA/AS degree; CSU transferable.

362 ENTERPRISE DATABASE MANAGEMENT (4) (day or evening)

Justification: Understanding databases is an increasingly important attribute for Internet and traditional programmers. Because information is so important in most organizations, the majority of software applications today utilize a data base in some way, either storing new data, updating existing data or accessing data to answer some query. Regardless of the application area, database knowledge is an essential programming tool.

Prerequisite: CIS 254 or equivalent.

Recommended Preparation: ENGL 838 or 848 or equivalent.

Description: Introduction to database design, implementation, and management methods; database administration issues; current issues and trends. Hands-on design and development of databases using Oracle and PL/SQL.

Classification: AA/AS degree CSU transferable.

492 COMPUTER FORENSICS: White-Collar Crime (3) (day or evening)

Justification: Existing Computer Forensics courses do not cover white-collar crime in depth. Economic crime is the fastest-growing area of computer crime, and the public and private sectors are working together to combat it. Students in the computer Forensics program must have training in white-collar crime in addition to other types of computer crime in order to be adequately prepared to work in the field.

Prerequisite: CIS 489 or equivalent.

Recommended Preparation: eligibility for ENGL 838 or 848.

Description: Access to a computer with Internet capability is strongly recommended. Provides an in-depth look at white-collar with emphasis on those crimes involving computers. Types of white-collar crime include mail, wire, and bank fraud, corporate fraud, securities and fiduciary fraud; tax crimes, currency-reporting crimes, bankruptcy crimes, as well as corporate, government, environmental, and computer crimes. Relevant state and federal statutes will be introduced. Forensic software and hardware suited to the collection and preservation of digital evidence will be discussed and employed in group projects. Documentation and reporting requirements for white-collar crime will be covered.

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

DENTAL HYGIENE**200 INTRODUCTION TO DENTAL HYGIENE (3) (day or evening)**

Justification: Students wishing to apply for admission to the Dental Hygiene program need a comprehensive overview of their anticipated field of study. Individuals often seek entry into this field without a good grasp of the type of work they will actually be doing. This is a rigorous two-year program that requires substantial effort for completion through licensure. The purpose of this course is to ensure that applicants to the Dental Hygiene program are well-informed about their prospective career.

Prerequisite: None.

Description: Provides the prospective dental hygiene student with an overview of the scope and responsibility of the dental hygiene profession. There are many facets to the profession of dental hygiene and understanding the full scope is essential to making an informed decision regarding entry into the profession. Provides the prospective dental hygiene student with the ability to make that decision. Required for admission into the Dental Hygiene program.

Classification: AA/AS degree; CSU transferable.

205 OVERVIEW OF THE DENTAL PROFESSION (3) (day or evening)

Justification: This course is designed to prepare students who are about to begin their two-year study of Dental Hygiene by providing them with an overview of the dental profession.

Prerequisite: DENH 200, ENGL 100 and admission to the Dental Hygiene program.

Description: Provides the student with an overview of the profession of dentistry. Course includes the history of dentistry, the moral and ethical responsibilities of health care providers and an introduction to various aspects of health care delivery systems.

Classification: AA/AS degree; CSU transferable.

210 PRE-CLINICAL DENTAL HYGIENE (5) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 205.

Description: Introduction to the dental clinic. Presents both the theoretical basis and the clinical application of the numerous procedures performed by the dental hygienist. Includes infection control, patient management and positioning, ergonomics, data gathering and documentation, as well as an introduction to the basic dental instruments used by a dental hygienist.

Classification: AA/AS degree; CSU transferable.

211 RADIOLOGY I (3) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Perequisite: None.

Corequisite: DENH 210.

Description: Introduction to basic radiography, including the history of radiography and safety guidelines. Instruction in the operation of the X-ray equipment, infection control procedures and hazardous waste management. The student will become familiar with the types of film, exposure techniques and film processing (both manual and automatic). As the course progresses, dental anatomy and facial structure will be related to successful X-ray technique.

Classification: AA/AS degree; CSU transferable.

212 DENTAL SCIENCES (3) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: BIOL 250.

Corequisite: DENH 210.

Description: Study of dental terminology, tooth morphology and structures of the oral cavity, along with the histology and embryology of the oral tissues. Included is caries classification, and dental charting for the mouth and teeth. Emphasis will be on the aspects related to dental hygiene care. Prepares the dental hygiene student for both instrumentation and radiology. Tooth anatomy also plays a part in periodontal disease. The embryology and histology portion covers the structure, composition and function of tissue along with the gestational development of that tissue. Students will study the cells that comprise the tissue along with the intercellular fluids and substance. The development of that tissue is divided in stages and studied at each stage.

Classification: AA/AS degree; CSU transferable.

213 ETHICS, JURISPRUDENCE AND PRACTICE MANAGEMENT (2) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: SPCH 100 or SPCH 120.

Corequisite: DENH 210.

Description: Enables the dental hygiene student to apply advanced reasoning techniques to the ethics of dentistry. Provides the student with practical knowledge regarding job interviewing

skills and office practices. These two topics combined allow the student to make decisions regarding employment. Students will develop the skills needed to establish his or her own set of values and ethics and to find a professional position aligned with his or her ethics.

Classification: AA/AS degree; CSU transferable.

214 ORAL HEALTH EDUCATION (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: CA&S 310, PSYC 100 and SOCI 100.

Corequisite: DENH 210.

Description: Provides the dental hygiene student with the various techniques used in oral health education. Introduces the student to educational theory and motivation and working with individuals of diverse cultures.

Classification: AA/AS degree; CSU transferable.

220 CLINICAL DENTAL HYGIENE I (5) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 210, 211, 212, 213 and 214.

Description: Entry level practical experience for the dental hygiene student in clinic. Student is expected to schedule his/her patient, perform medical/dental assessment (including periodontal assessment), perform oral cancer exam, take x-rays and perform prophylaxis at an entry level. Proficiency evaluations will be given to each student regarding his or her technical expertise. In addition to the technical aspects of dental hygiene, the student will be evaluated on professionalism, infection control and efficiency. Student will be evaluated as an entry level operator. Over the course of this term, the dental hygiene student will be presented with more information regarding patient education and health promotion.

Classification: AA/AS degree; CSU transferable.

221 RADIOLOGY II (3) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 211.

Corequisite: DENH 220.

Description: Instruction in advanced techniques of dental radiography, with emphasis on professionalism and ethics. The quality of X-rays will be studied in the continued clinical experience. The radiographic appearance of normal and abnormal features of the oral cavity (including teeth and periodontium) will be discussed. The dental hygiene student will continue to gain experience in processing and mounting X-rays. Radiography techniques for special needs patients will be included. An in-depth discussion of digital radiography as compared with traditional methods is part of this course. Includes study of current dental trends such as photography and intra oral camera.

Classification: AA/AS degree; CSU transferable.

222 ORAL PATHOLOGY (3) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: None.

Corequisite: DENH 220

Description: Study of the commonly encountered systemic and oral diseases, including the processes of inflammation, wound healing, repair and immunological responses. Emphasis will be placed on the recognition of abnormalities. Students will gain the knowledge needed to make a reasonable differential diagnosis of any lesion, condition and disease encountered in a general practice.

Classification: AA/AS degree; CSU transferable.

223 PERIODONTICS I (2) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: BIOL 240.

Corequisite: DENH 220.

Description: Covers the normal periodontium vs. periodontal pathology. The contributory factors to periodontal disease are enumerated and explained in depth. The hygienist's role in case management is explored and defined. Decision making process for treatment is discussed.

Classification: AA/AS degree; CSU transferable.

224 HEAD AND NECK ANATOMY (2) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: BIOL 250.

Corequisite: DENH 220.

Description: A study of the gross anatomical structure and function of the head and neck. Emphasis is on the clinical recognition of these structures including the bones, nerves, muscles, vasculature and glands of the orofacial region. Course reviews basic embryology and histology. Lab experience will provide the dental hygiene student with the ability to relate this information to clinical practice.

Classification: AA/AS degree; CSU transferable.

225 MEDICAL EMERGENCIES (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: BIOL 260.

Corequisite: DENH 220.

Description: Provides the dental hygiene student with the basis in prevention and management of medical emergencies in the dental office. Introduces the dental hygiene student to the emergency protocol and equipment in the College of San Mateo Dental Hygiene Clinic. Student will be prepared to administer anesthesia and nitrous oxide / oxygen sedation in the following semester.

Classification: AA/AS degree; CSU transferable.

226 LOCAL ANESTHESIA AND NITROUS OXIDE (3) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 220, 224, 225 and BIOL 260.

Description: Provides the dental hygiene student with both the theoretical knowledge and the practical clinical skills to successfully perform the appropriate pain control measures to maintain patient safety and comfort. Course includes the prevention and management of emergencies.

Classification: AA/AS degree; CSU transferable.

230 CLINICAL DENTAL HYGIENE II (6) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 220, 221, 222, 223, 224, 225 and 226.

Description: The intermediate dental hygiene student continues to perfect his/her techniques working with patients. Topics included in Pre Clinical Dental Hygiene and Clinical Dental Hygiene I will be evaluated at a higher level. New topics include pit and fissure sealants, ultrasonic and sonic devices, using computers in the dental setting, root planing and irrigation techniques. Course includes a review of case types, selective polishing, professionalism and ethics, nutritional counseling, radiography interpretation and pain management.

Classification: AA/AS degree; CSU transferable.

231 PHARMACOLOGY (2) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: CHEM 220 or 420.

Corequisite: DENH 230.

Description: Study of the physical and chemical properties of drugs, modes of administration, therapeutic / adverse effects, and drug actions and interactions. Students will study the clinical application of the therapeutic agents used in the practice of dentistry. Both online and library references will be included and the ethics surrounding pharmacology will be emphasized.

Classification: AA/AS degree; CSU transferable.

232 DENTAL HYGIENE MATERIALS I (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: CHEM 220 or 420.

Corequisite: DENH 230.

Description: Study of the science, properties and use of materials used in dentistry. Course includes the history of dental materials, their indications and contra indications for use in dental procedures. The laboratory portion of this course provides the dental hygiene student with practical experience in the manipulation of various materials used in preventive and restorative dentistry.

Classification: AA/AS degree; CSU transferable.

233 PERIODONTICS II (2) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 223.

Corequisite: DENH 230.

Description: Provides an in depth study of periodontics for the dental hygiene student. Reinforcement in the concepts from Periodontics I. This class enumerates and explains the principles and types of periodontal surgeries and the reasons for referral to a periodontist; also introduces new technologies to the student.

Classification: AA/AS degree; CSU transferable.

234 COMMUNITY DENTAL HEALTH (3) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: None.

Corequisite: DENH 230.

Description: Introduces the student to the principles and practices of dental public health and community oral health. Topics include health care financing, cultural diversity, state, county and federal oral health agencies and programs, epidemiology of oral diseases, and techniques for evaluating dental research. Biostatistics is also included in this course. Includes field activity.

Classification: AA/AS degree; CSU transferable.

235 PATIENTS WITH SPECIAL NEEDS (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: None.

Corequisite: DENH 230.

Description: Patients with special needs resulting from disability or medication conditions require special treatment. Explores the treatment modifications of the medically compromised patient, including communication, appointment planning, environmental considerations and individualized home care. The safety precautions required for comprehensive dental hygiene care for the medically compromised patient will be presented. Communication with the family and/or caretaker is also discussed.

Classification: AA/AS degree; CSU transferable.

240 CLINICAL DENTAL HYGIENE II (7) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 230, 231, 232, 233, 234 and 235.

Description: The advanced dental hygiene student-practitioner continues to perfect his/her clinical expertise with evaluation at an even higher standard of proficiency. New topics to be introduced are: nicotine cessation, care of prosthodontic and orthodontic appliances, advanced periodontal treatment planning and advanced periodontal instrumentation (both ultrasonic and hand instruments) and the use of lasers. There is a continuous review of topics from previous dental hygiene clinical courses. Specific emphasis on nicotine cessation and referral to specialists and medical doctors. A portion of the lecture phase will be devoted to preparation for the National Board and State Board, including selection of patient.

Classification: AA/AS degree; CSU transferable.

241 COMPREHENSIVE CASE PRESENTATIONS (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: None.

Corequisite: DENH 240.

Description: Assists the dental hygiene student in the practical application of theoretical knowledge. A variety of dental hygiene cases are presented to the student. Students apply comprehensive dental knowledge and knowledge of the dental hygiene process of care to make presentations regarding these cases. The case presentation process builds dental hygiene planning skills, critical thinking skills, and confidence in the student's ability to practice dental hygiene.

Classification: AA/AS degree; CSU transferable.

242 DENTAL HYGIENE MATERIALS II (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 232.

Corequisite: DENH 240.

Description: Continuation of Dental Materials I. Impressions will be covered along with polishing and abrasion. Dental cements and temporary restorations are also discussed. Students will manipulate a number of these materials, which will provide a more thorough understanding of their properties.

Classification: AA/AS degree; CSU transferable.

243 CAREER OPPORTUNITIES FOR THE DENTAL HYGIENIST (2) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: None.

Corequisite: DENH 240.

Description: Provides the dental hygiene student with an understanding of various dental specialties through guest speakers. Emphasizes the hygienist's ability to educate the patient and understand the reasons for referral. Opportunities for the dental hygiene student to continue his/her education and the potential venues of employment are explored. Students are encouraged to begin thinking and planning for future endeavors.

Classification: AA/AS degree; CSU transferable

244 COMMUNITY DENTAL HEALTH PRACTICUM (1) (day or evening)

Justification: The American Dental Association Commission on Dental Accreditation requires specific curricular activities. This course partially fulfills those educational requirements.

Prerequisite: DENH 234.

Corequisite: DENH 240.

Description: Continuation of Community Dental Health I (DENH 234) with greater emphasis on community field activity. Practical experience in assessment, planning, implementation and evaluation of a community dental health program in a variety of community health settings.

Classification: AA/AS degree; CSU transferrable.

ENGLISH**865 PROJECTS IN WORKPLACE WRITING (1) (day or evening)**

Justification: The English department has, in the past, been asked to create short, workplace-oriented writing courses to support students in different vocational and professional programs. Rather than create a separate course for each one, which often holds up the prospective program, we propose a single course focusing on workplace writing that can be tailored on request to serve specific majors in other departments, or that could be offered as a course in general workplace writing. It should help students improve their email, reporting and correspondence skills, enabling them better to serve the needs of their profession, as well as to master any job-specific writing tasks or formats.

Prerequisite: None

Description: Introduction to skills required in workplace writing, including judging purpose and audience, writing clearly and grammatically, cultivating a professional and appropriate

tone, and mastering any writing tasks specific to particular professions. Offered in self-contained, one-unit modules. Descriptions of the specific modules offered will be printed each semester in the Schedule of Classes.

Classification: Not degree applicable; not transferable.

ENGLISH AS A SECOND LANGUAGE

849 CONVERSATION WORKSHOP (.5) (day or evening)

Justification: Students whose native language is not English need support services in listening and speaking outside of class. Regular work with instructors and instructional aides trained to teach English as a second language allows these students to focus on the aspects of spoken English that cause them the most difficulty. Because the problem areas differ from student to student, these problems are most efficiently dealt with in the lab environment, in which teachers and instructional aides help students individually. Such individualized attention makes possible the successful completion of regular course work outside the lab, as well as improved communication in other areas of students' lives, such as communication at work and with the general community.

Prerequisite: None

Description: For native speakers of languages other than English who want to improve their conversation skills. Includes individual appointments and conversation circle activities with a faculty member or instructional aide. Students identify problem areas in their conversation skills and learn to correct errors in spoken English. Areas that might receive attention are listening skills, pronunciation, word choice, and specific grammar problems, although help will be tailored to the specific needs of each student.

Classification: Not degree applicable; not transferable.

LITERATURE

220 INTRODUCTION TO WORLD LITERATURE (3) (day or evening)

Justification: Introduction to World Literature is a common core course in undergraduate literature and humanities program throughout U.S. universities. It provides students with a social, cultural, and historical context for understanding literature as a means of expression across ethnic, linguistic and temporal divides. Studying World Literature will benefit not only students studying English or Comparative Literature, but also those planning to study history, sociology and other disciplines focusing on identifying and understanding cultural roots and diversity. Students seeking an A.A./A.S. degree will also benefit from Introduction to World Literature as they will gain a firm understanding of the roots of literary traditions and criticism from across a broad spectrum of cultures, an important knowledge base for a well-rounded graduate.

Prerequisite: English 100 or equivalent with a C or higher.

Description: Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, recorded readings, and writing of critical essays.

Classification: AA/AS degree; CSU transferable.

820 INTRODUCTION TO WORLD LITERATURE (3) (day or evening)

Justification: Introduction to World Literature is a common core course in undergraduate literature and humanities program throughout U.S. universities. It provides students with a social, cultural, and historical context for understanding literature as a means of expression across ethnic, linguistic and temporal divides. Studying World Literature will benefit not only students studying English or Comparative Literature, but also those planning to study history, sociology and other disciplines focusing on identifying and understanding cultural roots and diversity. Students seeking an A.A./A.S. degree will also benefit from Introduction to World Literature as they will gain a firm understanding of the roots of literary traditions and criticism from across a broad spectrum of cultures, an important knowledge base for a well-rounded graduate.

Prerequisite: None

Description: Study of World Literature and texts (poetry, prose, drama and film) from antiquity to the present with a focus on major authors representing literary traditions world-wide. Lectures, discussions, recorded readings, and writing of critical essays.

Classification: AA/AS degree; Not transferable.

MATHEMATICS

802 PREPARATION FOR ALGEBRA (3) (day or evening)

Justification: The goal of this course is to create the bridge between Arithmetic Review (Math 811) and Elementary Algebra (Math 110, 111/112). Many students who successfully complete Math 811 are unable to pass Math 110/112. For example in 2000-2003, 747 Math 811 students passed Math 811. 290 of them enrolled in Math 110/112 and only 151 passed, a success rate of only 52%. One of the reasons for the low rate is that prealgebra materials are not covered in Math 811. As a result, former Math 811 students are not very well prepared for Elementary Algebra. Usually they cannot catch up on their own. Another group of students who are placed in Math 110/111 has relatively strong arithmetic skills but are struggling with algebra material because of the lack of knowledge in pre-algebra. They will also benefit from the Preparation for Algebra course.

Prerequisite: Satisfactory completion of Math 811 or other measures as appropriate.

Recommended Preparation: Completion of or concurrent enrollment in READ 825.

Description: Course is designed for students who have a solid foundation in arithmetic skills but need to develop pre-algebra skills before taking a first developmental algebra course. Intended to serve as a bridge between Arithmetic review and Elementary algebra. Topics

include: quick review and practice in fundamental arithmetic skills, operations involving signed numbers, variables and variable expressions, simple linear equations and their graphs, measurements, exponents, introduction to polynomials, and some practical applications.

Classification: Not degree applicable; Not transferable.

NURSING

620 BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS (1.5) (day or evening)

Justification: Students entering the nursing program at advanced entry points, new to CSM students, have difficulty adjusting to the expectations of the RN program. This course will prepare them with a variety of skills to promote success in their transition to the RN student role. Included will be evaluating existing educational skills, evaluating and applying knowledge of nursing process, implementing a specific learning plan, and demonstrating competency in adult physical assessment, in a timed Medication Dosage Calculation Test, and in oral Medication Administration. Students entering at advanced entry level are better prepared to master their current course knowledge and skills acquisition because they are competent with these prerequisite skills.

Prerequisite: None.

Description: Bridge course designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. Students for whom this course is appropriate include returning students, transfer students, LVN's, and international RN's. Course will help students adjust to CSM's RN program, develop a learning profile, help meet other students, and build a support network. Provides an opportunity for students to demonstrate competency in adult physical assessment, in a timed Medication Dosage Calculation Test and in Oral Medication Administration.

Classification: AA/AS degree; CSU transferable.

PHYSICAL EDUCATION - ADAPTED

175 ADAPTED EVALUATION (.5) (day or evening)

Justification: Students with disabilities need a place where they can exercise in a safe and appropriate environment. With the implementation of this course, students will learn their physical fitness strengths and weaknesses, how to improve their fitness levels and receive feedback based on the evaluation conducted in this assessment course.

Prerequisite: None.

Description: Course designed to assess the physical ability of students. Based on the results of the assessment, an appropriate exercise program will be determined for the student.

Classification: Not degree applicable.

PHYSICAL EDUCATION – AQUA133 INDIVIDUAL SWIM CONDITIONING (.5 or 1.) (day or evening)

Justification: Students have requested an individual swim class. Students want to practice and work out at their own pace the various swim strokes: freestyle, breast stroke, back stroke and fly. Swim is an aerobic exercise that is low impact and can be performed by a variety of ages and abilities.

Prerequisite: Must be able to swim one length without touching the bottom or side walls.

Description: Students who wish to workout and learn the basic techniques of each stroke at their own pace. Class utilizes a tailored workout that is comprised of various drills and exercises to demonstrate the value of swim fundamentals and training, making swimming easier by becoming more efficient.

Classification: AA/AS degree; CSU/UC transferable.

135 AQUA EXERCISE (.5 or 1.) (day or evening)

Justification: Students have requested an aqua exercise class. Students want to practice and work out at their own pace in the pool utilizing techniques and motions that are impossible on land. Aqua exercise is an aerobic activity that is low impact, easy to coordinate and can be performed by a variety of ages and abilities.

Prerequisite: None.

Description: Instruction includes various lifting, pushing and motion techniques and exercises to enhance the student's physical well being and comfort in the water. Exercises are designed to improve strength, flexibility and endurance.

Classification: AA./AS degree; CSU/UC transferable.

PHYSICAL EDUCATION – DANCE195 DANCING WITHOUT LIMITS (.5 or 1.) (day or evening)

Justification: This course will provide a basic introduction to appreciating, experiencing and inventing dance to a population for whom dance might be new. Music and dance are used to integrate people who are of varying physical abilities, offering a fresh appreciation of dance for participants and audiences. This new course grew out of an interest of students currently enrolled in Adaptive Physical Education classes. Dancing Without Limits will be an elective for the general College of San Mateo population and encouraged for students majoring in dance. (When an AA degree in Dance is established at College of San Mateo.)

Prerequisite: None.

Description: Dance for abled and disabled students with or without previous dance experience. Designed to give people an artistic outlet, to reassure them of their range of movement

possibilities and to bring music into their lives. Intended to nourish individual creativity in Dance by using the language of everyday bodies to express imagery and to develop choreography for performance.

Classification: AA/AS degree; CSU/UC transferable.

PHYSICAL EDUCATION – FITNESS

195 FITNESS LAB (.5-1.5) (day or evening)

Justification: The recognized need for ongoing fitness activities is addressed in this lab class allowing students to implement fitness concepts taught throughout the division.

Prerequisite: None.

Description: Weight training, flexibility, and aerobic conditioning for students who wish to develop their own program to achieve personal fitness goals. Allows the student flexibility in selecting a training schedule by offering open lab time. Student will be required to keep a daily exercise log for the semester.

Classification: AA/AS degree; CSU/UC transferable.

235 CROSS TRAINING BOOT CAMP (.5 or 1) (day or evening)

Justification: There is not a comprehensive fitness class offered here at CSM. Cross training Boot Camp will fulfill this gap and provide to the student an opportunity to target all fitness components in one class. Boot Camp has been a popular and successful fitness program in the private sector, but has not yet been offered as a permanent course here at CSM.

Prerequisite: None.

Description: Designed to incorporate various exercises including: dumbbell weights, calisthenics, whole body lifts, abdominal (core) movements, bicycle ergometer intervals, jump rope, speed drills, and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect .

Classification: AA/AS degree; CSU/UC transferable.

PHYSICAL EDUCATION – P.E.

101 THEORY OF BASEBALL (3) (day or evening)

Justification: Baseball has become a very complex game that is played by millions of people world-wide. Many community college students become baseball coaches. There is a need to prepare these students to better understand the game as players and as future coaches.

Prerequisite: None.

Description: Concepts of modern baseball are explored including: strategy, coaching techniques, history, game rules and umpiring; developmental drills, theory of strength and conditioning programs and fundamentals of coaching youth baseball. This is NOT an activity class.

Classification: AA/AS degree; CSU/UC transferable.

102 THEORY OF OFFENSIVE FOOTBALL (3) (day or evening)

Justification: Football is a very complex game that requires a detailed study to best understand the techniques, strategies, and rules. Instructors and students have requested an in depth study of offense to accompany the existing theory of special teams and defense classes which currently exist in our curriculum.

Prerequisite: None.

Description: Current concepts of offense are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's offensive strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class.

Classification: AA/AS degree; CSU/UC transferable.

103 THEORY OF DEFENSIVE FOOTBALL (3) (day or evening)

Justification: Football is a very complex game that requires a detailed study to best understand the techniques, strategies, and rules. Instructors and students have requested an in depth study of defense to accompany the existing theory of special teams and theory of offense classes which currently exist in our curriculum.

Prerequisite: None.

Description: Current concepts of defense are examined using game footage, practice, and computer assisted analysis. Concepts are examined and applied to attack opponent's defensive strategies. Strategy, techniques, game rules, development drills, strength and conditioning programs are covered. This is NOT an activity class.

Classification: AA/AS degree; CSU/UC transferable.

104 THEORY OF SPECIAL TEAMS (3) (day or evening)

Justification: Football is a very complex game that requires a detailed study to best understand the techniques, strategies, and rules. Instructors and students have requested an in depth study of special teams to accompany the existing theory of offense and defense classes which currently exist in our curriculum.

Prerequisite: None.

Description: Current concepts of special teams are examined using game footage, practices, and computer assisted analysis. Concepts are examined and applied to attack opponent's special teams strategies. Strategy, techniques, game rules, developmental drills, strength and conditioning programs are covered. This is NOT an activity class.

Classification: AA/AS degree; CSU/UC transferable.

135 INTRODUCTION TO COLLEGE AND INTERCOLLEGIATE ATHLETICS (2)
(day or evening)

Justification: Many student athletes have historically demonstrated a need to improve study skills to take notes, study, and time management. They also need an introduction to the campus and to services. Student athletes also need to be familiar with requirements regarding athletic eligibility for the community college and the NCAA, and for transfer.

Prerequisite: None.

Description: Designed for student athletes. Instruction on how to get organized; take effect notes, prepare for tests and quizzes. Provides organizational skills for a lifetime. Teaches attitude development while building self-esteem. Course can also address various college services, community college eligibility requirements, and NCAA/NAIA transfer regulations. Study skills instruction and academic planning. Extra supplies may be required. This is NOT an activity class.

Classification: AA/AS degree; CSU/UC transferable.

PHYSICAL EDUCATION – TEAM

119 TOURNAMENT BASKETBALL FOR WOMEN (.5-1.) (day or evening)

Justification: Students have requested a varsity water polo class. Students want to practice, work and compete in an intercollegiate environment in water polo. Competitive water polo programs are very common especially at high schools and as Master's aquatic programs. Water polo is an aerobic activity that is low impact and can be performed by a variety of ages and abilities.

Prerequisite: None.

Recommended Preparation: High school interscholastic basketball experience.

Description: Major concepts of basketball; defense, offense, conditioning, strategies and rules taught in tournament format. Designed for the advanced student with previous interscholastic or intercollegiate experience.

Classification: AA/AS degree; CSU/UC transferable.

PHYSICAL EDUCATION – VARSITY

105 VARSITY BASEBALL CONDITIONING (.5-1) (day or evening)

Justification: Conditioning athletes is a vital component to any successful athletic program. Athletes must be educated on the proper techniques of weight training, warming up, and endurance training. Informing students about the effects of nutrition on their performance is also needed.

Prerequisite: None

Description: A class for members of the CSM Baseball team to Condition themselves for intercollegiate baseball competition through a program of stretching, weight training and running and other fitness activities related to the physiological development of student-athletes competing in baseball.

Classification: AA/AS degree; CSU/UC transferable.

133 OFFENSIVE VARSITY FOOTBALL LAB (.5-3.) (day or evening)

Justification: Student/athletes need a structured weight training class which focuses on maintaining strength gains that athletes have gained during the off-season. This program needs to be tailored to the individual sport requirements and demands.

Prerequisite: None.

Description: Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, technique, and muscle development. Participation will increase muscle size, strength, and endurance.

Classification: AA/AS degree; CSU/UC transferable.

134 DEFENSIVE VARSITY FOOTBALL LAB (.5-3.) (day or evening)

Justification: Student/athletes need a structured weight training class which focuses on maintaining strength gains that athletes have gained during the off-season. This program needs to be tailored to the individual sport requirements and demands.

Prerequisite: None.

Description: Maintenance weight training program for in-season competition. Emphasis will be on free weights, flexibility exercises, and anaerobic training. Instruction on form, techniques, and muscle development. Participation will increase muscle size, strength, and endurance.

Classification: AA/AS degree; CSU/UC transferable.

160 VARSITY SWIM (.5-2.) (day or evening)

Justification: Student/athletes need a structured weight training class which focuses on maintaining strength gains that athletes have gained during the off-season. This program needs to be tailored to the individual sport requirements and demands.

Prerequisite: This is an intercollegiate swim class that requires extensive swimming. Must be able to swim one length without touching the bottom or side walls.

Description: Intercollegiate swim competition. Emphasizes both the conditioning and the proper technique of all strokes with emphasis on how to swim efficiently, effectively and faster

Classification: AA/AS degree; CSU/UC transferable.

400 WOMEN'S VARSITY POLO (.5-2.) (day or evening)

Justification: Students have requested a varsity water polo class. Students want to practice, work and compete in an intercollegiate environment in water polo. Competitive water polo programs are very common especially at high schools and as Master's aquatic programs. Water polo is an aerobic activity that is low impact and can be performed by a variety of ages and abilities.

Prerequisite: This is an intercollegiate water polo class that requires extensive swimming. Must be able to swim one length without touching the bottom or side walls.

Description: Intercollegiate competition in water polo for women. Daily practice and competitions as scheduled.

Classification: AA/AS degree; CSU/UC transferable.

PHYSICS

101 CONCEPTUAL PHYSICS LAB (1) (day or evening)

Justification: This laboratory course, Phys101, together Physics 100 course allows students to fulfill their science with lab requirement for general education.

Prerequisite: Math 110 or equivalent. Corequisite: concurrent enrollment or passing grade in PHYS 100 or equivalent.

Description: Students become familiar in this laboratory course with the basic laws of physics by semi-quantitative experiments.

Classification: AA/AS degree; CS/UC transferable.

READING

412 COLLEGE-LEVEL INDIVIDUALIZED READING IMPROVEMENT (.5-3) (day or evening)

Justification: Students who are reading at the college-level would like to have a self-paced, individualized course to improve reading skills such as comprehension, study-reading strategies, critical reading, and speed. The course is designed with the rigor expected for college-level credit and provides an elective transfer credit for students.

Prerequisite: None

Recommended Preparation: Eligibility for READ 400 or 405 or ENGL 100.

Description: Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using college-level reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Students may enroll any time through the twelfth week of the semester.

Classification: AA/AS degree; CSU transferable.

454 COLLEGE-LEVEL VOCABULARY IMPROVEMENT I (.5-1.5) (day or evening)

Justification: Many college-level readers want to continue to improve their vocabulary skills. This self-paced course meets that need. READ 454 is designed to be the first in a series of college-level vocabulary courses.

Prerequisite: None

Recommended Preparation: Eligibility for READ 400 or 405 or ENGL 100.

Description: A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words.

Classification: AA/AS degree; CSU transferable.

455 COLLEGE-LEVEL VOCABULARY IMPROVEMENT II (.5-1.5) (day or evening)

Justification: Many college-level readers want to continue to improve their vocabulary skills. This self-paced course meets that need. Because it is designed to be the second course in a series, the course text has more difficult words.

Prerequisite: None

Recommended Preparation: Eligibility for READ 400 or 405 or ENGL 100.

Description: Continuation of READ 454. A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words

Classification: AA/AS degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – COLLEGE OF SAN MATEO

None

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree, and/or Certificate, and/or Certificate of Completion (under 18 units) in the following programs:

ACCOUNTING

Accounting Assistant (8.5 units)

CPA Exam Preparation: Financial Accounting and Auditing (14 units)

CPA Exam Preparation: Business Environment and Regulation (13.5 units)

CAREER AND LIFE PLANNING

College Peer Advisor (5.5 units)

DENTAL HYGIENE

Associate in Science Degree, Dental Hygiene (63 units in the major area + General Education and other requirements for the Associate Degree.)

HUMAN SERVICES

Psychosocial Rehabilitation (9 units)

NURSING

Perioperative Nursing (8 units)

Perioperative Nursing Preceptorship (10 units)

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

Accounting Assistant I - Certificate of Completion (7.0 units)

Accounting Assistant II - Certificate of Completion (12.5-13.5 units)

Justification: The Accounting Department is simplifying its Certificates of Completion by creating a new Accounting Assistant Certificate of Completion.

COMPUTER AND INFORMATION SCIENCE

Option 2 End-User Support – A.S. Degree/Certificate of Achievement
(Computer Support Specialist)

Justification: The “End-User Support” option was originally designed to give the student a broad exposure to computers. There was a need for this in the 1990's. But today, the skills acquired in this option no longer lead to an employable skill.

NURSING

Perioperative Nursing – Certificate of Completion (15 units)

Justification: The Nursing Department felt it necessary to create individual Certificates of Completion, due to increased units of the courses.

San Mateo County Community College District

June 27, 2007

PREPARED BY: Regina Stanback-Stroud, Vice President, Instruction
Skyline College

APPROVED BY: Christine Roumbanis, Curriculum Committee Chair
Skyline College

Carla Campillo, Academic Senate President
Skyline College

Victoria P. Morrow, Ph.D., President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ACCOUNTING

665 SELECTED TOPICS IN ACCOUNTING (0.5 or 1.0 or 1.5 or 2.0 or 3.0) (day or evening)

Justification: Designed for current students, community members, and working professionals who are interested in acquiring skills in practical money management, financial planning, budgeting, financial literacy, software, and other related accounting topics.

Prerequisite: None.

Description: Short course used to introduce, develop or review accounting and/or financial topics related to financial planning. The course will focus on a variety of subject's such as basic accounting skills, introduction to current accounting and financial software applications, upgrades of accounting software, and other related financial planning and budgeting topics. The course may be repeated for credit dependent on topic.

Classification: AA/AS Degree; CSU transferable.

BUSINESS

205 BUSINESS ETHICS (3.0) (day or evening)

Justification: Designed for students enrolled in an Associate Degree and/or Certificate program in Accounting, Business Administration, International Trade, or Marketing, as well as for non-majors who are interested in studying business ethical issues and their impact on businesses. This course applies to elective requirements in Accounting, Business Administration, International Trade, and Marketing majors.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Description: An introduction to foundational concepts of business ethics. Students will develop values, cognitive skills in decision making, and gain competence in understanding risks and approaches related to

managing ethical issues. Topics include frameworks of business ethics, ethical decision-making process, and implementing business ethics in a global economy.

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

248 ASIAN MANAGEMENT SYSTEMS (3.0) (day or evening)

Justification: Designed for students enrolled in an AS Degree and/or Certificate program in Asia Studies, Business Administration, or International Trade, as well as for non-majors who are interested in doing business in Asia. The course provides practical guidelines for working with Asian counterparts in business. This course applies to elective requirements in Asia Studies, Business Administration, and International Trade majors.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Description: A comparative study of Asian management systems, such as organizational structures, competitive strategies, and cultural influences within Asia and the western world. Students will learn the influence of Confucianism, strategic thinking and traditions on Asian management systems, and practical guidelines for working with Asian counterparts for successful business ventures.

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

476 INTRODUCTION TO MEDICAL OFFICE MANAGEMENT (3.0) (day or evening)

Justification: Designed for students enrolled in an AS Degree and/or Certificate Program in Medical Transcription or for students interested in a Certificate in the Medical Office Assisting and Medical Billing and Coding programs. Designed for students interested in acquiring the skills necessary for an entry-level position in a health care setting.

Prerequisite: None.

Description: An introductory course designed to provide students with an overview of medical office procedures. Students will learn how to manage patients in emergency situations; receive, register and schedule patients; organize and sustain medical records; medical billing; health insurance; business operations; human resource functions; and financial management.

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

489 MEDICAL CODING ICD-9 (3.0) (day or evening)

Justification: Designed for students enrolled in a Certificate program in Medical Billing and Coding, and for students interested in a Certificate in Medical Office Assistant and Medical Transcription. This course is a requirement for the Medical Coding and Billing Certificate. There is a high demand for individuals with knowledge of medical billing and coding and of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This course is also designed for students interested in other related health careers.

Prerequisite: Completion of BUS. 485, or equivalent.

Description: A course covering ICD-9 coding, a national classification of coding that encompasses diseases, ailments, injuries and disorders for all the major and minor body systems. This course includes,

but is not limited to, hospital inpatient, outpatient and ambulatory care coding emphasizing specific and correct procedures to accurately achieve maximum reimbursement.

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

491 MEDICAL CODING CPT (3.0) (day or evening)

Justification: Designed for students enrolled in a Certificate program in Medical Billing and Coding, and for students interested in a Certificate in Medical Office Assistant and Medical Transcription. This course is a requirement for the Medical Coding and Billing Certificate. There is a high demand for individuals with knowledge of medical billing and coding and of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This course is also designed for students interested in other related health careers.

Prerequisite: Completion of, or concurrent enrollment in, BUS. 489, or equivalent.

Description: A course covering CPT coding, a national classification of coding that encompasses evaluation management, surgical, and primary care procedures performed in a medical office. This course includes, but is not limited to, hospital inpatient, outpatient, and ambulatory care coding emphasizing specific and correct procedures to accurately achieve maximum reimbursement with the coordination of ICD-9 codes.

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

499 COMPUTERIZED MEDICAL BILLING AND INFORMATION MANAGEMENT (3.0) (day or evening)

Justification: Designed for students enrolled in a Certificate program in Medical Billing and Coding, and for students interested in a Certificate in Medical Office Assistant and Medical Transcription. This course is a requirement for the Medical Coding and Billing Certificate. There is a high demand for individuals with knowledge of medical billing and coding and of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. This course is also designed for students interested in other related health careers.

Prerequisite: Completion of, or concurrent enrollment in, BUS. 491, or equivalent.

Description: An integrated, computerized approach to develop knowledge and skills for accurate processing of medical billing and information management for a medical office. Topics include: data entry, billing/collection procedures, processing patient and insurance information, scheduling appointments, processing insurance claims, report generation, and composing and editing medical documents.

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

520 NORTH SAN MATEO COUNTY LEADERSHIP FORUM (1.5) (day or evening)

Justification: This course serves the economic and civic interests of the community by cultivating the leadership pipeline available for vital organizations and services.

Prerequisite: None.

Description: A twelve-week leadership development course co-sponsored by the Chambers of Commerce in North San Mateo County, including: Brisbane, Half Moon Bay, Millbrae, Pacifica, San Bruno and

South San Francisco. The course provides students with the opportunity for interaction with experts and decision makers within the county to learn key operations of industry, government, education and community-based organizations.

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

CAREER AND PERSONAL DEVELOPMENT

139 CAREERS IN TEACHING (0.5) (day or evening)

Justification: Conversion of a popular selected topics course to an institutionalized course offering. The course provides students with in-depth information on careers in teaching.

Prerequisite: None.

Description: This course provides information regarding requirements to become an elementary or middle/high school teacher or a community college/university professor. Topics include transfer opportunities, financial aid and online resources.

Classification: AA/AS Degree, CSU transferable.

COMPUTER SCIENCE

312 INSTALLING/USING LINUX AS YOUR PC OS (1.5) (day or evening)

Justification: Conversion of a selected topics course to an institutionalized course offering. Skyline will increase its Computer Science offerings with Linux system courses.

Prerequisite: None.

Description: A first course on installing and using Linux as the operating system running on an Intel-compatible PC or workstation computer. Topics include creating installation media, installing Linux, Linux file system concepts, using the graphical desktop interface, beginning shell (command line) usage, updating the system, and configuring access to common network services. After successful completion of this course, students will be confident installing and using common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu) on a home or work PC. Also listed as TCOM 312.

Classification: AA/AS Degree; CSU transferable.

313 WORKING IN A LINUX SHELL ENVIRONMENT (1.5) (day or evening)

Justification: Conversion of a selected topics course to an institutionalized course offering. An additional course in the sequence leading toward student mastery of Linux systems.

Prerequisite: None.

Recommended Preparation: Satisfactory completion (grade of C or better) of COMP/TCOM 312, or equivalent experience using a Linux desktop system, or equivalent.

Description: A course on using the Linux shell (command line) environment. Topics include comparing the Linux graphical desktop environment and the shell environment, shell commands for file system usage, shell features for productivity and customization (history, completion, aliases, environment files), advanced shell features (regular expressions, redirection, pipelines), introduction to shell scripts and shell

commands for process management and remote system access. After successful completion of this course, students will be confident using the bash-shell environment found on common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as TCOM 313.

Classification: AA/AS Degree; CSU transferable.

314 MANAGING A LINUX SYSTEM (1.5) (day or evening)

Justification: Linux and other open-source software commands a significant presence in the computer systems marketplace. Several student groups are candidates for Linux courses: system administrators with responsibility for managing Linux systems in SOHO, SMB or enterprise environments; network administrators with responsibility for networks that include Linux workstations and/or servers; computer enthusiasts with an interest in keeping current with computer industry trends; and computer professions requiring an understanding of technology offerings in the computer industry. This course and the overall Linux curriculum at Skyline is differentiated from other educational Linux offerings by its instructor-directed, hands-on approach to learning.

Prerequisite: Satisfactory completion (grade of C or better) of COMP/TCOM 312, or equivalent experience installing or using a Linux system, or equivalent.

Description: An intermediate course on administering a Linux system. Designed for individuals who have installed Linux but who now want a hands-on exposure to key concepts, issues and capabilities for managing a Linux system. Topics include installing from alternate media sources (network installs), managing disk devices (defining partitions, creating file systems, and mounting/un-mounting file systems), creating multi-boot systems and boot loader menus, using run levels including trouble-shooting with single user mode, and maintaining system software including installing from source code and recompiling kernels. The focus of this course is on developing expertise for managing a given Linux system (as opposed to managing services provided to other systems). After successful completion of this course, students will be confident in managing a system with a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as TCOM 314.

Classification: AA/AS Degree; CSU transferable.

315 MANAGING LINUX-BASED INTERNET SERVICES (3.0) (day or evening)

Justification: Linux and other open-source software commands a significant presence in the computer systems marketplace. Several student groups are candidates for Linux courses: system administrators with responsibility for managing Linux systems in SOHO, SMB or enterprise environments; network administrators with responsibility for networks that include Linux workstations and/or servers; computer enthusiasts with an interest in keeping current with computer industry trends; and computer professions requiring an understanding of technology offerings in the computer industry. This course and the overall Linux curriculum at Skyline is differentiated from other educational Linux offerings by its instructor-directed, hands-on approach to learning.

Prerequisite: COMP/TCOM 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience using local area networks, or equivalent.

Recommended Preparation: COMP/TCOM 313 or equivalent experience using the Linux bash-shell.

Description: An intermediate course on managing Linux-based Internet services. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing public Internet services based on Linux servers. Topics include selecting server functionality during a Linux installation, configuring name services (DNS) for a

custom domain name, hosting Web pages and configuring management of Web pages, providing secure Web page connections, providing remote access, providing email services, connecting to databases for dynamic Web page hosting, and installing from packages vs. source code. This course focuses on administering Linux-based Internet servers that provide common services found on the public Internet. After successful completion of this course, students will be confident in providing Internet services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as TCOM 315.

Classification: AA/AS Degree; CSU transferable.

316 MANAGING LINUX-BASED INTRA-NET (ENTERPRISE) SERVICES (3.0)
(day or evening)

Justification: Linux and other open-source software commands a significant presence in the computer systems marketplace. Several student groups are candidates for Linux courses: system administrators with responsibility for managing Linux systems in SOHO, SMB or enterprise environments; network administrators with responsibility for networks that include Linux workstations and/or servers; computer enthusiasts with an interest in keeping current with computer industry trends; and computer professions requiring an understanding of technology offerings in the computer industry. This course and the overall Linux curriculum at Skyline is differentiated from other educational Linux offerings by its instructor-directed, hands-on approach to learning.

Prerequisite: COMP/TCOM 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience managing a local area network, or equivalent.

Recommended Preparation: COMP/TCOM 313 or equivalent experience using the Linux bash-shell.

Description: An intermediate course on managing Linux-based servers in a large company (intra-net or enterprise) environment. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing network services typically found inside a company intra-net. Topics include selecting server functionality during a Linux installation, configuring private name services (DNS), configuring dynamic IP addressing (DHCP), providing file shares with traditional Unix NFS services or cross-platform (Windows) Samba services, managing centralized log-in resources with NIS or LDAP, controlling Internet access through proxy servers, providing security with private certificate authorities, RADIUS servers and secure tunnels, and tools to help manage deployment of client systems (PXE, diskless, private repositories). This course focuses on administering Linux-based network resources found within a company or enterprise network. After successful completion of this course, students will be confident in providing intra-net services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as TCOM 316.

Classification: AA/AS Degree; CSU transferable.

487 ADVANCED NETWORK SECURITY (3.0) (day or evening)

Justification: This course increases the offerings in Networking and specifically allows the student additional opportunities to learn security, a major topic in technology.

Prerequisite: None.

Recommended Preparation: Completion of COMP/TCOM 486, or equivalent training or experience.

Description: An advanced network security course. Topics include: design and administration of content security, virtual private networks, high availability, load balancing, and other advance security topics using industry standard software. Also listed as TCOM 487.

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

COUNSELING

104 TRANSFER POWER (0.5) (day or evening)

Justification: Conversion of a popular selected topics course to an institutionalized course offering. The course provides students with in-depth transfer information.

Prerequisite: None.

Description: Learn about what it takes to transfer to any California State University, University of California, or Independent College. Find out about Guaranteed Transfer Programs, online resources, and financial aid. This course will help students discover great transfer opportunities, take the right courses, and select the best university for their individual needs.

Classification: AA/AS Degree; CSU transferable.

105 UP YOUR SELF-ESTEEM (0.5) (day or evening)

Justification: Conversion of a successful selected topics course to an institutionalized course offering.

Prerequisite: None.

Description: Examination of basic tenets of self esteem focusing on factors of values, cognition, and life events that shape ones' self-esteem.

Classification: AA/AS Degree; CSU transferable.

106 ANXIETY MANAGEMENT (0.5) (day or evening)

Justification: Conversion of a successful selected topics course to an institutionalized course offering.

Prerequisite: None.

Description: Examination of the physiological, emotional and mental components of anxiety. The long-term effects of anxiety on one's physical health will be explored.

Classification: AA/AS Degree; CSU transferable.

107 COPING WITH DEPRESSION (0.5) (day or evening)

Justification: Conversion of a successful selected topics course to an institutionalized course offering.

Prerequisite: None.

Description: Medical, biological and social factors contributing to depression are explored. Scope of treatment options from self-help to medication are examined.

Classification: AA/AS Degree; CSU transferable.

108 ANGER MANAGEMENT (0.5) (day or evening)

Justification: Conversion of a successful selected topics course to an institutionalized course offering.

Prerequisite: None.

Description: Examination of anger management techniques designed to develop specific skills in controlling this emotion. The long-term effects of anger on one's physical and emotional health will be explored.

Classification: AA/AS Degree; CSU transferable.

DEVELOPMENTAL SKILLS

825 ASSISTIVE COMPUTER TECHNOLOGY (1.0) (day or evening)

Justification: When students with disabilities are given access to various computer-based assistive technology applications in an educational setting, the "playing field" is leveled. In order for students to benefit from using assistive technology, they require instruction in how to use the various applications and how to apply these tools to their coursework from degree applicable courses.

Prerequisite: None.

Description: Designed primarily for students with disabilities, this course provides training in the use of computer-based assistive technology that supports students' learning styles and/or physical needs. Students will use the assistive technology as a tool to complete assignments from concurrent subject area classes. No previous computer experience is required (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

EARLY CHILDHOOD EDUCATION

273 SUPPORTING YOUNG BILINGUAL LEARNERS (1.0) (day or evening)

Justification: This course will add an elective to the ECE department and meets specific area requirement E4 – Ethnic and Cultural Diversity for the Associate Degree. Additionally, this course responds directly to community needs around best practices related to service delivery in diverse early childhood classrooms.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ECE./PSYC 201 and ECE. 211, or equivalent.

Description: Focus on practical and research-based strategies for supporting dual language learners in developing a strong literacy base in both English and their home languages. Students will learn about evidence-based strategies that can enhance children's sense of identity and self-esteem; factors shown through research to influence the quality of children's learning experiences and therefore their future academic success.

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

ECONOMICS

310 POLITICAL ECONOMY OF ASIA (3.0) (day or evening)

Justification: Designed for students enrolled in an AA Degree program in Asian Studies and International Studies, as well as non-majors who are interested in the politics and economics of Asian countries. The

course will provide students with the historical, political and economic knowledge needed to understand the political economy of Asia. The course will be required for the Asian Studies major and is an elective for the International Studies major.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent.

Description: A comparative study of the political economy of Asian countries, including political systems, economic growth, distribution of income, and international diplomatic and economic relationships. Students will learn the impact of European and U.S. colonialism, post-colonial political and economic developments, including market reforms in socialist countries to understand both development in relations among Asian nations and their relationship to the U.S. economy and foreign policy.

Classification: AA/AS Degree; CSU transferable.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

801 BASIC CONVERSATIONAL ENGLISH (2.0) (day or evening)

Justification: Designed for students who wish to attend a college-level course offering depth and breadth of quality instruction in spoken English but who desire a less academic focus than the standard ESOL offerings. No such course exists at present, and demand for such a course has been brought to Skyline's attention by community organizations.

Prerequisite: None.

Recommended Preparation: Eligibility for ESOL 810, or equivalent.

Description: A practical course in the English language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken English with sufficient grammar to give flexibility to the spoken language. Introduction to American culture. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

802 PRE-INTERMEDIATE CONVERSATIONAL ENGLISH (2.0) (day or evening)

Justification: Designed for students who wish to attend a college-level course offering depth and breadth of quality instruction in spoken English but who desire a less academic focus than the standard ESOL offerings. This course builds on the skills taught in ESOL 801. No such course exists, yet the demand for it has been brought to Skyline's attention by community organizations.

Prerequisite: None.

Recommended Preparation: Eligibility for ESOL 820, or equivalent.

Description: A practical course in the English language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech in standard spoken English with sufficient grammar to give flexibility to the spoken language. Continued analysis and exposure to American culture. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

851 HIGH-BEGINNING ESL LISTENING AND SPEAKING (3.0) (day or evening)

Justification: ESOL 810 classes have experienced decreasing enrollment in the past two years. While the reason for this is not known, it may be due at least in part to format and scheduling; while "traditional" students can usually make the time commitment of Skyline's intensive all-skills courses, many working parents and other non-traditional students are unable to attend. This new course format will be three hours (two days) per week and will have a focus on only listening and speaking; therefore, students who are unable to attend the nine hours/week, all-skills course will have more flexibility in scheduling and skill choice. This course is the first in a series of four listening and speaking courses that will extend through the four levels of the ESOL program and provide a pathway into existing course ESOL 855 – Accent Reduction. Each of these courses will focus specifically on listening comprehension, vocabulary acquisition, conversational strategies, pronunciation, and U.S. culture as it relates to listening and speaking.

Prerequisite: None.

Recommended Preparation: Appropriate skill level of ESOL 810, or 811, as indicated by ESL placement test and other measures as necessary.

Description: Development of listening comprehension and oral proficiency of standard spoken English at the high-beginning level. Listening focuses on comprehension of verbal instructions, vocabulary in context, and ideas in sentences, monologues, and dialogues. Speaking focuses on clear pronunciation of common words and phrases and development of fluency in conversation. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

852 PRE-INTERMEDIATE ESL LISTENING AND SPEAKING (3.0) (day or evening)

Justification: ESOL 820 classes have experienced decreasing enrollment in the past two years. While the reason for this is not known, it may be due at least in part to format and scheduling; while "traditional" students can usually make the time commitment of Skyline's intensive all-skills courses, many working parents and other non-traditional students are unable to attend. This new course format will be three hours (two days) per week and will have a focus on only listening and speaking; therefore, students who are unable to attend the nine hours/week, all-skills course will have more flexibility in scheduling and skill choice. This course is the second in a series of four listening and speaking courses that will extend through the four levels of the ESOL program and provide a pathway into existing course ESOL 855 – Accent Reduction. Each of these courses will focus specifically on listening comprehension, vocabulary acquisition, conversational strategies, pronunciation, and U.S. culture as it relates to listening and speaking.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 810, or both ESOL 811 and 812, or ESOL 851, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 862 and ESOL 872.

Description: Development of listening comprehension and oral proficiency of standard spoken English at the pre-intermediate level. Listening focuses on comprehension of modified spoken English, vocabulary in context, and ideas in monologues and discussions. Speaking focuses on clear pronunciation of common words and phrases, continued development of fluency in conversation, and proficiency in initiating, sustaining, and ending oral communication in a variety of contexts. ESOL 852, when taken with ESOL 862 and ESOL 872, is equivalent to ESOL 820. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

853 INTERMEDIATE ESL LISTENING AND SPEAKING (3.0) (day or evening)

Justification: ESOL evening course enrollment has shown a downward enrollment and retention trend, and it is possible that the format of the courses themselves (9-hour integrated skills courses split into halves with a lab requirement) is proving untenable to the students who take them. Day and evening students alike also report a need for listening and speaking instruction. This new course format will be three hours (two days) per week, and will have a focus of only listening & speaking; therefore, students who are not getting their needs met through an all-skills course will have more flexibility in scheduling and skill choice. This course will be the third in a series of four listening and speaking courses that will extend through the four levels of the ESOL program and provide a pathway into the existing course of ESOL 855 – Accent Reduction. Each of these courses will focus specifically on listening comprehension, vocabulary acquisition, conversational strategies, pronunciation, and U.S. culture as it relates to listening and speaking.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 820, or both ESOL 821 and 822, or ESOL 852, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 863 and ESOL 873.

Description: Development of listening comprehension and oral proficiency of standard spoken English at the intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English using information from media, discussion, and academic contexts. Speaking focuses on English fluency, proficiency, and strategies for discussion and personal interaction. ESOL 853, when taken with ESOL 863 and ESOL 873, is equivalent to ESOL 830. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

854 HIGH-INTERMEDIATE ESL LISTENING AND SPEAKING (3.0) (day or evening)

Justification: ESOL evening course enrollment has shown a downward enrollment and retention trend, and it is likely that the format of the courses themselves (integrated skills split into halves with a lab requirement) is proving untenable to the students who take them. Day and evening students alike also report a need for listening and speaking instruction. This new course format will be three hours (two days) per week, and it will have a focus of only listening & speaking; therefore, students who are not getting their needs met through an all-skills course will have more flexibility in scheduling and skill choice. This course will be the fourth in a series of four listening and speaking courses that will extend through the four levels of the ESOL program and provide a pathway into the existing course of ESOL 855 – Accent Reduction. Each of these courses will focus specifically on listening comprehension, vocabulary acquisition, conversational strategies, pronunciation, and U.S. culture as it relates to listening and speaking.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 853, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 864 and ESOL 874.

Description: Development of listening comprehension and oral proficiency of standard spoken English at the high-intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English in academic situations, media, and discussion. Speaking focuses on fluency of English speech,

proficiency in clarifying and restating, and strategies for facilitating discussion. ESOL 854, when taken with ESOL 864 and ESOL 874, is equivalent to ESOL 840. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

861 HIGH-BEGINNING ESL READING AND WRITING (4.0) (day or evening)

Justification: ESOL 810 classes have experienced decreasing enrollment in the past two years. While the reason for this is not known, it may be due at least in part to format and scheduling; while "traditional" students can usually make the time commitment of Skyline's intensive all-skills courses, many working parents and other non-traditional students are unable to attend. This new course format will be four hours (two days) per week and will have a sole focus on reading and writing; therefore, students who are unable to attend the nine hours/week, all-skills course will have more flexibility in scheduling and skill choice. This course is the first in a series of four reading and writing courses that will extend through the four levels of the ESOL program. Each of these courses will focus specifically on the acquisition of language, which encompasses reading comprehension, vocabulary acquisition, sentence focus, short paragraph writing, and U.S. culture.

Prerequisite: None.

Recommended Preparation: Appropriate skill level of ESOL 810, or 811, as indicated by ESL placement test and other measures as necessary.

Description: Development of reading and writing skills at the high-beginning level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and sentence and short paragraph writing. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

862 PRE-INTERMEDIATE ESL READING AND WRITING (4.0) (day or evening)

Justification: ESOL 820 classes have experienced decreasing enrollment in the past two years. While the reason for this is not known, it may be due at least in part to format and scheduling; while "traditional" students can usually make the time commitment of Skyline's intensive all-skills courses, many working parents and other non-traditional students are unable to attend. This new course format will be four hours (two days) per week and will have a focus on only reading and writing; therefore, students who are unable to attend the nine hours/week, all-skills course will have more flexibility in scheduling and skill choice. This course is the second in a series of four reading and writing courses that will extend through the four levels of the ESOL program. Each of these courses will focus specifically on reading strategies, fluency, vocabulary, comprehension, short paragraph writing, and U.S. culture as it relates to reading and writing.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 810, or both ESOL 811 and 812, or ESOL 861, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to complete or enroll concurrently in ESOL 852 and ESOL 872.

Description: Development of reading and writing skills at the pre-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and short paragraph writing. ESOL 862, when taken with ESOL 852 and ESOL 872, is equivalent to ESOL 820. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

863 INTERMEDIATE ESL READING AND WRITING (4.0) (day or evening)

Justification: In response to unsteady enrollment and a large number of students with limited time commitments, the ESOL department would like to offer alternatives to the existing 9-hour/week intensive ESL offering. This course is the third in a series of leveled reading and writing courses for ESL students. Its reading and writing component complements the offering in the integrated skills course ESOL 830, but its format is shorter due to its focus solely on reading and writing. This course can be taken with its parallel level courses, ESOL 853 and ESOL 873, or it can be taken as a supplement for any student at the intermediate level or higher who can benefit from reading and writing review. This new course format will be four hours (two days) per week; therefore, students will have more flexibility in scheduling and skill choice.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 820, or both ESOL 821 and 822, or ESOL 862, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 853 and ESOL 873.

Description: Development of reading and writing skills at the intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, and paragraph writing. ESOL 863, when taken with ESOL 853 and ESOL 873, is equivalent to ESOL 830. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

864 HIGH-INTERMEDIATE ESL READING AND WRITING (4.0) (day or evening)

Justification: In response to unsteady enrollment and a large number of students with limited time commitments, the ESOL department would like to offer alternatives to the existing 9-hour/week intensive ESL offering. This course is the fourth in a series of leveled reading and writing courses for ESL students. Its reading and writing component complements the offering in the integrated skills course ESOL 840, but its format is shorter due to its focus solely on reading and writing. This course can be taken with its parallel level courses, ESOL 854 and ESOL 874, or it can be taken as a supplement for any student at the high-intermediate level or higher who can benefit from reading and writing review. This new course format will be four hours (two days) per week; therefore, students will have more flexibility in scheduling and skill choice.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 863, or appropriate skill level as indicated by ESL placement test and other measures as necessary. Students are strongly advised to enroll concurrently in ESOL 854 and ESOL 874.

Description: Development of reading and writing skills at the high-intermediate level of English acquisition. Reading strategies, fluency, vocabulary, comprehension, paragraph and essay writing. ESOL 864, when taken with ESOL 854 and ESOL 874, is equivalent to ESOL 840. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

871 HIGH-BEGINNING ESL GRAMMAR (3.0) (day or evening)

Justification: Both students and faculty in Skyline's ESOL department recognize a need for greater grammar focus to enable students to become more proficient in English. The only existing grammar offering was a non-leveled course, ESOL 875 – English Grammar for Speakers of Other Languages. The absence of a floor or ceiling for ESOL 875 results in a mid-level course that cannot attend to the complex needs of students at every level. Therefore, putting a floor of ESOL 400 eligibility on ESOL 875 and creating leveled courses below it (874, 873, 872 and 871 respectively) will better serve students at various levels of English proficiency.

Prerequisite: None.

Recommended Preparation: Appropriate skill level as indicated by ESL placement test and other measures as necessary.

Description: Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-beginning level. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

872 PRE-INTERMEDIATE ESL GRAMMAR (3.0) (day or evening)

Justification: Both students and faculty in Skyline's ESOL department recognize a need for greater grammar focus to enable students to become more proficient in English. The only existing grammar offering was a non-leveled course, ESOL 875 – English Grammar for Speakers of Other Languages. The absence of a floor or ceiling for ESOL 875 results in a mid-level course that cannot attend to the complex needs of students at every level. Therefore, putting a floor of ESOL 400 eligibility on ESOL 875 and creating leveled courses below it (874, 873, 872 and 871 respectively) will better serve students at various levels of English proficiency.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 810, or both ESOL 811 and 812, or ESOL 871, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.

Description: Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the pre-intermediate level. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

873 INTERMEDIATE ESL GRAMMAR (3.0) (day or evening)

Justification: Both students and faculty in Skyline's ESOL department recognize a need for greater grammar focus to enable students to become more proficient in English. The only existing grammar offering was a non-leveled course, ESOL 875 – English Grammar for Speakers of Other Languages. The absence of a floor or ceiling for ESOL 875 results in a mid-level course that cannot attend to the complex needs of students at every level. Therefore, putting a floor of ESOL 400 eligibility on ESOL 875 and creating leveled courses below it (874, 873, 872 and 871 respectively) will better serve students at various levels of English proficiency.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 820, or both ESOL 821 and 822, or ESOL 872, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.

Description: Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the intermediate level. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

874 HIGH INTERMEDIATE ESL GRAMMAR (3.0) (day or evening)

Justification: Both students and faculty in Skyline's ESOL department recognize a need for greater grammar focus to enable students to become more proficient in English. The only existing grammar offering was a non-leveled course, ESOL 875 – English Grammar for Speakers of Other Languages. The absence of a floor or ceiling for ESOL 875 results in a mid-level course that cannot attend to the complex needs of students at every level. Therefore, putting a floor of ESOL 400 eligibility on ESOL 875 and creating leveled courses below it (874, 873, 872 and 871 respectively) will better serve students at various levels of English proficiency.

Prerequisite: None.

Recommended Preparation: Satisfactory completion of ESOL 830, or both ESOL 831 and 832, or ESOL 873, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.

Description: Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the high-intermediate level. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

890 READING AND COMPOSITION PRACTICE FOR ESL (3.0) (day or evening)

Justification: ESL students who are eligible for ESOL 400 may find this course a helpful preparation for, or addition to, ESOL 400 or English courses. This course is designed to provide focused practice in reading, grammar, writing and editing by targeting structures that ESL students need while reinforcing process writing and teaching good editing skills. This course does not enable students to qualify for ENGL 100.

Prerequisite: None.

Recommended Preparation: Eligibility for ESOL 400, or appropriate skill level as indicated by ESL placement test and other measures as necessary, or equivalent.

Description: For advanced non-native speakers of English who are eligible for ESOL 400 or its equivalent and who need more focused work in grammar, writing and editing before attempting ESOL 400, ENGL 100 or ENGL 105. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

FILIPINO110 ELEMENTARY FILIPINO (5.0) (day or evening)

Justification: Approximately 20% of the Skyline student body is Filipino or Filipino-American, and these students show great interest in learning the language of their heritage. This course will be a good companion to the successful Kababayan Program. Additionally, students who expect to work with members of this linguistic community in North San Mateo County or in the Philippines will benefit from the opportunity to learn the language and culture.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.

Description: Beginner's course in Filipino grammar, composition and reading. Practice in speaking and understanding Filipino. Introduction to the history, grammar, sentence structure, idioms, and cultural aspects naturally intertwined with the language; introductions to honorifics, formal second person singular form, the respect particles, and everyday greetings and formularies indicating politeness and respect for the persons addressed. This course is conducted primarily in Filipino.

Classification: AA/AS Degree; CSU transferable.

HISTORY109 EUROPE SINCE 1945 (3.0) (day or evening)

Justification: This course will complement Skyline's History offerings with a contemporary look at Europe since 1945. As part of the global community, our students need to have knowledge of contemporary issues and problems affecting Europe today.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: Analysis of Europe from the end of WWII through the present. Topics include postwar reconstruction, the Cold War, new social movements, cultural differences, the fall of communism, ethnic cleansing, and European unity.

Classification: AA/AS Degree; CSU transferable.

300 HISTORY OF SAN FRANCISCO (3.0) (day or evening)

Justification: There is an increasing interest in local history. This course will enrich Skyline's History offerings, meet a General Education requirement for the Associate Degree, and provide an additional transfer offering.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: The history of San Francisco from its discovery to the present focusing on how it became a prominent U.S. city. Major topics include geography, native populations, European discovery, gold rush,

multicultural aspects, social life, politics, natural disasters, crime and punishment, neighborhoods, historical landmarks, parks, transportation, architecture, and international events.

Classification: AA/AS Degree; CSU transferable.

432 MODERN ASIAN CIVILIZATIONS (3.0) (day or evening)

Justification: Designed for students enrolled in an Associate Degree and/or Certificate program in Asian Studies and International Studies (Asia emphasis), as well as for non-majors who are interested in comparative and diversity studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: A historical and cultural survey of East Asia, South Asia, Southeast Asia, the Middle East, and the Philippines from the 17th century to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Asian countries. A study of the various modern Asian civilizations is encouraged as a means of acquiring a broad comparative perspective.

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

461 GREAT CITIES OF THE WORLD: PARIS, MADRID AND ISTANBUL (3.0)
(day or evening)

Justification: With an emphasis on globalization, this course will offer students and the community the opportunity to become more familiar with global cultures and history through the study of Great Cities. This course is excellent for students considering the Study Abroad Program. Presently, there are no other courses like this offered in the District or surrounding community colleges.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic and cultural aspects. Cities to be studied are Paris, Madrid and Istanbul.

Classification: AA/AS Degree; CSU transferable.

462 GREAT CITIES OF THE WORLD: LONDON, CAIRO AND ROME (3.0)
(day or evening)

Justification: With an emphasis on globalization, this course will offer students and the community the opportunity to become more familiar with global cultures and history through the study of Great Cities. This course is excellent for students considering the Study Abroad Program. Presently, there are no other courses like this offered in the District or surrounding community colleges.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic and cultural aspects. Cities to be studied are London, Cairo and Rome.

Classification: AA/AS Degree; CSU transferable.

463 GREAT CITIES OF THE WORLD: FLORENCE, TOKYO AND JERUSALEM (3.0)
(day or evening)

Justification: With an emphasis on globalization, this course will offer students and the community the opportunity to become more familiar with global cultures and history through the study of Great Cities. This course is excellent for students considering the Study Abroad Program. Presently, there are no other courses like this offered in the District or surrounding community colleges.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic, and cultural aspects. Cities to be studied are Florence, Tokyo and Jerusalem.

Classification: AA/AS Degree; CSU transferable.

464 GREAT CITIES OF THE WORLD: NEW YORK, BEIJING AND GRANADA (3.0)
(day or evening)

Justification: With an emphasis on globalization, this course will offer students and the community the opportunity to become more familiar with global cultures and history through the study of Great Cities. This course is excellent for students considering the Study Abroad Program. Presently, there are no other courses like this offered in the District or surrounding community colleges.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: An in-depth analysis of the great cities of the world with an emphasis on the more important political, economic, social, artistic and cultural aspects. Cities to be studied are New York, Beijing and Granada.

Classification: AA/AS Degree; CSU transferable.

LEARNING SKILLS

803 SUPERVISED PEER TUTORING (0.5-3.0) (day or evening)

Justification: A positive attendance course by which Skyline offers peer tutorial assistance for students who need help mastering course content and study skills in a parent course from which they are referred. New Title V regulations require that a differentiation be made between peer tutoring implemented by students at the college who have been successful in the course to be tutored and tutoring facilitated by a graduate (above the Associate Degree level). This course is intended to create a method to gather apportionment earned by peer tutoring through the Learning Center that meets the Title V criteria: namely, that all peer tutors be recommended by a faculty member from the relevant discipline, that peer tutors receive training by a qualified trainer, that students be either required or recommended to take this

course by a faculty member, and that students receiving such tutoring be knowingly enrolled in the course.

Prerequisite: None.

Corequisite: Enrollment in a course for which academic support is needed in order for the student to succeed.

Description: Students who need supplementary instruction in the course from which they were referred will receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty in the Learning Center, peer tutors will provide individual and/or group instruction to improve learning in areas of assessed need. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

820 COMPUTER-BASED INDEPENDENT STUDY (0.5-3.0) (day or evening)

Justification: Students who currently use computers for independent study projects in the Learning Center must enroll in LSKL 800, an individualized tutoring course. This new course is more accurate in describing the purposes and learning outcomes for computer-assisted learning activities and allows staff to more accurately account for academic use of computers in the Learning Center.

Prerequisite: None.

Corequisite: Concurrent enrollment in a course in which the student needs assistance.

Description: An individualized independent study course using computers in the Learning Center as learning assistance tools to master concepts, conduct online research, prepare college papers, or demonstrate learning through class presentations. Individualized assistance is provided by staff to meet specific student learning needs in conjunction with the requirements of the college course requiring academic assistance (*Open entry*). (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

830 THE SENTENCE (0.5) (day or evening)

Justification: This supplemental course is intended to strengthen the basic writing skills of students so they can succeed in any college course which requires writing by offering individualized small group instruction in key sentence-level skills.

Prerequisite: None.

Description: A supplemental course that focuses on the fundamentals of sentence structure so that students can write clearer, more grammatically correct sentences. Students will be able to apply the concepts learned in this course to their writing in any class. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

831 EDITING AND PROOFREADING (0.5) (day or evening)

Justification: This supplemental course is intended to strengthen the basic writing skills of students so they can succeed in any college course which requires writing by offering individualized small group instruction in key sentence-level skills.

Prerequisite: None.

Description: A supplemental course that focuses on teaching students to become stronger editors and proofreaders of their own writing. Students will work on error identification and strengthening skills in grammar, sentence structure, word choice, punctuation and mechanics. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

832 SENTENCE COMBINING (0.5) (day or evening)

Justification: This supplemental course is intended to strengthen the basic writing skills of students so they can succeed in any college course which requires writing by offering individualized small group instruction in key sentence-level skills.

Prerequisite: None.

Description: A supplemental course that focuses on providing students firm grounding in sentence-combining skills. Students will increase the clarity and sophistication of their writing by creating more complex and better-developed sentences. Course covers verbals, appositives, and adjective clauses. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

833 MULTI-INTELLIGENT LEARNING STRATEGIES FOR READING AND WRITING
(0.5) (day or evening)

Justification: This supplemental course is intended to strengthen the basic writing skills of students so they can succeed in any college course which requires writing by offering individualized small group instruction in key sentence-level skills.

Prerequisite: None.

Description: A supplemental course that focuses on teaching students about the theory of multiple intelligences so they can identify their own strongest intelligence systems and sample a variety of strategies to improve reading and writing difficulties. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

MUSIC420 TRADITIONAL KULINTANG MUSIC (2.0) (day or evening)

Justification: This course enhances the Music and International Studies majors, is part of the Kababayan Program, and offers students an additional option with which to meet specific area requirement E4 – Ethnic and Cultural Diversity for the Associate Degree.

Prerequisite: None.

Description: An introduction to the theory and performance of the traditional bronze gong music and dance of the Southern Philippines, including music and dance of the Maguindanao people of Cotabato, the Maranao people of the Lanao, the Tausug people of Sulu, and the Tiruray people of Upi.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – ADAPTIVE

356 ADAPTED TOTAL FITNESS (0.5-1.0 or 1.0) (day only)

Justification: Students with special needs require physical fitness classes adapted to accommodate physical disabilities and offer total fitness development and maintenance.

Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of the instructor).

Corequisite: Concurrent enrollment in ADAP 357 or ADAP 349.

Description: Individual and group participation in exercise using mats, chairs, cardio and weight equipment appropriate for a verified physical disability. (*Open entry.*)

Classification: AA/AS Degree; CSU transferable.

357 PHYSICAL EDUCATION FOR INDIVIDUALS WITH SPECIAL NEEDS (0.5-1.0 or 1.0)
(day only)

Justification: Students with special needs require physical fitness classes adapted to accommodate physical disabilities and offer total fitness development and maintenance.

Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of the instructor).

Corequisite: Concurrent enrollment in ADAP 356 or ADAP 350.

Description: Individual and small group physical fitness needs assessment and participation in exercise, movement patterns, and learning how to accommodate limitations necessary to succeed in a variety of adapted physical education courses. (*Open entry.*)

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – DANCE

163 TANGO BUENOS AIRES (0.5-1.0) (day or evening)

Justification: This course expands Skyline's popular Dance curriculum offerings and provides an opportunity for advanced tango students to learn and perform.

Prerequisite: Successful completion (grade of C or better) of DANC 161 and DANC 162, or equivalent.

Description: Students will begin to develop more confidence, demystifying and internalizing the tango's structural elements and intricacies. This course culminates with tango performances. (*Open entry.*)

Classification: AA/AS Degree; CSU transferable.

167 SWING DANCE I (0.5 or 1.0) (day or evening)

Justification: This course will add an elective to the Dance major and create a permanent offering for a special topics class that has been popular for several years.

Prerequisite: None.

Description: Beginning level instruction, demonstration and practice in swing dances, such as the Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing.

Classification: AA/AS Degree; CSU transferable.

168 SWING DANCE II (0.5 or 1.0) (day or evening)

Justification: This course will add an elective to the Dance major and create a permanent offering for a special topics class that has been popular for several years.

Prerequisite: DANC 167 or equivalent.

Description: Intermediate instruction, demonstration and practice in swing dances such as the Charleston, Lindy Hop, Balboa, Shag, East Coast Swing and West Coast Swing.

Classification: AA/AS Degree; CSU transferable.

169 SWING DANCE III (0.5 or 1.0) (day or evening)

Justification: This course will add an elective to the Dance major and create a permanent offering for a special topics class that has been popular for several years.

Prerequisite: DANC 168 or equivalent.

Description: Advanced instruction, demonstration and practice in swing dances such as the Charleston, Lindy Hop, Balboa, Shag, East Coast Swing, and West Coast Swing.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – FITNESS

112 CROSS TRAINING (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course provides students with a variety of popular strength training and cardiovascular fitness activities in one class setting.

Prerequisite: None.

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

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – INDIVIDUAL SPORTS169 GOLF SWING ANALYSIS (0.5 or 1.0) (day only)

Justification: This course, designed for beginner through expert golfers, will increase course offerings in golf. Provides returning students who have exhausted their enrollments in Skyline's existing golf courses with additional options for improving their game.

Prerequisite: None.

Description: Through the use of video swing analysis, drills, and instructor feedback, students will increase golf swing competency in a practical setting and in tournament play. The course will be conducted at a local golf range, local nine-hole courses, and hours by arrangement at the campus. Open to all levels. INDV 169 is a companion course to INDV 160, 165, 167 and 168.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – P.E.105 THE STUDENT-ATHLETE EXPERIENCE (2.0) (day or evening)

Justification: This course is intended to prepare student-athletes for the demanding and challenge-filled experience of community college athletics. The course will examine the responsibilities and pitfalls facing student-athletes as they balance a full-time course schedule, practice and game/match commitments, and prepare to matriculate.

Prerequisite: None.

Description: A survey course examining the historical, sociological, health and compliance issues related to student athletes at the community college and university level. Topics include gender issues, racism, and performance-enhancing drug use in sports. Students will be able to cite community college eligibility requirements and matriculation requirements upon completion of this course.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – TEAM190 BASEBALL THEORY, DEFENSE (1.5 or 2.0 or 2.5 or 3.0) (day or evening)

Justification: This course will provide students with the theoretical background and knowledge to have an understanding of the defensive concepts, strategies and skills necessary for playing or coaching the sport of baseball.

Prerequisite: None.

Recommended Preparation: Concurrent enrollment in TEAM 100 or VARS 100.

Description: Designed to help students understand the fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball.

Classification: AA/AS Degree; CSU transferable.

191 BASEBALL THEORY, OFFENSE (1.5 or 2.0 or 2.5 or 3.0) (day or evening)

Justification: This course will provide students with the theoretical background and knowledge to have an understanding of the offensive concepts, strategies and skills necessary for playing or coaching the sport of baseball.

Prerequisite: None.

Recommended Preparation: Concurrent enrollment in TEAM 100 or VARS 100.

Description: Designed to help students understand the fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball.

Classification: AA/AS Degree; CSU transferable.

192 MEN'S BASKETBALL THEORY, DEFENSE (1.5 or 2.0 or 2.5 or 3.0) (day or evening)

Justification: This course will provide students with the theoretical background and knowledge to have an understanding of the defensive concepts, strategies and skills necessary for playing or coaching the sport of basketball.

Prerequisite: None.

Recommended Preparation: Concurrent enrollment in VARS 110.

Description: Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball.

Classification: AA/AS Degree; CSU transferable.

193 MEN'S BASKETBALL THEORY, OFFENSE (1.5 or 2.0 or 2.5 or 3.0) (day or evening)

Justification: This course will provide students with the theoretical background and knowledge to have an understanding of the offensive concepts, strategies and skills necessary for playing or coaching the sport of basketball.

Prerequisite: None.

Recommended Preparation: Concurrent enrollment in VARS 110.

Description: Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball.

Classification: AA/AS Degree; CSU transferable.

194 WOMEN'S BASKETBALL THEORY, DEFENSE (1.5 or 2.0 or 2.5 or 3.0)
(day or evening)

Justification: This course will provide students with the theoretical background and knowledge to have an understanding of the defensive concepts, strategies and skills necessary for playing or coaching the sport of basketball.

Prerequisite: None.

Recommended Preparation: Concurrent enrollment in VARS 300.

Description: Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball.

Classification: AA/AS Degree; CSU transferable.

195 WOMEN'S BASKETBALL THEORY, OFFENSE (1.5 or 2.0 or 2.5 or 3.0)
(day or evening)

Justification: This course will provide students with the theoretical background and knowledge to have an understanding of the offensive concepts, strategies and skills necessary for playing or coaching the sport of basketball.

Prerequisite: None.

Recommended Preparation: Concurrent enrollment in VARS 300.

Description: Designed to help students understand the fundamentals of playing and coaching basketball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in basketball.

Classification: AA/AS Degree; CSU transferable.

SOCIOLOGY

142 FILIPINA/O COMMUNITY ISSUES (3.0) (day or evening)

Justification: In determining the needs of students at Skyline College, the challenge of creating spaces committed to reflect the struggles and experiences of people of color in the United States must be addressed. With a Filipino student population reaching close to 30%, there is a great need to incorporate and address issues and concepts focused on the Filipino American experience. This course aims to analyze Filipina/o American community issues by examining the social and cultural influences of colonialism, immigration and assimilation. This course will also allow for students to engage with various Filipina/o American student and community-based organization through service learning.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: An introduction to understanding the social, cultural and psychological aspects of Filipina/o Americans. Using both social and psychological frameworks, the course will explore the effects of Spanish and American colonialism, diaspora, assimilation and decolonization.

Classification: AA/AS Degree; CSU transferable.

341 ASIAN CULTURES AND SOCIETIES (3.0) (day or evening)

Justification: Designed for students enrolled in an AA Degree or Certificate program in Asian Studies or International Studies (Asia emphasis), as well as non-majors who are interested in comparative and diversity studies. The course will be required for the Asia Studies major and is an elective for the International Studies (Asia emphasis) major.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or 105, or equivalent.

Description: A study of Asian cultures and societies offering a comparative analysis of Asian societies. The course will focus on East Asia, South Asia, Southeast Asia, and the Philippines, and will include discussion and analysis of traditional institutions and values and how they relate to the individual's position in the family, community, and society at large.

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

TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**312 INSTALLING/USING LINUX AS YOUR PC OS (1.5) (day or evening)**

Justification: Conversion of a selected topics course to an institutionalized course offering. Skyline will increase its Computer Science offerings with Linux system courses.

Prerequisite: None.

Description: A first course on installing and using Linux as the operating system running on an Intel-compatible PC or workstation computer. Topics include creating installation media, installing Linux, Linux file system concepts, using the graphical desktop interface, beginning shell (command line) usage, updating the system, and configuring access to common network services. After successful completion of this course, students will be confident installing and using common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu) on a home or work PC. Also listed as COMP 312.

Classification: AA/AS Degree; CSU transferable.

313 WORKING IN A LINUX SHELL ENVIRONMENT (1.5) (day or evening)

Justification: Conversion of a selected topics course to an institutionalized course offering. An additional course in the sequence leading toward student mastery of Linux systems.

Prerequisite: None.

Recommended Preparation: Satisfactory completion (grade of C or better) of TCOM/COMP 312, or equivalent experience using a Linux desktop system, or equivalent.

Description: A course on using the Linux shell (command line) environment. Topics include comparing the Linux graphical desktop environment and the shell environment, shell commands for file system usage, shell features for productivity and customization (history, completion, aliases, environment files), advanced shell features (regular expressions, redirection, pipelines), introduction to shell scripts and shell commands for process management and remote system access. After successful completion of this course, students will be confident using the bash-shell environment found on common Linux distributions (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as COMP 313.

Classification: AA/AS Degree; CSU transferable.

314 MANAGING A LINUX SYSTEM (1.5) (day or evening)

Justification: Linux and other open-source software commands a significant presence in the computer systems marketplace. Several student groups are candidates for Linux courses: system administrators with responsibility for managing Linux systems in SOHO, SMB or enterprise environments; network administrators with responsibility for networks that include Linux workstations and/or servers; computer enthusiasts with an interest in keeping current with computer industry trends; and computer professions requiring an understanding of technology offerings in the computer industry. This course and the overall Linux curriculum at Skyline is differentiated from other educational Linux offerings by its instructor-directed, hands-on approach to learning.

Prerequisite: Satisfactory completion (grade of C or better) of TCOM/COMP 312, or equivalent experience installing or using a Linux system, or equivalent.

Description: An intermediate course on administering a Linux system. Designed for individuals who have installed Linux but who now want a hands-on exposure to key concepts, issues and capabilities for managing a Linux system. Topics include installing from alternate media sources (network installs), managing disk devices (defining partitions, creating file systems, and mounting/un-mounting file systems), creating multi-boot systems and boot loader menus, using run levels including trouble-shooting with single user mode, and maintaining system software including installing from source code and recompiling kernels. The focus of this course is on developing expertise for managing a given Linux system (as opposed to managing services provided to other systems). After successful completion of this course, students will be confident in managing a system with a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as COMP 314.

Classification: AA/AS Degree; CSU transferable.

315 MANAGING LINUX-BASED INTERNET SERVICES (3.0) (day or evening)

Justification: Linux and other open-source software commands a significant presence in the computer systems marketplace. Several student groups are candidates for Linux courses: system administrators with responsibility for managing Linux systems in SOHO, SMB or enterprise environments; network administrators with responsibility for networks that include Linux workstations and/or servers; computer enthusiasts with an interest in keeping current with computer industry trends; and computer professions requiring an understanding of technology offerings in the computer industry. This course and the overall Linux curriculum at Skyline is differentiated from other educational Linux offerings by its instructor-directed, hands-on approach to learning.

Prerequisite: TCOM/COMP 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience using local area networks, or equivalent.

Recommended Preparation: TCOM/COMP 313 or equivalent experience using the Linux bash-shell.

Description: An intermediate course on managing Linux-based Internet services. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing public Internet services based on Linux servers. Topics include selecting server functionality during a Linux installation, configuring name services (DNS) for a custom domain name, hosting Web pages and configuring management of Web pages, providing secure Web page connections, providing remote access, providing email services, connecting to databases for dynamic Web page hosting, and installing from packages vs. source code. This course focuses on administering Linux-based Internet servers that provide common services found on the public Internet.

After successful completion of this course, students will be confident in providing Internet services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as COMP 315.

Classification: AA/AS Degree; CSU transferable.

316 MANAGING LINUX-BASED INTRA-NET (ENTERPRISE) SERVICES (3.0)
(day or evening)

Justification: Linux and other open-source software commands a significant presence in the computer systems marketplace. Several student groups are candidates for Linux courses: system administrators with responsibility for managing Linux systems in SOHO, SMB or enterprise environments; network administrators with responsibility for networks that include Linux workstations and/or servers; computer enthusiasts with an interest in keeping current with computer industry trends; and computer professions requiring an understanding of technology offerings in the computer industry. This course and the overall Linux curriculum at Skyline is differentiated from other educational Linux offerings by its instructor-directed, hands-on approach to learning.

Prerequisite: TCOM/COMP 314 or equivalent experience installing and managing a Linux system, and TCOM 480 or equivalent experience managing a local area network, or equivalent.

Recommended Preparation: TCOM/COMP 313 or equivalent experience using the Linux bash-shell.

Description: An intermediate course on managing Linux-based servers in a large company (intra-net or enterprise) environment. Designed for individuals who have experience installing and managing Linux systems, but now want a hands-on exposure to the concepts, issues and capabilities for providing network services typically found inside a company intra-net. Topics include selecting server functionality during a Linux installation, configuring private name services (DNS), configuring dynamic IP addressing (DHCP), providing file shares with traditional Unix NFS services or cross-platform (Windows) Samba services, managing centralized log-in resources with NIS or LDAP, controlling Internet access through proxy servers, providing security with private certificate authorities, RADIUS servers and secure tunnels, and tools to help manage deployment of client systems (PXE, diskless, private repositories). This course focuses on administering Linux-based network resources found within a company or enterprise network. After successful completion of this course, students will be confident in providing intra-net services using a common Linux distribution (e.g., Red Hat, Fedora, SUSE, Ubuntu). Also listed as COMP 316.

Classification: AA/AS Degree; CSU transferable.

487 ADVANCED NETWORK SECURITY (3.0) (day or evening)

Justification: This course increases the offerings in Networking and specifically allows the student additional opportunities to learn security, a major topic in technology.

Prerequisite: None.

Recommended Preparation: Completion of TCOM/COMP 486, or equivalent training or experience.

Description: An advanced network security course. Topics include: design and administration of content security, virtual private networks, high availability, load balancing, and other advance security topics using industry standard software. Also listed as COMP 487.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**ENGLISH**195 TERM PAPER440 SCREENWRITING

Justification: As a result of programmatic changes, the content of English 195 is now covered in English 100, 110 and 165. English 440 has not been successfully offered since 1990 and is therefore being eliminated from the curriculum.

LIBRARY105 ONLINE RESEARCH106 ONLINE RESEARCH I: INTRODUCTION TO ONLINE RESEARCH107 ONLINE RESEARCH II: SPECIFIC TOPICS, TOOL AND STRATEGIES108 ONLINE RESEARCH III: DEVELOPING WEB-BASED ANNOTATED BIBLIOGRAPHIES

Justification: As a result of low enrollment and programmatic changes, these courses have not been offered in a number of years and their content is now covered in Library 100.

READING862 READING FOR NON-NATIVE SPEAKERS II

Justification: As a result of programmatic changes, this course has not been offered in a number of years and is no longer relevant to the curriculum.

PROPOSED DEPARTMENT ADDITION – SKYLINE COLLEGE

Skyline College proposes the creation of one new department: **FILIPINO (FILI)**. The addition of this department recognizes that Filipino is the national language of the Philippines and that Tagalog is only one of the languages upon which Filipino is based. New course offerings in the language will be in the FILI department; courses formerly listed under the Tagalog (TAGA) department will be modified to the new department effective Spring 2008.

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree, and/or Certificate of Achievement (18 units or more), and/or Certificate of Completion (under 18 units) in the following programs:

ASIAN STUDIES

Asian Studies: Language, Commerce and Culture –
A.A. Degree and Certificate of Achievement (27 units)

MEDICAL TRANSCRIPTIONIST

Medical Billing and Coding – Certificate of Completion (17 units)

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE

None.

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**REVISION TO DISTRICT RULES AND REGULATIONS,
SECTION 7.35, ACADEMIC STANDARDS**

The attached Academic Standards policy was adopted by the Board in the mid-1990's. During an external audit, we learned that Rules and Regulations, Section 7.35(7) of the policy, which deals with course repetition, did not conform to revised Title V regulations.

Through the audit, we learned that the District was claiming apportionment for students repeating a course more than twice in which substandard work (D, F, NC) had been recorded. In addition, the grades and units from the third attempt of the course (i.e., second repeat) were being used in the calculation of the student's cumulative grade point average.

After consultation with the County Counsel and the State Chancellor's Office, corrections were made to ensure compliance with state regulations. ITS has worked with the Admissions Offices to establish processes that will ensure that such course repetitions are not claimed for apportionment purposes and which will exclude the units, grades and grade points of the third attempt of the course from the student's grade point average.

In addition to that change, counseling faculty requested a change in the Academic Renewal [Section 7.35(8)] portion of this policy. Faculty requested that students be allowed to initiate the process of grade alleviation one year after the course work to be alleviated was completed, rather than the three years called for in this policy. That policy change will allow students to improve their academic standing more quickly.

The policy changes in Section 7.35 have been approved by the District Shared Governance Council.

RECOMMENDATION

It is recommended that the Board approve the attached revision to District Rules and Regulations, Section 7.35, Academic Standards.

Student Services

7.35 Academic Standards

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

1. Withdrawal

- a. A student may withdraw from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's record.
- b. Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be authorized after the faculty member has been informed. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be authorized after the faculty member has been informed.
- c. The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W" [see [Section 7.35](#) (6)]. However, after the end of the fourteenth week (or after 75 percent of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as case of accident, illness, or other circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures and must consult with the faculty member. Approved withdrawal, under the conditions set forth, shall be recorded as a "W."
- d. "Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations.
- e. A student failing to follow established withdrawal procedures may be assigned an "F" grade by the faculty member.
- f. A student may appeal a decision regarding withdrawal in accordance with Rules and Regulations, [Section 7.73](#).

2. Standards for Probation

- a. A student will be placed on academic probation under the following criteria:
 - i. Academic probation based upon grade point average: A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described in [Section 7.35\(6\)](#).
 - ii. Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all units in which a student has enrolled for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds 50 percent.
- b. The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems and subsequently may be dismissed under either or both systems.
- ~~c.~~ An Academic Standards Committee will be appointed by the responsible Vice President. A probationary student may petition the Academic Standards Committee, in accordance with College procedures, for removal of his/her probationary status if it has resulted from unusual circumstances beyond the student’s control.
- ~~d.~~ A student may appeal a decision regarding probation in accordance with Rules and Regulations, [Section 7.73](#).

Deleted: c. . A semester in which a student completes an official “Leave of Absence” . will not be included in the tabulation of [a(2)] above.¶
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3. Removal from Probation

- a. A student on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 or higher.
- b. A student on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category no longer exceeds 50 percent.

4. Standards for Dismissal

- a. A student in probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:
 - i. The student’s cumulative grade point average is less than 1.75 in all units attempted.
 - ii. The cumulative total of units in which the student has been enrolled for which entries of “W,” “I,” and “NC” have been recorded reaches or exceeds 50 percent.
- b. Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards Committee for reinstatement.
- c. A dismissed student may present a written appeal to the Academic Standards Committee requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an

appeal should remain in classes until the decision of the Academic Standards Committee is made.

- d. A student may appeal a decision regarding dismissal in accordance with Rules and Regulations, [Section 7.73](#).

5. Inclusion/Exclusion of Units Attempted

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

6. Academic Record Symbols and Grade Point Average

- a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s
 - i. grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols:

1.	Symbol	Definition	Grade Point
2.	A	Excellent	4
3.	B	Good	3
4.	C	Satisfactory	2
5.	D	Passing, less than	1
		satisfactory	
6.	F	Failing	0
7.	CR	Credit (at least satis-	
		factory-units	
		awarded not counted	
		in GPA)	
8.	NC	No Credit (less than	
		satisfactory or	
		failing-units not	
		counted in GPA	

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- b. Only the following non-evaluative symbols are authorized:
 - i. I - Incomplete

- 1. This symbol is to be used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Dean of Admissions and Records or the designee of

the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the faculty member will be entered in the permanent record.

2. An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The "I" shall not be used in the computation of grade point average.

ii. IP - In Progress

1. This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "In Progress" and that unit credit and a grade will be assigned when the course is completed.
2. If a student enrolled in an open-entry, open-exit course is assigned an "IP" grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with [6(a)] above, to be recorded on the student's permanent record for the course.
3. The "IP" shall not be used in the computation of grade point average.

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iii. RD - Report Delayed

1. This symbol is to be used only by the Dean of Admissions and Records, or the designee of the responsible Vice President, for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible. The "RD" shall not be used in the computation of grade point average.

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iv. W – Withdrawal/MW – Military Withdrawal [See [Section 7.35](#)(1.d)]

7. Course Repetition

a. Course Repetition: Grade Alleviation

- i. A student who has earned a grade of "D," "F," or "NC" in a credit course at any College in the San Mateo County Community

College District may repeat the course for the purposes of grade

alleviation. The grade received in the repeated courses will be noted on the student's transcript. The higher of the two grades, either the first attempt or the repeat of the course, will be used in the computation of the grade point average.

ii. Under unusual circumstances, a student may petition the Vice President, Student Services for permission to repeat a course more than once. The student must obtain prior written permission before repeating a credit course more than once for grade alleviation. The Vice President, Student Services is responsible for designating personnel authorized to provide written permission.

- 1. In no case will the grade earned in the repeated course be used in the computation of the grade point average.
- 2. In no case will the unit value of the repeated course be counted more than once.

iii. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

iv. To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made by the Vice President, Student Services.

v. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.

b. Course Repetition: Special Circumstances

- i. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.
- ii. The student must obtain prior written permission before such course repetition will be authorized. The Vice President, Student Services is responsible for designating personnel to determine that circumstances exist which justify such repetition and to provide written permission.
- iii. Normally, a student may repeat such a course only once. Under unusual circumstances, a student may petition the Vice President, Student Services for permission to repeat a course more than once.
- iv. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average.
- v. In no case will the unit value of the repeated course be counted more than once.
- vi. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

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8. Academic Renewal

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

- a. A period of at least one year must have elapsed since the course work to be alleviated was completed; and

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- b. A student seeking alleviation 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; and

- c. The substandard course work to be alleviated must have been taken 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 college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency.

- ii. 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.

- iii. To request Academic Renewal, a student must file a formal petition to the Office of Admissions and Records.

- iv. 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.

9. Credit/No Credit Options

- a. Courses may be offered in either or both of the following categories:

- i. Courses in which all students are evaluated on a "Credit/No Credit" basis.

- ii. Courses in which students may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term,

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whether the basis of evaluation is to be “Credit/No Credit” or a letter grade.

1. Courses in which such option exists will be so designated by the Division Dean in consultation with appropriate members of the division faculty.
 2. The utilization of courses graded on a “Credit/No Credit” basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty.
 3. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a “Credit/No Credit” option.
- b. When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the “Credit/No Credit” grading standard must be utilized. Credit shall be awarded for meeting that standard and no credit for failure to do so.

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10. Credit by Examination

- a. Credit may be earned by examination provided:
 - i. The student is registered at the College and in good standing.
 - ii. The student can demonstrate that s/he is especially qualified, through previous training or instruction, to successfully complete such examination.
 - iii. The course for which credit is desired is listed in the catalog of the College.
 - iv. The course has been so designated by the Division Dean in consultation with appropriate members of the division faculty.
 - v. The examination has been approved or prepared, administered, and graded by faculty and other proper authorities of the College.
- b. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.
- c. Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.
- d. The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.
- e. A student may challenge a course for credit by examination only one time.

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BOARD REPORT NO. 07-6-4B

**APPROVAL OF RESOLUTION NO. 07-8 IN SUPPORT OF CALIFORNIA
STATE SENATE BILL 840, THE SINGLE PAYER HEALTH CARE SYSTEM**

Printed material for this agenda item will be available at the Board Meeting.

BOARD REPORT NO. 07-6-104B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: James Keller, Executive Vice-Chancellor, 358-6790

APPROVAL OF INCREASE IN STUDENT HEALTH SERVICES FEE

Education Code Section 76355 provides the governing board of a community college district the authority to increase the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of \$1 above the existing fee, the fee may be increased by \$1.

Based on calculations by the Financial, Economic, and Demographic unit in the Department of Finance, the Implicit Price Deflator Index has increased enough since the last fee increase of April 2006 to permit a \$1 increase in student health fees. The California Community Colleges Chancellor's Office has informed all districts that effective with the Summer Session of 2007, districts may begin charging a maximum fee of \$16 per semester, \$13 for each summer session, and the Vice Presidents of Student Services recommend immediate implementation of the increase.

All fees collected pursuant to this section shall be deposited in the Student Health Fee Account in the Restricted General Fund of the District. These fees shall be expended only to provide health services as specified in regulations adopted by the Board of Governors. Allowable expenditures include health supervision and services, or the operation of a student health center, or both. Allowable expenditures exclude athletic-related salaries, services, insurance, insurance deductibles, or any other expense that is not available to all students. No student shall be denied a service supported by the student health fee on account of participation in athletic programs.

Currently, the District provides health services at a cost that exceeds the fee collected. Each year, the District files a State Mandated Cost Claim for the difference, although the State has not paid on these claims the last five years. The mandate remains.

The San Mateo County Community College District provides health services to students as required to sustain a "maintenance of effort" necessary to support its "mandated cost" claim submitted to the State each year. The mandated cost reimbursement guidelines call for the District to adjust its health fee charge to the maximum allowable to minimize the state's burden. Accordingly, the intent is to implement the current \$16 per semester for Fall 2007 and \$13 effective Summer 2007.

RECOMMENDATION

It is recommended that the Board of Trustees approve establishment of the District Student Health Fee at \$16 per semester and \$13 per summer session, effective Summer 2007 semester.

BOARD REPORT NO. 07-6-105B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6867

APPROVAL OF INCREASE IN STUDENT PARKING FEE

Current Fees

The parking permit fees for the District are \$30 per semester for Fall and Spring and \$20 for Summer. Daily permits are \$1. The District has the next lowest regular parking permit fees and the lowest daily fees in the Bay Area. Other local college fees are:

College	Fall/Spring Semester	Summer Semester	Daily Permits
CCSF	\$ 40.00	\$ 30.00	\$ 3.00
West Valley-Mission	\$ 40.00	\$ 20.00	\$ 2.00
Foothill-DeAnza	\$ 40.00	\$ 20.00	\$ 2.00
San Jose-Evergreen	\$ 40.00	\$ 8.00	\$ 2.00
Contra Costa College	\$ 35.00	\$ 20.00	\$ 2.00
Chabot College	\$ 30.00	\$ 20.00	\$ 2.00
San Mateo CCD	\$ 30.00	\$ 20.00	\$ 1.00
Ohlone College	\$ 26.00	\$ 15.00	\$ 2.00

Recommended Increase

The Chancellor is recommending that the parking fee be increased to a level consistent with our neighboring colleges in order to reduce the current annual operating deficit.

Low-Income Students

In accordance with state law, students who are eligible for a Board of Governor’s Grant that waives their enrollment fees pay only \$20 per semester for a parking permit. This proposed increase would not affect those students. Their parking permit fee will remain at \$20.

Parking Fund Deficit

Fees have not been increased at the Colleges for over 5 years, while the costs incurred in the Parking Fund (salaries, benefits and utilities) have increased steadily during that time. The Colleges have been using their general funds to subsidize the parking fund. That has taken funds away from serving students. College of San Mateo spent over \$60,000 in 2005-06 and is projected to spend almost \$40,000 in 2006-07 of the general fund that could have been used for students. Skyline College spent over \$33,000 in 2004-05 and over \$44,000 in 2005-06. Cañada College spent over \$9,600 in 2004-05 and over \$11,800 in 2005-06. Fees are kept separately at each College. Instead of taking the funds away from all students, this proposal would increase fees only for those students buying parking permits.

Parking Fund Accounting

The Parking Fund is a restricted fund within the Restricted General Fund. All of the parking fees and fines collected are recorded in the Parking Fund. Some of the Colleges' security costs – only those related to policing the parking lots – are charged to the Parking Fund. Some of the Colleges' utility costs – as backed up by a study and related to lighting and watering of the parking strips – are charged to the Parking Fund. The remaining costs for utilities and security are charged to the General Fund. Each College maintains separate accounting and fees and costs are not commingled.

Parking Spaces

College of San Mateo has 4,231 parking spaces, but many of the lots are in need of improvement. Skyline College has 2,121 parking spaces, down 61 spaces due to construction. Cañada College has 1,734 parking spaces, including 40 new spaces that have been added with Measures A and C construction. Although the bond measures will allow the Colleges to resurface their parking lots without impacting fees, other parking lot maintenance, utilities and security costs continue to rise.

Timing

Because registration has already started for Summer and Fall and some students have already purchased parking permits, it is recommended that the increase be effective with Spring, 2008, so as to avoid the unpleasant surprise of a supplementary bill to students.

Process

The request to approve an increase in parking fees has been discussed by the student body governments and the College shared governance groups. The issue was brought to the District Shared Governance Council on April 16, but there was no quorum to hear the issue. The issue summary was emailed to the Council and discussed at its meeting on May 7. The Council could not reach consensus and carried it over to a special meeting on May 21. At that meeting, the Council agreed to move the issue forward to the Chancellor and the Board of Trustees, but according to the process defined in Board Policy 2.09, there were several groups who selected “d” and wished to submit a position statement. (2.09.4.d. I do not fully agree and need to register my view; however, I do not choose to block the recommendation overtly or covertly. I am willing to support the recommendation.) Those statements follow and the minutes of the Council meetings are attached.

District Shared Governance Council Statements

Skyline College Students – The Skyline students do not fully support the parking increase that is being proposed. During their elections, Silvia Cervantes, the Vice President of ASSC, decided to pose the question on the ballot to see how the students really felt. This is how the question was worded: ***Parking fees have not been increased at the college for over 5 years, while salaries, benefits and utilities have increased steadily during that time. The college has been using their general funds to subsidize the parking fund. That has taken funds away from students. Skyline has spent over \$33,000 in 2004/05 and over \$44,000 in 2005/06. Are you in favor of increasing the parking fee to \$40 per semester? Fees will remain the same for students currently receiving the BOGG Waiver.*** There were a total of 7,968 possible voters for Skyline but only 410 people voted, which was 5.15% of the student population. Out of the 410 people who voted, 125 or 30% were for the increase, 250 or 61% voted against it, and 35 or 9% abstained. Based on this result, Silvia said that there are students who are for the increase but the majority of the students are against it.

Staff Response – While it appears that 61% of the students were against this increase, in actuality only 3% of the students cared enough to cast a “no” vote. This is not a large enough sample on which to base an opinion of how the students actually feel about this issue.

AFT – The AFT did not fully agree and needed to register its view because the Executive Committee decided to support whatever the student representatives recommended. AFT's thought was that it is primarily a student issue and that they should make the decision.

Staff Response – Although the Board should solicit input from students on issues such as student fees, the Board also has a responsibility to look at the entire financial picture and to act in a fiscally responsible manner. The decision cannot be left just to the students.

Student Trustee – It is unfair to burden only the students who drive to school with the costs of security. Security benefits all students, faculty, and staff, but only part of the one constituent group is burdened with the fee that pays for said service. Students who either ride the bus, are dropped off at school, or ride their bikes, as well as all faculty and staff, do not pay a fee that contributes to campus security. Instead of a fee increase on student parking, a smaller "transportation fee," if imposed on all who benefit from security, would be much more fair to our campus population.

Staff Response – As noted above, only those security costs directly related to parking and parking lots are charged to the Parking Fund. The remainder of the security costs are charged to the general fund. It would not make sense to charge students who ride the bus for the costs of parking lot security and maintenance.

Cañada College Students – The Cañada College student representative did not fully agree and needed to register her view on this issue because it is important that the College District looks to see if there are better avenues from which to get funds. The students at Canada feel that it would be unfair to charge students at all campuses; they feel more energy should be put into encouraging people to not drive in the first place – save the environment and all. They also were concerned that there was not a good accounting of where that money goes. Finally, since they have the smallest campus, they feel it is unjust that they have to feel the burden of the other campuses – while they understand that it is "equal," they also have a large population of people on their campus who use the bus and would like to see incentives for those people as well.

Staff Response – An increase in the parking permit fee might actually encourage students to ride the bus. It is not clear why students at all three campuses should not pay into the parking fund; parking fees are maintained in separate funds for each campus, and Cañada students are not charged for the other Colleges' costs. The Parking Fund is maintained in the Restricted General Fund according to the State Accounting Manual and is audited annually.

College of San Mateo Students – Resolution attached.

Staff Response – The District has a clear policy and procedure for collecting student fees in a timely manner that includes numerous reminders of amounts owed and may include sending the debts to a collection agency. The District has not promised that improvements to parking facilities would be paid from these fees; these fees would go towards eliminating the subsidy that the Parking Fund receives out of the General Fund. It is not clear that there would be an impact on enrollment or on the collection of other fees. Since the last increase of the parking fee was over 5 years ago and the Parking Funds at each College have a deficit, it is clear that the last increase has been adequately utilized. Parking funds are not used for the security of buildings. This issue was brought to the students and to the shared governance groups at each campus in April.

Classified Staff -- The CSEA-appointed classified District Shared Governance Council members registered “d” as their response to the proposal to increase student parking fees. They do understand that the District needs to increase revenue in order for the Colleges to meet their financial obligations; by no means do we wish to interfere with that process. But as quoted in SMCCCD policy 2.09, the District Board of Trustees is committed to the faculty, staff and student right “to participate effectively in district and college governance and the opportunity to express their opinions at the [district] level and to ensure that these opinions are given every reasonable consideration...” The four therefore support the Associated Students in their efforts to exercise the rights as legislated by the state of California and supported by our District’s Board of Trustees to be able to effectively participate in district shared governance at the San Mateo County Community College District.

Staff Response – The students’ voices have been heard in this process, but are not the decision makers for the District.

RECOMMENDATION

It is recommended that the Board of Trustees approve establishment of the District Student Parking Fee at \$40 per semester, \$20 per summer session and \$2 for a daily permit, effective Spring 2008 semester.

District Shared Governance Council (DSGC)
April 16, 2007
Minutes

Members Present:	Linda Allen	Katharine Harer
	Carla Campillo	Nick Kapp, Co-chair
	Georgia Clark	Jing Luan, Co-chair
	Patty Dilko	Jane McAteer
	David Feune	Luis Padilla

Guest: Jennifer Hughes
Kathy Blackwood

The meeting was called to order at 2:30 pm by Council Co-chair Jing Luan.

Jing stated that there are only two meetings left. At this time we were unable to form a quorum. Jing proposed to put aside action items and share information with those present and send the others the same information. The members present agreed.

Review and Approval of Minutes

Minutes were distributed and approval was carried forward until next meeting.

PROCEDURAL

Public Comments

None

INFORMATION

Accreditation Update – Function Map, District Policies, Board Review Date

Council Co-chair Jing Luan distributed copies of the function map. He pointed out that the darkened areas are where changes have taken place. Jing Luan said that this is not an action item, only to keep the committee aware. The Presidents are in agreement with this alignment.

The Board of Trustees has approved the Mission Statements for the 3 Colleges and the District. Nick found it interesting that the Board of Trustees commented that the Mission Statements for the 3 Colleges are slightly different because they are unique and do different things.

The Board will be invited to review and comment on the self-study drafts, which will be online beginning the first week in May. The Board will be given hardcopies of the 3 college self-studies two weeks later.

Revision to Board Policy 7.35 Academic Standards

Vice President Jennifer Hughes distributed copies of the 7.35 Academic Standards. About two years ago, there was an audit finding regarding our policy of course repetition. The problem arose when a student had a substandard grade or failed twice, and wanted to take the course for a third time. Jennifer gave the group an overview of the changes shown on the draft. To be compliant with Title 5, legal services recommended that we immediately implement the correct interpretation of Title 5. Programming has been made in Banner to correct this problem.

Nick Kapp asked if Faculty, Counselors and Ed Policy Committees are aware of this. Jennifer said that they were the first group notified and they have been very involved in the process. Nick stated that he would like this to go before the Academic Senate through Ed Policy Counsel. Carla Campillo would also like this to go before the Academic Senate through Ed Policy.

At the same time, the Deans of Enrollment Services found that there is no such thing as a leave of absence, only military withdraws. Medical withdrawals are not a provision in the Ed code. Students can still petition but there will be no notation of a leave of absence on the transcript. They will not be able to maintain catalog rights.

Katharine Harer and Jing Luan commended Jennifer Hughes on her work.

Parking Fees & Student Health Services Fees

Chief Financial Officer Kathy Blackwood passed out a fact sheet for parking fees. The proposed increase would be \$40 for Fall and Spring semester and \$2 daily. Summer fees would remain the same. Low-income students will not be affected by the proposal. SMCCCD has nearly the lowest parking permit fee in the Bay Area. Parking fees have not changed for five years. Kathy explained that there is not enough money in the parking fund to pay for maintenance, security and utilities. This is being subsidized by the general fund.

The VPSSs have taken this to their Student Bodies; CSM students are opposed, Skyline and Canada are OK with this. Kathy Blackwood urges council to go back to your respective groups and discuss. We will take action on this item at our May 7 meeting.

This proposal is to increase the Student health service fee by \$1. We are mandated by the State to provide health services and we cannot charge what it costs us for health services. Whether or not we increase the fee, the state will not reimburse us for it.

Kathy is open to when this should be implemented, but we are losing money if we don't raise it. She agrees that it is very difficult to go back and collect the extra dollar for summer session.

Jing Luan urged the council members to talk to their constituencies group and bring it back for consensus on May 7. Nick Kapp suggested that maybe in the future we could discuss this issue early in the year. This way if the State says you may raise your fee we will be prepared.

*Back for action in May – both items

District Strategic Plan Update – Prospectus & Taskforce

Co-chair Jing Luan distributed a copy of the presentation which he made to the Board members at last Wednesday's study session. Jing told the council that he would give them a monthly update on the SMCCCD Strategic Plan as they will have to vote on the plan 2008-2014. We strive to become the best student centered teaching institutions. This plan will be evidence based. Nick Kapp will be Co-chairing this taskforce with Jing.

Review of DSGC Membership

Co-chair Jing Luan explained that he is not attempting to modify the 2.09 R & R, but there are times when he is not sure who is serving on the council. Co-chair Nick Kapp explained that due to different scheduling that it is impossible to make all meetings, especially for the Students. Katharine Harer suggested that they have one person who could sit in as a substitute. Nick Kapp explained that when different people were coming and going it took longer to come to decisions. Jing discourages using replacements or substitutes to keep the group consistent, citing Policy 2.09. Nick suggested that we poll people to see who will be attending on May 7. Jing suggested that in the worst-case scenario, if there as no quorum, we would seek consensus by email.

ARCC (Accountability Reporting for Community Colleges)

Jing Luan will move this item to the next meeting.

Faculty Staff ID's

No new information

Proposed District Policies, Rules and Regulations Review (Group)

Co-chair Nick Kapp asked if they need another meeting later in May to discuss the May revise.

Linda had a question about the Equal Opportunity Employment Committee. Nick explained that this is the group that would look at Rules and Regulations and diversity. We might want to invite Harry Joel to a future meeting to discuss the EOEC.

Jennifer Hughes stated that there should be a more systematic approach for reviewing Rules and Regulations.

Other

Meetings will remain on the 1st Monday of the month except for September which will be held on Monday, 9/17 due to the Labor Day Holiday.

The next meeting will be on Monday, May 7.

The meeting was adjourned at 4:15 pm.

District Shared Governance Council (DSGC)
May 7, 2007
Minutes

Members Present:

Adolfo Leiva	Charles Jones
Jeremy Ball	Nick Kapp, Co-chair
Carla Campillo	Cassie Kitchens
Georgia Clark	Jing Luan, Co-chair
Alain Cousin	Jane McAteer
Sebastian Grillo	Stephanie Samuelsen
Jeanne Gross	Richael Young
Ulysses Guadamuz	

Guest:

Kathy Blackwood
Jan Roecks

Council Co-chair Jing Luan called the meeting to order at 2:18 pm. He thanked everyone for coming to make a quorum. Jing Luan suggested that while we have quorum, we would move on the action items.

ACTION

Review and Approval of Minutes from March 5th and April 16th Meetings

Jing gave the members time to review the minutes. Alain Cousin questioned the statement on page 2, under Parking Fees & Student Health Services Fees, second paragraph, *Kathy Blackwood stated that the VPSS's have taken this to their Student Bodies; CSM students are opposed, Skyline and Cañada are OK with this.* Alain was told by the Cañada President and Representatives that they do not approve the parking fee increase. Kathy replied, at that time this is what she was told and it may have changed after this was stated.

After reviewing the minutes, Jane McAteer moved to approve the March 5th minutes as amended; Sebastian Grillo seconded the motion. The motion passed with 9-Ayes, 0-Opposed and 3-Abstentions. Those abstaining were not present at the March 5th meeting.

The motion was made by Sebastian Grillo to approve the April 16th minutes as amended; Carla Campillo seconded the motion. The motion passed with 7-Ayes, 0-Opposed and 5-Abstentions. Those abstaining were not present at the last meeting.

Co-chair Jing Luan asked those attending to introduce themselves to the two new members and visitors. He then stated that he had asked the council members to share with their constituent groups the information from last meeting regarding the parking fee and student health services fee proposals. For the members who were not present, Jing Luan emailed the proposals to all council members and explained there was a first reading and these would come back to our next meeting for a second reading and approval vote.

Second Reading and Approval:

1. Recommended Parking Fees Change

Jing asked for a motion to approve the recommended parking fee change. It was moved by Ulysses Guadamuz and seconded by Jane McAteer to hold a discussion first. Alain Cousin passed out a statement on the position to oppose the increase to student parking fees, which was presented and discussed by the Associated Students College of San Mateo. He summarized the statement with the following key points:

- The District has stopped enforcing the collection of student fees in a timely matter.
- The District has promised multiple improvements to parking facilities that could be paid with bond money.
- It is unclear as to whether the last increase has been adequately utilized.
- Parking funds are being used for the security of buildings.
- The increase in fees could decrease enrollment.
- There has not been adequate time or research devoted to this fee increase.

Alain also stated that he has discussed this with Cañada and they are also opposed to the increase. Cassie Kitchens stated that at first the students thought the increase would be a good idea but after discussions at the Associated Students meeting, the following concerns were brought up:

- It would detract from holding community events where visitors would have to pay higher fees.
- If the parking fee was lower than surrounding schools, it may draw students to Cañada.

Jeanne Gross reported that those at the Cañada College Council meeting felt that not enough information had been communicated on how the increase would be tied to security. The students at this meeting were not entirely opposed to the increase, but would like to see the funds go directly to the increase of security and maintenance in the parking lot.

Chief Financial Officer Blackwood stated that the parking fund consists of parking revenues from parking permits, parking fines and parking for special events. Only a portion of security is paid, when it is reasonably associated with the parking lot, not the buildings. Only a portion of the facilities is paid which includes lighting and water for the grounds around the lot.

Kathy also stated the following:

- The District has recently imposed more stringent methods for collect fees from students including collections.
- It has been 5 years since there has been a parking fee increase.
- The proposed increase is to cover the deficit that all 3 colleges have. It is not going to provide additional services.
- This fund is audited and restricted by the state.
- Don't know if this will effect enrollment
- The bulk of the expenses in the parking fund pay the staff. Enrollment has decreased while staff expenses have gone up.
- Bond money is used for most maintenance in the parking lot.

Alain Cousin thanked Kathy Blackwood for bring up excellent points, but these were not presented to the students. Alain Cousin and Sebastian Grillo agreed that when this information was presented to them, there were no line items and they couldn't see a breakdown of what was

BOARD REPORT NO. 07-6-105B

being paid from the parking fund or the general fund. They believe that there has not been enough time to think about this, analyze the increase and what effect it will have.

Council Co-chair Nick Kapp suggested that because this council only meets once a month, if the students had asked for clarification before this meeting, additional information could have been provided and questions could have been answered.

Alain Cousin responded by saying that due to the Brown Act, the Student Senate meets weekly and could not have formed a new position until today. CSM opposes the fee increase 100%. Sebastian stated that they don't want any more increases.

Council Co-chair Jing Luan asked if there was any other input for this item. It was time to take a consensus vote. Consensus is reached if no members are at level "E". If a member has strong reservation regarding a recommendation, a minority report will be included in the report to the Chancellor and the Board of Trustees.

After discussing the issue, Jeremy Ball asked the Students if they are in a position today, after having received answers to their questions, could they express a "D" vote which could be taken forward to the Board with a minority report opposed to not being able to send the recommendation at all.

Nick expressed the same opinion. He would rather it go to the Board with a minority report for discussion rather than become a dead issue. It has taken a long time to make sure that issues like this go through the District Shared Governance Committee.

Alain Cousin asked if there could be a brief recess to confer with his fellow students. Presently, he will be choosing "E".

The Co-chairs agreed to give the students a few minutes to caucus.

The students returned and the meeting was reconvened. The positions were taken representing their constituency group.

Jane McAteer	Abstained
Stephanie Samuelsen	D
Ulysses Guadamuz	D
Charles Jones	D
Cassie Kitchens	D
Carla Campillo	B
Adolfo Leiva	B
Jeanne Gross	C
Georgia Clark	D
Jeremy Ball	C
Alain Cousin	E
Sebastian Grillo	E
Richael Young	D
Nick Kapp	B
Jing Luan	B

Alain and Sebastian both chose “E” – (I cannot support the recommendation). Nick suggested that we discuss it further and then they take it back to their constituency groups to discuss further and see if they would change their minds.

Alain Cousin tried to call his student representatives to explain the consensus building procedure and what the actual difference between a “D” and “E” vote would mean. He was told by his President, who asked the student representatives. They said they would absolutely not change their position until there was more information.

Kathy will take this proposal to the Chancellor to get his recommendation and explain what happened at this meeting. The Chancellor may send it back to the Shared Governance Council until a consensus is reached or submit it to the Board for approval without recommendation from this Council. She also stated if we don’t raise this fee, the deficits at Skyline and CSM will continue to get deeper and Cañada will cut something to fund it. This will come out of the general fund for service that we provide.

The council members continued to discuss different options. Nick explained again how this is a consensus group and we must continue to talk about it until everyone agrees. The main concern is that the Board may act upon this proposal without recommendation coming from the Shared Governance Council and Council members will not be able to voice their opinion as they would with a “D” position.

Alain expressed that he would really like to change his vote but he feels that he is empowered to be a voice for the student group. Cassie asked if this is really in the best interest of the students.

If approved the recommendation would be presented to the Board at the June 27th meeting.

On May 21st, the council will return to revisit the recommended parking fee change. Votes will be heard from Louis Padillo, Sebastian Grillo, Alain Cousin and Jane McAteer. All other votes stand.

2. Recommended Student Health Services Fees Change

Jing asked for a motion to approve the student health services fee proposal. All member votes “B” except for 1 abstention.

PROCEDURAL

Public Comments

None

DISCUSSION

DSGC Membership

To be discussed at the next formal meeting on September 17, 2007. There will probably be a new slate of officers.

INFORMATION

Revision to Board Policy 7.35 Academic Standards

Vice President Jennifer Hughes is not present so there is no additional information.

Accreditation Update – Function Map, District Policies, Board Review Date

Function map has been review a second time by the Chancellors Council and approved. It is being placed in the college self-studies. On June 13th, the 3 colleges will present the self-studies to the Board. Nick Kapp said that the self-studies are online if you would like to review them. They will only be on line until May 18th. Alain Cousin brought to the group's attention that all of CSM's was not online. In July, they will seek approval from the Board of Trustees.

Developing Protocol for Revising Policies and Procedures

We are not clear on how the District reviews and revises the Policies and Procedures or Rules and Regulations. Stephanie Samuelsen stated that the purchasing department is regulated by Rules and Regulations. Jennifer Hughes, Barbara Christensen and Jing Luan will develop a protocol to be shared with the District Shared Governance Committee.

District Strategic Plan Update – Prospectus & Taskforce

The District Strategic Plan was sent to President, VPs, Deans, and Academic Senate Presidents. The first taskforce meeting will take place on May 22nd during Chancellor Cabinet meeting. Once more information is available, Jing Luan will brief the council.

Proposed District Policies, Rules and Regulations Review

Alain Cousin stated that ASCSM developed another procedure in which the students should have been included in selection procedures. Nick Kapp questioned whether this was presented or approved by ASCSM and asked if Alain Cousin had the supporting documentation. Jing Luan stated that not all committees are required to have students. Cassie Kitchens said that there are different procedures for the union negotiations. Ulysses Guadamuz suggested that this be put on a future agenda.

Other

Nick Knapp would like to see many of your back next year if possible. He stated that it is nice to have a stable group.

Jing Luan would like to review 2.09 when the District Shared Governance Committee reconvenes in the Fall.

The next meeting will be on Monday, May 21st – 2pm to 3pm in the Boardroom.



**THE ASSOCIATED STUDENTS OF
COLLEGE OF SAN MATEO**

Statement on Proposed Increase to Student Parking Fee

Whereas, Title 5 of the California Education Code and San Mateo County Community College District Rules & Regulations (§2.18) stipulate that students shall have input into matters that will have “significant impact on students”; and,

Whereas, the Board of Trustees of the San Mateo County Community College District recognizes the Associated Students of the three college, organized under the provisions of the Education Code §76060, as the representative bodies to participate effectively in District and College governance; and,

Whereas, an increase in parking fees does fall under Title 5, §51023.7, subsection (b), item 9, “student fees within the authority of the district to adopt”; and,

Whereas, College of San Mateo’s Values Statement states, “We believe in supporting open, dynamic, and collaborative decision-making process with appropriate representation”; and,

Whereas, College of San Mateo has a long history of welcoming, including, and encouraging student participation in College governance; and,

Whereas, the Academic Senate for the California Community Colleges denounces any fee increases; and,

Whereas, the District has stopped enforcing the collection of student fees in a timely manner; and,

Whereas, the District has promised multiple improvements to parking facilities with this increase that could be paid for with bond money; and,

Whereas, the Student Services Managers (Leads) have discussed this increase, shown no support, and feel that this fee increase would be detrimental to enrollment; and,

Whereas, the Associated Students of College of San Mateo's preliminary research indicates that this increase in fees could decrease enrollment and impact the collection of other fees; and,

Whereas, it is unclear as to whether the last increase to student parking fees has been adequately utilized; and,

Whereas, parking funds are being used for the security of buildings, which does not add to the security of student vehicles; and,

Whereas, there has not been adequate time or research devoted to this fee increase;

Therefore, be it resolved that the Associated Students of College of San Mateo does oppose an increase to the student parking fee;

Furthermore, be it resolved that the Associated Students of College of San Mateo does also endorse the formation of a district-wide committee to explore the current and future utilization of the parking fee, including any potential increases.

Presented to the ASCSM Student Senate on Monday, April 30, 2007.

BOARD REPORT NO. 07-6-106B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Martha Tilmann, Technology Division Dean

**RENEWAL OF AGREEMENTS WITH APPRENTICESHIP PROGRAM SPONSORS, 2007-08
COLLEGE OF SAN MATEO**

The California Labor Code, Section 3074, Chapter 4 of Division 3, authorizes State and local boards responsible for vocational education to provide related and supplemental instruction for identified apprentices under the authority of Section 3074.

Agreements have been reached with the Apprenticeship program sponsors listed below for instructional services provided through the College of San Mateo. These agreements provide a means for the District to pay for services rendered by the Apprenticeship program sponsors during 2007-08. Payment amounts are determined according to the attendance experienced by each program.

The agreements include the following provisions:

1. Payment of instructional salaries, instructional supplies, facility supplies and rental for the following off-campus programs:

San Mateo County Joint Apprenticeship and Training Committee for the Electrical Construction Industry	\$124,000.00
Joint Apprenticeship and Training Committee for the Plumbing, Pipe Fitting and Refrigeration Industry of San Mateo County	\$143,000.00
Sprinkler Fitters U.A. Local 483 Joint Apprenticeship Committee	\$88,000.00

2. The agreements may be terminated by either party with a 60-day written notice to the other party.

RECOMMENDATION

It is recommended that the Board approve the agreements with the Apprenticeship program sponsors for 2007-08, as detailed above.

BOARD REPORT NO. 07-6-107B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Executive Director of Construction Planning and Gen. Services,
358-6752

APPROVAL OF 2009-2013 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On June 28, 2006 (Board Report No. 06-6-105B), the Board authorized submittal of the District's 2008-2012 Five-Year Capital Construction Plan (5YCP) and related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the Office of the Chancellor, California Community Colleges, in accordance with the Community College Construction Act (Education Code Section 81800, *et seq.*, and State Administrative Manual 6610). The plan constituted the first part of the capital outlay proposal process and was prepared according to current guidelines. The State Chancellor's Office reviewed and evaluated the 2008-2012 plans for conformance to existing guidelines and potential for funding.

During fiscal year 2007, the District received award of capital outlay funding totaling \$22.406M for the following projects:

- Cañada College Facilities Maintenance Center (\$6.928M in FY0607)
- Skyline College Facilities Maintenance Center (\$4.889M in FY007)
- Skyline Building 7- Allied Health Voc/Tech Training Center (\$10.589M in FY0506)

During fiscal years 2007 and 2008, the District anticipates receiving capital outlay funding totaling of approximately \$42.196M for the following projects:

- Cañada College Building 13 - Multiple Program Instructional Center (\$7.575M in FY0809)
- Cañada College Building 5/6 - Reactivation of Academic Facilities (\$5.688 in FY0708)
- Skyline Building 2 - Instructional and Administrative Resource Center (\$7.531M in FY0809)
- CSM Demolition of Seismic Hazardous Buildings (\$10.907M in FY0708)
- CSM Building 12- Modernization (\$5.594M in FY0809)

The 2009-2013 Five-Year Capital Construction Plan reflects input received from the State Chancellor's Office review of the 2008-2012 plans, and is in alignment with the District's 2006 Facilities Master Plan and the continuing Capital Improvement Program (CIP2). In preparing and submitting the 2009-2013 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.

Major Projects Completed FY 2006-2007

The following Table identifies the major projects that were completed and occupied in fiscal year 2006-2007:

FY 2006-2007 Major Projects Completed				
Project Name	Total Project Cost	Funding	Building Size Gross Square Feet (GSF)	Date Occupied
CAÑADA COLLEGE				
Bldg. 9 Library & Student Resource Center (New Construction)	\$31.716 M	\$22.280M Prop 55 Balance Measure C bond funds.	72,526	Summer 2007
SKYLINE COLLEGE				
Building 3 Physical Education, Athletics & Dance (Seismic Upgrade & Modernization)	\$9.429M	\$1,724M Prop 47 Balance Measure C funds, State Scheduled Maintenance funds, and State Hazardous Substance Removal funds.	40,851	Fall 2006
Building 6/7A Student & Community Center/Science Annex (New Construction)	\$30.944 M	Measure C general obligation bond funds.	B6-37,973 B7A- 29,004	Spring 2007
Building 8 Business & Language Arts (Seismic Upgrade & Modernization)	\$14.658 M	\$3.57M Prop 47 Balance Measure C funds State Scheduled Maintenance funds, and State Hazardous Substance Removal funds.	44,668	Spring 2007
COLLEGE OF SAN MATEO				
Building 36, Science Center (New Construction)	\$24.700 M	Measure C general obligation bond funds.	55,620	Fall 2006
Building 35 Walter H. Moore Regional Public Safety Center (New Construction)	\$4.377M	Funded by Measure C bond funds, local law enforcement, and private donations.	10,000	Fall 2006

The District’s 2009-13 Five-Year Capital Construction Plan includes three Initial Project Proposals for Fiscal year 2009-10 and three Final Project Proposals for Fiscal Year 2008-09 (FY0809), plus two re-submittals of previous Final Project Proposals. Following is a summary of each project in the 2009-2013 Five-Year Construction Plan that the District will submit to the State.

Current & Future Projects

CAÑADA COLLEGE

BUILDING 7—FACILITIES MAINTENANCE CENTER (NEW CONSTRUCTION)

Project Description: This FY0607 FPP proposed creation of a Facilities Maintenance Center at Cañada College. The intent of this project is to build a maintenance support facility and

corporation yard (14,000 GSF and 10,500 ASF) with appropriate office space, dispatch area, trades shops, and maintenance bays.

Total Project Cost: This project has an estimated cost of \$8.361M, with \$6.9283M funded by State Capital Outlay, and \$1.434M from Measure A general obligation bond funds.

Status: The State has authorized a 2006-07 design and construction funding cycle. Design work began in spring 2006, anticipated bid date October 2007 with construction in 2008 and occupancy in 2009-2010.

BUILDINGS 5 & 6—REACTIVATION OF ACADEMIC FACILITIES AND CODE COMPLIANCE UPGRADES

Project Description: This FY0708 FPP proposed conversion of approximately 17,124 ASF in Buildings 5 and 6, vacated as a result of the new Library/Learning Resource Center/Student Services Facility described earlier in this report, to instructional and student services spaces. Accessibility upgrades are required as a condition of extensive modernization, including the addition of 1,400 GSF of new construction associated with a new elevator to improve access to the buildings. The District has provided funds for the preliminary plans, working drawings and a portion of the construction funds using Measure A general obligation bond funds.

Total Project Cost: The estimated cost of this project is \$11.975M, with \$5.68M in requested State Capital Outlay funding, supplemented by \$6.287M in Measure A general obligation bond funds.

Status: The State has approved this FPP. Design is commencing in accordance with FPP funding cycle. The District anticipates a 2008-09 design and construction funding cycle.

BUILDING 13—MULTIPLE PROGRAM INSTRUCTIONAL CENTER

Project Description: This project involves the modernization of the academic classroom building, 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 of restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes: It addresses problems associated with facility accessibility for ADA compliance. It replaces building finishes and components that have exceeded their service life expectancy. The replacement of the mechanical system will address the total building area of 31,473 GSF with a new transformer. Modernization of the thirteen classrooms and offices was completed under a separate, 100% District-funded project to provide these upgrades on an accelerated schedule. 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 \$11.5M, with \$7,575M to be funded by State Capital Outlay funding; the balance will be funded using Measure A general obligation bond funds.

Status: The State has approved this FPP, but funding is predicated on a successful 2007 state bond election. The District anticipates a 2008-09 design and construction funding cycle.

BUILDING 8—REACTIVATION OF ADMINISTRATION FACILITIES

Project Description: This project modernizes 6,650 GSF of two story building constructed in 1968. This renovation will provide modernized office and meeting spaces for the College administration. The administration building has been the home of both the executive administration of the College and several critical departments within Student Services. In the summer of 2005, the President's, Vice Presidents' and adjacent business offices on the 2nd floor were modernized by the Measure C-funded Building 8 renovation project. During the summer of 2007, Admission and Records, Counseling, Financial Aid and Business Services moved to Building 9, the new 72,000 square foot Library and Student Resource Center, leaving the secondary effect of a vacant first floor in need of modernization.

The new floor plan will provide additional offices, conference rooms, staff break room and work room. Included in this renovation is the installation of a new air conditioning system for the entire building that will improve the indoor environment of both floors.

Total Project Cost: The Construction Planning Department has established a working budget of \$3.160M for this project.

Status: Design began in spring 2007 with anticipated construction in 2008.

GATEWAYS CIRCULATION AND PARKING PROJECT

Project Description: In line with SMCCCD's goal to provide world-class educational facilities for students and faculty, the intent of this project is to enhance the exterior environment at Cañada College and make the whole campus experience an integral part of attaining this goal. The project hopes to give the campus a park-like quality, with a strikingly beautiful and impressive appearance while requiring minimal maintenance. Particular attention will be given to the following elements:

- Landmark entries at Farm Hill Boulevard and Cañada Road
- Landscape hierarchies to define vehicular and pedestrian circulation routes and manage pedestrian/vehicular interface
- Activated spaces that support campus activities
- Accessible paths of travel for the physically disabled community
- Emergency vehicle access
- Safety and security measures
- Concessions
- Art
- Public Transportation, Passenger Drop-Off and Pick-Up Zones, Service & Delivery

This project will create a cohesive Cañada College identity throughout the campus.

QUAD WATER FEATURE & CONCESSION STAND

The redesigned water feature will include natural granite and rock elements with new recessed seat wall lights and up-lighting for the existing olive trees. The renovation of the existing water feature and lighting upgrade in the adjacent planter boxes will enhance the upper quad area and complement the improvements in the lower quad area. The concession stand project will provide faculty, staff and students an outlet for coffee, tea, juices, prepackaged snacks and meals in the upper quad area

Total Project Budget: The Construction Planning Department has established a working budget of \$10.372M for this project.

Status: The project began design and programming in spring 2007, with anticipated bid document release in late winter 2008. Estimated construction start date for Gateways Project is spring 2008. Planning and construction for The Quad Water Feature and the Concession Stand Projects are underway with anticipated completion by the fall semester 2007.

BUILDING 16/18— MODERNIZATION

Project Description: Buildings 16 and 18 form a small complex with Building 17. The buildings are interconnected by exterior covered walkways. The three-building complex is not easily accessible from the existing campus. Access between buildings is circuitous, and facilities tend to be replicated rather than shared. Construction will address ADA Accessibility in each building. Approach to doors is inadequate, roof leakage has caused damage, restrooms need to be upgraded and signage needs to be replaced. Classroom renovations will improve and consolidate teaching facilities for existing programs.

Total Project Cost: The reconstruction of this facility has an estimated total project cost of \$16,862, funded by \$11.328 from Measure C and \$3.434M from Measure A general obligation bonds.

Status: The project will bid in fall 2007 with design to begin immediately and construction anticipated in spring 2008.

BUILDING 1—FITNESS CENTER CONVERSION & CODE COMPLIANCE UPGRADE

Project Description: This FY0910 FPP proposes reactivation of 1,487 assignable square feet of vacated space, resulting from construction of the new Facilities Maintenance Center, for expansion of the Fitness Center. It also includes code upgrades to 13,625 GSF of locker, shower and restroom facilities in the gymnasium. The purpose of the project is threefold: achieve Title IX compliance through an equitable balance in facilities for men and women; replace building finishes and components that have exceeded their service life expectancy; and address a variety of problems associated with facility accessibility. In addition to reconfiguring lockers, showers and restrooms, a new elevator is proposed. Remodeling of the office and reception desk, and public restrooms is also required for ADA compliance.

Total Project Cost: The estimated cost of this project is \$7.937M, with \$5.964M in requested State Capital Outlay funding, supplemented by \$1.973M in Measure A general obligation bond funds.

Status: The District is re-submitting this project to the state as a FY09/10 FPP with a design funding cycle in 2009-10 and a construction funding cycle in 2010-11, depending on State Chancellor Office acceptance of the project.

SKYLINE COLLEGE

BUILDING 7—ALLIED HEALTH VOCATIONAL/TECHNICAL TRAINING CENTER

Project Description: This FY0607 FPP proposed construction of an Allied Health Vocational & Technical Center facility in Building 7 at Skyline College in order to create space to house the following high-demand occupational programs: Biology/Biotechnology, Surgical Technology, Dental Assisting, Respiratory Therapy, Nursing, and Emergency Medical Technician Training. These programs are currently located in space inadequate to meet existing pedagogy, technology,

and emerging enrollment demand. Additionally, the existing facilities are either partially or totally inaccessible to disabled students and employees. Programs affected by this project currently generate more than 7,500 WSCH per semester.

Total Project Cost: The reconstruction of this facility (approximately 17,500 ASF and 25,000 GSF) has an estimated cost of \$10.918M with \$10.589 to be funded by State Capital Outlay funding; with the balance funded using \$329,000 Measure A general obligation bond funds.

Status: Bids were received in May 2007 and awarded in June 2007 to John Plane Construction. The District anticipates construction to start summer 2007 and occupancy in summer 2008.

BUILDING 30—FACILITIES MAINTENANCE CENTER (NEW CONSTRUCTION)

Project Description: This FY0607 FPP proposes replacement of the existing maintenance center, which poses serious health and safety issues to staff, vendors, contractors and visitors. The facility consists of pre-World War II wooden structures which have aged at a rapid rate due to the harsh environmental conditions endemic at Skyline College. These structures are a hindrance to the College's ability to accomplish required maintenance functions (automotive and equipment repair, warehouse facilities, properly enclosed garaging for vehicles and equipment, carpentry, electrical and plumbing tasks). The project will replace these buildings with a safe, modern, and appropriate work facility.

Total Project Cost: The estimated cost of this project is \$7.1M, with \$4.639M funded by State Capital Outlay funds, and the balance of \$2.201M from Measure A general obligation bond funds.

Status: The State has authorized a 2006-07 design and construction funding cycle. Design work began in 2006. Anticipated bid date is August 2007 with construction in 2008 and occupancy in 2009-2010.

SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT

Project Description: This multi-component project, to be delivered using the design-build delivery method (wherein a design-build contractor is hired to provide the design as well as construction of the project), will continue the process of reinvigorating the facilities of Skyline College. The recently completed Building 6 Student & Community Center, and the Building 7 Science Annex, along with modernizations to existing academic Building 8, Gymnasium Building 3 and the exterior athletic fields/tracks/courts, have begun the evolution to a complete college campus. The new buildings and major improvements to exterior areas of the campus that are planned as part of this Skyline CIP2 Design-Build Project will complete the renaissance.

Building 4 will be the new home of the Cosmetology program and will expand the physical education offerings of the College. Building 11 will allow the Automotive curriculum to expand by providing facilities for training in Automatic Transmission repair. Incorporated in this new building will be 10 service bays, which will simulate operations within a commercial automotive repair facility. Building 15 will be the new home for Learning Communities, Educational Services, Workforce programs as well as Skyline's Administrative Offices, and is intended to be a magnet for a diverse constituency of students, faculty, staff, business persons, and visitors. This building will be visually and physically engaging to promote interaction among campus communities and increase awareness of campus programs available to students. The building will serve as a place to host special events, and foster student interaction through formal and informal gatherings.

Skyline College's campus exterior will be revamped to take advantage of the existing forest-like and grassland setting. The new landmark entries at Skyline Boulevard and Sharp Park Road will provide gateways to a lively campus where students and the community will feel inspired to participate in college activities, with gathering spaces acting as centers of concentrated activity and energy.

The new buildings are targeted to receive LEED certification (Leadership in Energy and Environmental Design), demonstrating Skyline College's commitment to sustainable building design and construction.

Total Project Budget: The Construction Planning Department has established a working budget of \$88,797M for this project.

Status: Skyline College selected three Design-Build Entities to compete for this project early in the spring semester 2007. The District will release the Design-Build contract and bridging documents, along with detailed Design Standards in June 2007. Proposals are due in fall 2007, with design and construction expected to commence in 2008.

BUILDING 1—Performing Arts Modernization—Phase IV

Project Description: This project modernizes portions of the Fine Arts building (Building 1) on the Skyline College campus. The project entails renovating 21,493 assignable square feet (asf) of outdated and ineffective instruction and support spaces. Further, the project proposes conversion of the current Executive Administration office space in Building 1 to art, graphics, music, drama and photography lab/classrooms as originally designed. This project will provide the Fine Arts programs with appropriate lab and classroom space necessary for collaborative, state-of-the-art instruction in the diverse Fine Arts fields. Additionally, this project will allow expansion of the programs ability to incorporate the use of technology throughout the curriculum. Many of the existing Art and Music lab spaces are inadequate in size and layout to support the curriculum. This is especially true for the music labs, many of which have been placed in office and storage

spaces within Building 1. The existing ceramics lab is currently located in rooms adjacent to the main electrical and mechanical spaces serving the campus. This project will provide for the relocation of the ceramics lab to the vacated administrative areas on the 3rd Floor of Building 2.

In addition to reconfiguring the learning and support spaces for flexible instruction and instruction related performances, the scope of work includes removing hazardous substances such as asbestos from wall texture materials, floor tile, ceilings and pipe insulation. The project will also add air conditioning and fire sprinklers to the building and update the building's infrastructure systems. Because of the technology and redesign of the interior spaces, this building will provide a quality learning and performance environment for the music and dance programs.

Total Project Cost: The total estimated project cost is \$10.383M with State Capital Outlay dollars funding \$6.222M and Measure A funding \$4.161M.

Status: The District will submit this FPP to the state in July 2008, with an anticipated design and construction funding cycle in 2009-10 if the project request is successful.

BUILDING 2--RECOMMISSIONING FACILITY & STUDENT SERVICES EXPANSION

The purpose of the project is to expand Student Services to the top floor of Building 2 as a secondary effect to the cafeteria and student activities move to the new Building 6, and to consolidate the Telecommunications Program. Further, this FPP will allow Skyline College to conclude the overall modernization of Building 2. Included as part of this project are safety and security enhancements, the installation of the District's ACAMS system, and improvements to the indoor air quality with substantive changes to the building's ventilation and HVAC system. The building will require asbestos abatement, and improvements to insufficient wiring to accommodate standard information technology and other electronic systems. The IPP will allow the upgrading the electrical system, renovating restrooms, as well modernizing zone controls and addressing ADA accessibility issues.

Total Project Cost: \$10.038M with \$2.507M of Measure A funds supplementing \$7.531M of State Capital Outlay dollars.

Status: The District is planning for design and construction funding in the 2008-2009 cycle.

EARLY CHILDHOOD EDUCATION AND DEVELOPMENT CENTER (NEW CONSTRUCTION) -

Project Description: This FY0809 FPP proposes construction of a new permanent 9,279 ASF facility for the Early Childhood Education program at Skyline College. With the construction of the new building, the childhood education and development program at Skyline College will meet all state licensing guidelines. This permanent facility will provide new "hands-on" learning opportunities for early childhood education students. This program offers students entry level opportunities in the child care industry. The program currently uses Building 16, a temporary modular building, which consists of 3,074 ASF; this building will be demolished as part of this project.

Total Project Cost: The estimated cost of this project is \$7.4M, with \$3.6M in requested State Capital Outlay funding.

Status: Currently the state has not favored this project and it appears that funding is unlikely.

COLLEGE OF SAN MATEO

DEMOLITION OF SEISMIC HAZARDS

Project Description: The purpose of this project is to remove seismic hazards from the College of San Mateo. Four buildings on the CSM campus, Buildings 21, 23, 25, and 27, have been rated F in a seismic survey and by recent additional structural analysis. These buildings present a clear danger to the health and safety of the students, faculty, and staff of the College, and have the potential of collapse in a major seismic event. Some of the buildings contain hazardous materials, which could be widely dispersed in the event of a structural collapse. The project proposes to remove these dangers through demolition and to repair and reconfigure the site with accessible pathways and landscaping in conjunction with the Design-Build Project.

Total Project Cost: This project has an estimated cost of \$12.021M; the District is requesting \$10.907 State Capital Outlay funding, supplemented by \$1.114 in Measure A general bond obligation funds.

Status: The State has approved this FPP. Design is commencing in accordance with FPP funding cycle. The District anticipates a 2007-08 design and construction funding cycle, with execution dependant on the CSM CIP2 Design-Build project.

BUILDING 12— REACTIVATION OF SCIENCE FACILITIES & MODERNIZATION

Project Description: Instructional Science facilities at the College of San Mateo Building 10-12 are more than 30 years old. As such, the college constructed a new science facility using Bond funds to accommodate the changing scientific needs. As part of the CSM Master Plan, the college will renovate the space in Building 12 vacated by the science program to consolidate instructional and support space for the new information technology program and support facilities. The existing electrical, plumbing, and HVAC systems have exceeded their life cycle and serviceability. This project seeks to renovate & remodel approximately 13,065 assignable square feet of "inactive" space for instructional and support facilities.

Total Project Cost: This project has an estimated cost of \$7.337M. The District will receive \$5.594M of State Capital Outlay funding, supported by \$1.743M of Measure A funding.

Status: The State has approved this FPP. The District anticipates a 2008-09 design and construction funding cycle.

BUILDINGS 14/16--CLASSROOM MODERNIZATION

Project Description: The scope of this project includes the renovation of Building 14 & 16 for general assignment classrooms. Improvements are expected to include classroom reconfiguration, new finishes in classrooms and corridors, accessibility improvements for restrooms, and enhanced entries and lobbies. Classroom improvements include new furnishings and the installation of smart classroom technology. This project will enable Building 14 to take its place on the CSM campus as one of the principal general assignment classroom facilities. Its central location makes it ideal of this use. When completed, it is anticipated that it will contribute additional medium sized (50-student capacity) classrooms to the campus. These classrooms will be outfitted with "smart classroom" technology that will keep CSM at the forefront of contemporary learning centers.

Total Project Budget: The Construction Planning Department has established a working budget of \$11.831M for this project.

Status: Programming and design work commenced in spring 2007. Building 16--anticipated completion of design is summer 2007 with construction beginning in the fall semester 2007, occupancy expected spring 2008. Building 14--anticipated completion of design is winter 2007 with construction beginning in the spring semester 2008, occupancy expected fall 2008.

B2/3/4--FINE ARTS MODERNIZATION

Project Description: Buildings 2 (Music) and 4 (Fine Arts) were both constructed in 1963; 11,877 GSF and 16,044 GSF respectively. These buildings are used primarily for fine arts instruction; 84% of the space in the buildings is classroom or laboratory service. These buildings together have an instructional capacity of 8,657 WSCH. This project proposes to modernize the spaces in these two buildings addressing program configurations, outdated building systems, and code issues.

The scope of this project includes the renovation of Buildings 2, 3, and 4 for music and art related programs. Improvements are expected to include classroom and studio reconfiguration, new finishes in classrooms and corridors, new data system backbone, environmental quality improvements both within the buildings and to the adjacent ceramics studio, and accessibility improvements. Classroom and studio improvements include new furnishings and the installation of smart classroom technology as well as acoustical improvements appropriate for the specific programs. The project also recognizes Buildings 2, 3, and 4's unique location at the western edge of the campus and enhanced wayfinding throughout the complex will be coordinated with the Master Plan.

This project will enable Buildings 2, 3, and 4 to maintain their place on the CSM campus as the core of fine arts instruction. The work is intended to expand the previous work performed under CIP1, which improved the theater. Buildings 2, 3, and 4 are located adjacent to the campus main entrance and are one of the first structures that visitors to the college experience. When completed, the project will contribute to the successful revitalization of the overall campus experience.

Total Project Budget: The Construction Planning Department has established a working budget of \$6.750M for this project.

Status: Programming and design work commenced in spring 2007. Anticipated completion of design is winter 2007 with construction beginning in the spring semester 2008, occupancy expected fall 2008.

CSM CIP2 DESIGN-BUILD PROJECT

Project Description: This multi-component project, to be delivered using the design-build delivery method (wherein a design-build contractor is hired to provide the design as well as construction of the project), will complete the renaissance of the College of San Mateo (CSM) campus. The project includes demolition of Buildings 5, 6, 10, 11, 13, 15 and 17; these buildings have exceeded their useful service lives, the layouts of the concrete walls do not lend themselves to repurposing, and their locations are desirable for new buildings. Replacement buildings 5, 10 and 15 will be constructed in the approximate footprints of the existing buildings with those numbers. The project also includes major improvements to the exterior areas of the campus.

B5N will be the new home for the Workforce programs, including Dental Assisting, Dental Hygiene, Nursing and Cosmetology, as well as the new home for Wellness and Aquatics. This

location, at the south end of the campus near the campus entries, is convenient for the community members who are patrons of these programs. These programs will thrive and grow in this new building, with state of the art equipment and adjacencies to each other that will foster interactions and synergy. The Aquatic Center will be comprised of an Olympic-sized pool and a second pool for competition warm-ups as well as Adaptive Physical Education.

B10N, located near the center of campus, will place critical student services into the heart of the campus. B10N will embody CSM's collaborative nature and student-oriented service philosophy to strengthen student convenience and access. The facility will unite Student Services into a "One-Stop Shop", including Admissions, Career Services, Counseling, Health Center, Financial Aid, Disabled Students Programs & Services, Student Activities, Welcome Center, Cafeteria, and Bookstore. This One-Stop-Shop approach will allow CSM to greet new students with a clear understanding of a personalized college experience, as well as provide continued and convenient centralized access student services near the academic core of the campus. B10N will also house the new Integrative Learning Center (ILC), a centralized tutorial and student support lab where students can get assistance across the disciplines from writing and mathematics to speech communication and foreign languages, and will be an inspired learning environment where students will feel comfortable giving and getting academic assistance.

New Faculty Office building, B15N, will be the new home to three Division Offices and up to 250 faculty members. Located near the core of the campus and across the quadrangle from B10N, this building will be part of CSM's academic heart. This building will encourage interdisciplinary faculty dialogue and foster interaction between faculty and students.

CSM's campus exterior will be revamped to take advantage of its idyllic hill top location. The new landmark entries at Hillsdale Boulevard and CSM Drive will provide gateways to a lively campus where students and the community will feel inspired to participate in college activities, with gathering spaces acting as centers of concentrated activity and energy. Landscape improvements will create hierarchies to define vehicular and accessible pedestrian circulation routes and manage pedestrian/vehicular interface. Emergency vehicle access will be improved, as well as other safety and security measures. Public transportation, passenger drop-off and pick-up zones, service & delivery zones will be enhanced. Wayfinding signage, exterior lighting, concession kiosks, and provisions for art will also be part of this project.

The new buildings are targeted to receive LEED certification (Leadership in Energy and Environmental Design), demonstrating CSM's commitment to sustainable building design and construction.

Total Project Budget: The Construction Planning Department has established a working budget of \$88,797M for this project.

Status: The College of San Mateo selected three Design-Build entities to compete for this project early in the spring semester 2007. The District will release the Design-Build contract and bridging documents, along with detailed Design Standards in June 2007. Proposals are due in fall 2007, with design and construction expected to commence in 2008.

BUILDING 19 - EMERGING TECHNOLOGIES CENTER

Project Description: The modernization of Building 19 will allow for the consolidation and centralization of highly active technology programs in Computer Information Science (CIS), Electronics, Engineering, Architecture, Building Technology, and Computer Aided Drafting. The building will support the mission of integrative learning wherein departments actively blend

curricula and faculty to bring different disciplines together to work on projects. The Technology building will be home to Engineering, Architecture, Drafting, Electronics, Computer Information Sciences, and Building Inspection. The proximity of these disciplines will provide a unique opportunity to simulate industry's "Architecture, Engineering, and Construction" (A/E/C) process model for both large and small projects.

Students enrolled in programs in this facility will be trained to transfer to more advanced programs in architecture, engineering and building technology at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, engineering and building technology fields. The college and the District will form partnerships with local industry to develop more directed areas of study that fit the needs of the local employers and better develop the students capability toward skilled and professional advancement.

Total Project Budget: The total project cost is estimated to be \$20.647M, with \$14.701M State Capital Outlay funding requested, supplemented by \$5.946M of Measure A funding.

Status: The District is submitting this FPP in the FY0910 cycle. If the State approves the grant, the District anticipates design and construction funding in 2009-2010. This project will compete with the Building 8 project for state funding.

BUILDING 8 - GYM MODERNIZATION

Project Description: This project modernizes the 43 year old Gym and pools on the College of San Mateo campus. The Gymnasium (Bldg 8) was constructed in 1963 and was among the first buildings built on the site. It has never undergone any major renovations or remodeling for the past 40 years. There have been substantial changes in the program, code compliance issues, and infrastructure issues that require attention. This project addresses these conditions as well as several code violations at the pools.

Total Project Budget: The total project cost is estimated to be \$14.997M, with \$11.543M State Capital Outlay funding requested, supplemented by \$3.454M of Measure A funding.

Status: The District is submitting this FPP in the FY0910 cycle. If the State approves the grant, the District anticipates design and construction funding in 2009-2010. This project will compete with the Building 19 project for state funding.

BUILDING 1—REACTIVATION OF OFFICE FACILITY AND CODE COMPLIANCE UPGRADES

Project Description: This Initial Project Proposal seeks state funding to reactivate Building 1 after its occupants move into the locally funded newly constructed, Building 10N. The project will modernize the 43-year-old Building 1 that was constructed along with the core of the campus in 1963 and was among the first buildings built on the site. It has never undergone any substantive renovations or remodeling for the past 40 years. There have been substantial changes in the program, code compliance issues, and infrastructure issues that require attention, as well as programming changes to meet the needs of the modern classroom and office. Further, there is a need to accommodate various programs on campus that the Design-Build project and other renovations do not address. Included as part of this project will be safety and security enhancements, with the installation of the District's ACAMS system, technology enhancements, indoor air quality and ventilation improvements, daylighting the building, as well modernizing

zone controls, renovating restrooms, addressing ADA accessibility issues, updating or replacing the elevator and activating the building's lobby.

Total Project Budget: The total project cost is estimated to be \$6.60M, \$5.80M State Capital Outlay funding requested, supplemented by \$800,000 of Measure A funding.

Status: The District is submitting this IPP in the FY0910 cycle. If the State approves the IPP, the District will pursue an FPP for the renovation of Building 1 in fiscal year 2009-2010.

BUILDING 3 MODERNIZATION OF THEATER

Project Description: This Initial Project Proposal will complete the renovation of Building 3 Theater to support the educational mission and performing arts at the 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 safety and security enhancements, installation of the District's ACAMS system, improving the indoor air quality with substantive changes to the building's failing ventilations system, as well modernizing zone controls, renovating restrooms, addressing ADA accessibility issues, updating or changing out the elevator and activating the Theater lobby.

Total Project Budget: The total project cost is estimated to be \$5.497M, with \$4.079M State Capital Outlay funding requested, supplemented by \$1.418 of Measure A funding.

Status: The District is submitting this IPP in the FY0910 cycle. If the State approves the IPP, the District will pursue an FPP for the renovation of Building 3 in fiscal year 2009-2010.

BUILDING 20 REACTIVATION OF ACADEMIC FACILITIES AND CODE COMPLIANCE UPGRADES

Project Description: This Initial Project Proposal will renovate Building 20, which is in poor condition, but because of the concrete construction maintains structural integrity. It is a 40-year-old building that has not been modernized since it was built. The focus of this IPP will be to improve the classroom space and support CSM's important Horticulture program. Modernizing the adjacent greenhouses and improving the outdoor classroom spaces is integral to this project with the goal of providing modern, controlled plant growth facilities. Bringing green technological solutions to an old building will allow the program use such solutions as part of the educational mission, and use the building as a marketing tool to future students. Another important aspect of this project is to activate a portion of the campus that is isolated and remote.

In addition, other vocational programs will need classroom and office space after the demolition of the seismically unsafe buildings that currently house these programs. Included as part of this project are safety and security enhancements, with the installation of the District's ACAMS system, improvements to the indoor air quality with substantive changes to the building's ventilation system. The building has numerous safety problems including required asbestos abatement, insufficient wiring for standard information technology and other electronic systems. The IPP will allow the upgrading the electrical system, renovating restrooms, as well modernizing zone controls and addressing ADA accessibility issues.

Total Project Budget: The total project cost is estimated to be \$4.082M, with \$2.996M State Capital Outlay funding requested, supplemented by 1.086M of Measure A funding.

Status: The District is submitting this FPP in the FY0910 cycle. If the State approves the grant, the District anticipates design and construction funding in 2009-2010. This project will compete with the Building 19 project for state funding.

DISTRICT-WIDE

DISTRICT-WIDE ELECTRICAL SYSTEM UPGRADE

Project Description: Electrical power systems deficiencies at the three SMCCCD campuses are significant and pervasive. The power infrastructure has begun to deteriorate seriously. Uncorrected, these deficiencies include hazards to life, safety, property, and programs. The current power distribution systems also limit the flexibility to move forward with planned capital improvements projects at both the College of San Mateo and Skyline College. The 2006 Chevron Energy Solutions Company Report, "Power System Evaluation Final Report," detailed the observed deficiencies and the performance of equipment at each campus.

Working from this report, the FPP is asking the state to fund the upgrade of all three Colleges' aging electrical plants as the high priority, A3, Life Safety project.

Total Project Cost: The Construction Planning Department has established a working budget of \$88,797M for this project.

Status: The District will deliver the A3 FPP to the state in 2007 and hopes for funding in the 2007-2008 or the 2008-2009 cycle in preparation for the Design-Build project construction.

RECOMMENDATION

The District recommends that the Board of Trustees authorize submission of the District's 2009-2013 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial & Final Project Proposals for funding.

BOARD REPORT NO. 07-6-108B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José D. Nunez, Vice Chancellor, Facilities Planning, Maintenance & Operations,
358-6836

CONTRACT AWARD FOR BUILDING 7 MODERNIZATION – SKYLINE COLLEGE

Skyline College’s Building 7 is a three story, 38,000 square-foot concrete building. It is forty years old and in need of partial seismic upgrade, removal of hazardous materials including asbestos and lead, and a complete renovation and upgrade of fixtures and finishes, mechanical equipment and electrical distribution equipment. It will also require upgraded electrical service and a new roof.

On April 25 and May 2, 2007 the District published a legal notice inviting pre-qualified general contractors to bid on this project. Two mandatory pre-bid conferences were held. Eleven pre-qualified firms attended the pre-bid conference on May 8, 2007, and four attended the pre-bid conference on May 15, 2007. On May 30, 2007, five firms submitted bids as follows:

General Contractor	Bid
John Plane Construction, Inc	\$7,599,000
Hensel Phelps Construction	\$7,674,700
Amoroso Construction	\$8,265,700
Big “D” Pacific Builders	\$8,528,500
West Bay Builders	\$8,598,200

District administration, along with Swinerton Management and Consulting, has conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project.

This project will be funded by State funds and Measure C and Measure A general obligation bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for modernization of Building 7 at Skyline College to John Plane Construction, Inc. in an amount not to exceed \$7,599, 000.00.

BOARD REPORT NO. 07-6-109B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: José D. Nunez, Vice Chancellor, Facilities Planning,
Maintenance & Operations, 358-6836

**CONTRACT REJECTION FOR UTILITIES IMPROVEMENTS
PROJECT – CAÑADA COLLEGE**

The Cañada College utilities improvement project scope includes bringing electrical, data, fire alarm, water, gas, and sanitary sewer to a future building site on the northwest side of the college.

On May 15 and May 22, 2007 the District published a legal notice inviting pre-qualified contractors to bid on this project. Three pre-qualified firms attended the mandatory pre-bid conferences on May 24, 2007, and on June 14, 2007, and two firms submitted bids as follows:

General Contractor	Bid
Preston Pipelines	\$903,911
Coulter Construction	\$1,225,955

District administration, along with Swinerton Management and Consulting, has conducted a due diligence investigation of the bids to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. The low bidder failed to submit the Insurance Qualification Form required under specification section 00821.

This project will be funded by Measure A general obligation bond funds.

RECOMMENDATION

Based on feedback from the contracting community, bid results reflect a significant premium for overtime to accomplish this work in the tight timeframe of the summer semester.

It is recommended that the Board of Trustees reject all bids and that the District re-bid this work in conjunction with the Cañada College Facilities Maintenance Center project, which is targeted to go out to bid in the Fall of 2007.

BOARD REPORT NO. 07-6-110B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: Jane McAteer, Director of Nursing, 574-6682
 Nancy Witte, Buyer, 358-6801

CONTRACT AWARD FOR HUMAN SIMULATOR, COLLEGE OF SAN MATEO NURSING

The nursing program at the College of San Mateo has maintained its expansion of 60 admissions every year for the past four years. Clinical placements for all of these students is an ongoing challenge. The Board of Registered Nursing supports the use of advanced technology in nursing education and permits up to 25% of clinical time to be used in simulation. A human simulator, along with pre-packaged scenarios, allows students at all levels to practice skills in a safe environment. The simulator affords practice opportunities which may not be available in real life.

On May 16, 2007, General Services published legal notice inviting qualified suppliers to bid on the project (Request for Proposal No. 86554). Two suppliers expressed interest; they were Laerdal Medical Corporation and Medical Education Technologies, Inc. (METI).

On May 31, 2007 at 2:00 pm, two companies submitted bids:

Company	Bid
Medical Education Technologies, Inc. (METI)	\$98,636.00
Laerdal Medical Corporation	\$45,383.53

District administration, in consultation with the CSM Nursing Department, has conducted a due diligence investigation of the bid result to ascertain the lowest responsive, responsible bid that meets all of the program's requirements.

This project will be funded out of Career and Technical Education Funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for purchasing a Human Simulator to Laerdal Medical Corporation for the amount of \$45,383.53 to include sales tax, shipping and handling.

BOARD REPORT NO. 07-06-111B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Rick Bennett, Executive Director, Construction Planning Department, 358-6752

**EXTENSION OF UNIT PRICE CONTRACT FOR ASBESTOS ABATEMENT,
DISTRICTWIDE**

In order to achieve cost-effective and efficient procurement of hazardous material abatement work, in conjunction with County Counsel, the District developed a unit price bid for the removal of Asbestos Containing Building Materials. The Board approved a one-year non-exclusive contract with annual renewals to Bayview Environmental Services, Inc. on December 10, 2003 (Board Report No. 03-12-6CA). The contract covered the period through December 31, 2004, in an amount not to exceed \$500,000. The contract included an option to renew for four additional one-year terms with an annual CPI adjustment. The Board approved subsequent extensions of this contract for three additional years (Board Report No. 04-12-1CA; No.05-12-4CA; No. 06-10-3CA). Last year the Board authorized \$750,000 on this contract.

Over the past three and a half years, the contract has functioned very successfully, allowing the District to accomplish necessary, unforeseen abatement for swing space, renovations, and seismic modernization projects in an efficient and economic manner. The District proposes that the Board authorize a one-year extension of the unit-price contract of \$950,000 at the 2006 Bid price, adjusted for inflation based upon the current Bay Area Consumer Price Index. The increase over last year's expenditure will allow the District to manage work expeditiously with money allocated from the State Hazardous Substance Removal funds.

Abatement projects will be funded with State Hazardous Substances Removal allocation funds, Measure C and Measure A bond proceeds. There is one additional contract extension left on this agreement.

RECOMMENDATION

The District recommends that the Board of Trustees authorize a contract extension through June 30, 2008 to the Bayview Environmental Services, Inc. for Asbestos Abatement Projects Districtwide, in an amount not to exceed \$1,000,000.

BOARD REPORT NO. 07-6-112B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Linda da Silva, Executive Director, Construction Planning Department, 358-6752

CONTRACT EXTENSION FOR UNIT PRICE PAINTING, DISTRICTWIDE

In order to achieve cost-effective and efficient procurement of interior and exterior painting projects, District administration developed a unit price bid for interior and exterior painting. The Board approved award of a contract to Bay View Painting on May 17, 2006 (Board Report No. 06-05-8CA), for the period through May 31, 2007, in an amount not to exceed \$300,000. The contract included an option to renew for four additional one-year terms with an annual CPI adjustment. This is not an exclusive contract.

Over the past year, the contract has functioned very successfully, allowing the District to perform interior and exterior painting projects in an efficient and economical manner. District staff would like this contract to be available over the coming year, to facilitate procurement of interior and exterior painting for various renovation and repair projects, in a not to exceed amount of \$800,000. The proposed one-year extension of the unit-price contract would be at the 2006 bid price, adjusted for inflation based upon the current CPI.

RECOMMENDATION

It is recommended that the Board of Trustees authorize a one-year extension (through June 30, 2008) to the Bay View Painting contract for Unit Price Painting Projects – Districtwide, in an amount not to exceed \$800,000.

BOARD REPORT NO. 07-6-113B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Rick Bennett, Executive Director, Construction Planning Department, 358-6752

CONTRACT EXTENSION FOR UNIT PRICE FLOORING, DISTRICTWIDE

In order to achieve cost-effective and efficient procurement of floor covering projects, District administration developed a unit price bid for floor covering. The Board approved award of a contract to B.T. Mancini on May 17, 2006 (Board Report No. 06-05-10CA), for the period through May 31, 2007, in an amount not to exceed \$900,000. The contract included an option to renew for four additional one-year terms with an annual CPI adjustment. This is not an exclusive contract.

Over the past year, the contract has functioned very successfully, allowing the District to perform floor covering projects in an efficient and economical manner. District staff would like this contract to be available over the coming year, to facilitate procurement of floor coverings for various renovation and repair projects, in a not to exceed amount of \$900,000. The proposed one-year extension of the unit-price contract would be at the 2006 bid price, adjusted for inflation based upon the current CPI.

RECOMMENDATION

It is recommended that the Board of Trustees authorize a one-year extension (through June 30, 2008) to the B.T. Mancini contract for Unit Price Flooring Projects – Districtwide, in an amount not to exceed \$900,000.

BOARD REPORT NO. 07-6-114B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: Rick Bennett, Executive Director Construction Planning, 358-6752

APPROVAL OF CONSTRUCTION CONSULTANTS

During the course of each year, the District retains various construction-consulting services, including engineers, architects and other specialists. The professional services required by the District in CIP2 are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural, engineering, master scheduling, program information and project controls, building commissioning, construction testing and inspection, environmental, documentation for construction planning as required by the State Chancellor’s office, and construction-related legal services.

Listed below are the construction consultants from the pre-qualified pool that the District expects to have under contract within the next six months.

Firm	Board Approval Requested	Activity/Projects
Hesselberg/Kessee	\$75,000	Program Level Elevator Consulting— Cañada B16; CSM B16, B3; Skyline B1
Cumming Corporation	\$150,000	Program Level Cost Estimating
Parsons, 3D/I	\$295,000	Program Level Information Controls

Funding sources for construction consultant services include general obligation bond funds, State scheduled maintenance funds, State hazardous materials program funds, State funds approved for capital outlay projects, and a very small portion of District funds.

RECOMMENDATION

The District recommends that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$525,000.

BOARD REPORT NO. 07-6-115B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jing Luan, Vice Chancellor, Education Services and Planning, 358-6880

APPROVAL OF AGREEMENT WITH eCOLLEGE FOR DISTANCE EDUCATION SERVICES

The District Education Advisory Committee (DEAC) was formed in November 2006 and is co-chaired by Vice Chancellor, Educational Services & Planning Jing Luan and Cañada faculty member Dani Castillo. The committee and its subcommittees include faculty members, AFT representatives, administrative and classified staff and students. One of the charges of DEAC is to select a platform (a combination of software, hardware and services) that will be used to offer distance education courses.

The Distance Education Advisory Committee delegated the task of platform selection to one of its three subcommittees, the Technology Subcommittee, and further requested that the task be completed as soon as possible, preferably by Summer 2007 in time for faculty to develop and offer courses beginning in Fall 2007. This committee is co-chaired by Regina Stanback-Stroud (VPI, Skyline College) and Margery Meadows (Dean, Skyline College). The subcommittee solicited help from both the CTL (Center for Teaching & Learning) staff and ITS (Information Technology Services) and utilized data and reports collected by the CTL staff. Prior to the formation of DEAC, CTL had examined major platform vendors for distance education and produced detailed matrices on the pros and cons of these vendors.

The Technology Subcommittee built upon this knowledgebase and immediately carried out one of the tasks recommended by CTL, which was to implement pilot tests of the vendors of interest. WebAccess, which had been developed by faculty using the open source Moodle platform, had already been tested and used by faculty to develop and offer some of the distance education courses in our District. eCollege was the second vendor the subcommittee agreed to pilot test. VPIs at the three colleges identified a total of 18 faculty who were interested in testing eCollege; ITS started pilot test implementation and management with eCollege. Training provided by eCollege with assistance from CTL took place at all three colleges. The pilot test courses were offered in Spring 2007. Overall, eCollege was deemed by faculty and staff to be solid and robust, as well as feature rich. Glitches did occur. They were immediately corrected by collaborative efforts of ITS, faculty and eCollege staff.

In addition to testing eCollege and WebAccess, the Technology Subcommittee evaluated two other vendors and developed a detailed evaluation matrix to include key industry standards, highly desirable features, user-friendliness for faculty and students, company stability, and implementation and maintenance costs. eCollege emerged as the best vendor due to its technological capacity, tech support and customer services, and cost.

Due to the positive feedback from the eCollege pilot test, the Technology Subcommittee recommended adoption of the eCollege software and services as a second platform for offering distance education classes in the District. This recommendation of a dual course management platform (eCollege and WebAccess) is

intended to offer faculty two options for building their courses, which, we believe, will promote creativity during the course development stage. One third of the existing distance education courses in our District are offered using WebAccess and its users found it to have met their needs. With eCollege in the mix, the District can now further advance distance education with a second strong vendor and avoid the challenge of migrating existing distance education courses from WebAccess.

The District Distance Education Advisory Committee accepted the recommendation from the Technology Subcommittee. The co-chairs of DEAC made a presentation to the Chancellor's Cabinet in May.

RECOMMENDATION

It is recommended that the Board authorize the Chancellor to execute an information technology services contract with eCollege for a five year duration not to exceed \$350,000 annually.

BOARD REPORT NO. 07-6-116B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: James Keller, Executive Vice Chancellor, 358-6790

ADOPTION OF THE 2007-08 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2007. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2006-07 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 5, 2007.

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, the Apprenticeship Program, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2006-07 Budget and Planning Calendar on January 10, 2007.

RECOMMENDATION

To meet the California Code of Regulations, Section 58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2006-07 accounting records, and to begin 2007-08 disbursements in July 2007, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 114,829,386
General Fund, Restricted	23,048,812
Self-Insurance Fund	5,938,362
Debt Service Fund	50,609,080
Capital Projects Fund	555,384,662
Bookstore Fund	14,230,307
Cafeteria Fund	787,145
Child Development Fund	1,268,201
Trust Funds (Financial Aid)	6,868,453
Reserve Fund for Post-Retirement Benefits	32,794,953
TOTAL – ALL FUNDS	\$ 805,759,361

BOARD REPORT NO. 07-6-2C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees
358-6753

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$250 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. Following are the gifts that have been offered for use in various departments at the Colleges from mid-December 2006 through late June 2007. Donor information is also included.

GIFTS

DONOR

CAÑADA COLLEGE

Waters HPLC Systems (used): 2690 Separation Modules (3), 996 PDA Detectors (2), Computers (2) and Monitors (2), Column Heaters (3), for use in Chemistry Laboratory courses

Nektar Therapeutics, 150 Industrial Road, San Carlos, CA 94070

COLLEGE OF SAN MATEO

Check for \$301.74 for purchase of Dell Ultra Sharp 1907FP Monitor for use in the Computer & Information Science Department

Frederick Lee, P.O. Box 5087, San Mateo, CA 94402

Check for \$500.00 to Horticulture Department to promote scholarship and education of future landscape professionals

California Landscape Association Women's Auxiliary, 185 Del Monte Ave., Los Altos, CA 94022

Ham Radio Equipment: transceiver, external speaker, external power supply, antenna cable and mounting hardware, two microphones, paddle key, miscellaneous cables

William Rundberg, 309 W. 25th Ave., San Mateo, CA 94403

BOARD REPORT NO. 07-6-3C

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

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2006-07

The following report covers the period July 1, 2006 through March 31, 2007 for Associated Student Bodies, Bookstores and Cafeterias.

ASSOCIATED STUDENTS (Exhibits A,B,C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the third quarter of 2006-07 and 2005-06 are listed below:

ASB Total Income	2006-07	2005-06	\$ Change	%Change
Cañada College ASB	\$82,263	\$81,292	971	1.19%
College of San Mateo ASB	132,548	116,502	16,046	*1
Skyline College ASB	83,074	35,404	47,670	*1

ASB Total Expenditures	2006-07	2005-06	\$ Change	%Change
Cañada College ASB	\$31,575	\$35,608	-4,033	-11.33%
College of San Mateo ASB	85,631	94,591	-8,960	-9.47%
Skyline College ASB	29,466	43,253	-13,787	*1

Activity card sales are the major source of income for the Associated Students. (*1 - The activity card sales increases at CSM and Skyline College are due to an accounting change relating to timing of the receipt of the income as well as a change in when the District transfers the actual cash collected to the ASBs.)

The combined general and activity fund expenses have decreased at all three campuses over the prior year.

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.

Below is a comparison of the third quarter Net Income from ASB Operations:

ASB Net Income	2006-07	2005-06	\$ Change	%Change
Cañada College ASB	\$50,688	\$45,684	5,004	10.95%
College of San Mateo ASB	46,917	21,912	25,006	*1
Skyline College ASB	53,608	-7,849	61,457	*1

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2006 through March 31, 2007. It includes Summer 2006, Fall 2006 and Spring 2007 semester sales.

Bookstore Sales	2006-07	2005-06	\$ Change	% Change
Regular Merchandise Sales	\$5,753,146	\$6,010,382	(\$257,236)	-4.28%
Computer Products Sales	842,322	245,953	\$596,369	242.47%
Total Merchandise Sales	\$6,595,468	\$6,256,335	\$339,133	5.42%

Regular merchandise sales have decreased by 4.28% this year compared to last year. Computer product sales have increased substantially over the same period last year due to the continuation of active marketing of Apple computer products and increased marketing of the District's Loan-to-Own computer purchasing program for District employees.

Comparative figures are shown below:

Bookstore Recap	2006-07	2005-06	\$ Change	%Change
Total Merchandise Sales	\$6,595,468	\$6,256,335	\$339,133	5.42%
Cost of Goods Sold	4,800,844	4,771,308	\$29,536	0.62%
Gross profit	\$1,794,624	\$1,485,027	\$309,597	20.85%
Total Operating Expenses	1,780,887	1,370,218	\$410,669	29.97%
Net Income from Operations	13,737	114,809	(\$101,072)	-88.03%
Interest and Other Income	325,102	161,668	\$163,434	101.09%
Net Income Before Other Expenses	338,838	276,477	\$62,361	22.56%
Other Expense: Admin Salary/Benefits	141,661	184,454	(\$42,793)	-23.20%
Other Expense: COP Interest	0	211,781	(\$211,781)	-100.00%
Net Change in Fund Balance	\$197,177	(\$119,758)	\$316,935	264.65%

Cost of goods sold increased by 0.62%, while total operating expenses increased by 29.97% over this same period in 2005-06. Operating expenses have increased because all freight charges are now being booked as an operating expense rather than be reflected in cost of goods sold as they were in previous years. Freight charges are \$201,486.65 this year versus \$174,360.06 last year. Rising fuel costs account for the increase in freight expenses. Interest income increased due to the continued rise in interest rates and changes in the timing of vendor payments as well as improved overall cash flow management. Other income has increased significantly due to increased Apple computer sales; there is no margin on Apple sales. The Bookstores receive a commission of between 6-8% for all sales. The dramatic increase in Apple sales is due to increased marketing and District ITS placing all Apple orders through the Bookstores rather than directly to Apple. As a reseller, the Bookstores receive a commission on all Apple sales. If District ITS ordered direct through Apple, there would be no commission payable. The Bookstores track District sales and returns a portion of the commission back to ITS for the funding of recycling programs.

CAFETERIAS (Exhibit E)

Beverage and Snack Vending Service –

- The District's beverage vending service contractor is Pepsi Bottling Group, the contract has ended on December 31, 2006 and a new contract is currently under negotiation.
- Snack vending service has been provided by Action Vending under an old contract through December 31, 2006. Contract with the same vendor has been renewed through December 31, 2011.

Third quarter comparisons are noted below:

CAFETERIA FUND	2006-07	2005-06	\$ Change	% Change
Food Service Income	\$69,663	\$41,709	\$27,954	67.02%
Vending Income	59,742	40,703	\$19,038	46.77%
Interest Income	13,916	15,659	(\$1,744)	-11.13%
Expenditures	126,364	85,067	\$41,297	48.55%
Net Change in Fund Balance	\$16,956	\$13,004	\$3,952	30.39%

Compared to the third quarter of 2005-06 there has been significant increase in depreciation expense in 2006-07; the increase is due to addition of cafeteria equipment and renovation during the summer of 2006. Scholarship and college support has a combined increase of \$12,000 over 2005-06.

The cafeteria contract with The School Chef will be terminated effective May 25, 2007 due to a failure to perform by the operator. An RFP has been released and a district wide committee consisting of students, faculty, staff and administration has been formed to evaluate potential vendors. It is expected that a new operator will be in place for the start of summer classes on Monday, June 18, 2007.

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 provides a stable Cafeteria fund not requiring support from the general fund. 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.

**Associated Students of Cañada College
3rd Quarter Report (January-March)
Spring 2007**

*Prepared by: Aja Butler
Coordinator of Student Activities
Cañada College*

To prepare for the new semester the ASCC in collaboration with the Office of Student Activities sponsored a club fair in **January**.

In **February** ASCC sponsored a series of events for Black History month. Events centered on the musical contributions of African Americans. The program included lectures on Jazz, Hip-Hip, and the Church and the Black community. The event was attended by more than 400 faculty, students, and staff.

In **March** ASCC sponsored the Cesar Chavez Student Leadership Forum. The Forum was designed to educate students on the life and work of Chavez and create space for dialogue and planning around various social issues. This year the theme focused on Immigrant Rights and the DREAM Act. The event was attended by more than 200 faculty, staff, and students. Additionally 25 volunteers, including Canada Upward Bound students and staff, participated in a community service activity with Habitat for Humanity, in Brisbane.

ASSOCIATED STUDENTS/CANADA COLLEGE**Summary Balance Sheet****As at March 31, 2007**

	<u>Mar 31, '07</u>	<u>Mar 31, '06</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1050-3 · CASH/CHECKING-WELLS FARGO	156,870.96	180,091.81	-23,220.85	-12.89%
1060-3 · CASH/CHECKING - UNION BANK	40,000.00	0.00	40,000.00	100.0%
1080-3 · CASH/CD-WESTERN FIN. BANK	30,000.00	30,000.00	0.00	0.0%
Total Checking/Savings	<u>226,870.96</u>	<u>210,091.81</u>	<u>16,779.15</u>	<u>7.99%</u>
Other Current Assets				
1200-3 · EOPS LOAN RECEIVABLE	3,256.91	3,056.91	200.00	6.54%
1220-3 · DEAN'S EMERGENCY LOAN RECEI	5,110.06	5,762.00	-651.94	-11.31%
1400-3 · ACCOUNTS RECEIVABLE	10,000.00	29,000.00	-19,000.00	-65.52%
1410-3 · ACCOUNTS REC. - STUDENT BODY	75,609.20	0.00	75,609.20	100.0%
1411-3 · A/R STUD.FEE-BAD DEBT ALLOWA	-1,134.36	0.00	-1,134.36	-100.0%
1450-3 · INTEREST RECEIVABLE	181.85	83.22	98.63	118.52%
Total Other Current Assets	<u>93,023.66</u>	<u>37,902.13</u>	<u>55,121.53</u>	<u>145.43%</u>
Total Current Assets	<u>319,894.62</u>	<u>247,993.94</u>	<u>71,900.68</u>	<u>28.99%</u>
Fixed Assets				
1800-3 · FURNI/FIX & EQUIP	40,051.54	40,051.54	0.00	0.0%
1810-3 · ACCUM. DEPRECIATION/F&F - EQUIP	-35,533.83	-33,452.53	-2,081.30	6.22%
Total Fixed Assets	<u>4,517.71</u>	<u>6,599.01</u>	<u>-2,081.30</u>	<u>-31.54%</u>
TOTAL ASSETS	<u><u>324,412.33</u></u>	<u><u>254,592.95</u></u>	<u><u>69,819.38</u></u>	<u><u>27.42%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
CLUB ACCOUNTS - CANADA	28,914.98	24,623.38	4,291.60	17.43%
TRUST ACCOUNTS - CANADA	138,100.88	128,112.19	9,988.69	7.8%
2850-3 · STUDENT CASH CLEARI	72.00	72.00	0.00	0.0%
Total Other Current Liabilities	<u>167,087.86</u>	<u>152,807.57</u>	<u>14,280.29</u>	<u>9.35%</u>
Total Current Liabilities	<u>167,087.86</u>	<u>152,807.57</u>	<u>14,280.29</u>	<u>9.35%</u>
Long Term Liabilities				
2100-3 · EOPS LOAN FUND	7,744.00	7,744.00	0.00	0.0%
2120-3 · DEANS' EMERGENCY LOAN FUND	9,565.00	9,565.00	0.00	0.0%
2140-3 · LATIN AMERICAN LOAN FUND	351.28	351.28	0.00	0.0%
2145-3 · MISCELLANEOUS LOAN FUNDS	84.95	84.95	0.00	0.0%
Total Long Term Liabilities	<u>17,745.23</u>	<u>17,745.23</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>184,833.09</u>	<u>170,552.80</u>	<u>14,280.29</u>	<u>8.37%</u>
Equity				
3100-3 · CAPITAL-COLLEGE	88,891.41	38,356.44	50,534.97	131.75%
Net Income	<u>50,687.83</u>	<u>45,683.71</u>	<u>5,004.12</u>	<u>10.95%</u>
Total Equity	<u>139,579.24</u>	<u>84,040.15</u>	<u>55,539.09</u>	<u>66.09%</u>
TOTAL LIABILITIES & EQUITY	<u><u>324,412.33</u></u>	<u><u>254,592.95</u></u>	<u><u>69,819.38</u></u>	<u><u>27.42%</u></u>

**ASSOCIATED STUDENTS/CANADA COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2006 THROUGH MARCH 2007**

	<u>Jul '06 - Mar '07</u>	<u>Jul '05 - Mar '06</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4115-3 · ATM	1,088.00	1,235.00	-147.00	-11.9%
4120-3 · PROGRAM INCOME	0.00	978.94	-978.94	-100.0%
4130-3 · INTEREST EARNED	844.52	586.69	257.83	43.95%
4135-3 · MISCELLANEOUS INCOME	30.00	1,482.00	-1,452.00	-97.98%
4138-3 · SPACE RENTAL - VENDOR'S FEES	435.00	2,105.00	-1,670.00	-79.34%
4145-3 · STUDENT ACTIVITY CARD SALES	71,643.60	65,418.00	6,225.60	9.52%
4155-3 · VENDING INCOME	8,221.62	9,486.21	-1,264.59	-13.33%
Total Income	<u>82,262.74</u>	<u>81,291.84</u>	<u>970.90</u>	<u>1.19%</u>
Expense				
5023-3 · CENTRAL DUPLICATING EXPENSE	255.02	382.63	-127.61	-33.35%
5060-3 · CONFERENCE EXPENSE	1,606.60	208.46	1,398.14	670.7%
5070-3 · DEPRECIATION/F & F	1,528.25	1,792.04	-263.79	-14.72%
5100-3 · ETHNIC CULTURAL AFFAIRS	5,699.28	6,886.75	-1,187.47	-17.24%
5120-3 · EQUIPMENT EXPENSE	432.99	2,045.91	-1,612.92	-78.84%
5130-3 · MISCELLANEOUS EXPENSES	156.22	2,022.12	-1,865.90	-92.27%
5140-3 · OFFICE SUPPLIES EXPENSE	2,019.07	1,830.79	188.28	10.28%
5155-3 · PROGRAM ASSISTANCE EXPENSE	1,316.73	6,052.79	-4,736.06	-78.25%
5160-3 · PROGRAMS EXPENSE	6,561.37	8,155.55	-1,594.18	-19.55%
5180-3 · PUBLICITY	690.79	264.89	425.90	160.78%
5185-3 · SPACE RENTAL EXPENSE	435.00	1,665.00	-1,230.00	-73.87%
5200-3 · STUDENT ASSISTANTS	751.58	0.00	751.58	100.0%
5210-3 · STUDENT ACTIVITY CARD EXPENS	3,531.26	-3,463.45	6,994.71	-201.96%
5220-3 · VENDING EXPENSE	6,590.75	7,764.65	-1,173.90	-15.12%
Total Expense	<u>31,574.91</u>	<u>35,608.13</u>	<u>-4,033.22</u>	<u>-11.33%</u>
Net Income	<u>50,687.83</u>	<u>45,683.71</u>	<u>5,004.12</u>	<u>10.95%</u>

**ASCSM 3rd Quarter Report
January through March 2007**

Ongoing

Members of the Associated Students continue to be involved in the governance of both the College and the District. At the college level, representatives of the ASCSM serve on College Council, the Committee on Instruction, the Faculty Academic Senate, the Student Assessment Committee, the Diversity in Action Group, the College Safety Committee, and the College Auxiliary Services Advisory Committee (CASAC), among others. In addition, members of the Associated Students also serve on each of the accreditation standard committees that are currently working on the College's Self-Study. At the district level, A.S. representatives serve on the District Committee on Budget & Finance and the District Auxiliary Services Advisory Committee (DASAC).

Representatives from the Associated Students have also been involved in the search process for a new Vice President of Instruction.

At the state level, the Associated Students continue to be involved with the development of a new Statewide Student Senate. ASCSM members continue to take part in ongoing conversations with other Region 3 representatives regarding representation models and governing documents for the new organization.

The Associated Students also continue to support the CSM Ambassadors Program. The program continues to offer tours on an as-requested basis to potential students and other interested parties. In addition to the Ambassadors Program, the ASCSM also supports numerous other College programs, including CSM Connects, the College's community involvement and service learning program; the Mary Meta Lazarus Child Development Center; the CSM Athletics Department and sports teams; and the CSM Health Center, providing funding for low-income students to receive vital medical services that would otherwise be prohibitively expensive.

January 2007

Before the start of the spring semester, the Associated Students, in cooperation with the Student Activities Office, continued to manufacture Student Body Cards for CSM students who had paid their Student Body Fee. Besides serving as College ID, the cards also provide numerous discounts at local businesses. The ASCSM also continued to make ID cards available to CSM faculty, staff, and administrators, free of charge.

In conjunction with the Student Activities Office and the College's Welcome Mat program, the ASCSM sponsored an Information Booth for the start of the spring 2006 semester. Located in the courtyard between Buildings 1 and 5, the booth offers a chance for new and returning students to obtain directions, get up-to-date information about class changes, and receive answers to general registration process questions.

February 2007

On Saturday, February 11, the ASCSM, CSM Connects, and College of San Mateo hosted the fifth annual CSM Service & Leadership Conference. The conference, open to high school students, college students, and the general public, is designed to promote civic engagement and the development of leadership skills. This year's theme was "Listen, Learn, Lead." Workshops

offered included *Turn Up the Volume: Your Voice through Active Citizenship*; *Running for Elective Office*; *Students Making Change Through Policy*; *From MySpace to OurSpace: Blogging Your Way Into Civic Engagement*; and *The Lost Art of Listening: Skills for Life and Leadership*. A total of 174 people attended this year's conference.

On Wednesday, February 14, the Associated Students hosted Welcome Day and Club Day, an opportunity for new and returning CSM students to see what services, programs, and student organizations are available at the College. College departments and programs participating included CSM Connects, the Health Center, and the Financial Aid Office. Student organizations participating included the CSM Literary Society, Latinos Unidos, the Gay-Straight Alliance, the EOPS Club, Phi Theta Kappa, and Alpha Gamma Sigma.

On Thursday, March 15, the CSM Christian Fellowship, an ASCSM Club, held a barbeque to promote club membership and raise funds for future club activities.

March 2007

On Wednesday, March 7, the Associated Students and the CSM Health Center sponsored the first Walk Your Way to Health event. The event promoted personal fitness through walking and provided participants with refreshments after doing laps around CSM's new track.

On Wednesday, March 14, the ASCSM, CSM Connects, and the CSM Student Employment Office co-sponsored the Get Linked Volunteer & Career Fair. The fair brought employers and volunteer organizations together with CSM students interested in finding jobs and service opportunities. Over 70 different organizations were present for the fair.

Between Friday, March 16, and Wednesday, March 21, three representatives from the Associated Students attended the annual American Student Association of Community Colleges (ASACC) conference in Washington, D.C. During the conference, attendees from around the nation are educated on the various legislative issues that impact community college students. After learning about these issues, students then meet with Congressional leaders. This year, CSM students met with staff from the offices of Senator Dianne Feinstein, Senator Barbara Boxer, Representative Nancy Pelosi, Representative Anna Eshoo, and Representative Tom Lantos. The students also had the opportunity to witness the U.S. Senate in action.

On Tuesday, March 27, and Wednesday, March 28, the CSM Health Center, with support from the Associated Students, presented the annual CSM Health Fair. The event educates students and the campus community about various health services, provides information about steps to prevent serious illness, and gives students access to medical professionals that they may not have off campus. This year, with the aid of the ASCSM, students were able to receive all tests and services free of charge at the fair.

Submitted by,

Steve Robison
CSM Coordinator of Student Activities & ASCSM Advisor

ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
Summary Balance Sheet
As at March 31, 2007

	<u>Mar 31, 07</u>	<u>Mar 31, 06</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1050-4 · WELLS FARGO CHECKING ACCT	67,907.53	114,474.50	-46,566.97	-40.68%
1051-4 · UNION BANK OF CALIFORNIA	118,922.17	127,423.87	-8,501.70	-6.67%
1150-4 · PETTY CASH ASCSM	25.00	25.00	0.00	0.0%
Total Checking/Savings	<u>186,854.70</u>	<u>241,923.37</u>	<u>-55,068.67</u>	<u>-22.76%</u>
Other Current Assets				
1210.4 · ACCOUNTS RECEIVABLE - MISC	6,403.50	75.00	6,328.50	8,438.0%
1220.4 · A/R-Student Body Card Fee	105,551.00	0.00	105,551.00	100.0%
1221-4 · Allowance for Bad Debts-S.B.C.F	-3,294.27	0.00	-3,294.27	-100.0%
1280-4 · LOAN RECEIVABLE-SPECIAL PROGRAM	0.00	350.00	-350.00	-100.0%
1310-4 · EMERGENCY LOAN RECEIVABLE	4,125.00	8,125.00	-4,000.00	-49.23%
1320-4 · LUCILE KOSHLAND E- LOAN REC.	0.00	750.00	-750.00	-100.0%
1330-4 · DISTRICT INVESTMENT POOL	365,068.86	353,092.01	11,976.85	3.39%
1340-4 · INVESTMT.MARK TO MARKET ADJMT.	-5,567.02	-2,353.72	-3,213.30	136.52%
Total Other Current Assets	<u>472,287.07</u>	<u>360,038.29</u>	<u>112,248.78</u>	<u>31.18%</u>
Total Current Assets	<u>659,141.77</u>	<u>601,961.66</u>	<u>57,180.11</u>	<u>9.5%</u>
Fixed Assets				
1800.4 · FURNITURE & FIXTURE-ASCSM	134.00	874.76	-740.76	-84.68%
1820.4 · OFFICE EQUIPMENT	0.00	1,099.81	-1,099.81	-100.0%
1840.4 · FURNITURE & FIXTURE - CAFE	80.12	1,821.35	-1,741.23	-95.6%
1860.4 · STUDENT CARD EQPT- ASCSM	0.00	0.00	0.00	0.0%
1870.4 · GAME & RECREATION FURNITURE	0.00	0.00	0.00	0.0%
Total Fixed Assets	<u>214.12</u>	<u>3,795.92</u>	<u>-3,581.80</u>	<u>-94.36%</u>
TOTAL ASSETS	<u>659,355.89</u>	<u>605,757.58</u>	<u>53,598.31</u>	<u>8.85%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	12,117.54	14,747.44	-2,629.90	-17.83%
Total Accounts Payable	<u>12,117.54</u>	<u>14,747.44</u>	<u>-2,629.90</u>	<u>-17.83%</u>
Other Current Liabilities				
2010-4 · EMERGENCY LOAN FUND	11,411.95	14,216.95	-2,805.00	-19.73%
2015-4 · LUCILE KOSHLAND - LOAN FUND	4,600.00	5,000.00	-400.00	-8.0%
2020-4 · PEACHES WINSTON BOOK FUND	3,974.13	3,974.13	0.00	0.0%
2030-4 · FOREIGN STUDENT LOAN FUND	1,524.00	1,524.00	0.00	0.0%
2100-CL · CLUB ACCOUNTS	100,811.55	111,549.24	-10,737.69	-9.63%
2500-TR · TRUST ACCOUNT	258,319.12	289,589.28	-31,270.16	-10.8%
Total Other Current Liabilities	<u>380,640.75</u>	<u>425,853.60</u>	<u>-45,212.85</u>	<u>-10.62%</u>
Total Current Liabilities	<u>392,758.29</u>	<u>440,601.04</u>	<u>-47,842.75</u>	<u>-10.86%</u>

Total Liabilities	392,758.29	440,601.04	-47,842.75	-10.86%
Equity				
3100 · CAPITAL-ASCSM	88,085.20	88,085.20	0.00	0.0%
3150 · CAPITAL-CSM CAFE	31,915.13	31,915.13	0.00	0.0%
3160 · CAPITAL-CSM VENDING	30,768.12	30,768.12	0.00	0.0%
3900 · Fund Balance	-66,404.02	-66,404.02	0.00	0.0%
3901 · Fund Balance - ASCSM	175,028.12	93,571.56	81,456.56	87.05%
3902 · Fund Balance - CSM Cafe	-3,319.13	-1,704.68	-1,614.45	94.71%
3950 · PRIOR YEAR ADJUSTMENTS	-36,393.25	-32,986.48	-3,406.77	10.33%
Net Income	46,917.43	21,911.71	25,005.72	114.12%
Total Equity	<u>266,597.60</u>	<u>165,156.54</u>	<u>101,441.06</u>	<u>61.42%</u>
TOTAL LIABILITIES & EQUITY	<u><u>659,355.89</u></u>	<u><u>605,757.58</u></u>	<u><u>53,598.31</u></u>	<u><u>8.85%</u></u>

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2006 THROUGH MARCH 2007**

	<u>Jul '06 - Mar 07</u>	<u>Jul '05 - Mar 06</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4115 · ATM	3,108.00	2,532.50	575.50	22.73%
4125 · GAMES/RECREATION	515.51	1,794.90	-1,279.39	-71.28%
4135 · MISC INCOME	1,920.00	2,630.00	-710.00	-27.0%
4145 · STUDENT BODY CARD FEE	95,732.50	72,450.50	23,282.00	32.14%
4154 · VENDING-PEPSI	15,563.02	19,763.30	-4,200.28	-21.25%
4155 · VENDING-ACTION	6,397.95	6,912.31	-514.36	-7.44%
4156 · CAFE CONTRACT COMMISSION	230.78	1,908.65	-1,677.87	-87.91%
Total Income	<u>123,467.76</u>	<u>107,992.16</u>	<u>15,475.60</u>	<u>14.33%</u>
Expense				
5070 · DEPRECIATIONS	1,686.85	3,285.63	-1,598.78	-48.66%
5078 · Loss on Disposal of Equipment	814.63	0.00	814.63	100.0%
5090 · EQUIPMENT REPAIR/MAINTENANCE	0.00	785.89	-785.89	-100.0%
5120 · Bad Debts Expense-Std. B. C. F.	1,818.92	0.00	1,818.92	100.0%
5140 · OFFICE SUPPLIES	1,167.85	1,313.46	-145.61	-11.09%
5146 · BANK SERVICE CHARGES	0.00	112.91	-112.91	-100.0%
5160 · OPERATING	844.61	264.47	580.14	219.36%
5165 · HOSPITALITY	626.65	0.00	626.65	100.0%
5166 · AWARDS & AWARDS CEREMONIES	0.00	0.00	0.00	0.0%
5170 · PROGRAMS	1,878.67	4,250.26	-2,371.59	-55.8%
5172 · PUBLICATION EXPENSE	89.91	577.04	-487.13	-84.42%
5175 · CLUB ASSISTANCE/ICC	1,545.76	6,458.35	-4,912.59	-76.07%
5177 · COLLEGE PROGRAM ASSISTANCE	300.00	0.00	300.00	100.0%
5178 · SCHOLARSHIP-SMCCCD FOUNDATION	125.00	500.00	-375.00	-75.0%
5180 · STUDENT EXPRESS CARD	2,422.97	2,636.25	-213.28	-8.09%
5200 · STUDENT ASSISTANT ASCSM	50,117.11	45,822.18	4,294.93	9.37%
6999 · VOID CHECKS	0.00	0.00	0.00	0.0%
Total Expense	<u>63,438.93</u>	<u>66,006.44</u>	<u>-2,567.51</u>	<u>-3.89%</u>
Net Ordinary Income	<u>60,028.83</u>	<u>41,985.72</u>	<u>18,043.11</u>	<u>42.97%</u>
Other Income/Expense				
Other Income				
4130 · INTEREST EARNED-DIST.INVESTMENT	9,080.35	8,510.25	570.10	6.7%
4132 · UNREALIZED G/LOSS FRM.INVESTMT.	0.00	0.00	0.00	0.0%
4157 · VOID DEPOSIT SLIP	0.00	0.00	0.00	0.0%
Total Other Income	<u>9,080.35</u>	<u>8,510.25</u>	<u>570.10</u>	<u>6.7%</u>
Other Expense				
6554 · CAFE CONT.COMM.exp. to Reserve	230.78	1,908.65	-1,677.87	-87.91%
6555 · Vending Inc. Exp. to VP Trust	21,960.97	26,675.61	-4,714.64	-17.67%
Total Other Expense	<u>22,191.75</u>	<u>28,584.26</u>	<u>-6,392.51</u>	<u>-22.36%</u>
Net Other Income	<u>-13,111.40</u>	<u>-20,074.01</u>	<u>6,962.61</u>	<u>-34.69%</u>
Net Income	<u><u>46,917.43</u></u>	<u><u>21,911.71</u></u>	<u><u>25,005.72</u></u>	<u><u>114.12%</u></u>

**Associated Students of Skyline College
Summary of Programs and Activities
3rd Quarter Report, January - March 2007
May 15, 2007**

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:

Bookstore RFP Committee
CALSACC
Campus Auxiliary Services Advisory Committee
College Council
Curriculum Committee
District Auxiliary Services Advisory Committee
District Associated Students Governing Board
District Budget Committee
District Shared Governance Council
Educational and Facilities Master Plan Committee
Ed Policy Committee
First Year Experience
Fresh Look Advisory Committee
Health and Safety Committee
Intercampus Planning Committee
Planning and Budget Committee
Student Services Council
Student Union Planning Committee
WASAC Accreditation Committees

Student Handbook and Academic Planners: The ASSC continues to work with the Student Activities Office to distribute the Student Handbooks. The Student Activities Office is currently collecting updated material and editing for the 2007-2008 Student Handbook.

Recruitment of Students: The ASSC continues to encourage student participation in activities, events and student government, using handouts, flyers and giveaways to increase participation and attendance.

Student Identification Cards: The Student Activities Office continues to produce Student ID Cards for the student body.

Skyline Organizations and Club 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. Two new clubs have started this quarter; the Outdoor Adventure Club and the Breathe California Advocacy Club.

Program and Events:

February (entire month) 2007, Black History Month events: Programs were coordinated by the Black Student Union and Professor Tony Jackson. Members of the BSU attended the Black Campus leadership Conference. Programs included an African American dance troop and educational lectures on the African American movement and experiences.

February 10, 2007, Minority Student Alliance-Making Connection Conference: The conference was for at-risk youth; approximately 120 high school students attended.

February 20, 2007, Open Mic in the cafeteria: Budding singers, poets and the children from the Child Care Center all shared their talents with the Skyline College Community.

March 17, 2007, EOPS networking luncheon: EOPS students met with EOPS alumni.

March 22 - 25, 2007, ASSC helps sponsor the Journalism Club and Skyline View: ASSC sponsored the Journalism Club and Skyline View's entrance into the college newspaper competition at the JACL convention in Sacramento.

If you need additional information or have any questions about the Budget Report summary, please contact me.

Amory Nan Cariadus
Coordinator of Student Activities
Skyline College
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Email: cariadusa@smccd.net

ASSOCIATED STUDENTS/SKYLINE COLLEGE
Summary Balance Sheet
As at March 31, 2007

	<u>Mar 31, 07</u>	<u>Mar 31, 06</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
101 - Change Fund	25.00	25.00	0.00	0.0%
100 - Cash in Bank	134,725.88	126,441.16	8,284.72	6.55%
103 - District Investment Pool	431,714.93	424,393.10	7,321.83	1.73%
Total Checking/Savings	<u>566,465.81</u>	<u>550,859.26</u>	<u>15,606.55</u>	<u>2.83%</u>
Accounts Receivable				
1200 - *Accounts Receivable	445,268.90	285,994.40	159,274.50	55.69%
Total Accounts Receivable	<u>445,268.90</u>	<u>285,994.40</u>	<u>159,274.50</u>	<u>55.69%</u>
Other Current Assets				
Accounts Receivable	35,426.18	3,309.00	32,117.18	970.6%
Total Other Current Assets	<u>35,426.18</u>	<u>3,309.00</u>	<u>32,117.18</u>	<u>970.6%</u>
Total Current Assets	<u>1,047,160.89</u>	<u>840,162.66</u>	<u>206,998.23</u>	<u>24.64%</u>
Fixed Assets				
160.0 - Fixed Assets	5,736.64	7,244.79	-1,508.15	-20.82%
Total Fixed Assets	<u>5,736.64</u>	<u>7,244.79</u>	<u>-1,508.15</u>	<u>-20.82%</u>
TOTAL ASSETS	<u>1,052,897.53</u>	<u>847,407.45</u>	<u>205,490.08</u>	<u>24.25%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	1,099.28	598.22	501.06	83.76%
Total Accounts Payable	<u>1,099.28</u>	<u>598.22</u>	<u>501.06</u>	<u>83.76%</u>
Other Current Liabilities				
Club Accounts	99,788.89	102,838.34	-3,049.45	-2.97%
Loan Funds	3,182.66	3,182.66	0.00	0.0%
Trust Accounts	628,092.50	530,781.62	97,310.88	18.33%
Total Other Current Liabilities	<u>731,064.05</u>	<u>636,802.62</u>	<u>94,261.43</u>	<u>14.8%</u>
Total Current Liabilities	<u>732,163.33</u>	<u>637,400.84</u>	<u>94,762.49</u>	<u>14.87%</u>
Total Liabilities	<u>732,163.33</u>	<u>637,400.84</u>	<u>94,762.49</u>	<u>14.87%</u>
Equity				
400 - Opening Bal Equity	137,292.05	137,292.05	0.00	0.0%
450 - Retained Earnings	129,834.11	80,563.44	49,270.67	61.16%
Net Income	53,608.04	-7,848.88	61,456.92	-783.0%
Total Equity	<u>320,734.20</u>	<u>210,006.61</u>	<u>110,727.59</u>	<u>52.73%</u>
TOTAL LIABILITIES & EQUITY	<u>1,052,897.53</u>	<u>847,407.45</u>	<u>205,490.08</u>	<u>24.25%</u>

**ASSOCIATED STUDENTS/SKYLINE COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2006 THROUGH MARCH 2007**

	Jul '06 - Mar 07	Jul '05 - Mar 06	\$ Change	% Change
Income				
Revenues from Operations				
508 · Interest Income	10,923.76	9,398.72	1,525.04	16.23%
510 · Miscellaneous Income	117.00	60.00	57.00	95.0%
520 · Student Activity Card Income	64,398.31	19,790.00	44,608.31	225.41%
528 · Vending Income	7,634.50	6,155.01	1,479.49	24.04%
Total Revenues from Operations	83,073.57	35,403.73	47,669.84	134.65%
Total Income	83,073.57	35,403.73	47,669.84	134.65%
Expense				
Operating Expenses				
601 · Payroll Expense	3,440.50	3,112.98	327.52	10.52%
602 · Employee Benefits	73.08	63.60	9.48	14.91%
620 · Depreciation	1,939.23	1,782.81	156.42	8.77%
622 · General Fund Expenditures	130.00	201.35	-71.35	-35.44%
623 · Office Supplies	5,205.66	5,686.22	-480.56	-8.45%
624 · Activities Fund	3,975.01	19,893.65	-15,918.64	-80.02%
625 · Chartered Clubs/Org. Fund	4,000.00	12,500.00	-8,500.00	-68.0%
626 · Scholarships&NonProfit Donation	3,715.68	0.00	3,715.68	100.0%
642 · Conference & Travel	6,405.47	0.00	6,405.47	100.0%
650 · Publicity Expense	0.00	12.00	-12.00	-100.0%
655 · Student Activity Card Expense	580.90	0.00	580.90	100.0%
Total Operating Expenses	29,465.53	43,252.61	-13,787.08	-31.88%
Total Expense	29,465.53	43,252.61	-13,787.08	-31.88%
Net Income	53,608.04	-7,848.88	61,456.92	-783.0%

San Mateo County Community College District - Bookstore Operation
Summary Balance Sheet
As of March 31, 2007

Assets

Cash	26,606.46
Investments	4,038,379.12
Receivables	490,537.63
Inventories & Prepaid Items	1,377,665.84
Fixed Assets & Accum Depreciation	449,123.50

Total Assets

6,382,312.55
Liabilities

Current Liabilities	297,114.23
Salaries & Benefits Payable	222,470.91
Other Current Liabilities	154,864.03

Total Liabilities

(674,449.17)
Equity

Retained Earnings	5,697,412.18
Prior Years Adjustment	(186,726.07)

Total Equity

(5,510,686.11)
Year to Date Net Profit (Loss)**197,177.27****Total Liabilities & Fund Equity**

(6,382,312.55)

**San Mateo County Community College District - Bookstore Operation
Summary Income Statement**

For the Period from July, 2006 through March, 2007

(Due to change in accounting system and chart of accounts overhauling,
last year detail comparative numbers will be available again from next Fiscal year)

(Please refer to narrative section of this Board report for summary with last year comparison)

Jul 06 - Mar 07

Income	
Sales	6,595,467.97
Cost of Sales	(4,800,844.21)
Gross Margin	<u>1,794,623.76</u>
Operating Expenses	
Salaries & Benefits	1,266,895.94
Other Inventory Expenses	273,987.71
Other Service Expenses	38,227.50
Travel & Mileage Expenses	5,337.35
Dues & Membership	4,418.00
Insurance Expense	4,950.00
Utilities	21,774.55
Equipment Maintenance & Rental	21,327.99
Legal, Audit & Bad Debt Expenses	-
Other Operating Expenses	143,967.82
Total Operating Expenses	<u>1,780,886.86</u>
Other Income	<u>325,101.53</u>
Total Other Income	<u>325,101.53</u>
Net Operating Profit (Loss)	<u>338,838.43</u>
Non Operational Expenses	
Salaries - Dist Admin	38,620.96
Salaries - Dist Supervisor	11,804.08
Salaries - Dist Student	-
Benefits - All Dist Staff	13,597.67
Rent Expense	50,670.00
Donations	26,968.45
Total Non Operational Expenses	<u>141,661.16</u>
Net Income	<u>197,177.27</u>

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2006 through March, 2007

	Year-To-Date
Gross Sales	
Income - Books	5,175,254.78
Income - Supplies	353,953.15
Income - Food & Beverages	171,633.10
Income - Electronics	842,322.36
Income - Gifts	49,807.79
Income - Sundries	5,043.71
Sales Over/Short Adjustment	(2,546.92)
Total Gross Sales	<u>6,595,467.97</u>
Cost of Goods Sold	
COGS - Books	(3,655,084.29)
COGS - Supplies	(211,155.44)
COGS - Food & Beverages	(96,978.09)
COGS - Electronics	(805,514.58)
COGS - Gifts	(29,083.36)
COGS - Sundries	(3,028.45)
Total Cost of Goods Sold	<u>(4,800,844.21)</u>
Gross Profit	1,794,623.76
Salary & Benefits	
Salaries & Benefits	
Salaries - Administrative	75,131.60
Salaries - Supervisor	210,843.03
Salaries - Classified	473,668.92
Salaries - Students	223,721.65
Salaries - Shrt Term Hourly	11,363.08
Benefits - All Stores	272,167.66
Total Salary & Benefits	<u>1,266,895.94</u>
Other Inventory Expenses	
Freight In	201,486.65
Service Fees Expense	590.27
CRV Tax Paid	2,146.57

Buyback Expense	3,485.25
Invoice Balancing Over/Short	132.07
Restocking Fees	164.94
Imprint Fees	-
Shrinkage Expense	65,981.96
Total Other Inventory Expenses	<u>273,987.71</u>
Other Service Expenses	
Computer System Support - Software	5,428.83
Computer System Support - Hardware	12,847.78
Training Fees	-
Contract Personnel	12,220.00
Armored Car Service	7,730.89
Security System Service	-
Total Other Service Expenses	<u>38,227.50</u>
Travel & Mileage Expenses	
Conference Expense	4,665.69
Conference Fees Out of State	-
Travel Expenses	-
Mileage	671.66
Total Travel & Mileage Expenses	<u>5,337.35</u>
Dues & Membership Expenses	
Dues & Membership	4,418.00
Total Dues & Membership	<u>4,418.00</u>
Insurance Expense	
Insurance Expense	4,950.00
Total Insurance Expense	<u>4,950.00</u>
Utilities	
Utilities - Gas	5,130.00
Utilities - Electric	10,800.00
Utilities - Water	1,350.00
Utilities - Phone	1,516.01
Utilitites - Garbage	2,978.54
Total Utilities	<u>21,774.55</u>

Equipment Maintenance & Rental

Equipment - Non Inventory	3,202.46
Repairs & Maint Contract Equip	11,741.04
Contract Misc Services	6,384.49

Total Equipment Maintenance & Rental	21,327.99
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Legal, Audit & Bad Debt Expense

Audits	-
Bad Debt - Customer	-
Bad Debt - Vendor	-

Total Legal, Audit & Bad Debt Expense	-
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Other Operating Expenses

Depreciation	63,261.00
Postage	-
Store & Office Use Supplies	28,425.80
Advertising	1,824.70
Credit Card Commissions	46,934.39
Bank Charges - Returned Checks	-
Bank Charges - Other	1,988.34
Miscellaneous Expenses	1,533.59

Total Other Operating Expenses	143,967.82
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Total Operating Expenses	1,780,886.86
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Other Income

Interest Income	137,237.38
Commission Income	67,093.50
Miscellaneous Income	14,341.72
Catalog Income	1,514.00
Shipping & Postage Income	9,469.01
Stamp Income	279.24
Ticket Sales Income	-
LTO Interest Income	4,604.37
Calif Recycle Fee Collected	236.00
NG Check Fee Collected	590.76
NG Check Collection	5,560.55
Late Rental Return Fee	8,029.57
Photocopy Fee	314.69
Textbook Re-wrap Fee	637.82
Return Restocking Fee	1,264.77

VA Handling Fee	168.22
Textbook Rental Fee	21,191.87
First Five Rental Fee	45,193.67
Supplies Rental Fee (Funded)	1,140.00
Supplies Rental Fee (Store)	780.00
Computer Rental Fee	300.00
Grad Announcement Fee	-
Notary Fee	40.00
Grad Rental Income	11.70
Closeout Books	1,514.91
Fax Fee Income	68.60
Consignment Sales	-
Vendor Discounts	3,519.18
Total Other Income	<u>325,101.53</u>
Net Operating Profit (Loss)	338,838.43
Non Operational Expenses	
Salaries - District Admin	38,620.96
Salaries - Dist Supervisor	11,804.08
Salaries - Dist Students	-
Benefits - All Dist Staff	13,597.67
Rent Expense	50,670.00
Donations	26,968.45
Total Non Operational Expenses	<u>141,661.16</u>
Net Income	<u><u>197,177.27</u></u>

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
 As of March 31, 2007

06/18/2007

	<u>Mar 31, 07</u>	<u>Mar 31, 06</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 - CASH				
1101 - WELLS FARGO CHECKING	53,157.04	19,913.69	33,243.35	166.94%
1112 - CASH IN COUNTY - FMV				
1112.10 - CASH IN COUNTY - POOL II	367,628.15	638,412.58	-270,784.43	-42.42%
1112.11 - CASH IN COUNTY - LAIF	30,893.98	28,995.81	1,898.17	6.55%
1112.21 - MARK TO MARKET ADJ	-9,490.22	-4,866.20	-4,624.02	95.02%
Total 1112 - CASH IN COUNTY - FMV	<u>389,031.91</u>	<u>662,542.19</u>	<u>-273,510.28</u>	<u>-41.28%</u>
Total 1100 - CASH	<u>442,188.95</u>	<u>682,455.88</u>	<u>-240,266.93</u>	<u>-35.21%</u>
Total Checking/Savings	<u>442,188.95</u>	<u>682,455.88</u>	<u>-240,266.93</u>	<u>-35.21%</u>
Accounts Receivable				
1200 - ACCOUNTS RECEIVABLE				
1211 - MISC RECEIVABLE	12,989.47	0.00	12,989.47	100.0%
Total 1200 - ACCOUNTS RECEIVABLE	<u>12,989.47</u>	<u>0.00</u>	<u>12,989.47</u>	<u>100.0%</u>
Total Accounts Receivable	<u>12,989.47</u>	<u>0.00</u>	<u>12,989.47</u>	<u>100.0%</u>
Total Current Assets	<u>455,178.42</u>	<u>682,455.88</u>	<u>-227,277.46</u>	<u>-33.3%</u>
Fixed Assets				
1400 - FURNITURE, EQUIPMENT & FIXTURES				
1410 - FURN., FIXTURE & EQUIP	724,327.51	483,578.18	240,749.33	49.79%
1415 - ACCUMULATED DEPRECIATION	-485,496.87	-439,931.79	-45,565.08	10.36%
Total 1400 - FURNITURE, EQUIPMENT & FIXTURES	<u>238,830.64</u>	<u>43,646.39</u>	<u>195,184.25</u>	<u>447.19%</u>
Total Fixed Assets	<u>238,830.64</u>	<u>43,646.39</u>	<u>195,184.25</u>	<u>447.19%</u>
TOTAL ASSETS	<u>694,009.06</u>	<u>726,102.27</u>	<u>-32,093.21</u>	<u>-4.42%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 - SMCCCD PAYABLE	41,944.63	19,550.00	22,394.63	114.55%
2126 - MISC PAYABLE	4,250.00	740.25	3,509.75	474.13%
Total Accounts Payable	<u>46,194.63</u>	<u>20,290.25</u>	<u>25,904.38</u>	<u>127.67%</u>
Total Current Liabilities	<u>46,194.63</u>	<u>20,290.25</u>	<u>25,904.38</u>	<u>127.67%</u>
Total Liabilities	<u>46,194.63</u>	<u>20,290.25</u>	<u>25,904.38</u>	<u>127.67%</u>
Equity				
3900 - Retained Earnings	630,858.25	692,808.03	-61,949.78	-8.94%
Net Income	16,956.18	13,003.99	3,952.19	30.39%
Total Equity	<u>647,814.43</u>	<u>705,812.02</u>	<u>-57,997.59</u>	<u>-8.22%</u>
TOTAL LIABILITIES & EQUITY	<u>694,009.06</u>	<u>726,102.27</u>	<u>-32,093.21</u>	<u>-4.42%</u>

DISTRICT CAFETERIAS**Profit & Loss Prev Year Comparison**

July 2006 through March 2007

05/19/2007

Accrual Basis

	<u>Jul '06 - Mar 07</u>	<u>Jul '05 - Mar 06</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME	59,741.56	40,703.13	19,038.43	46.77%
5200 · FOOD SERVICE INCOME	69,663.12	41,708.81	27,954.31	67.02%
5310 · INTEREST INCOME	13,915.77	15,659.43	-1,743.66	-11.14%
Total Income	<u>143,320.45</u>	<u>98,071.37</u>	<u>45,249.08</u>	<u>46.14%</u>
Expense				
5500 · COLLEGE SUPPORT	44,741.56	40,703.13	4,038.43	9.92%
5600 · Scholarship	11,722.00	2,500.00	9,222.00	368.88%
6000 · SALARIES	3,729.11	0.00	3,729.11	100.0%
6210 · BENEFITS	434.19	0.00	434.19	100.0%
6700 · CONTRACTED SERVICES	28,737.41	23,764.25	4,973.16	20.93%
6800 · DEPRECIATION EXPENSE	37,000.00	18,100.00	18,900.00	104.42%
Total Expense	<u>126,364.27</u>	<u>85,067.38</u>	<u>41,296.89</u>	<u>48.55%</u>
Net Income	<u>16,956.18</u>	<u>13,003.99</u>	<u>3,952.19</u>	<u>30.39%</u>

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2006 through March 2007

05/19/2007
 Accrual Basis

	Jul '06 - Mar 07	Jul '05 - Mar 06	\$ Change	% Change
Income				
Total 5100 · VENDING INCOME	59,741.56	40,703.13	19,038.43	46.77%
5200 · FOOD SERVICE INCOME				
5203 · FOOD SERVICE - FRESH & NATURAL				
5203.2 · FOODS SERVICE- F & N AT SKYLINE	485.73	15,273.55	-14,787.82	-96.82%
5203.3 · FOOD SERVICE- F & N AT CANADA	130.67	7,710.87	-7,580.20	-98.31%
5203.4 · FOOD SERVICE- F & N AT CSM	452.33	18,724.39	-18,272.06	-97.58%
5203 · FOOD SERVICE - FRESH & NATURAL - Other	0.00	0.00	0.00	0.0%
Total 5203 · FOOD SERVICE - FRESH & NATURAL	1,068.73	41,708.81	-40,640.08	-97.44%
5204 · FOOD SERVICE - THE SCHOOL CHEF				
5204.2 · FOOD SERVICE - TSC - SKY	13,637.54	0.00	13,637.54	100.0%
5204.3 · FOOD SERVICE - TSC - CAN	11,190.84	0.00	11,190.84	100.0%
5204.4 · FOOD SERVICE - TSC - CSM	20,124.53	0.00	20,124.53	100.0%
5204 · FOOD SERVICE - THE SCHOOL CHEF - Other	1,968.60	0.00	1,968.60	100.0%
Total 5204 · FOOD SERVICE - THE SCHOOL CHEF	46,921.51	0.00	46,921.51	100.0%
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	13,321.28	0.00	13,321.28	100.0%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	8,351.60	0.00	8,351.60	100.0%
Total 5205 · FOOD SERVICE - KJ'S CAFE	21,672.88	0.00	21,672.88	100.0%
Total 5200 · FOOD SERVICE INCOME	69,663.12	41,708.81	27,954.31	67.02%
5310 · INTEREST INCOME	13,915.77	15,659.43	-1,743.66	-11.14%
Total Income	143,320.45	98,071.37	45,249.08	46.14%
Expense				
Total 5500 · COLLEGE SUPPORT	44,741.56	40,703.13	4,038.43	9.92%
Total 5600 · Scholarship	11,722.00	2,500.00	9,222.00	368.88%
Total 6000 · SALARIES	3,729.11	0.00	3,729.11	100.0%
Total 6210 · BENEFITS	434.19	0.00	434.19	100.0%
Total 6700 · CONTRACTED SERVICES	28,737.41	23,764.25	4,973.16	20.93%
Total 6800 · DEPRECIATION EXPENSE	37,000.00	18,100.00	18,900.00	104.42%
Total Expense	126,364.27	85,067.38	41,296.89	48.55%
Net Income	16,956.18	13,003.99	3,952.19	30.39%

BOARD REPORT NO. 07-6-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James Keller, Executive Vice Chancellor, 358-6728

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2007

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2007, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 07, 2007.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2006 and March 31, 2007.

	Amount		Difference	
	<u>03/31/2006</u>	<u>03/31/2007</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	\$ 27,730,356	\$ 29,996,895	\$ 2,266,539	8.18%
Enrollment Fees	6,670,505	5,884,391	-786,114	-11.79%
Non-Resident Tuition	1,512,689	1,515,075	2,386	0.16%
Property Taxes	29,498,427	30,812,160	1,313,733	4.46%
Inter-Fund Transfer	8,646	45,000	36,354	420.48%
Other Income	1,177,935	2,279,982	1,102,047	93.56%
Total Income	\$ 66,598,558	\$ 70,533,503	\$ 3,934,945	5.91%
% of Budget	70.07%	67.93%	N/A	N/A
EXPENSES:				
Academic Salaries	\$ 28,337,808	\$ 32,123,314	\$ 3,785,506	13.36%
Classified Salaries	13,638,198	15,262,037	1,623,839	11.91%
Administrative Salaries	3,983,227	4,216,251	233,024	5.85%
Fringe Benefits	15,090,461	16,365,793	1,275,332	8.46%
General Supplies	1,257,835	1,476,022	218,187	17.35%
Operating Expenses	6,193,895	6,213,091	19,196	0.31%
Capital Outlay	203,037	140,926	-62,111	-30.59%
Transfer Accounts	1,907,318	2,007,307	99,989	5.25%
Total Expenditures	\$ 70,611,779	\$ 77,804,741	\$ 7,192,962	10.19%
% of Budget	69.79%	70.97%	N/A	N/A

General Fund Income increased \$3,934,945 (or 5.91%) over last year, due primarily to the payment of Principal Apportionment and Local Property Taxes. Changes in annual salaries, COLA and fringe benefits were a main reason for expenditure increases.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing this same period for 2005-2006 and 2006-2007, are listed below:

Restricted General and Other Funds	Amount		Difference	
	<u>03/31/06</u>	<u>03/31/07</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$ 42,996,533	\$ 398,615,585	\$ 355,619,052	827.09%
Total Expenditures	\$ 101,343,238	\$ 92,431,054	\$ -8,912,184	-8.80%

The Bond proceeds and construction reimbursement were the main reason for the income increase. Expenditures compared with the prior year were slightly decreased due primarily to the timing of construction payment.

REPORT ON INVESTMENTS: As of March 31, 2007, the District had on deposit \$32,622,498 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer’s Office, County Pool Investment, a Special Deposit Bond with Lehman Brothers and Wells Fargo Bank. The average yields on LAIF, County Pool, Lehman Brothers and Wells Fargo were 5.17%, 4.85%, 5.52% and 3.54%, respectively. These deposits consisted of the following sources:

<u>Fund</u>	<u>LAIF</u> <u>Investment</u>	<u>County</u> <u>Pool</u> <u>Investment</u>	<u>Special</u> <u>Deposit Bond</u>	<u>Total</u> <u>Investment</u>
Unrestricted General Fund	\$ 5,264,356	\$ 1,349,157	\$ 0	\$ 6,613,513
Capital Outlay Fund	0	0	5,000	5,000
Agency Fund	<u>10,542,075</u>	<u>13,162,947</u>	<u>2,298,963</u>	<u>26,003,985</u>
Total Investment	\$ 15,806,431	\$ 14,512,104	\$ 2,303,963	\$ 32,622,498

**California Community Colleges
Quarterly Financial Status Report, CCFS-311Q**

Fiscal Year : 2006-07

District: 370 San Mateo County Community College District

Quarter Ended: 31-Mar

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	88,595,220	90,654,782	106,151,800	103,792,796
A.2	Other Financing Sources (Object 8900)	4,054	121,817	78,404	15,420
A.3	Total Unrestricted Revenues (A.1 + A.2)	88,599,274	90,776,599	106,230,204	103,808,216
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	83,466,565	87,847,388	92,651,889	100,983,684
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,817,487	2,949,516	13,625,995	2,973,343
B.3	Total Unrestricted Expenditures (B.1 + B.2)	88,284,052	90,796,904	106,277,884	103,957,027
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	315,222	-20,305	-47,680	-148,811
D.	Fund Balance, Beginning	9,632,469	9,947,691	9,927,386	9,879,706
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	9,632,469	9,947,691	9,927,386	9,879,706
E.	Fund Balance, Ending (C. + D.2)	9,947,691	9,927,386	9,879,706	9,730,895
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.3%	10.9%	9.3%	9.4%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	19,872	20,287	17,440	21,363

III. Total General Fund Cash Balance (Unrestricted and Restricted)	Description	As of the specified quarter ended for each fiscal year presented			
		2003-04	2004-05	2005-06	2006-07
H.1	Cash, excluding borrowed funds				6,432,001
H.2	Cash, borrowed funds only				3,500,000
H.3	Total Cash (H.1+ H.2)	20,729,385	18,385,883	10,032,382	9,932,001

IV. Unrestricted General Fund Revenues and Expenditures: 2006-07 Budget to Year-to-Date Actuals

Line	Description	Adopted Budget	Annual Current Budget	Year-to-Date Actuals	Percentage
		(Col. 1)	(Col. 2)	(Col. 3)	(Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	103,717,741	103,785,493	70,470,922	68%
I.2	Other Financing Sources (Object 8900)	0	60,301	62,581	104%
I.3	Total Unrestricted Revenues (I.1 + I.2)	103,717,741	103,845,794	70,533,503	68%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,607,230	106,664,779	75,797,433	71%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,926,115	2,995,619	2,007,308	67%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	109,533,345	109,660,398	77,804,741	71%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-5,815,604	-5,814,604	-7,271,238	
L.	Adjusted Fund Balance, Beginning	9,879,706	9,879,706	9,879,706	
L.1	Fund Balance, Ending	4,064,102	4,065,102	2,608,468	
M.	Percentage of UGF Fund Balance to UGF Expenditures (L.1 / J.3)	3.7%	3.7%	3.4%	

IV. 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	%*	Permanent		Temporary		Total Cost Increase	%*
			Total Cost Increase	%*	Total Cost Increase	%*		
a. SALARIES:								
Year 1: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 2: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 3: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
b. BENEFITS:								
Year 1: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 2: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 3: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%

*: 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.

V. 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.)

VI. Does the district have significant fiscal problems that must be addressed this year? No
Next year? ---

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING MARCH 31, 2007

	<u>GENERAL 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	16,699,836.84	5,273,328.32	6,305,369.14	216,420,371.13	200,817.77	206,344.93	-
Cash inflow from operations:							
Year-to-date Income	70,533,502.64	14,093,543.42	29,443,607.04	347,062,800.53	595,903.96	5,658,046.10	1,761,683.50
Accounts Receivable	5,267,093.69	2,007,163.29	2,747,823.73	14,133,909.14	94,944.06	346,092.60	63,789.47
Deferred Income	(3,628,229.71)	(329,462.76)		(13,779.50)	(10,417.60)	(117,977.00)	
Cash awaiting for deposit	313,464.71						
Total Income	89,185,668.17	21,044,572.27	38,496,799.91	577,603,301.30	881,248.19	6,092,506.63	1,825,472.97
Cash outflow for operations:							
Year to date expenditure	77,804,741.03	15,553,345.73	12,498,510.98	58,015,425.40	730,362.63	5,633,409.00	-
Advances / Prepaid	16,524.74	2,604.32	-	(41,732.72)	-	-	
Account Payable	11,468,541.23	(855,952.28)	3,611.08	8,735,330.98	14,186.82	53,202.00	130,711.80
Cash Balance From Operations	(104,138.83)	6,344,574.50	25,994,677.85	510,894,277.64	136,698.74	405,895.63	1,694,761.17
Other Cash inflow							
Medical Flex Plan / Revolv. Fund	(50,600.00)						
TRANS	3,500,000.00						
Procurement Card	400,000.00						
Beg. Investment Balance							
LAIF Balance	5,133,680.57						10,280,391.77
County Pool Balance	1,321,999.53						11,729,869.07
Special Bond			79,708.08	5,000.00			2,298,963.00
C.O.P.	-						
Total Beg. Balance	6,455,680.10		79,708.08	5,000.00			24,309,223.84
Y.T.D. Investment Balance							
LAIF Balance	5,264,356.47						10,542,075.27
County Pool Balance	1,349,157.46						13,162,946.74
Special Bond			84,256.71	5,000.00			2,298,963.00
C.O.P.	-						
Y.T.D. Balance	6,613,513.93		84,256.71	5,000.00			26,003,985.01
Net Cash changes from Investment	(157,833.83)		(4,548.63)	-			(1,694,761.17)
Net changes from unrealized gain / (loss)							
Cash Balance in County Treasury	3,587,427.34	6,344,574.50	25,990,129.22	510,894,277.64	136,698.74	405,895.63	0.00