

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING AGENDA
May 13, 2009, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

**The public's comments on agenda items will be taken at the time the item is discussed by the Board.*

**To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*

**If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements 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.*

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

09-5-1 [Minutes of the Regular Meeting of April 22, 2009](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

09-5-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

09-5-2A [Hearing of the Public on California School Employees Association \(CSEA\), Chapter 33 Initial Contract Proposal to the District](#)

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.

- 09-5-1CA [Approval of Trustees' Fund for Program Improvement Projects for Cañada College, College of San Mateo and Skyline College](#)
- 09-5-2CA [Approval of Skyline College Summer 2009 Sports Medicine Camp](#)
- 09-5-3CA [Approval of College of San Mateo Summer 2009 Spread Option Football Camp](#)

Other Recommendations

- 09-5-1B [Approval of Resolution No. 09-3, in Support of California AB 669, Foster Youth Residency Requirements](#)
- 09-5-2B [Approval of Resolution No. 09-4, in Support of Measure E, the Redwood City School District Parcel Tax Initiative](#)
- 09-5-100B [Consideration of Service Award for 2008-09 Student Trustee](#)
- 09-5-101B [Approval of Additions, Changes and Deletions to Rules and Regulations, Chapters 2, 7 and 8](#)

INFORMATION REPORTS

- 09-5-1C [District Financial Summary for the Quarter Ending March 31, 2009](#)
- 09-5-2C [Third Quarter Report of Auxiliary Operations, 2008-09](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: **Cañada College** – Vice President of Student Services, Student Services; Instructional Aide II, Academic Support Services
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Legal Counsel – Anticipated Litigation – 2 Cases

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
April 22, 2009
San Mateo, CA**

The meeting was called to order at 6:07 p.m.

Board Members Present: President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the Regular Meeting of March 25, 2009. The motion carried, all members voting "Aye."

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the minutes of the Study Session of April 1, 2009. The motion carried, all members voting "Aye."

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the minutes of the Special Closed Session of April 13, 2009. The motion carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Rick McHale of Keenan & Associates, on behalf of the Statewide Educational Wrap Up Program (SEWUP), announced that the District, Swinerton Management and Big-D Pacific Builders were chosen to receive safety awards in recognition of their dedication to making the construction site safe for workers, District staff, students and the local community during the Cañada College Buildings 16 and 18 renovation project. Mr. McHale presented plaques to President Schwarz for the District, Peter Hempel for Swinerton Management, and Chris Broden for Big-D Pacific Builders.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Reports were presented by Chancellor Galatolo, President Morrow, President Claire, President Mohr, Executive Vice Chancellor Keller, and President Dilko. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo announced that Barbara Daley, Library Support Specialist at Skyline College, has won a Statewide Classified Employee of the Year Award. She will be recognized at the May 4 meeting of the California Community Colleges Board of Governors. Chancellor Galatolo said the District will submit the Cañada College Building 5-6 project to the Bay Area Council for potential funding through federal stimulus funds. This is in line with the Board's encouragement to identify shovel-ready projects to help stimulate the local economy. Chancellor Galatolo said that Pat Crippin, a groundskeeper at College of San Mateo and later at Cañada College, passed away, and asked that tonight's meeting be adjourned in his memory.

President Morrow announced that Skyline's Hermanos program at South San Francisco High School was selected to receive a Kent Award for 2009. The program will be honored at an awards banquet on May 11. President Morrow noted upcoming events at Skyline, including the student art exhibit opening reception on April 28, followed by the dedication of the mural on the exterior of the Gallery, and the Pilipino Cultural Night which will take place on the evenings of April 30 and May 1 and will include a musical theater piece which is written, produced and acted by students.

President Claire announced that Assemblyman Warren Furutani will serve as commencement speaker on May 29. Assemblyman Furutani attended College of San Mateo in the late 1960s. President Claire described Stanford University's DARE (Diversifying Academic, Recruiting Excellence) Fellowship Program, through which ten College of San Mateo faculty members recently acted as mentors to Stanford graduate students who are interested in pursuing academic careers and whose presence will help diversity the professional ranks.

President Mohr announced that Dr. Sarah Perkins has been selected as Vice President of Instruction. President Mohr introduced Alma Nuñez, a member of the student senate, who recently participated in the United States Student Association Legal Conference. Chelsea Hiatt Farley and Lisa Roecks, 3D Animation students, have each won Statewide awards at the 2009 Media Arts Award Competition. Students Violeta Juarez Crow and Aldo Garcia helped start a new robotics team at Cañada. Upcoming events include the groundbreaking for the Cañada Vista faculty and staff housing project on May 1 and *Every Good Boy Deserves Favor*, co-produced by the Theatre Arts Department and the Redwood Symphony Orchestra, to be shown May 1 through May 3. The commencement speaker at Cañada will be Congresswoman Anna Eshoo.

Executive Vice Chancellor Keller said the District has been working to get information out on the implications for the District if the May 19 ballot initiatives do not pass.

President Dilko said faculty are busy gearing up for finals and looking forward to upcoming celebratory events. Faculty are highly engaged in areas such as budget planning and program changes. The Senate Governing Council recently approved revisions to its bylaws and is working on revisions to Chapter 6 of District Rules and Regulations. The election for District Academic Senate President will take place this spring. Faculty are working collaboratively with AFT on policy issues such as intellectual property rights and class size.

Raydan Alhubaishy, Skyline College Associated Students Commissioner of Public Records, outlined recent activities, including an alcohol awareness fair and the March in March rally in Sacramento. In April, ASSC hosted a regional meeting of the Student Senate for California Community Colleges and sent seven members to the United States Student Association legislative conference in Washington, D.C. Five students will attend the Student General Assembly in San Diego in May. ASSC will co-sponsor the Rocky Horror Picture Show on May 2. In preparation for the May 19 special election, the ASSC Governing Council will set up informational tables. Trustee Holober asked if students have taken a position on the ballot initiatives. Mr. Alhubaishy said they have not taken a formal position. In honor of Earth Day, Mr. Alhubaishy distributed reusable water bottles.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-4-2A)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 09-4-2A. The motion carried, all members voting "Aye."

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO CSEA (09-4-3A)

It was moved by Trustee Hausman and seconded by Trustee Holoher to accept CSEA's initial proposal and the District's initial proposal and to hold a public hearing of the proposals at the next regularly scheduled Board meeting. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 09-4-1CA Denial of Claim against the District by Michael Lynn Gabriel
- 09-4-2CA Ratification of Third Quarter District Warrants, 2008-2009

Trustee Mandelkern asked that item 09-4-1CA be removed from the Consent Agenda for further discussion.

It was moved by Trustee Hausman and seconded by Trustee Holoher to approve item 09-4-2CA, Ratification of Third Quarter District Warrants, 2008-2009. The motion carried, all members voting "Aye."

DENIAL OF CLAIM AGAINST THE DISTRICT BY MICHAEL LYNN GABRIEL (09-4-1CA)

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to approve denial of the claim. Trustee Mandelkern asked for background on the case. Executive Vice Chancellor Keller said it concerned a contract the District entered into with Mr. Gabriel, which provided funding for production of a project. Mr. Gabriel is unhappy with what transpired and is claiming breach of contract. The District will process the claim as it does other claims. After this discussion, the motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PROPOSED 2009-10 BOARD GOALS (09-4-1B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the goals as detailed in the report. The motion carried, all members voting "Aye."

REVISION OF GRADING POLICY: PLUS/MINUS GRADING PILOT STUDY (09-4-2B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the pilot study as detailed in the report. Professor Dilko explained that plus/minus grading went out of use in the District when the Banner system was implemented. Since that time, there has been interest among faculty to have it reinstated. During the past two years, discussions were held at College of San Mateo and the issue was brought to the District Academic Senate and to the College Senates. Following debate among faculty and consultation with students, a survey of faculty was completed at the end of the last academic year; the results showed that 69 percent believed plus/minus grading would be a good idea. There was still some concern among students and, in order to gain the confidence of students and faculty, the District Academic Senate recommended that a pilot study be conducted, replicating a pilot done at the Foothill-DeAnza District. That study showed no significant change in students' GPAs and no negative impact on transferring to four-year institutions. Students were told that if the pilot showed any adverse impacts, the issue would be dropped. ITS Director Eric Raznick confirmed that plus/minus grades can be captured for use in analysis without using them for calculating GPAs for the first year. The Board is being asked to approve the pilot and the implementation of plus/minus grading beginning in June of 2010 if no substantial adverse impact on students is demonstrated.

Trustee Mandelkern said the wording in the recommendation is not clear; it states that implementation of plus/minus grading will commence unless substantial adverse impact on students is demonstrated, but then says that students and faculty will be surveyed about the potential effects of implementation and a final

recommendation will be brought to the Board. Professor Dilko said the intent is to consult broadly with students and faculty but it was believed it would be efficient to implement the system if no adverse effects were found.

College of San Mateo Associated Students President Megan Claire expressed concern about the lack of a clear definition of “significant adverse impacts” on students. She is also concerned that in the proposal, plus/minus grading may be implemented at the end of the pilot without coming back to students for further consultation. Ms. Claire questioned why a change is recommended when there are no problems with the current system. Other students echoed Ms. Claire’s concerns and asserted that students’ GPAs would be affected and would affect their transfer opportunities. Student Trustee Medrano Rosales verified that students are not in favor of the recommendation the way it is written; the wording needs to be clarified and “significant adverse effects” needs to be defined. Student Trustee Medrano Rosales added that students would like to be consulted after the pilot is completed but are not convinced their voices will be heard.

There was extensive discussion among Board members regarding the effect of plus/minus grading on how four-year institutions recalculate students’ GPAs; the subjectivity of instructors’ grading; and the use of plus/minus grading at other institutions from which the District’s students come and to which they transfer. A major concern was the impact on students’ GPAs. President Schwarz said that since this could concern students’ futures, she wants no adverse impact, even small, on students’ GPAs. Trustee Mandelkern noted that the impact could also be positive for students’ GPAs but this will not be known until after the pilot is concluded. Professor Dilko said that if the results are similar to Foothill-DeAnza, there will be as many students who benefit as who don’t. Another concern discussed by the Board is that participation in the pilot is optional and may not include a representative sample of faculty. Skyline College Vice President Regina Stroud pointed out that if approved, it will also be optional for faculty to use plus/minus grading and the Board expressed concern that such grading could be biased if not neutrally applied.

Trustee Hausman suggested that, if the pilot is approved, it should come back for further discussion rather than being automatically implemented. Vice President Miljanich and Trustee Mandelkern agreed and added that data from pilots can provide greater clarity. Trustee Holober and Trustee Mandelkern suggested specific changes to the recommendation and Professor Dilko asked that the starting date of the pilot be changed to summer session of 2009. The proposed revised recommendation would read:

“It is recommended that the Board of Trustees approve a pilot to study the effects of the adoption of plus/minus grading on the grade point averages (GPA’s) of the students in the District. This pilot study will commence at the beginning of the 2009 summer session and terminate in June of 2010. Students and faculty will be consulted on the design of the pilot and will be surveyed about their opinion on the potential effects of implementation after data from the fall 2009 semester is compiled and analyzed. Results, including the impact on students, will be shared with all, and incorporated into the final recommendation to the Trustees.”

The Board agreed unanimously to vote on the revised recommendation. Trustees Hausman, Holober, Mandelkern and Miljanich voted “Aye” and President Schwarz voted “No.” Student Trustee Medrano Rosales cast an advisory “No” vote.

APPROVAL OF PROPOSED INCREASE FOR PARKING PERMITS AND FINES (09-4-102B)

It was moved by Trustee Holober and seconded by Vice President Miljanich to set the costs for parking permits and fines as detailed in the report. The motion carried, all members voting “Aye.”

AUTHORITY TO EXECUTE AN AGREEMENT WITH SUNGARD HIGHER EDUCATION FOR SOFTWARE MAINTENANCE SERVICES (09-4-103B)

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

APPROVAL OF CONSTRUCTION CONSULTANTS (09-4-104B)

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the construction consultant services as detailed in the report. The motion carried, all members voting "Aye."

AUGMENTATION TO DESIGN BUILD CONTRACT FOR PARKING INFRASTRUCTURE IMPROVEMENTS – SKYLINE COLLEGE (09-4-105B)

President Schwarz said the Board was informed of an error in the report; the not to exceed amount in the recommendation did not include the proposed \$200,000 recommended for owner-approved additional work related to roadway and pedestrian infrastructure. Therefore, the recommendation should read, "It is recommended that the Board authorize augmentation of the existing design-build contract with Robert A. Bothman, Inc. in an amount not to exceed \$556,800." It was moved by Trustee Mandelkern and seconded by Vice President Miljanich to approve the corrected recommendation. The motion carried, all members voting "Aye."

INFORMATION REPORTS**DISTRICTWIDE EMERGENCY PREPAREDNESS (09-4-2C)**

Jan Roecks, Director of General Services, distributed copies of her report (a copy of which is attached to the official minutes of record) and highlighted portions of it, including the Emergency Operations Center (EOC) exercises at each of the Colleges and the District Office.

Vice President Miljanich asked how many people were projected to be on campus during the emergency exercises. Ms. Roecks said the exercises were run as if the emergency was in the middle of the day with a full campus. Vice President Miljanich asked if drills were conducted in individual buildings and if it has been determined who would be in charge in specific buildings. Ms. Roecks said these drills were campus-wide; work is in progress on emergency response in more specific areas. Vice President Miljanich asked if it would be expected that neighbors would come to the campuses during an emergency. Ms. Roecks said this is anticipated.

Trustee Hausman asked if people are assigned by name to specific duties. Ms. Roecks said they are, beginning with the crisis action team and continuing with every role in the EOC, including alternates. Trustee Hausman asked how the Red Cross factors into planning. Ms. Roecks said that services of the Red Cross would fall under the umbrella of the San Mateo County Emergency Operations System. Trustee Hausman asked if CPR was included in the training. Ms. Roecks said it was not included in this exercise which concentrated on setting up the EOC. Vice President Miljanich asked if there are first aid supplies available. Ms. Roecks said there are varying amounts on the campuses.

Trustee Mandelkern asked if there is a model for rapid deployment, rather than having to set up tables and equipment once the EOC is activated. Ms. Roecks said the EOC can be rolled out very quickly and how to deploy would be a decision of the crisis action team. Trustee Mandelkern asked if the secondary EOCs have a set of supplies. Ms. Roecks said they are not fully equipped as yet due to the cost of supplies. Trustee Mandelkern asked if there is a backup power or emergency generator plan in place. Vice Chancellor Nuñez said there is a generator in the District Office and one in Building 9 at College of San Mateo. Procuring onsite generators for the EOCs is a topic of discussion; cost is a major factor. Trustee Mandelkern asked if UHF radios are interoperational among the campuses. Vice Chancellor Nuñez said they are. Trustee Mandelkern asked if the radios are interoperable with local agencies. Vice Chancellor Nuñez was not certain but said there is a sheriff's radio at Cañada. Executive Director of Construction Planning Linda da Silva added that some personnel at Cañada and Skyline are Ham radio operators and have their equipment on campus. Trustee Mandelkern asked if KCSM is part of the Emergency Alert System. Ms. Roecks said it is and this has been factored into the emergency planning.

President Schwarz asked if there is a schedule for further training. Ms. Roecks said there will be quarterly meetings with the section chiefs and their alternates at all of the campuses and District Office, and the objective

is to have another training session next year. President Schwarz asked if there is a system through which employees can find out what is happening with their own families during an emergency. Ms. Roecks said Community Emergency Response Team (CERT) training addresses this issue and the District hopes to offer this training to all employees. Ms. Roecks noted that as public employees are required by law to stay and serve during an emergency.

Trustee Mandelkern asked if there is a plan for after-hours emergencies. Vice Chancellor Nuñez said this is a weak spot which needs further examination. He said public safety and facilities personnel are always present. Director of Public Safety Mike Celeste added that the campuses always have an administrator designated as being in charge and reachable by telephone.

Trustee Mandelkern said there are many subject matter experts on the campuses and asked if there is a plan to integrate their skills. Ms. Roecks said discussions are taking place on this topic.

President Schwarz thanked Ms. Roecks for her report and asked that updates be provided to the Board.

DISCUSSION OF CALIFORNIA AB 1455, COMMUNITY COLLEGE BACCALAUREATE DEGREE PILOT PROGRAM (09-4-3C)

Chancellor Galatolo said San Mateo County is unique in that it has a large population but no four-year post-secondary institution. As the demand for baccalaureate degrees is growing, the UCs and CSUs are turning away students, so it makes sense for the community colleges to provide service beyond the traditional two-year degrees. The University Center at Cañada has been successful, partly because of State funding under former Governor Gray Davis. Chancellor Galatolo said that with the current lack of funding, and the District bearing the majority of the cost of the programs, it is time to engage the universities more broadly. This bill originally was to be considered for introduction in the 2010-11 legislative session, but Assemblyman Jerry Hill was very enthusiastic and amended it to be a 2009-10 bill. Last week, the issue was discussed in a telephone conference call with lobbyists from the UC and CSU systems and representatives from Assemblyman Hill's office and the Higher Education Committee. Chancellor Galatolo said the District would prefer to consider the issue in a more methodical manner, but given that the bill is in session currently, the District has been asked to send representatives to Sacramento to discuss the bill on May 5. Chancellor Galatolo said that legislation of this nature takes a long time and the likelihood is slim that the bill will progress in this session unless amended, due to the resistance from CSU and UC.

Trustee Holoher said the bill has strong possibilities, but there should be an opportunity to solicit input from the various stakeholders and have time to weigh all of the concerns. Trustee Holoher said it is important that Assemblyman Hill understand that the Board has not taken a position on the bill.

Trustee Hausman asked what specifically is in AB 1455. Chancellor Galatolo said it is aimed toward opening a meaningful dialogue with CSU and UC about the possibility of the District offering baccalaureate degrees on a community college campus. He said the District wants to discuss how to deliver a four-year education in the County by building upon what has been done already through the University Center. Trustee Hausman said the District's experience should help and that the real issue is being at the mercy of the UC and CSU presidents rather than being in charge of our own destiny.

Trustee Mandelkern said he is in favor of the current programs and would like an update on the University Center. He agreed with Trustee Holoher that Assemblyman Hill should know that the Board has not taken a position on the bill. Trustee Mandelkern believes it is important to follow the normal process of consulting the various constituencies. Trustee Mandelkern asked what AB 1455 includes and where the funding would come from. Chancellor Galatolo emphasized that this is an evolutionary process and the bill was amended just yesterday to remove all fiscal elements and most of the enabling language. Chancellor Galatolo said the bill will not be acted upon soon; however, there is enormous demand and he believes the dialogue should go forward.

Trustee Holober suggested that the District ask Assemblyman Hill to make the bill a two-year bill or a study bill. Trustee Mandelkern agreed with the idea of a two-year bill and said the District would be a good candidate for a pilot.

Professor Dilko said the District Senate and the Faculty Senates at the Colleges are frustrated with the UC and CSU systems' failure to transfer the District's students effectively. Vice President Miljanich said it could be a way of bringing the UCs and CSUs to the table and that, since there is little possibility that the bill will move forward, there is no downside to beginning the conversation. Trustee Mandelkern said the downside could be using a limited amount of political goodwill on something that is "dead on arrival."

Chancellor Galatolo said he is concerned about the message to the legislature, UCs and CSUs if the Board does not eventually support the bill. President Schwarz said the Board is interested but not ready to support as yet. Trustee Holober suggested the message be that the Board expresses gratitude and interest, but honors the shared governance process and will seek input from all stakeholders. Trustee Mandelkern said a diplomatic approach is needed, with the message that the Board is appreciative of Assemblyman Hill's interest and there is excitement; however, the District needs to follow its standard procedure of soliciting input.

President Schwarz asked that the Board be provided the language in AB 1455; Chancellor Galatolo said it will be forwarded to the Board.

Chancellor Galatolo said he understands and appreciates the direction from the Board.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Medrano Rosales distributed copies of the Skyline College Honors Transfer Program newsletter, in which she is the featured honors student. Student Trustee Medrano Rosales attended the Chancellor's Circle reception. She also attended the first annual Hermanas Leadership Retreat, at which she presented her story.

Trustee Hausman attended the Chancellor's Circle reception and commented on the spectacular setting, entertainment and food. Trustee Hausman noted the passing at age 102 of Jean Cloud, an alumna of College of San Mateo. Trustee Hausman said Mrs. Cloud provided valuable advice to her when she became involved in the State PTA and continued to contribute to various groups until she was 100 years old.

Trustee Mandelkern thanked Student Trustee Medrano Rosales for sharing her interesting story and for her enthusiasm. Trustee Mandelkern attended the Skyline President's Breakfast and commented on the inspirational stories from students and faculty. Trustee Mandelkern also attended the Progress Seminar and said many attendees commented on the outstanding contributions that Trustee Hausman has made to education in the County.

Trustee Holober suggested that resolutions in favor of the Jefferson Elementary School District and the Redwood City School District parcel tax measures be brought to the Board at the May meeting. Staff will gather information.

President Schwarz attended the Skyline President's Breakfast and the Chancellor's Circle reception, both of which were wonderful events. President Schwarz would like to include a visit to the College of San Mateo Planetarium in a future Board meeting.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

President Schwarz announced that during Closed Session, the Board will discuss the personnel items listed as Items 1-A and 1-B on the printed agenda.

The Board recessed to Closed Session at 9:35 p.m.

The Board reconvened to Open Session at 10:15 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:20 p.m. in memory of Pat Crippen.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the May 13, 2009 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT 09-5-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. LEAVE OF ABSENCE

College of San Mateo

Shana Young Adaptive PE Assistant Professor Counseling Services (DSPS)

Recommend approval of a pregnancy disability leave of absence, effective April 17, 2009, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

District Office

Dennis Doran Public Safety Officer Public Safety

Recommend approval of an extension to medical leave of absence without pay from May 1, 2009 through May 31, 2009. The duration of the previous medical leave of absence, Board approved on March 25, 2009, was from February 4, 2009 through April 30, 2009.

B. PROFESSIONAL DEVELOPMENT LEAVE

College of San Mateo

Theresa Martin Biology Professor Math/Science

Recommend approval of Professional Development Leave for Spring Semester 2009, with required leave compensation, benefits, and obligations pursuant to the Professional Development Committee and collective bargaining agreement.

C. CHANGE IN STAFF ALLOCATION

Skyline College

Recommend a temporary increase in staff allocation to add one full-time, 12-month per year Project Director position at grade 175S of the Classified Professional/Supervisory Salary Schedule (40) in the Science/Math/Technology Division, effective May 14, 2009 through February 28, 2012. The position will be funded by the Department of Labor Bay Clean Energy Careers grant, which is due to expire on February 28, 2012.

District Office

Recommend an increase in staff allocation to add one full-time, 12-month per year Chief Public Safety Officer position at grade 195S of the Classified Professional/Supervisory Salary Schedule (40) in the Public Safety Department, effective May 14, 2009. The position will provide supervision of the Public Safety Program at Cañada College.

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>
Cañada	Academic Support Services/Upward Bound	1	6/22/2009	8/31/2009	Instructional Aide I: Tutorial and classroom support to support Upward Bound Program Instructors during six-week Summer Program.
Cañada	Academic Support Services/Upward Bound	3	6/22/2009	8/31/2009	Instructional Aide II: Administer assessments and assist students with study skills and subjects in college prep math, science, and English as part of the Upward Bound Summer Program.

BOARD REPORT NO. 09-5-2A

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

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

The Board has received proposals from CSEA, Chapter 33 as required by the Educational Employment Relations Act. These proposals are the second and third phases of the comprehensive proposals negotiated during the 2005 - 06 negotiations which called for an additional three-year term, July 1, 2007 through June 30, 2010. The District is proposing no changes to the current contract which will expire on June 30, 2010.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing of the proposal at this Board meeting and adopt the initial proposals as outlined in the report.

BOARD REPORT NO. 09-5-1CA

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor
 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 24, 2008, 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. 08-9-104B). Additionally, \$52,282.89 was carried over to continue programs committed in prior years but not completed by June 30, 2008. The total 2008-09 allocation and 2007-08 carryover has been allocated as follows:

	08-09 Allocation	07-08 Carryover	Total Funds Available
Cañada College	\$11,769.67	\$17,089.16	\$28,858.83
College of San Mateo	21,578.51	18,199.45	39,777.96
Skyline College	<u>16,651.82</u>	<u>16,994.28</u>	<u>33,646.10</u>
Total	\$50,000.00	\$52,282.89	\$102,282.89

The total funding available for ongoing and new proposals in 2008-09 is \$102,282.89.

RECOMMENDATION

It is recommended that the Board of Trustees approve the projects submitted by Cañada College in the amount of \$3,294, College of San Mateo in the amount of \$9,550 and Skyline College in the amount of \$16,651.82, as described in the attached Exhibits A, B and C for Trustees’ Fund for Program Improvement support.

Cañada College
Trustees' Fund for Program Improvement

Project Title: Poster Session for Teaching and Learning
Project Director: Carol Rhodes, Science & Technology Division
Janet Stringer, Dean of Science & Technology
Project Amount: \$1,174.00

Although the primary mission of the College is education of students, it is rare for faculty to exchange ideas about techniques utilized in the classroom or to have discussions about assessing learning. We propose a poster session in January 2010 for the presentation of educational projects carried out in the classroom during the fall semester in 2009. The goal is to encourage all faculty (both full-time and adjunct) within the division of Science and Technology to try new teaching or assessment methods in the classroom and then to report their "experiment" back to all of the faculty in the division through a poster session focused on teaching and learning. The poster session allows for one-on-one and small group discussion of each project for active dialogue about teaching and learning.

Project Title: Website for the Cañada Honors Transfer Program
Project Director: Patricia Dilko, Honors Program Coordinator, President's Office
Project Amount: \$1,000.00

The goal of this project is to create a website and web-based forms that will better disseminate practical information on the new Cañada College Honors Transfer Program. The current web page is very basic and was quickly constructed to get information out to the College community and the public. Creating an Honors Transfer Program with a professional look and feel is one of the College's strategies in its Educational Master Plan. For the success of the program, it is essential that we provide ease of access to processes and resources as we look into the future.

Project Title: Creation of Online Library Resource Guides Using LibGuides
Project Director: Michelle Morton, Reference Librarian
University Center & Academic Support Services
Project Amount: \$1,120.00

The Cañada College Library recently purchased the LibGuides program, a system that enables librarians to easily create dynamic online guides using web 2.0 features such as social bookmarking, video and podcasting, RSS feeds, custom search boxes, and Facebook applications. We will be using Lib Guides to create online resource guide for departments and programs. These guides will orient students, faculty, and staff to the range of library resources in a field and provide clear and easy access from a variety of locations. We hope to introduce the Cañada College Lib Guides to faculty via a Flex Day workshop and encourage faculty to create links to relevant LibGuides in their WebAccess pages.

Trustees' Fund for Program Improvement
College of San Mateo

Project Title: Augmentation of Sheet Music Library for Symphonic Band and Jazz Ensembles
Project Director: Michael Galisatus, Music Professor
Amount Requested: \$3,450.00

The instrumental music program at College of San Mateo has experienced an increase in enrollment over the past five years. Jazz program offerings have increased from a single performing group in 2003, to our current offering of eight performing groups. The symphonic band was disbanded in the late 1980's, and the music library and the majority of band instruments were put out to bid to raise funds for the music program; it was re-formed in the Fall of 2007 and currently has approximately 52 students. The College has replaced many of the necessary instruments. The increase of performing groups in both the jazz and symphonic band areas necessitates an adequate library of sheet music with which to perform. Our department budget cannot provide the amount of materials necessary for the number of groups we currently have. The average cost of a single title of symphonic band music is now \$175-\$200. The average cost of a jazz title is \$75.00. The sheet music cost of a single jazz concert with eight ensembles performing five selections each can be \$3,000. Sheet music for a single band concert can run up to \$1,000. Our instrumental music program typically performs one concert per semester. The music library does not become obsolete over time, and any titles purchased will be usable for decades. It is necessary to add new titles in order that student musicians do not repeat material from previous concerts. The goal is to provide an optimal educational experience for our students by performing quality music that is both challenging for the participants, and rewarding for an audience.

By upgrading and providing a music library complete with new compositions and compositions that are considered essential by music educators, the following objectives will be supported: (1) attract and retain quality musicians through the performance of quality literature; (2) assist in the successful completion of course SLO's by providing literature that emphasizes skill development; and (3) reduce faculty time by ten percent by having an on-site library.

Project Title: Veterans Services Program: Outreach and Outcomes
Project Director: Mario Mihelcic, Admissions and Records Assistant III, Certifying Official for Veterans Benefits
Project Amount: \$2,600.00

Veterans taking classes at community colleges face challenges that are different from those of a typical college student. These challenges can range from feelings of classroom isolation because of combat experience to the short-term memory loss caused by Traumatic Brain Injury. However, these men and women are trained to not ask for help. Too often, the College's well-intentioned services were created without proper qualitative and quantitative analysis or outreach. Because the veterans services program is operated by individuals in different departments, it has been difficult to obtain time and funding for concerted outreach.

This grant would provide funds for staff time and material to identify who the veterans are on campus, how to reach out to them, and what services they need to assist in their transitions. Evaluation of the research and outreach funding would involve answering the following questions: are we providing necessary programs to veterans; have we increased awareness of veterans' issues at the College; have we increased off-campus awareness of the College's veterans services program; are there more veterans taking advantage of these services; and did we use the feedback to provide more effective services to veterans.

Trustees' Fund for Program Improvement
College of San Mateo

Project Title: ESL Website
Project Co-Directors: Venus Chung Tritasavit, Adjunct Instructor, ESL and Kristi Ridgway, Associate Professor, ESL
Amount Requested: \$3,500.00

The ESL Department has identified several needs in the Department that would greatly enhance the program for students and teachers on campus, in the District, and beyond. These needs include the following: (1) increase in enrollment; (2) increase in student success and retention rates; and (3) available resources for teachers. ESL faculty believes that a website would address these needs as it would attract new students, provide additional support for students that would lead to enriched learning experiences, and allow teachers to focus on developing core content and train autonomous learners. The contents/links on the website would include:

- Description of the ESL program
- Course sequence, course descriptions, schedule of classes, procedures for registration and assessment (forms included), academic and bilingual counseling
- Biographies, pictures and contact information for faculty
- Campus resources – Writing Center, ESL and Reading Center, DSPS, Library, Health Center
- Student Activities – student clubs and organizations, sports, upcoming events
- Study skills and strategies; ESL skills (reference guides, tips, exercises, quizzes)
- Translations – Spanish and Chinese
- Student testimonials
- Surveys – teachers and students

Skyline College
Trustees' Fund for Program Improvement

Project Title: Kababayan Program Leadership Retreats
Project Director: Liza Erpelo, Language Arts/Learning Resources
Project Amount: \$3,750.00

As the adage by Vince Lombardi goes, "Leaders are made; they are not born. They are made by hard effort, which is the price which all of us must pay to achieve any goal that is worthwhile." This same sentiment is shared within the Kababayan Program and its four major programs: the Filipino Student Union (FSU), the Kapatiran Mentorship Program (KMP), Pilipino Cultural Night (PCN), and the Kababayan Dance Troupe (KDT), each of which is primarily student-driven and student-run once its core members have been provided with adequate training in facilitation and leadership skills.

Traditionally, the Skyline College Kababayan Program hold individual group retreats for Pilipino Cultural Night, and Filipino Student Union core members throughout the academic year, but with the addition of two more programs and more core members in need of training, they will combine all four groups into only two overnight retreats, in the summer and in the winter. The Kababayan Program advisors will coordinate two retreats rather than eight different outings, while the Kababayan Program students will be given the opportunity to develop leadership skills not as four separate entities, but as one solid program, learning community, and family.

Project Title: New Student Transfer Orientations/Transfer Student Handbook
Project Director: Jacqueline Escobar, Counseling
Project Amount: \$2,914.90

This proposal responds to the need to develop more focused and comprehensive transfer services that will result in a higher level of transfer awareness and readiness for all students with transfer as their primary educational goal. A transfer orientation program and student transfer handbook will be created to guide students with transfer planning and the new student email system will be utilized to periodically communicate with program participants about important timelines, requirements, and changes throughout their time at Skyline. Student Learning Outcomes and an assessment rubric will be developed to evaluate project goals and institutional benefits.

Project Title: Summer 2009 Concurrent Enrollment Counseling and Case Management
Project Directors: Kenny Gonzalez and Nate Nevado, Counseling
Project Amount: \$3,000.00

Every summer approximately 400 high school students, from both San Mateo and San Francisco counties, take advantage of the Skyline College Concurrent Enrollment Program. The program is designed as an enrichment program for 9th-12th graders and provides them the opportunity to get an "early start" on their college experience. Students can earn both high school credits and college units for most successfully completed courses. Many of these courses are transferable to four-year colleges and universities, enabling students to fulfill university requirements for FREE!

This project would provide much needed academic counseling services and case management during summer 2009 for concurrent enrolled students (9th-12th graders) who have been identified as having high school credit deficiencies and/or assessment test scores in Basic English (ENGL 826), Math (MATH 811) or ESOL beginner courses.

Skyline College
Trustees' Fund for Program Improvement

Project Title: Skyline Performing Arts Showcase
Project Directors: Jude Navari and Alan Ceccarelli, Social Science/Creative Arts
Project Amount: \$2,803.92

The Skyline College Performing Arts Showcase will provide annual, auditioned performance opportunities for Skyline students in performing arts classes. The Showcase event will take place in the Main Theater, the Skyline campus's premiere performing arts venue, and strive for professional production values. Performing arts include (but are not limited to) dance, theater (including spoken word and literary adaptations) and music. Showcase performances may be solos, small groups, or large groups. Some examples of Showcase "acts" could be (1) a poetry reading of an original poem developed in a creative writing class, (2) a dance performance developed in a Tango class, (3) a solo piano performance of a Chopin Nocturne prepared in a piano class (4) a performance of a Chicago Blues by a small ensemble of guitar students prepared in a guitar class, (5) or a scene from a Broadway musical performed by voice class students and prepared in a voice class.

Project Title: Membership in UMOJA Consortium and Mandatory Faculty Summer Institute
Project Directors: Phyllis Taylor, Language Arts/Learning Resources and Patricia Deamer,
 Science/Math/Technology
Project Amount: \$2,602.00

The Skyline College ASTEP (African American Success Through Excellence and Persistence) Learning Community will become a member of the UMOJA Community and use its framework and structure to increase awareness of the importance and relevancy of the African Diaspora to all Skyline students. Relying on the added support of the UMOJA (Kiswahili for unity) Community, the ASTEP faculty will work to increase the retention, persistence and success of the students and create a link for them to a larger community of African American students statewide.

Project Title: Assessing English Courses
Project Director: Karen Wong, Language Arts/Learning Resources
Project Amount: \$1,581.00

The English Department at Skyline College will work with the adjunct faculty in the assessing of and subsequent discussion of data about core English courses. Because adjunct faculty constitute about half of our department, and because they play such a central role in student success, it's absolutely important that they be compensated so as to participate in activities that foster student success, such as the assessment of student learning outcomes.

BOARD REPORT NO. 09-5-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Joe Morello, Dean of Physical Education/Athletics, Skyline College, 738-4271

APPROVAL OF SKYLINE COLLEGE SUMMER 2009 SPORTS MEDICINE CAMP

As part of a continuing outreach to the local community, the Skyline College Division of Physical Education and Athletics requests support from the Board of Trustees to approve the proposed Summer Sports Medicine Camp.

Jo Silken, ATC, Head Athletic Trainer for Skyline College along with Tom Abdenour, ATC, Head Athletic Trainer for the Golden State Warriors Basketball team, will conduct the camp. The Golden State Warriors will cosponsor the camp with Skyline College, funding some of the costs for promotion of the camp and duplicating and printing of handouts. There will be one scheduled session for participants in grades 9 - 12 and beginning community college students. The program will also be open for enrollment to youth sports coaches as space allows, giving priority to high school and community college students. Program emphasis will be on the development of individual clinical skills for basic injury assessment, taping, wrapping and splinting, and exercises for injury prevention. Skyline College Sports Medicine interns along with other local Certified Athletic Trainers may assist in teaching.

CAMP SESSION:

June 8-12, Monday through Friday, 9:30 AM to 3:30 PM

The fees for the camp will be \$100.00 per camper for the camp. These fees will cover the cost of supplies, salaries and insurance. Participant will bring a bag lunch. The program will be self-supporting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2009 Summer Sports Medicine Camp at Skyline College.

BOARD REPORT NO. 09-5-3CA

To: Members of the Board of Trustees

From: Ron Galatolo, Chancellor

Prepared By: Andreas R. Wolf, Dean of Physical Education/Athletics, College of San Mateo,
574-6462

**APPROVAL OF COLLEGE OF SAN MATEO SUMMER 2009
SPREAD OPTION FOOTBALL CAMP**

As part of a continuing outreach to the local community, the College of San Mateo Division of Physical Education and Athletics requests support from the Board of Trustees to approve the proposed Summer Football Camp (non-contact).

Bret Pollack, Assistant Head Football Coach at CSM, will conduct the camp. There will be one session encompassing three days for youth participants. Participants will be grouped according to age, skill level and prior experience. There will be one staff member per ten participants. Program emphasis will be on the development of individual skills, fundamentals, strategies, and conditioning. Coach Pollack will employ assistant coaches from his program and student athletes to serve as camp staff members.

CAMP SCHEDULE:

Camp will start on Friday, June 12th and end on Sunday June, 14th. Each day will have instruction from 9:00 a.m. until 3:45 p.m. The fees for the camp will be \$150.00 per camper for the three-day camp. Additional pricing plans may be introduced for large groups (more than 10 from the same school). These fees will cover the cost of salaries, supplies, printing, postage, insurance, and employment. The program will be self-supporting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2009 Summer Football Camp at College of San Mateo.

BOARD REPORT NO. 09-5-1B

RESOLUTION NO. 09-3

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

**RESOLUTION IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 669,
FOSTER YOUTH RESIDENCY REQUIREMENTS
*Reducing Barriers to help Foster Youth Go to College***

WHEREAS, under current law, a student's residency status is needed to determine the fees or tuition the student must pay to attend a California Community College, California State University, or University of California campus; and

WHEREAS, currently, a foster youth becomes emancipated after his or her 18th birthday and is legally on his or her own; and

WHEREAS, for purposes of applying to college and determining whether the student is eligible for in-state tuition, it takes one year and one day (19 years of age) before a student can establish his or her own residency; and

WHEREAS, until that time, the student's residency is based on that of his or her parents and, as wards of the State of California, foster youth may or may not be in contact with their biological parents or their biological parents may no longer reside in California; and

WHEREAS, currently, emancipated foster youth who have not been able to establish residency delay enrollment for years or do not enroll in college at all; and

WHEREAS, AB 669 would make it easier for former foster youth to establish residency for purposes of attending college, paying in-state tuition, and applying for financial aid by allowing them to maintain the California residency status they had as a minor until the time they can establish residency on their own; and

WHEREAS, the Board of Trustees of the San Mateo County Community College District believes that given the challenges foster youth face, eliminating any barrier that makes it more difficult for an emancipated foster youth to go to college makes sense;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District supports California Assembly Bill 669, Foster Youth Residency Requirements.

BOARD REPORT NO. 09-5-1B

REGULARLY PASSED AND ADOPTED this 13th day of May, 2009.

Ayes:

Noes:

Abstentions:

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

BOARD REPORT NO. 09-5-2B

RESOLUTION NO. 09-4

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

**RESOLUTION IN SUPPORT OF MEASURE E,
THE REDWOOD CITY SCHOOL DISTRICT PARCEL TAX INITIATIVE**

WHEREAS, the Board of Trustees of the Redwood City School District voted unanimously on March 4 to place a parcel tax on the ballot (Measure E) for an election to be held June 2, 2009; and

WHEREAS, monies raised under Measure E will provide funding to attract and retain experienced and highly qualified teachers and support staff; maintain classroom science and technology programs; keep school libraries open; preserve art, music and physical education classes; and continue reading/math tutoring; and

WHEREAS, the parcel tax will be an annual tax of \$91 per parcel; and

WHEREAS, in order to provide tax relief to senior citizens in the community, any parcel owned and occupied by a person 65 years of age or older will be exempt from the parcel tax; and

WHEREAS, the parcel tax will be levied for a period limited to five years, commencing August 1, 2009; and

WHEREAS, an independent community oversight committee of volunteers shall be appointed by the Board of Trustees to oversee all expenditures funded by Measure E; and

WHEREAS, the Board of Trustees of the San Mateo County Community College District believes that the Redwood City School District needs stable, locally controlled revenue to better prepare its students for high school and college;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District supports Measure E, the Redwood City School District parcel tax initiative.

BOARD REPORT NO. 09-5-2B

REGULARLY PASSED AND ADOPTED this 13th day of May, 2009.

Ayes:

Noes:

Abstentions:

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

BOARD REPORT NO. 09-5-100B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

CONSIDERATION OF SERVICE AWARD FOR 2008-2009 STUDENT TRUSTEE

Currently, the Student Trustee earns a maximum of \$268 per month for serving as Trustee and is eligible, at the Board's discretion, for an additional \$3,216 service award if s/he has fulfilled the duties of the position for a 12-month period. Payment for service of fewer than 12 months may be made at the discretion of the Board.

Student Trustee Virginia Medrano Rosales has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office as specified in the Education Code and District Rules and Regulations.

RECOMMENDATION

It is recommended that the Board authorize payment of a \$3,216 service award to Student Trustee Virginia Medrano Rosales, in accordance with District Rules and Regulations Section 1.05.

BOARD REPORT NO. 09-5-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

**APPROVAL OF ADDITIONS, CHANGES AND DELETIONS TO
DISTRICT RULES AND REGULATIONS, CHAPTERS 2, 7 AND 8**

Following the recommendation of the Accrediting Commission and direction from the Board, staff has been reviewing District Rules and Regulations. The proposed changes to Chapters 2, 7 and 8 are based primarily on changes in Title 5, changes in terminology used by the District, and changes advised by the Community College League of California service to which the District subscribes.

The proposed changes to Chapter 2 are in Sections 2.00 Administrative Organization; 2.02 Chancellor of the District; 2.05 Delegation of Authority; 2.06 Academic Senate; 2.07 Policy Development; 2.10 Categories of Employment; 2.11 Philosophy of Personnel Management and Human Resource Development; 2.12 Employee Rights and Protection; 2.14, Outside Employment; 2.15 Collective Bargaining; 2.16 Public Notice of Negotiations; 2.17 Emeritus Designation; 2.18 Student Participation in District and College Governance; 2.22 Employment of Relatives; 2.26 Drug-Free Workplace and Educational Environment; 2.30 Political Activity; 2.40 Public Records; and 2.45 Conflict of Interest. Proposed new sections to be added to Chapter 2 are 2.52 Local Law Enforcement; 2.70 Accreditation; and 2.75 Institutional Planning.

The proposed changes to Chapter 7 are in Sections 7.01 Eligibility Requirements for Admission of Students; 7.28 Student Records, Directory Information, and Privacy; 7.39 Policy on Matriculation; 7.40 Counseling and Advising Services; 7.43 Student Financial Aid Programs; 7.46 Other Student Services (currently 7.45); and 7.48 Child Development Centers. Proposed new sections to be added to Chapter 7 are 7.02 Residence Determination; 7.09 Withholding of Student Records; 7.37 Open Enrollment; 7.41 Disabled Students Programs and Services (DSPS); 7.42 Extended Opportunities Programs and Services (EOPS); 7.44 Student Health and Psychological Services; and 7.45 Transfer Center. It is also recommended that Sections 7.10 Application Requirements; 7.11 Registration; and 7.13 Enrollment Distribution be deleted because their content is contained in the new or revised policies.

It is further recommended that a new Section, 8.20 Claims Against the District, be added to Chapter 8.

All proposed changes have been presented to and discussed by the District Shared Governance Council.

RECOMMENDATION

It is recommended that the Board approve the proposed additions, changes and deletions to District Rules and Regulations, Sections 2, 7 and 8, as shown in the report.

CHAPTER II ADMINISTRATION

2.00 Administrative Organization

1. Cañada College, College of San Mateo, Skyline College and the District Office shall be organized in the most efficient and effective manner to provide comprehensive educational services for the citizens of the District. Authority flows from the Board of trustees through the Chancellor-~~Superintendent~~ to the executive staff and Presidents of the three Colleges. Each President, as the College chief executive officer, is responsible for implementation of District policies at the College.
2. Subject to the approval of the Board, the Chancellor-~~Superintendent~~ shall establish and authorize modifications in the administrative organization of the District Office and the Colleges. The District's organizational structure shall be flexible enough to provide for differences in the Colleges and the communities they serve. There shall be a periodic review of the organizational structure to insure that it conforms with the needs of the District and the needs of the public.
3. Current organization charts, which delineate lines of responsibility and authority within the District, shall be maintained by the Chancellor-~~Superintendent~~. To assist District employees and the public in understanding the administrative organization of the District, copies of the organization charts shall be made available upon request to interested individuals and groups.

Reference: Education Code 72400

(Rev. 4/89 05/09)

2.02 Chancellor-~~Superintendent~~ of the District

1. The Board shall employ a full-time Chancellor-~~Superintendent~~ to serve as chief executive officer of the District, whose principal responsibility is leadership of the educational program.
2. The Board shall delegate to the Chancellor-~~Superintendent~~ of the District the executive responsibility for administering policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Chancellor-~~Superintendent~~ shall act as professional advisor to the Board.
3. The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-one (21) calendar days at a time. In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with the Executive Vice Chancellor.
4. The Board shall appoint an acting Chancellor for periods exceeding twenty-one (21) calendar days.
5. The Chancellor-~~Superintendent~~ shall establish such administrative procedures as are necessary for the operation of the District and the Colleges.
6. The Chancellor-~~Superintendent~~ shall perform all duties specifically required of or assigned to him/her by the statutes of the State of California and by the Board of Trustees of the San Mateo County Community College District.
7. In situations for which the Board has provided no policy for administrative action, the Chancellor-~~Superintendent~~ shall have the power to act, but his/her decisions shall be subject to review by the Board. It shall be the duty of the Chancellor-~~Superintendent~~ to inform the Board promptly of such action and to recommend a written Board policy if one is necessary.
8. The Chancellor-~~Superintendent~~ will be evaluated by the Board annually based upon goals which are mutually agreed upon by the Board of Trustees and the Chancellor ~~superintendent~~ and in accordance with any other provisions of the Contract of employment for the Chancellor-~~Superintendent~~.
9. The compensation of the Chancellor-~~Superintendent~~ shall be fixed by the Board at the time of appointment, and the terms shall be set forth in the contract for his/her services. By mutual consent, the compensation and contract of the Chancellor-~~Superintendent~~ may be adjusted.
10. In case of a vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References: Education Code Section: 70902(d) 72400; Title 5 Section: 53000 et seq. 53121(b); Accreditation Standard IV.b.1, IV.B.1.j.

(Rev. ~~12/93~~ 5/09)

2.05 Delegation of Authority

1. In accordance with the Education Code and established Board policies, the Chancellor ~~Superintendent~~ may delegate to authorized personnel of the District powers and duties entrusted to him/her by the Board. The Chancellor ~~Superintendent~~ shall be responsible to the Board for the execution of such delegated powers and duties.
2. Subject to established administrative procedures, the Presidents of the Colleges are responsible to the Chancellor ~~Superintendent~~ for the development of all aspects of the educational and student services program at their Colleges and for the administration and operations of the Colleges.

(Rev. ~~1/89~~ 5/09)

2.06 Academic Senate

1. Academic Senates, organized under the provisions of the California Code of Regulations, Title 5, (~~§53200 et seq.~~), shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.
2. The College Academic Senates shall represent the faculty and make recommendations to their College administration and to the Board concerning academic and professional matters of importance at a single College in the District. (~~Ed Code 70902.b.7~~)
3. A District Academic Senate shall coordinate activities of and communications among the College Academic Senates and shall represent the faculty and make recommendations to the District administration and to the Board concerning academic and professional matters of importance at all Colleges in the District. The District Academic Senate shall bring forth only those recommendations that have the unanimous vote of all three College Senates.
4. The Academic Senates' organization, membership functions and committee structure shall be developed by the Academic Senate at each of the Colleges.
5. "Academic and professional matters" means the following policy development and implementation matters:
 - a. curriculum, including establishing prerequisites and placing courses within disciplines;
 - b. degree and certificate requirements;
 - c. grading policies;
 - d. educational program development;
 - e. standards or policies regarding student preparation and success;
 - f. district and college governance structures, as related to faculty roles;
 - g. faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - h. policies for faculty professional development activities;
 - i. processes for program review;
 - j. processes for institutional planning and budget development; and
 - k. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate. (~~Title 5 §53200.e~~)
6. The Board or its designees will consult collegially with the Academic Senate when adopting policies and procedures (~~Title 5, §53202.b.~~). The Board will rely primarily on faculty expertise on academic and professional matters as listed above through the established Academic Senate processes. The Academic Senate will consult collegially with the administration of the College and/or District.
7. The Academic Senate will provide an opportunity for students and staff to participate effectively in the formulation and development of policies and procedures that have or will have a significant effect upon them. (See Rules and Regulations 2.09 #6.)
8. Recommendations regarding matters identified in Rules and Regulations 2.09 (4) as subject to the shared governance processes of the District shall undergo review by those bodies prior to advising the Chancellor on policy matters for Board action.

2.06 Academic Senate (continued)

9. The recommendations of the Academic Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendation not be accepted. If a recommendation is not accepted, the Board or its designee, upon request of the Senate, shall promptly communicate its reasons in writing to the Senate. The reasons will be based upon a clear and substantive rationale which puts the decision in an accurate, appropriate, and relevant context (~~Title 5 §53203.d.1~~).

References: Title 5 Sections 53200 et seq; 53200.c; 53202.b; 53203.d.1; Ed Code 70902.b.7

(Rev. ~~5/5/03~~ 5/09)

2.07 Policy Development

1. The Chancellor~~-Superintendent~~ is responsible for development of proposed policies on academic affairs, student services, financial matters, and employment relations. Official District policies must be approved by the Board and included as part of District Rules and Regulations.
2. In the development of policy, the Chancellor~~-Superintendent~~ shall utilize an appropriate consultative process which may involve administrators, faculty, and staff of the District. **The District Shared Governance Council shall be consulted when policy directly affects faculty, staff and/or students of the District.** The Chancellor~~-Superintendent~~ shall be solely responsible for determination of the type and extent of such consultation. Final authority for decision-making and recommendation to the Board shall be vested in the Chancellor~~-Superintendent~~.
3. Senior administrators of the District shall review policies before they are recommended by the Chancellor~~-Superintendent~~ to the Board. These officers shall also review proposed administrative procedures.

(Rev. ~~1/89~~ 5/09)

2.10 Categories of Employment

1. Employees may be categorized as follows:
 - a. Faculty (Contract, Regular or **Temporary Part-time**) – for description and applicable policy, see Chapter III.
 - b. Classified (Probationary or Permanent) – for description and applicable policy, see Chapter IV.
 - c. Short-term **temporary**, Non-Faculty – for description and applicable policy, see Chapter IV.
 - d. Student Assistants – for description and applicable policy, see Chapter IV.
 - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see Chapter V.

2. An employee given an **acting interim** or temporary assignment in a classification different from his/her regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which s/he is assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.

Reference: Government Code 3540

(Rev. ~~7/90~~ 5/09)

2.11 Philosophy of Personnel Management and Human Resource Development

1. The Board subscribes to principles of human resource management which promote equal access, equal **employment** opportunity, equal treatment and fairness, staff development and training opportunities, **affirmative action**, fair compensation and accountability.
2. The District's human resource management program shall be comprehensive and include recruitment, testing, selection, appointment, classification and pay, benefits administration, counseling, **affirmative action**, employee development and training, employee recognition and staff evaluation components. The development and implementation of this broad-based approach to human resource management shall be the responsibility of the Chancellor ~~Superintendent~~, College Presidents and the ~~Director~~ **Vice Chancellor, of Human Resources & Employee Relations**, ~~with~~ **in** consultation with appropriate staff and bargaining units.
3. It is recognized that the District's most valuable resource is its **faculty and** staff and, therefore, the District shall provide appropriate group and individual development and training opportunities for **staff employees** on a continuing basis.

Reference: Education Code Sections 87100, et seq.; Title 5, Section 53000, et seq.

(Rev. ~~1/89~~ **5/09**)

2.12 Employee Rights and Protection

1. Any employee shall have:
 - a. The civil right as a private citizen to support or oppose any political issue or candidate. Such activities must be conducted on the employee's own time and must not interfere with District or College operations. The employee shall take reasonable steps to clarify that he/she is acting in an individual capacity and does not represent the District.
 - b. The right to inspect materials in the employee's personnel files in accordance with provisions of the Education Code and appropriate collective bargaining agreements.
 - c. The right to an appropriate process for resolution of any public charge against the employee which is taken under consideration, as well as protection from any action based solely on charges lodged anonymously.
 - d. The right to appear before the Board. The employee shall apply through the Chancellor ~~Superintendent~~ who will make necessary arrangements for such appearances.
 - e. Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees shall also have the right to refuse to join or participate in the activities of employee organizations, although the employee may be required, by terms of the collective bargaining agreement, to pay a service fee.

(Rev. ~~4/89~~-5/09)

2.14 Outside Employment

1. ~~No~~ An employee of the District shall ~~be permitted to~~ engage in outside employment ~~which as long as it does not will~~ in any way interfere with his/her ability to carry out his/her assignment.
2. The sole determination of whether or not outside employment is in conflict with the employee's work shall be made by the respective College President or by the Chancellor. ~~Superintendent at the District Office.~~

(Rev. ~~1/89~~ 5/09)

2.15 ~~Employer-Employee Relations~~ Collective Bargaining

1. The Government Code establishes the right of public school employees to select an employee organization as their exclusive representative in their employment relationships with the District. The Board shall enter into negotiations with the exclusive representative as provided by State law and, if agreement is reached, the Board shall execute a written document incorporating any such agreements which shall become binding on both parties to the agreement.
2. The agreement between the District and the exclusive representative shall be considered part of the established policy of the Board.

Reference: Government Code Sections 3540, et seq.

(Rev. ~~4/89~~ 5/09)

2.16 Public Notice of Negotiations

1. It is the intent of the Board to insure that the members of the public are informed about issues being negotiated under the Educational Employment Relations Act (EERA) and are given full opportunity to express their views thereon before negotiations commence.
2. All initial proposals of exclusive representatives and of the Board which relate to matters within the scope of representation shall be presented at public meetings of the Board and thereafter shall be public records. The initial negotiating proposals shall also be available for public review at the District Office.
 - a. After a reasonable time, but not less than five calendar days following the public availability specified above, the Board, at a public meeting, shall provide the public an opportunity to comment on the initial proposals.
 - b. Following the public hearing specified above, the Board shall, at a public meeting, adopt its initial proposal. No meeting and negotiating shall take place until the procedure described above has been completed in compliance with the law.
3. New topics to be negotiated arising after the presentation of initial proposals shall be made public within 24 hours, by posting this information at the District Office. If any vote is taken by the Board on a new subject of negotiation, the Board shall make the roll call vote available as a matter of public record within 24 hours of the time of the vote.

Reference: Government Code Section 3547

(Rev. ~~1/89~~ 5/09)

2.17 ~~Policy on~~ Emeritus Designation

1. Professors who retire from the District through PERS or STRS shall earn the designation of "Professor Emeritus" or "Professor Emerita".
2. Retired faculty members whose salary placement during their final year of service in the District would have earned them the designation of Professor under District Rules and Regulations Section 3.05 shall be designated "Professor Emeritus" or "Professor Emerita." All other retired faculty members shall be designated "Emeriti".
3. Administrators who retire from the District through PERS or STRS and who are eligible for the rank of Professor within the District shall earn the designation "Professor Emeritus" or "Professor Emerita".
4. Retired administrators who, during their final year of District employment, would have been eligible for the rank of Professor under District Rules and Regulations Section 3.05 shall be designated "Professor Emeritus" or "Professor Emerita". All other retired academic administrators shall be designated "Emeriti".
5. Executives who retire from the District through PERS or STRS and who have served in an executive position for ten years or more in the District shall earn the title of "Emeritus"; e.g., Chancellor Emeritus, Vice Chancellor Emeritus ~~Associate Chancellor Emeritus~~ or President Emeritus.
6. Trustees who have served as a District Trustee for ten years or more and who retire from the Board and are receiving retirement benefits shall earn the title of "Trustee Emeritus".

(Rev. ~~6/91~~ 5/09)

2.18 Student Participation in District and College Governance

1. The Board of Trustees values and recognizes the importance of effective student participation in College and District governance processes and, to that end, students will be represented in fair numbers.
2. The Board of Trustees recognizes the Associated Students of the three Colleges, organized under the provisions of the Education Code, as the representative bodies to participate effectively in District and College governance with regard to policies and procedures that have or will have a significant effect on students.
3. The Associated Students Organizations at each College will have the sole right to make appointments for their student representatives to College and District committees, task forces, or other governance groups through a process which they will develop.
4. Students will be provided an opportunity to participate in formulation and development of District and College policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the Board of Trustees regarding such policies and procedures.
5. The Board of Trustees will ensure that, at District and College levels, recommendations and positions developed by students are given every reasonable consideration.
6. Except in unforeseeable emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formation of the policy or procedure or the joint development of recommendations regarding the action. District and College policies and procedures that have or will have a “significant effect on students” include the following:
 - a. grading policies;
 - b. codes of student conduct;
 - c. academic disciplinary policies;
 - d. curriculum development;
 - e. courses or programs which should be initiated or discontinued;
 - f. **formulation of policies and procedures concerning graduation requirements;**
 - g. processes for institutional planning and budget development;
 - h. standards and policies regarding student preparation and success;
 - i. student services planning and development;
 - j. student fees within the authority of the District to adopt; and
 - k. any other District and College policy, procedure, or related matter that the District governing board determines will have a significant effect on students.

~~In addition, students will participate in the formulation of policies and procedures concerning graduation requirements.~~
7. The Board of Trustees will give reasonable consideration to recommendations and positions developed by students regarding District and College policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

2.18 Student Participation in District and College Governance (continued)

8. Student representatives will be treated with equal inclusion, opportunity and consideration in respect to all participatory governance and will have access to necessary and relevant information, documents and resources necessary for meaningful participation in governance processes.
9. Students serving on District and College committees will maintain minimum scholastic standards as set by the California Education Code, Title 5 Code of Regulations, District Regulations, and regulations of their respective associated student organizations, while serving in governance capacities.
10. Every reasonable effort shall be made to schedule meetings so that student participation is possible.
11. At the beginning of each semester, designated student members on District and College committees shall be provided with an orientation conducted by the committee chairperson or other senior member of the committee within the first two meetings of the committee.
12. Nothing in this section shall be construed to impinge upon the due process rights of faculty, the responsibilities delegated to academic senates or detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

References: Education Code Sections 76060 ,70902 (b) (7); Title 5 Sections, 51023.7 (a)(1), 51023.7 (a)(3), 51023.7 (a)(4), 51023.7 (b), 51023.7 (c), 53200-53206, 51023.7 (d)

(Rev. ~~April 2004~~ 5/09)

2.22 ~~Policy on~~ Employment of Relatives

1. The District shall not prohibit the employment of ~~more than one qualified member of the same family-relatives or domestic partners~~. However, no employee of the District or Board member shall supervise a member of his/her immediate family or an individual living in the same household. No employee of the District or Board member shall supervise the supervisor of a member of his/her immediate family or an individual living in the same household.
2. No District employee or Board member shall serve on a committee for the purpose of selecting or evaluating an employment candidate if he/she is in the immediate family of or is living in the same household with any candidate being considered.
3. It is the intention of the Board to generally prohibit an employee or Board member from making employment-related decisions of another employee related as described above; however, when essential for the operation of the District, an exception to this policy may be authorized by the Board.
4. For purposes of this section, "immediate family" is defined as: the spouse, domestic partner, child, parent, grandparent, sister, brother, daughter- or son-in-law, sister- or brother-in-law, mother- or father-in-law of the employee or Board member or any relative living in the immediate household of the employee or Board member.

Reference: Government Code Section 12920 et seq., 1090 et seq.; Family code sec. 297 et seq.

(Rev. ~~07/2008~~ 5/09)

2.26 ~~Policy on~~ Drug-Free Workplace and Educational Environment

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.
2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace or educational facilities and on any District property is strictly prohibited. "Controlled substance," as defined in the Act, does not include distilled spirits, wine, malt beverages or tobacco. This policy does not prohibit the lawful use of alcoholic beverages on District property provided that such use strictly adheres to State or other laws which expressly permit its use under specific circumstances and in specified District facilities.
3. It is the responsibility of each District employee to adhere to the requirements of the drug-free policy and to notify the Office of ~~Personnel Services~~ Human Resources within five (5) days of any criminal drug statute conviction for violations occurring in the workplace or educational setting.
4. Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of ~~Personnel Services~~ Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.
5. Within thirty (30) days of receiving notice of such conviction, the Chancellor-~~Superintendent~~ or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
6. District employees found to be in violation of this policy by unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District of criminal drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.
7. It is the responsibility of each District student to adhere to the regulations of this drug-free policy. Students found to be in violation of this policy by the unlawful manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance on District property will be subject to disciplinary measures up to, and including expulsion, pursuant to District policy.
8. Notice of the District Drug-Free Workplace and Educational Environment policy will be included in regular student publications and will be made available to employees annually.
9. ~~In compliance with the law~~, The District maintains a program of random alcohol and controlled substances testing for all persons who perform safety-sensitive functions such as driving passenger vehicles or operating a vehicle with a weight that is subject to this policy, as defined by the Omnibus Transportation Employee Testing Act of 1991 (hereinafter referred to as "the Omnibus Act").

2.26 Drug-Free Workplace and Educational Environment (continued)

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g ; 34 C.F.R. Sections 86.1 et seq.; 49 C.R.F. Part 40; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

(Rev. ~~5/98~~ 5/09)

2.30 Political Activity

1. District employees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time, provided the following conditions are met:
 - a. Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is prohibited.
 - b. District resources may not be used to campaign for or against a candidate or issue. District resources include such things as computers, copying equipment, telephones, mailboxes, E-mail, PhoneMail, faxes, staff time, etc.
 - c. Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.
 - d. A careful accounting of the time used in campaigning must be maintained so that there is no question of impropriety.
 - e. All other restrictions imposed by the Political Reform Act of 1976 and other provisions of law are followed.
 - f. All College regulations relating to time, place and manner are observed.
2. District employees may utilize District resources to disseminate factual information regarding candidates or ballot propositions during work hours provided the following conditions are met:
 - a. The information disseminated relates exclusively to the San Mateo County Community College District and the educational programs and activities thereof.
 - b. The information disseminated provides a fair presentation of relevant facts in a manner which is objective, full, and impartial.
 - c. The information disseminated does not directly or indirectly advocate the passage or defeat of a ballot proposition or the election of a candidate.
 - d. The employee has obtained appropriate permission from his/her supervisor.
3. In certain academic disciplines, classroom discussion of political issues, ballot measures and candidates may take place provided the discussion is conducted in a fair and impartial manner and is directly related to the course matter being taught.
4. Candidates for office may be invited to address a class provided the following conditions are met:
 - a. All candidates for a particular office are offered the same opportunity to address the class, although not necessarily at the same time.
 - b. The discussion or debate of the candidates is directly related to the course matter being taught.
5. District employees, employee organizations, or student organizations are encouraged to invite declared candidates for office to address groups on campus provided the following conditions are met:
 - a. The presentation does not interfere with the educational programs or processes of the College.
 - b. All candidates for a particular office are offered the same opportunity to address groups on a campus, although not necessarily at the same time.
6. Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations related to time, place, and manner are respected. Candidates or proponents or opponents of specific issues may not use District resources as described in 1(b) above to prepare or distribute materials on campus.

Reference: Education Code Sections 7054, 7056; Government Code Section 8314

(Rev. 4/95 5/09)

2.40 Public Records

1. Public records, as defined by the Government Code, are open to inspection by the public during the regular office hours of the District Office and Colleges.
2. A copying fee may be levied for each page of a public record requested by members of the public. Requests for copies of public records and payment of fees shall be directed to the ~~Executive~~ Secretary to the Board.
3. Upon proper request for copying or inspection of public records, the District shall, ~~make records or copies available to the requestor within five (5) working days of receipt of the request.~~ within 10 days, notify requestor when records can be made available.
4. The requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:
 - a. The District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals;
 - b. The request would require data compilation, extraction, or programming to produce the record.

Reference: Government Code Sections 6250, et seq., 6253, 6253.9

(Rev. ~~2/92~~ 5/09)

2.45 Conflict of Interest

1. In compliance with law, the Board shall adopt a Conflict of Interest Code and shall periodically review the list of designated employees required to complete financial disclosure forms.
2. Each **Board member and each** designated employee under the District's Conflict of Interest Code shall annually file a statement disclosing those interests in investments, real property, and income that are designated as reportable under the Conflict of Interest Code.
3. No **Board member nor any** employee of the District shall make, participate in making or, in any way, attempt to use his or her position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest.
 - a. A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.
 - b. A Board member shall not engage in any employment, activity, or enterprise, for profit, that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District.
4. The ~~Assistant to the Chancellor-Superintendent is~~ shall designated ~~to serve as the~~ a Filing Officer for conflict of interest matters and ~~that person~~ shall perform related duties as required by law.

References: Government Code Sections 1090, et seq., 1126, 87200, et seq. ; Title 2, Sections 18730 et seq.

(Rev. ~~1/89~~ 05/09)

2.52 Local Law Enforcement

1. Each College in the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
2. The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

Reference: Education Code Section 67381

(5/09)

2.70 Accreditation

1. The Chancellor shall ensure the District complies with the Accreditation process and the standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.
2. The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.
3. The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.
4. The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Reference: Accreditation Eligibility Requirement 20, Standard IV.B.1.i

(5/09)

2.75 Institutional Planning

1. The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the College community and is supported by institutional effectiveness research.
2. The planning system shall include plans required by law, including, but not limited to:
 - a. Long range educational or academic master plans, which shall be updated periodically as deemed necessary by the governing board
 - b. Facilities plan
 - c. Faculty and staff diversity plan
 - d. Student equity plan
 - e. Matriculation
 - f. Cooperative Work Experience
 - g. EOPS
3. The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.
4. The Chancellor shall periodically inform the Board about the status of planning and the various plans.
5. The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

References: Accreditation Standard I.B.; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

(5/09)

CHAPTER VII STUDENT SERVICES

7.01 Eligibility Requirements for Admission of Students

1. Any individual applying for admission to any College of the District must meet one of the following qualifications:
 - a. Be a graduate of a high school.
 - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
 - c. Be 18 years of age or older and, in the opinion of the President of the College or designee, be capable of ~~profiting~~ benefiting from the instruction offered.
 - d. ~~Be an apprentice as defined in Section 3077 of the Labor Code.~~
 - e. Be a high school student (grades 9-12) whose admission as a part-time ~~or full time~~ student is recommended by his/her high school principal, or designee, and approved by the President of the College or designee.
 - i. ~~The Chancellor shall establish procedures regarding ability to benefit and admission of high school or younger students.~~
 - ii. ~~Denial of Requests of Admission~~
 1. ~~If the Board denies a request for special full time or part time enrollment by a student who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days.~~
 2. ~~The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the student submits the request to the District.~~
2. Admission to the College may be granted or denied within the framework of existing education and administrative codes and District/College policies.
3. Colleges of the District shall admit transfers from other collegiate institutions. If such transfer students are academically deficient, they may be admitted, but upon admission are subject to the academic standards of the District applied to all coursework completed at any of the Colleges in the District.
4. Each College shall admit students who are not residents of the State of California; ~~subject to the following conditions.~~ ~~These~~ students shall be required to pay non-resident tuition.
5. In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff.
 - a. Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and evidence the persons meets health requirements.
 - b. The District has the primary responsibility for providing educational opportunities for residents of the District. Therefore, priority in admission to these programs shall be given to District residents.

Reference: Education Code 76001.d, 76001.f

(Rev. 5/09)

7.02 Residence Determination

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

Reference: Education Code Sections 68040 68041, 68079, 76140;
Title 5, Sections 54000, et seq.

7.09 Withholding of Student Records

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

Reference: Title 5, Section 59410

(5/09)

7.10 Application Requirements

- ~~1. In accordance with State and District matriculation policies, each College shall establish application procedures including:
 - ~~a. Formal application.~~
 - ~~b. Submission of transcripts from high school and other educational institutions attended.~~
 - ~~c. Such placement tests/orientation and counseling services as may be required by each College.~~~~
- ~~2. The Colleges shall establish a common deadline for the admission of late applicants.~~

7.11 Registration

- ~~1. Prior to each semester, the Colleges shall jointly establish registration periods, the dates of which shall be shown in the College calendar.~~
- ~~2. Following appropriate District/College consultation, each College shall develop registration procedures.~~

7.13 Enrollment Distribution

- ~~1. Should any College in the District receive applications or student registrations which exceed its capacity, students shall be directed to another District College on a space available basis:
 - ~~a. The Colleges shall establish a common filing date for admission of new, returning, and transfer students of each semester.~~
 - ~~b. When necessary, the priority assigned to a student's choice of College will be based on the time of application. The earlier a student submits an application for attendance at a given College, the higher will be his/her priority for enrolling at that College.~~
 - ~~c. When necessary, the Colleges will consider the following:
 - ~~i. An applicant whose major course of study is offered only at the College which is diverting will be given due consideration depending upon space available in the special program.~~
 - ~~ii. Hardship cases will be reviewed on an individual basis.~~~~~~

7.28 Student Records, **Directory Information**, and Privacy

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

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

5. A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available in the office of the Records Officer.
6. A fee established by the Board shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.

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

(Rev. 5/09)

7.37 Open Enrollment

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

Reference: Title 5 Sections 51006, 58106, 58108

(5/09)

7.39 Policy on Matriculation

1. Matriculation is the process which brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies, and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of A.A./A.S. or higher degrees), are expected to complete matriculation requirements.
2. In accordance with the California Code of Regulations, Title 5, the College provides matriculation services organized in several interrelated components:
 - a. Admissions: Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
 - b. Skills Assessment and Placement Testing: Measures students' abilities in English, reading, mathematics, and learning and study skills and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and for referral to specialized support services.
 - c. Orientation: Acquaints students with College facilities, special programs and services, as well as academic expectations and procedures.
 - d. Advisement/Counseling and Course Selection: A process in which students meet with a counselor/advisor to develop an individual educational plan, choose specific courses, and update their plans periodically.
 - e. Student Follow Up: Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.
3. Each matriculated student is expected to:
 - a. Express at least a broad educational intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree-applicable credit coursework.
 - b. Attend classes regularly and complete assigned coursework.
 - c. Cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal and subsequently abide by the terms of this plan or approved revision thereof, making continued progress toward the defined educational goal. The College may withhold matriculation services from students failing to cooperate in meeting the above expectations.
4. Each matriculated student is entitled to:
 - a. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the appropriate College manager.
 - b. Be given equal opportunity to engage in the educational process regardless of sex, marital status, disability, race, color, religion, or national origin. A student who alleges s/he has been subject to unlawful discrimination may file a grievance with the appropriate College manager.

7.39 Policy on Matriculation (continued)

- c. Challenge any prerequisite, using established procedures through appropriate channels, on one or more of the following grounds:
 - i. the prerequisite is not valid because it is not necessary for success in the course for which it is required;
 - ii. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or
 - iii. the prerequisite is discriminatory or is being applied in a discriminatory manner.
 - d. Obtain a waiver from the appropriate College manager of any prerequisite or corequisite course for a particular term because the course is not available during that term.
 - e. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by using established procedures through appropriate channels.
 - f. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by this District and file a complaint when s/he believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the appropriate College manager.
5. Alternative matriculation service are available for students who require special accommodations in the educational setting:
- a. Students with physical, visual, communication, or learning disabilities are advised to contact the office of the appropriate College manager.
 - b. Students with difficulty in reading, writing, math, and other basic skills are advised to contact the office of the appropriate College manager.
 - c. Students who speak English as their second language may contact the office of the appropriate College manager.
6. Any student who wishes to challenge any requirement of matriculation should contact the office of the ~~appropriate College manager~~ Vice President of Student Services.
7. The Vice Chancellor of Educational Services and Planning shall establish procedures to assure implementation of matriculation services that comply with Education Code and Title 5 regulations.

Reference: Education Code Sections 78210, et seq; Title 5, Section 55500

(Rev. 5/09)

7.40 Counseling and Advising Services

1. **Counseling services are an essential part of the educational mission of the District.** In accordance with District and State policies, the Colleges shall establish an organized, integrated, and comprehensive program of academic, career, and personal counseling/advising services.
2. **Counseling shall be required for all first-time students enrolled for more than six (6) units, and highly recommended for students enrolled provisionally, and for students on academic or progress probation.**
3. Counseling and Advising services may include:
 - a. Providing assistance in establishing and/or clarifying educational and career goals.
 - b. Providing assistance to students in program planning.
 - c. Providing counseling/advising services with respect to skills assessment and placement testing.
 - d. Providing career and transfer information for students.
 - e. Providing counseling support for students with problems relating to pursuit of their educational objectives.
 - f. Providing counseling/advising services for students with special needs (e.g., re-entry students, international students, etc.).
 - g. Providing other counseling/advising services as may be required to meet the needs of the students.

Reference: Education Code Section 72620; Title 5, Section 51018

(Rev. 5/09)

7.41 Disabled Students Programs and Services (DSPS)

1. Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.
2. The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by Federal and State laws.
3. DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to: reasonable accommodations, academic adjustments, accessible facilities and equipment, instructional programs, rehabilitation counseling, and academic counseling.
4. Students with disabilities are not required to participate in the Disabled Students Programs and Services program.
5. The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

Reference: Education Code Sections 67310, 84850; Title 5 Sections 56000 et seq.

(5/09)

7.42 Extended Opportunities Programs and Services (EOPS)

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

Reference: Education Code 69640 – 69656; Title 5 Sections 56200 et seq.

(5/09)

7.50 43 Student Financial Aid Programs

1. The District shall participate in Federal, State, and local financial aid programs approved by the Board. These programs may include but are not limited to: Federal College Work Study, Supplemental Educational Opportunity Grants, Pell Grants, Perkins Loans, **Stafford Loan Programs, Parent Loan Program, Academic Competitiveness Grant, California Cal Grant B and C, Board of Governors' Waivers, Extended Opportunity Programs and Services, and scholarships.** These programs shall be implemented to assist students who, without financial assistance, might be denied a college education. All financial aid programs will operate within Federal and State laws and regulations as well as District Rules and Regulations.
2. The **Executive Vice** Chancellor shall have the responsibility for insuring the overall coordination of District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.
3. **The Vice Chancellor of Educational Services and Planning shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.**
4. The District Financial Aid Advisory Committee shall function as a coordinating body between District **Instructional Technology Services** and College Financial Aid Offices. The Committee shall be responsible for insuring that appropriate procedures, policies, and printed materials are used to implement District financial aid programs.
5. Responsibility for the Financial Aid Program at each College shall rest in the Office of the Vice President, Student Services **with operational responsibility designated to the Director of Financial Aid.** The Vice President shall insure that College programs are operated in accordance with Federal and State laws and regulations and District Rules and Regulations. The Vice President **or the Director of Financial Aid** will also insure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.

Reference: 20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668;
Education Code Section 76300

(Rev. 5/09)

7.44 Student Health and Psychological Services

1. Student Health and Psychological Services shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well being through health oriented programs and services.

Reference: Education Code Section 76401

(5/09)

7.45 Transfer Center

1. The District incorporates as part of its mission the transfer of students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.
2. The Vice Chancellor of Educational Services and Planning shall assure that a Transfer Center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Reference: Title 5 Section 51027; Education Code Section 66720 – 66744

(5/09)

7.45 Other Student Services

- ~~1. District Colleges shall provide additional student services, as required, to meet the needs of students. These services may include:
 - ~~a. Providing approved student financial aid programs.~~
 - ~~b. Providing health and psychological services.~~
 - ~~c. Providing support services for the educationally disadvantaged students (e.g., Extended Opportunity Programs and Services).~~
 - ~~d. Providing support services for students with physical, psychological, or learning disabilities (e.g., Disabled Student Programs and Services).~~
 - ~~e. Providing specialized assistance for international students attending District Colleges.~~
 - ~~f. Providing assistance to current and former students in obtaining employment.~~
 - ~~g. Providing a program of student government and organizations to encourage student participation in College activities and in the District/College governance processes.~~
 - ~~h. Providing a program of scholarship awards to broaden educational opportunities for students.~~
 - ~~i. Providing other special student services as may be required to meet the educational needs of students.~~~~

7.45 6 Other Student Services

1. District Colleges shall provide additional student services, as required, to meet the needs of students. These services may include, **but are not limited to**:

~~a. Providing approved student financial aid programs.~~

~~b. Providing health and psychological services.~~

~~c. Providing support services for the educationally disadvantaged students (e.g., Extended Opportunity Programs and Services).~~

~~d. Providing support services for students with physical, psychological, or learning disabilities (e.g., Disabled Student Programs and Services).~~

~~g. Providing a program of student government and organizations to encourage student participation in College activities and in the District/College governance processes.~~

~~h. Providing a program of scholarship awards to broaden educational opportunities for students.~~

~~e. a. Providing specialized assistance for international students attending District Colleges.~~

~~f. b. Providing assistance to current and former students in obtaining employment.~~

~~i. c. Providing other special student services as may be required to meet the educational needs of students.~~

(Rev. 5/09)

The services deleted above as are addressed in new individual policies or existing policies:
a. in 7.43, b. in 7.44, c. in 7.42, d. in 7.41, g. in 7.60, and h. in 7.43.

~~7.47 Mary Meta Lazarus~~ 7.48 Child Development Centers

1. The ~~Mary Meta Lazarus~~ San Mateo County Community College District Child ~~Care~~ Development Centers operates on the premises that:

- a. Young children can benefit from ~~an organized~~ high quality early care and education programs designed to meet their developmental needs while their parents are pursuing educational goals ~~and working~~.
- b. ~~Nursing, psychology, and early childhood education students in degree and certificate programs need observation opportunities in a model developmental setting.~~

Early childhood education students, nursing students, and students from other instructional departments, enrolled in degree and certificate programs, benefit from the opportunity to observe/participate in a high quality, model setting.

2. Admissions, Enrollment, and Eligibility Criteria

In order to receive subsidized child care, student-parents must meet the eligibility criteria included in regulations set by the Child Development Division of the California Department of Education.

- ~~2. Enrollment of children in the Center's program shall be open eligible student-parents enrolled in any of the District's Colleges.~~

- ~~3. The Center shall, to the extent possible, be a self-supporting program funded by external grants, donations, and fees. Program fees will be established annually by the Board. Center staff will attempt to identify available resources for applicants in need of additional financial assistance.~~

- ~~4. The following eligibility criteria will be utilized:~~

- ~~a. Enrollment of children will be limited to those between the ages of 30 to 60 months.~~
- ~~b. Student-parents funded under contract with the California Department of Education will be required to be enrolled in a minimum of nine units each semester in order to participate in the program. The determination of low-income eligibility is based upon the guidelines established by the California Department of Education.~~
- ~~c. Child care will be provided only during those hours the student-parent is on campus for class attendance or class-related purposes.~~

- ~~5. Within the framework of State requirements, the following District priorities will be utilized in screening applications for the enrollment of eligible children in the Center's program:~~

- a. First priority will be given to continuing low-income ~~,full-time~~ students who ~~maintain~~ eligibility based on CDE CDD regulations, are registered in a course of study leading to employment ~~-or transfer to a four-year institution~~ and, if applicable, are ~~working~~. Second priority will be given to new and/or returning low-income ~~,full-time~~ students who ~~meet~~ the eligibility criteria based on CDE CDD regulations, are registered in a course of study leading to employment ~~-or transfer to a four-year institution~~ and, if applicable, are ~~working~~.

7.48 Child Development Centers (continued)

- ~~e. When possible, a limited number of spaces will be made available to student-parents and to District employees who do not meet the low income standards established by the California Department of Education. Such enrollments will be on a space available and full fee basis.~~
- b. Student-parents who do not qualify for subsidized child care, as well as faculty and staff, may enroll and pay a full tuition fee as space is available.
- ~~dc. When available spaces have been filled, a waiting list shall be established utilizing the priorities set forth above. As vacancies occur, they will be filled from the waiting list.~~ an eligibility list will be established for subsidized child care in accordance with CDE CDD regulations which specify that priority be given to the lowest income family on the eligibility list. For non-subsidized child care, a waiting list will be established with priority given based on the date a family was placed on the waiting list.

3. Determination of Eligibility, Fees and Satisfactory Progress Standards

- a. Eligibility for subsidized child care is determined on the basis of a family's need for care and their gross monthly income in relation to family size. Need for care is determined based on a parent's schedule of classes, study time, hours of employment and travel time to and from class and work.
- b. Fees for subsidized child care are determined based on a family fee scale provided by CDE CDD.
- c. To maintain eligibility for subsidized child care, student-parents must make satisfactory progress toward the attainment of their vocational goal (cumulative GPA of 2.0 or better). In addition, student-parents are required to notify the Child Development Center Coordinator within 5 days if they withdraw from a class or change hours or days of employment.

Reference: Title 5 Division 1, Chapter 19 and 19.5, sections 18000 through 18434

(Rev. 5/09)

8.20 Claims Against the District

1. Any claims against the District by an individual or organization for money or damages, must be presented according to the laws and regulations governing such claims as a prerequisite to filing a lawsuit against the District.
2. Claims that are subject to the requirements of this policy include, but are not limited to, the following:
 - a. Claims by public entities: claims by the state or by a state department or agency or by another public entity.
 - b. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.
3. The designated place for service of claims, lawsuits or other types of legal process upon the District is the Chancellor's Office.

Reference: Education Code Section 72502; Government Code Sections 900 et seq.; 910

(5/09)

BOARD REPORT NO. 09-5-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: James Keller, Executive Vice Chancellor, 358-6728

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2009

In accordance with Education Code Section 72413, the State Chancellor's Office requires our 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, 2009, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 5, 2009.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2008 and March 31, 2009.

	Amount		Difference	
	<u>03/31/2008</u>	<u>03/31/2009</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	\$ 27,785,604	\$ 19,705,173	\$ -8,080,431	-29.09
Enrollment Fees	5,348,078	5,601,885	253,807	4.75
Non-Resident Tuition	1,477,530	1,576,810	99,280	6.72
Property Taxes	30,894,134	19,198,622	-11,695,512	-37.86
Inter-Fund Transfer	909,521	36,000,000	35,090,479	N/A
Other Income	<u>2,832,490</u>	<u>-357,908</u>	<u>-3,190,398</u>	<u>N/A</u>
Total Income	\$ 69,247,357	\$ 81,724,582	\$ 12,477,225	18.02
% of Budget	60.99%	70.00%	N/A	N/A
EXPENSES:				
Academic Salaries	\$ 33,631,650	\$ 34,258,795	\$ 627,145	1.87
Classified Salaries	16,264,407	16,488,408	224,001	1.38
Administrative Salaries	4,433,728	4,934,767	501,039	11.30
Fringe Benefits	17,569,074	18,006,359	437,285	2.49
General Supplies	1,496,280	1,308,330	-187,950	-12.57
Operating Expenses	6,909,600	6,911,676	2,076	0.03
Capital Outlay	64,005	106,601	42,596	66.56
Transfer Accounts	<u>2,124,145</u>	<u>585,224</u>	<u>-1,538,921</u>	<u>N/A</u>
Total Expenditures	\$ 82,492,889	\$ 82,600,160	\$ 107,271	0.13
% of Budget	69.63	68.21	N/A	N/A

BOARD REPORT NO. 09-5-1C

The General Fund Income increased by 18.02% over last year, largely due to an interfund loan from Capital Outlay Fund to General Fund. The loan was the result of the delay in receiving State Apportionment and adjustment of December property tax payments. Bills and salaries increased by a small margin because of an increase of salary steps and operating expenditures.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing this same period for 2007-2008 and 2008-2009, are listed below:

Restricted General and Other Funds	Amount		Difference	
	<u>03/31/08</u>	<u>03/31/09</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$54,921,944	\$ 27,188,851	\$ -27,733,093	-50.50%
Total Expenditures	\$86,846,473	\$171,291,374	\$ 84,444,901	97.23%

Revenue from the Other Funds decreased because of the adjustment in the County Pool investment due to the Lehman Brothers loss. Expenditures compared with the prior year increased primarily due to the payments to the Bond Measure A construction and Bond debt payment.

REPORT ON INVESTMENTS: As of March 31, 2009, the District had a deposit of \$39,149,630 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment and Wells Fargo Bank. The average yields on LAIF, County Pool and the Oil Well Bond were 1.91%, 1.86% and 1.50%, respectively. These deposits consisted of the following sources:

<u>Fund</u>	<u>LAIF Investment</u>	<u>County Pool Investment</u>	<u>Oil Well Bond</u>	<u>Total Investment</u>
General Fund	\$ 5,701,864	\$ 1,438,636	\$ 0	\$ 7,140,500
Capital Outlay Fund	0	0	5,000	5,000
Agency Fund	<u>22,113,021</u>	<u>9,891,109</u>	<u>0</u>	<u>32,004,130</u>
Total Investment	\$27,814,885	\$11,329,745	\$5,000	\$39,149,630

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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Quarterly Financial Status Report, CCFS-31 IQ

VIEW QUARTERLY DATA

CHANGE THE PERIOD -

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,151,800	113,931,358	113,080,954	115,410,262
A.2	Other Financing Sources (Object 8900)	78,404	202,657	982,466	7,219
A.3	Total Unrestricted Revenue (A.1 + A.2)	106,230,204	114,134,015	114,063,420	115,417,481
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	92,651,889	100,452,457	106,800,904	115,321,162
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	13,625,995	12,989,611	7,522,616	1,066,318
B.3	Total Unrestricted Expenditures (B.1 + B.2)	106,277,884	113,442,068	114,323,520	116,387,480
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-47,680	691,947	-260,100	-969,999
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	9,927,386	9,879,706	10,571,653	10,311,552
E.	Fund Balance, Ending (C. + D.2)	9,879,706	10,571,653	10,311,553	9,341,553
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.3%	9.3%	9%	8%

II. Annualized Attendance FTES:

Line	Description	2005-06	2006-07	2007-08	2008-2009
G.1	Annualized FTES (excluding apprentice and non-resident)	17,440	21,827	18,768	21,945

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			13,656,116	15,864,543
H.2	Cash, borrowed funds only			0	13,395,000
H.3	Total Cash (H.1+ H.2)	10,032,382	9,932,001	13,656,116	29,259,543

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	116,750,201	116,910,262	45,716,542	39.1%
I.2	Other Financing Sources (Object 8900)	0	7,219	36,008,040	498795.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	116,750,201	116,917,481	81,724,582	69.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	120,055,541	120,207,821	82,014,935	68.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,051,318	1,066,318	585,224	54.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	121,106,859	121,274,139	82,600,159	68.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,356,658	-4,356,658	-875,577	
L.	Adjusted Fund Balance, Beginning	10,311,552	10,311,552	10,311,552	
L.1	Fund Balance, Ending (C. + L.2)	5,954,894	5,954,894	9,435,975	

M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.9%	4.9%		
---	--	------	------	--	--

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *						
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING MARCH 31, 2009

	<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	10,149,530.58	7,343,245.72	33,372,811.44	475,446,019.05	62,268.04	312,666.46	-
Cash inflow from operations:							
Year-to-date Income	81,724,581.73	17,315,482.55	15,106,938.94	(14,219,524.86)	726,802.45	8,197,119.54	62,032.27
Accounts Receivable	5,066,008.85	2,135,824.49	184,903.03	18,833,042.78	147,906.06	302,972.71	(166,343.94)
Deferred Income	(3,264,590.76)	(462,953.39)		(390,961.53)	(20,362.55)	(214,063.63)	
Cash awaiting for deposit	473,812.27						
Total Income	94,149,342.67	26,331,599.37	48,664,653.41	479,668,575.44	916,614.00	8,598,695.08	(104,311.67)
Cash outflow for operations:							
Year to date expenditure	82,600,158.91	16,534,155.95	32,448,601.27	113,014,238.48	913,473.05	8,331,056.61	49,849.03
Advances / Prepaid	10,477.75	6,064.24	-	(3,899,231.98)	-	-	
Account Payable	4,610,972.32	724,855.27	5,054.16	17,510,175.10	21,506.68	(70,615.83)	(1,575.00)
Cash Balance From Operations	6,927,733.69	9,066,523.91	16,210,997.98	353,043,393.84	(18,365.73)	338,254.30	(152,585.70)
Other Cash inflow							
Medical Flex Plan / Revolv. Fund	-						
TRANS	13,395,000.00						
Trusts (JPA & 3CBG)							
Beg. Investment Balance							
LAIF Balance	5,583,374.80						21,653,494.16
County Pool Balance	1,427,410.62						8,204,517.16
Special Bond			155,838.71	5,000.00			2,298,704.08
C.O.P.	-						
Total Beg. Balance	7,010,785.42		155,838.71	5,000.00			32,156,715.40
Y.T.D. Investment Balance							
LAIF Balance	5,701,864.17						22,113,020.65
County Pool Balance	1,438,635.97						9,891,109.05
Special Bond			-	5,000.00			-
C.O.P.	-						
Y.T.D. Balance	7,140,500.14		-	5,000.00			32,004,129.70
Net Cash changes from Investment	(129,714.72)		155,838.71	-			152,585.70
Net changes from unrealized gain / (loss)							
Cash Balance in County Treasury	20,193,018.97	9,066,523.91	16,366,836.69	353,043,393.84	(18,365.73)	338,254.30	(0.00)
Net Cash (Excluding TRANS & Trusts)	6,798,018.97	9,066,523.91	16,366,836.69	353,043,393.84	(18,365.73)	338,254.30	(0.00)

BOARD REPORT NO. 09-5-2C

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

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2008-09

The following report covers the period July 1, 2008 through March 31, 2009 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 above reporting period of fiscal years 2008-09 and 2007-08 are listed below:

ASB Total Income	2008-09	2007-08	\$ Change	%Change
Cañada College ASB	\$ 77,277	\$ 72,125	\$ 5,152	7.14%
College of San Mateo ASB	\$ 141,479	\$ 143,362	\$ (1,883)	-1.31%
Skyline College ASB	\$ 113,929	\$ 109,150	\$ 4,779	4.38%

ASB Total Expenditures	2008-09	2007-08	\$ Change	%Change
Cañada College ASB	\$ 42,472	\$ 43,800	\$ (1,328)	-3.03%
College of San Mateo ASB	\$ 148,482	\$ 88,286	\$ 60,196	68.18%
Skyline College ASB	\$ 63,394	\$ 41,037	\$ 22,357	54.48%

Activity card sales and vending commission are the major source of income for the Associated Students. Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life. Carried over from the first quarter, both ASBs at Skyline and CSM have reported loss from the County Investment Pool. The losses were \$27,502 for Skyline and \$33,792 for CSM respectively. Cañada has no investment in the County Pool and accordingly there was no loss.

Below is a comparison of the Net Income from ASB Operations for this reporting period:

ASB Net Income	2008-09	2007-08	\$ Change	%Change
Cañada College ASB	\$ 34,805	\$ 28,325	\$ 6,480	22.88%
College of San Mateo ASB	\$ (7,003)	\$ 55,076	\$ (62,079)	-112.71%
Skyline College ASB	\$ 50,535	\$ 68,113	\$ (17,578)	-25.81%

Please refer to Exhibits A, B and C for detailed financial information for this period.

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2008 through March 31, 2009. It includes a small portion of summer 2008, fall 2008 and spring 2009 semester sales.

Bookstore Sales	2008-09	2007-08	\$ Change	% Change
Regular Merchandise Sales	\$ 6,516,878	\$ 6,307,355	\$ 209,523	3.32%
Computer Products Sales	\$ 973,967	\$ 828,726	\$ 145,242	17.53%
Total Merchandise Sales	\$ 7,490,845	\$ 7,136,081	\$ 354,764	4.97%

Total merchandise sales have increased by 4.97% this year compared to last year. Computer product sales have increased by 17.53% this year compared to last year.

Comparative figures are shown below:

Bookstore Recap	2008-09	2007-08	\$ Change	%Change
Total Merchandise Sales	\$ 7,490,845	\$ 7,136,081	\$ 354,764	4.97%
Cost of Goods Sold	\$ 5,264,995	\$ 5,104,079	\$ 160,916	3.15%
Gross profit	\$ 2,225,850	\$ 2,032,002	\$ 193,848	9.54%
Total Operating Expenses	\$ 1,911,436	\$ 1,840,170	\$ 71,266	3.87%
Net Income from Operations	\$ 314,415	\$ 191,833	\$ 122,582	63.90%
Interest and Other Income	\$ 387,745	\$ 416,740	\$ (28,995)	-6.96%
Net Income Before Other Expenses	\$ 702,160	\$ 608,572	\$ 93,587	15.38%
Other Expense: Admin Salary/Benefits	\$ 80,797	\$ 58,475	\$ 22,322	38.17%
Other Expense: Rent	\$ 50,670	\$ 50,670	\$ -	0.00%
Other Expense: Donations	\$ 7,218	\$ 13,867	\$ (6,648)	-47.94%
Investment Loss/<Gain>	\$ 151,669	\$ (11,302)	\$ 162,971	-1441.96%
Net Change in Fund Balance	\$ 411,806	\$ 496,863	\$ (85,057)	-17.12%

Cost of goods sold increased by 3.15% as expected with an increase in sales, while total operating expenses increased by 3.87% over this same period in 2007-08. Textbook sales continue to be strong with a significant increase in used textbook sales. Textbook rentals also continue to be strong with cumulative savings to students in excess of \$1.2 million dollars since 2005. Computer and computer product sales continue to be a major driver in bookstore sales. Interest and other income is down modestly due to lower interest rates on our investments and some timing issues with commission payments from Apple computer. The bookstores have recorded an extraordinary loss on investment of \$151,669 through the County Investment Pool during the second quarter of 2008-09.

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2007 ending on June 30, 2012.
- The District's snack vending partner is Action Vending. The contract was awarded on January 1, 2007 ending on June 30, 2011.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2007 ending on June 30, 2010 with an option for two one year renewals thereafter.

Third quarter comparisons are noted below:

CAFETERIA FUND	2008-09	2007-08	\$ Change	% Change
Food Service Income	\$ 83,380	\$ 95,007	\$ (11,627)	-12.24%
Vending Income	\$ 54,084	\$ 39,655	\$ 14,429	36.39%
Interest Income	\$ 5,879	\$ 17,135	\$ (11,257)	-65.69%
Misc. Income	\$ 750	\$ 750	\$ (0)	100.00%
Expenditures	\$ 152,572	\$ 182,635	\$ (30,063)	-16.46%
Net Change in Fund Balance	\$ (8,480)	\$ (30,088)	\$ 21,609	-71.82%

Food service income has decreased by 12.24% largely due to the temporary closure of the café facility at CSM and slower than usual sales at Canada College due to the fact that Building 5 and the Administration building are essentially vacant. Skyline cafeteria sales are very strong since the opening of Building 6.

Vending incomes have increased by 36.39% compared to last year. The increase in vending sales can be seen at CSM, which could be a result of the temporary closure of the main café facility as well as the influx of construction related staff who utilize the machines frequently.

Overall expenditures have decreased by 16.46%. The main contributors to the decrease were decrease in special college support in van purchase and reduction of depreciation expenses.

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 2009**

*Prepared by: Aja Butler
Coordinator of Student Activities
Cañada College*

To prepare for the new semester, the ASCC engaged in a Winter Retreat at the YMCA Camp, Jones Gulch, during the month of January. During the three day retreat, students completed team building exercises, planned for the spring semester, and completed a ropes course activity.

In **February**, the ASCC sponsored a club fair. An estimated 90% of the clubs participated in the event and more than 150 students attended the event.

This year, the ASCC participated in the March in March rally in Sacramento. The ASCC sponsored travel for 20 students to attend the event. A representative from the ASCC also participated in the USSA Lobby Conference in Washington DC. Alma Nunez met with representatives from Diane Feinstein's office, Ben Miller, and Anna Eshoo to lobby for the passage of the Dream Act and more funding for Community Colleges.

ASSOCIATED STUDENTS/CANADA COLLEGE
Summary Balance Sheet
As of March 31, 2009

	<u>Mar 31, '09</u>	<u>Mar 31, '08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1050-3 · CASH/CHECKING-WELLS FARGO	215,117.11	180,318.62	34,798.49	19.3%
1060-3 · CASH/CD - RCSSE CREDIT UNION	40,010.25	40,000.00	10.25	0.03%
1080-3 · CASH/CD-WESTERN FIN. BANK	30,000.00	30,000.00	0.00	0.0%
Total Checking/Savings	<u>285,127.36</u>	<u>250,318.62</u>	<u>34,808.74</u>	<u>13.91%</u>
Other Current Assets				
1200-3 · EOPS LOAN RECEIVABLE	6,037.22	3,556.91	2,480.31	69.73%
1220-3 · DEAN'S EMERGENCY LOAN RECEIVABLE	6,086.06	6,160.06	-74.00	-1.2%
1400-3 · ACCOUNTS RECEIVABLE	2,319.00	0.00	2,319.00	100.0%
1410-3 · ACCOUNTS REC.- STUDENT BODY FEE	68,167.10	62,732.10	5,435.00	8.66%
1411-3 · A/R STUD.FEE-BAD DEBT ALLOWANCE	-3,684.71	-2,435.87	-1,248.84	51.27%
1450-3 · INTEREST RECEIVABLE	69.31	198.86	-129.55	-65.15%
Total Other Current Assets	<u>78,993.98</u>	<u>70,212.06</u>	<u>8,781.92</u>	<u>12.51%</u>
Total Current Assets	<u>364,121.34</u>	<u>320,530.68</u>	<u>43,590.66</u>	<u>13.6%</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	-38,484.85	-37,059.28	-1,425.57	3.85%
Total Fixed Assets	<u>1,566.69</u>	<u>2,992.26</u>	<u>-1,425.57</u>	<u>-47.64%</u>
TOTAL ASSETS	<u><u>365,688.03</u></u>	<u><u>323,522.94</u></u>	<u><u>42,165.09</u></u>	<u><u>13.03%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
CLUB ACCOUNTS - CANADA	29,847.53	27,660.40	2,187.13	7.91%
TRUST ACCOUNTS - CANADA	141,165.28	126,147.45	15,017.83	11.91%
2850-3 · STUDENT CASH CLEARING	72.00	72.00	0.00	0.0%
Total Other Current Liabilities	<u>171,084.81</u>	<u>153,879.85</u>	<u>17,204.96</u>	<u>11.18%</u>
Total Current Liabilities	<u>171,084.81</u>	<u>153,879.85</u>	<u>17,204.96</u>	<u>11.18%</u>
Long Term Liabilities				
2100-3 · EOPS LOAN FUND	8,044.00	7,744.00	300.00	3.87%
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>18,045.23</u>	<u>17,745.23</u>	<u>300.00</u>	<u>1.69%</u>
Total Liabilities	<u>189,130.04</u>	<u>171,625.08</u>	<u>17,504.96</u>	<u>10.2%</u>
Equity				
3100-3 · CAPITAL-COLLEGE	141,753.44	123,573.12	18,180.32	14.71%
Net Income	34,804.55	28,324.74	6,479.81	22.88%
Total Equity	<u>176,557.99</u>	<u>151,897.86</u>	<u>24,660.13</u>	<u>16.24%</u>
TOTAL LIABILITIES & EQUITY	<u><u>365,688.03</u></u>	<u><u>323,522.94</u></u>	<u><u>42,165.09</u></u>	<u><u>13.03%</u></u>

**ASSOCIATED STUDENTS/CANADA COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2008 THROUGH MARCH 2009**

	<u>Jul '08 - Mar '09</u>	<u>Jul '07 - Mar '08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4100-3 · ASCC GENERAL INCOME	10.25	0.00	10.25	100.0%
4115-3 · ATM	543.50	613.00	-69.50	-11.34%
4120-3 · PROGRAM INCOME	297.50	0.00	297.50	100.0%
4130-3 · INTEREST EARNED	603.62	1,000.40	-396.78	-39.66%
4145-3 · STUDENT ACTIVITY CARD SALES	66,803.00	65,110.00	1,693.00	2.6%
4155-3 · VENDING INCOME	9,018.78	5,401.20	3,617.58	66.98%
Total Income	<u>77,276.65</u>	<u>72,124.60</u>	<u>5,152.05</u>	<u>7.14%</u>
Expense				
5010-3 · ASCC GENERAL EXPENSES	204.35	0.00	204.35	100.0%
5020-3 · AWARDS & SCHOLARSHIPS	3,738.00	0.00	3,738.00	100.0%
5023-3 · CENTRAL DUPLICATING EXPENSE	768.27	1.74	766.53	44,053.45%
5060-3 · CONFERENCE EXPENSE	3,774.69	11,334.24	-7,559.55	-66.7%
5070-3 · DEPRECIATION/F & F	1,047.78	1,133.37	-85.59	-7.55%
5100-3 · ETHNIC CULTURAL AFFAIRS	6,573.71	0.00	6,573.71	100.0%
5130-3 · MISCELLANEOUS EXPENSES	1,350.13	690.63	659.50	95.49%
5140-3 · OFFICE SUPPLIES EXPENSE	2,974.11	3,664.99	-690.88	-18.85%
5155-3 · PROGRAM ASSISTANCE EXPENSE	1,090.00	6,461.78	-5,371.78	-83.13%
5160-3 · PROGRAMS EXPENSE	7,239.40	9,393.36	-2,153.96	-22.93%
5180-3 · PUBLICITY	741.09	3,053.98	-2,312.89	-75.73%
5210-3 · STUDENT ACTIVITY CARD EXPENSES	10,680.00	2,219.53	8,460.47	381.18%
5220-3 · VENDING EXPENSE	2,290.57	5,846.24	-3,555.67	-60.82%
Total Expense	<u>42,472.10</u>	<u>43,799.86</u>	<u>-1,327.76</u>	<u>-3.03%</u>
Net Income	<u>34,804.55</u>	<u>28,324.74</u>	<u>6,479.81</u>	<u>22.88%</u>

**Associated Students of College of San Mateo
3rd Quarter Report, January 2009 – March 2009**

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the spring 2009 semester. Although this is a time of transition in Student Activities and at CSM, the ASCSM has been able to successfully continue to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the second half of the spring 2008 semester are:

Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Academic Enhancement Committee, the Finance & Administration Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, and the Legislative & Governmental Affairs Committee.

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, Faculty Academic Senate, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Shared Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council. Additionally, representatives of the Student Senate have been involved with the college's planning process for new construction.

The ASCSM, in cooperation with the Student Activities Office, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to students, faculty, staff and administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

Events and Activities:

January 2008: The weekend of Friday, January 16 – Sunday, January 18, the Student Senate participated in their mid-year winter retreat. Over the course of the weekend the students had the opportunity to participate in various activities that helped to develop their leadership, communication, and cognitive skills. Further, the weekend gave them the chance to bond with one another, as well as develop individual and group goals for the semester. Over the following week, January 20 – January 24, both the Student Senate and Office of Student Activities staff participated in “Welcome Mat” providing information to students about college services, building and class locations, class schedules, and transportation services. This gave both our staff and students the opportunity to collaborate with other departments and services. Lastly, individual student government executive officers and senators began to meet with the Coordinator of Student Activities individually to assess individual needs.

February/March 2008: During these months the student government engaged in planning activities for the remainder of the semester. The Inter Club Council held Club Days on February 22. In addition, the ICC began working on new by-laws for the Council. Several clubs and organizations were active during March.

ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
Summary Balance Sheet
As of March 31, 2009

	<u>Mar 31, 09</u>	<u>Mar 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1050-4 · WELLS FARGO CHECKING ACCT	94,460.70	24,521.63	69,939.07	285.21%
1051-4 · UNION BANK OF CALIFORNIA	0.00	253,640.77	-253,640.77	-100.0%
1150-4 · PETTY CASH ASCSM	25.00	25.00	0.00	0.0%
Total Checking/Savings	<u>94,485.70</u>	<u>278,187.40</u>	<u>-183,701.70</u>	<u>-66.04%</u>
Other Current Assets				
1210.4 · ACCOUNTS RECEIVABLE - MISC	6,761.46	8,229.05	-1,467.59	-17.83%
1220.4 · A/R-Student Body Card Fee	95,211.00	90,485.00	4,726.00	5.22%
1221-4 · Allowance for Bad Debts-S.B.C.F	-1,809.01	-1,719.22	-89.79	5.22%
1305-4 · ASCSM Veterans Emerg. Loan Rec.	573.19	0.00	573.19	100.0%
1310-4 · EMERGENCY LOAN RECEIVABLE	3,230.00	2,180.00	1,050.00	48.17%
1330-4 · DISTRICT INVESTMENT POOL	532,188.51	380,780.97	151,407.54	39.76%
1340-4 · INVESTMT.MARK TO MARKET ADJMT.	-3,795.37	-2,545.70	-1,249.67	49.09%
Total Other Current Assets	<u>632,359.78</u>	<u>477,410.10</u>	<u>154,949.68</u>	<u>32.46%</u>
Total Current Assets	<u>726,845.48</u>	<u>755,597.50</u>	<u>-28,752.02</u>	<u>-3.81%</u>
Fixed Assets				
1800.4 · FURNITURE & FIXTURE-ASCSM	0.00	0.00	0.00	0.0%
1820.4 · OFFICE EQUIPMENT	7,428.40	0.00	7,428.40	100.0%
1840.4 · FURNITURE & FIXTURE - CAFE	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>7,428.40</u>	<u>0.00</u>	<u>7,428.40</u>	<u>100.0%</u>
TOTAL ASSETS	<u>734,273.88</u>	<u>755,597.50</u>	<u>-21,323.62</u>	<u>-2.82%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	33,955.59	17,851.78	16,103.81	90.21%
Total Accounts Payable	<u>33,955.59</u>	<u>17,851.78</u>	<u>16,103.81</u>	<u>90.21%</u>
Other Current Liabilities				
2010-4 · EMERGENCY LOAN FUND	10,703.95	10,503.95	200.00	1.9%
2015-4 · LUCILE KOSHLAND - LOAN FUND	4,600.00	4,600.00	0.00	0.0%
2020-4 · PEACHES WINSTON BOOK FUND	3,874.13	3,974.13	-100.00	-2.52%
2030-4 · FOREIGN STUDENT LOAN FUND	1,524.00	1,524.00	0.00	0.0%
2100-CL · CLUB ACCOUNTS	114,463.34	129,665.42	-15,202.08	-11.72%
2500-TR · TRUST ACCOUNT	309,869.50	266,470.04	43,399.46	16.29%
Total Other Current Liabilities	<u>445,034.92</u>	<u>416,737.54</u>	<u>28,297.38</u>	<u>6.79%</u>
Total Current Liabilities	<u>478,990.51</u>	<u>434,589.32</u>	<u>44,401.19</u>	<u>10.22%</u>
Total Liabilities	<u>478,990.51</u>	<u>434,589.32</u>	<u>44,401.19</u>	<u>10.22%</u>
Equity				
3160 · CAPITAL-CSM VENDING	0.00	30,768.12	-30,768.12	-100.0%
3901 · Fund Balance - ASCSM	298,679.20	244,178.42	54,500.78	22.32%
3902 · Fund Balance - CSM Cafe	0.00	27,378.68	-27,378.68	-100.0%
3950 · PRIOR YEAR ADJUSTMENTS	-36,393.25	-36,393.25	0.00	0.0%
Net Income	<u>-7,002.58</u>	<u>55,076.21</u>	<u>-62,078.79</u>	<u>-112.71%</u>
Total Equity	<u>255,283.37</u>	<u>321,008.18</u>	<u>-65,724.81</u>	<u>-20.47%</u>
TOTAL LIABILITIES & EQUITY	<u>734,273.88</u>	<u>755,597.50</u>	<u>-21,323.62</u>	<u>-2.82%</u>

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2008 THROUGH MARCH 2009**

	<u>Jul '08 - Mar 09</u>	<u>Jul '07 - Mar 08</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4115 · ATM	460.00	1,507.50	-1,047.50	-69.49%
4122 · PROGRAMS - INCOME	98.00	447.75	-349.75	-78.11%
4125 · GAMES/RECREATION	567.00	2,401.80	-1,834.80	-76.39%
4126 · GAMES - POOL TABLE	176.50	0.00	176.50	100.0%
4135 · MISC INCOME	1,185.00	890.06	294.94	33.14%
4145 · STUDENT BODY CARD FEE	98,559.48	101,842.50	-3,283.02	-3.22%
4154 · VENDING-PEPSI	14,630.83	12,489.00	2,141.83	17.15%
4155 · VENDING-ACTION	8,917.95	6,592.96	2,324.99	35.27%
4156 · CAFE CONTRACT COMMISSION	5,520.49	4,244.39	1,276.10	30.07%
Total Income	<u>130,115.25</u>	<u>130,415.96</u>	<u>-300.71</u>	<u>-0.23%</u>
Expense				
5070 · DEPRECIATIONS	1,364.40	44.00	1,320.40	3,000.91%
5090 · EQUIPMENT REPAIR/MAINTENANCE	0.00	370.87	-370.87	-100.0%
5110 · FURNITURE/FIXTURES/EQUIPMENT	2,847.27	624.55	2,222.72	355.89%
5120 · Bad Debts Expense-Std. B. C. F.	302.19	150.23	151.96	101.15%
5130 · MISC EXPENSE	0.00	80.00	-80.00	-100.0%
5140 · OFFICE SUPPLIES	3,031.44	2,638.78	392.66	14.88%
5142 · Telephone Expense	2.81	27.23	-24.42	-89.68%
5160 · OPERATING	382.82	225.46	157.36	69.8%
5165 · HOSPITALITY	728.22	241.56	486.66	201.47%
5166 · AWARDS & AWARDS CEREMONIES	500.00	0.00	500.00	100.0%
5170 · PROGRAMS	16,846.58	14,364.34	2,482.24	17.28%
5172 · PUBLICATION EXPENSE	2,125.42	1,211.87	913.55	75.38%
5175 · CLUB ASSISTANCE/ICC	972.80	1,550.79	-577.99	-37.27%
5176 · PGM. ASST.-ACADEMIC ENHANCEMENT	2,500.00	0.00	2,500.00	100.0%
5178 · SCHOLARSHIP-SMCCCD FOUNDATION	0.00	500.00	-500.00	-100.0%
5180 · STUDENT EXPRESS CARD	1,468.38	2,072.68	-604.30	-29.16%
5200 · STUDENT ASSISTANT ASCSM	51,699.53	40,857.30	10,842.23	26.54%
6999 · VOID CHECKS	0.00	0.00	0.00	0.0%
Total Expense	<u>84,787.86</u>	<u>64,959.66</u>	<u>19,828.20</u>	<u>30.52%</u>
Net Ordinary Income	<u>45,327.39</u>	<u>65,456.30</u>	<u>-20,128.91</u>	<u>-30.75%</u>
Other Income/Expense				
Other Income				
4130 · INTEREST EARNED-DIST.INVESTMENT	11,363.94	12,946.26	-1,582.32	-12.22%
Total Other Income	<u>11,363.94</u>	<u>12,946.26</u>	<u>-1,582.32</u>	<u>-12.22%</u>
Other Expense				
4133 · Investment Loss-Realized	34,624.64	0.00	34,624.64	100.0%
6554 · CAFE CONT.COMM.exp. to Reserve	0.00	4,244.39	-4,244.39	-100.0%
6555 · Vending Inc. Exp. to VP Trust	29,069.27	19,081.96	9,987.31	52.34%
Total Other Expense	<u>63,693.91</u>	<u>23,326.35</u>	<u>40,367.56</u>	<u>173.06%</u>
Net Other Income	<u>-52,329.97</u>	<u>-10,380.09</u>	<u>-41,949.88</u>	<u>404.14%</u>
Net Income	<u>-7,002.58</u>	<u>55,076.21</u>	<u>-62,078.79</u>	<u>-112.71%</u>

**Associated Students of Skyline College
Budget Report for the 3rd Quarter 2008-2009
Summary of Programs and Activities**

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:

- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget
- College Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Associated Students Governing Board
- District Board of Trustees
- District Budget Committee
- District Shared Governance Council
- Ed Policy Committee
- Fresh Look / Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning
- Technology Committee

Student Handbook and Academic Planners: The ASSC continues to work with the Student Activities Office to distribute the Student Handbooks and Academic Planners. Current copies of the handbook are available in the Student Activities Office.

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 with assistance from the ASSC. The ASSC is delaying purchasing another ID machine and encouraging district wide discussion of the use of SMART Cards.

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. Club Manual and instructions on how to start a club are available in the Student Activities Office. Items will be posted online by the beginning of fall 2009.

Programs and Events:

**Alcohol Awareness Fair
March 4, 2009**

Approximately 400 students attended the event that features speakers, driving simulators and information from the California Highway Patrol about the negative effects of drinking and driving.

March in March

March 16, 2009

Members of the Skyline College student body accompanied the ASSC Governing Council to a rally at the State Capitol sponsored by the Student Senate of California Community Colleges.

United States Student Association Legislative Conference

Washington D.C.

March 21-25

Seven members of the ASSC Governing Council attended the conference and met with the educational staff of the following offices: Representative Anna Eshoo, Representative George Miller, Senator Dianne Feinstein and Representative Nancy Pelosi

Other Items:

ASSC/SOCC donated funds to support the following programs:

- Journalism Club attendance at Journalism Association of Community Colleges
- Women on Writing Conference
- Pre-Med Club attendance at the American Medical Association Conference
- Stanford Robot Project
- Career Networking Night
- College for Kids
- Talisman, Skyline College's student literary magazine

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ASSOCIATED STUDENTS/SKYLINE COLLEGE
Summary Balance Sheet
As of March 31, 2009

	<u>Mar 31, 09</u>	<u>Mar 31, 08</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	152,062.25	151,832.50	229.75	0.15%
103 - District Investment Pool	449,724.14	455,021.43	-5,297.29	-1.16%
Total Checking/Savings	<u>601,811.39</u>	<u>606,878.93</u>	<u>-5,067.54</u>	<u>-0.84%</u>
Other Current Assets				
Accounts Receivable	665,955.47	573,332.10	92,623.37	16.16%
Total Other Current Assets	<u>665,955.47</u>	<u>573,332.10</u>	<u>92,623.37</u>	<u>16.16%</u>
Total Current Assets	<u>1,267,766.86</u>	<u>1,180,211.03</u>	<u>87,555.83</u>	<u>7.42%</u>
Fixed Assets				
160.0 - Fixed Assets	2,700.55	3,895.39	-1,194.84	-30.67%
Total Fixed Assets	<u>2,700.55</u>	<u>3,895.39</u>	<u>-1,194.84</u>	<u>-30.67%</u>
TOTAL ASSETS	<u><u>1,270,467.41</u></u>	<u><u>1,184,106.42</u></u>	<u><u>86,360.99</u></u>	<u><u>7.29%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	1,099.28	1,099.28	0.00	0.0%
Total Accounts Payable	<u>1,099.28</u>	<u>1,099.28</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Liabilities				
Club Accounts	94,038.94	110,607.00	-16,568.06	-14.98%
Loan Funds	3,182.66	3,182.66	0.00	0.0%
Trust Accounts	781,896.80	711,191.03	70,705.77	9.94%
Total Other Current Liabilities	<u>879,118.40</u>	<u>824,980.69</u>	<u>54,137.71</u>	<u>6.56%</u>
Total Current Liabilities	<u>880,217.68</u>	<u>826,079.97</u>	<u>54,137.71</u>	<u>6.55%</u>
Total Liabilities	<u>880,217.68</u>	<u>826,079.97</u>	<u>54,137.71</u>	<u>6.55%</u>
Equity				
400 - Opening Bal Equity	137,292.05	137,292.05	0.00	0.0%
450 - Retained Earnings	202,422.50	152,620.94	49,801.56	32.63%
Net Income	50,535.18	68,113.46	-17,578.28	-25.81%
Total Equity	<u>390,249.73</u>	<u>358,026.45</u>	<u>32,223.28</u>	<u>9.0%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,270,467.41</u></u>	<u><u>1,184,106.42</u></u>	<u><u>86,360.99</u></u>	<u><u>7.29%</u></u>

**ASSOCIATED STUDENTS/SKYLINE COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2008 THROUGH MARCH 2009**

	<u>Jul '08 - Mar 09</u>	<u>Jul '07 - Mar 08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
Revenues from Operations				
508 · Interest Income	12,271.76	15,574.50	-3,302.74	-21.21%
510 · Miscellaneous Income	80.00	180.00	-100.00	-55.56%
520 · Student Activity Card Income	93,035.00	86,327.00	6,708.00	7.77%
528 · Vending Income	8,542.43	7,068.89	1,473.54	20.85%
Total Revenues from Operations	<u>113,929.19</u>	<u>109,150.39</u>	<u>4,778.80</u>	<u>4.38%</u>
Total Income	<u>113,929.19</u>	<u>109,150.39</u>	<u>4,778.80</u>	<u>4.38%</u>
Expense				
Operating Expenses				
601 · Payroll Expense	6,584.51	1,378.75	5,205.76	377.57%
602 · Employee Benefits	4.85	16.79	-11.94	-71.11%
620 · Depreciation	796.56	1,194.84	-398.28	-33.33%
622 · General Fund Expenditures	1,857.43	150.37	1,707.06	1,135.24%
623 · Office Supplies	5,978.79	4,265.56	1,713.23	40.16%
624 · Activities Fund	2,900.47	15,904.26	-13,003.79	-81.76%
625 · Chartered Clubs/Org. Fund	19,396.00	13,831.22	5,564.78	40.23%
626 · Scholarships&NonProfit Donation	1,000.00	2,000.00	-1,000.00	-50.0%
632 · ASSC President's Account	0.00	10.83	-10.83	-100.0%
642 · Conference & Travel	262.55	0.00	262.55	100.0%
650 · Publicity Expense	0.00	2,284.31	-2,284.31	-100.0%
655 · Student Activity Card Expense	-8.00	0.00	-8.00	-100.0%
Total Operating Expenses	<u>38,773.16</u>	<u>41,036.93</u>	<u>-2,263.77</u>	<u>-5.52%</u>
670 · Unrealized Gain/Loss Dist. Inv	-2,881.39	0.00	-2,881.39	-100.0%
671 · Investment Loss-Realized	27,502.24	0.00	27,502.24	100.0%
Total Expense	<u>63,394.01</u>	<u>41,036.93</u>	<u>22,357.08</u>	<u>54.48%</u>
Net Income	<u><u>50,535.18</u></u>	<u><u>68,113.46</u></u>	<u><u>-17,578.28</u></u>	<u><u>-25.81%</u></u>

San Mateo County Community College District - Bookstore Operation
Summary Balance Sheet
As at March 31, 2009

	3/31/2009	%	3/31/2008	%	Diff	%
Assets						
Cash	20,009.62	0.28%	18,884.55	0.28%	1,125.07	5.96%
Investments	4,523,357.73	63.48%	4,262,678.60	62.58%	260,679.13	6.12%
Receivables	328,317.20	4.61%	197,276.07	2.90%	131,041.13	66.43%
Inventories & Prepaid Items	1,944,047.34	27.28%	1,931,656.69	28.36%	12,390.65	0.64%
Fixed Assets & Accum Depreciation	309,569.50	4.34%	401,348.30	5.89%	(91,778.80)	-22.87%
Total Assets	7,125,301.39	100.0%	6,811,844.21	100.0%	313,457.18	4.60%
Liabilities						
Current Liabilities	354,471.90	66.68%	277,775.08	57.4%	76,696.82	27.61%
Salaries & Benefits Payable	89,588.94	16.85%	118,151.25	24.4%	(28,562.31)	-24.17%
Other Current Liabilities	87,510.20	16.46%	87,847.91	18.2%	(337.71)	-0.38%
Total Liabilities	531,571.04	100.0%	483,774.24	100.0%	47,796.80	9.88%
Equity						
Retained Earnings	6,181,924.84	100.0%	5,831,207.11	100.0%	350,717.73	6.01%
Prior Years Adjustment	-	0.0%	-	0.0%	-	0.00%
Total Equity	6,181,924.84	100.0%	5,831,207.11	100.0%	350,717.73	6.01%
Year to Date Net Profit (Loss)	411,805.51	7.3%	496,862.86	7.3%	(85,057.35)	-17.12%
Total Liabilities & Fund Equity	7,125,301.39	-100.0%	6,811,844.21	-100.0%	313,457.18	4.60%

San Mateo County Community College District - Bookstore Operation
Summary Income Statement
For the Period from July 2008 through March, 2009

	<u>Jul 08 to</u> <u>Mar 09</u>	<u>Jul 07 to</u> <u>Mar 08</u>	<u>DIFF</u>	<u>%</u>
Income				
Sales	\$ 7,490,845.45	\$ 7,136,081.09	\$ 354,764.36	4.97%
Cost of Sales	(5,264,995.15)	(5,104,078.87)	(160,916.28)	-3.15%
Gross Margin	\$ 2,225,850.30	\$ 2,032,002.22	\$ 193,848.08	9.54%
Operating Expenses				
Salaries & Benefits	\$ 1,298,036.73	\$ 1,268,278.60	\$ 29,758.13	2.35%
Other Inventory Expenses	307,400.84	277,332.53	30,068.31	10.84%
Other Service Expenses	23,843.39	47,124.30	(23,280.91)	-49.40%
Travel & Mileage Expenses	13,495.50	11,773.73	1,721.77	14.62%
Dues & Membership	4,557.00	4,204.88	352.12	8.37%
Insurance Expense	10,890.00	4,950.00	5,940.00	120.00%
Utilities	31,849.63	25,366.97	6,482.66	25.56%
Equipment Maintenance & Rental	9,871.44	12,604.99	(2,733.55)	-21.69%
Legal, Audit & Bad Debt Expenses	2,830.00	(3,064.01)	5,894.01	-192.36%
Other Operating Expenses	208,661.07	191,597.66	17,063.41	8.91%
Total Operating Expenses	\$ 1,911,435.60	\$ 1,840,169.65	\$ 71,265.95	3.87%
Other Income	\$ 387,744.99	\$ 416,739.81	\$ (28,994.82)	-6.96%
Total Other Income	\$ 387,744.99	\$ 416,739.81	\$ (28,994.82)	-6.96%
Net Operation Profit (Loss)	\$ 702,159.69	\$ 608,572.38	\$ 93,587.31	15.38%
Non Operational Income/Expenses				
Non Operational Income				
In-Kind Donation Received	-	-	-	0.00%
Non Operational Exp				
Salaries - Dist Admin	\$ 55,004.11	\$ 45,807.38	\$ 9,196.73	20.08%
Salaries - Dist Supervisor	9,065.00	-	9,065.00	0.00%
Salaries - Dist Student	-	-	-	0.00%
Benefits - All Dist Staff	16,727.83	12,667.30	4,060.53	32.06%
Rent Expense	50,670.00	50,670.00	-	0.00%
Donations	7,218.49	13,866.83	(6,648.34)	-47.94%
Investment Loss/<Gain>	151,668.75	(11,301.99)	162,970.74	0.00%
Total Non Operational Income/Expenses	\$ 290,354.18	\$ 111,709.52	\$ 178,644.66	159.92%
Net Income	\$ 411,805.51	\$ 496,862.86	\$ (85,057.35)	-17.12%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2008 through March, 2009

	<u>Jul 08 to Mar 09</u>	<u>Jul 07 to Mar 08</u>	<u>DIFF</u>	<u>%</u>
Gross Sales				
Income - Books	5,766,784.92	5,688,367.77	78,417.15	1.38%
Income - Supplies	360,424.34	360,759.69	(335.35)	-0.09%
Income - Food & Beverages	318,847.16	190,019.02	128,828.14	67.80%
Income - Electronics	973,967.40	828,725.61	145,241.79	17.53%
Income - Gifts	63,759.28	65,346.41	(1,587.13)	-2.43%
Income - Sundries	6,638.58	6,127.03	511.55	8.35%
Sales Over/Short Adjustment	423.77	(3,264.44)	3,688.21	112.98%
Total Gross Sales	7,490,845.45	7,136,081.09	354,764.36	4.97%
Cost of Goods Sold				
COGS - Books	(3,907,639.41)	(3,957,943.09)	50,303.68	1.27%
COGS - Supplies	(213,278.35)	(215,441.40)	2,163.05	1.00%
COGS - Food & Beverages	(197,218.40)	(106,779.82)	(90,438.58)	-84.70%
COGS - Electronics	(907,704.41)	(776,656.09)	(131,048.32)	-16.87%
COGS - Gifts	(35,795.28)	(43,392.41)	7,597.13	17.51%
COGS - Sundries	(3,359.30)	(3,866.06)	506.76	13.11%
Total Cost of Goods Sold	(5,264,995.15)	(5,104,078.87)	(160,916.28)	-3.15%
Gross Profit	2,225,850.30	2,032,002.22	193,848.08	9.54%
Salary & Benefits				
Salaries & Benefits				
Salaries - Administrative	79,899.98	74,176.65	5,723.33	7.72%
Salaries - Supervisor	206,315.05	213,786.81	(7,471.76)	-3.49%
Salaries - Classified	468,678.20	471,383.82	(2,705.62)	-0.57%
Salaries - Students	259,361.28	222,068.43	37,292.85	16.79%
Salaries - Shrt Term Hourly	5,586.05	7,459.56	(1,873.51)	-25.12%
Accrued Vacation Exp-Supervisor	930.40	-	930.40	100.00%
Accrued Vacation Exp-Classified	-	-	-	0.00%
Benefits - All Stores	277,265.77	279,403.33	(2,137.56)	-0.77%
Total Salary & Benefits	1,298,036.73	1,268,278.60	29,758.13	2.35%
Other Inventory Expenses				
Freight In	221,044.20	221,353.69	(309.49)	-0.14%
Service Fees Expense	326.34	1,126.67	(800.33)	-71.03%
CRV Tax Paid	3,234.39	2,624.28	610.11	23.25%
Buyback Expense	6,023.00	9,919.00	(3,896.00)	-39.28%
Invoice Balancing Over/Short	19.40	(144.67)	164.07	113.41%
Restocking Fees	1,849.14	415.11	1,434.03	345.46%
Imprint Fees	-	25.00	(25.00)	100.00%
Shrinkage Expense	74,904.37	42,013.45	32,890.92	78.29%
Total Other Inventory Expenses	307,400.84	277,332.53	30,068.31	10.84%
Other Service Expenses				
Computer System Support - Software	-	13,084.35	(13,084.35)	-100.00%
Computer System Support - Hardware	-	12,847.78	(12,847.78)	-100.00%
Training Fees	291.06	350.00	(58.94)	-16.84%
Contract Personnel	14,703.04	11,206.40	3,496.64	31.20%
Armored Car Service	7,765.82	9,635.77	(1,869.95)	-19.41%
Security System Service	1,083.47	-	1,083.47	100.00%
Total Other Service Expenses	23,843.39	47,124.30	(23,280.91)	-49.40%

	<u>Jul 08 to Mar 09</u>	<u>Jul 07 to Mar 08</u>	<u>DIFF</u>	<u>%</u>
Travel & Mileage Expenses				
Conference Expense	11,344.21	10,778.28	565.93	5.25%
Conference Fees Out of State	-	41.82	(41.82)	-100.00%
Travel Expenses	310.00	-	310.00	100.00%
Mileage	1,841.29	953.63	887.66	93.08%
Total Travel & Mileage Expenses	13,495.50	11,773.73	1,721.77	14.62%
Dues & Membership Expenses				
Dues & Membership	4,557.00	4,204.88	352.12	8.37%
Total Dues & Membership	4,557.00	4,204.88	352.12	8.37%
Insurance Expense				
Insurance Expense	10,890.00	4,950.00	5,940.00	120.00%
Total Insurance Expense	10,890.00	4,950.00	5,940.00	120.00%
Utilities				
Utilities - Gas	11,070.00	6,779.01	4,290.99	63.30%
Utilities - Electric	11,880.00	10,800.00	1,080.00	10.00%
Utilities - Water	2,700.00	1,350.00	1,350.00	100.00%
Utilities - Phone	775.16	1,237.97	(462.81)	-37.38%
Utilites - Garbage	5,424.47	5,199.99	224.48	4.32%
Total Utilities	31,849.63	25,366.97	6,482.66	25.56%
Equipment Maintenance & Rental				
Equipment - Non Inventory	1,309.52	3,227.28	(1,917.76)	-59.42%
Repairs & Maint Contract Equip	715.15	1,955.12	(1,239.97)	-63.42%
Contract Misc Services	7,846.77	7,422.59	424.18	5.71%
Total Equipment Maintenance & Renta	9,871.44	12,604.99	(2,733.55)	-21.69%
Legal, Audit & Bad Debt Expense				
Audits	2,830.00	-	2,830.00	100.00%
Bad Debt - Customer	-	(3,064.01)	3,064.01	100.00%
Bad Debt - Vendor	-	-	-	0.00%
Total Legal, Audit & Bad Debt Expense	2,830.00	(3,064.01)	5,894.01	-192.36%
Other Operating Expenses				
Depreciation	70,757.64	70,757.64	-	0.00%
Fixed Asset Disposal	-	-	-	0.00%
Postage	-	-	-	0.00%
Store & Office Use Supplies	35,241.37	28,025.96	7,215.41	25.75%
Advertising	1,101.61	342.77	758.84	221.38%
Credit Card Commissions	95,132.42	83,673.35	11,459.07	13.70%
Bank Charges - Returned Checks	-	-	-	0.00%
Bank Charges - Other	7,145.32	7,963.29	(817.97)	-10.27%
Miscellaneous Expenses	(717.29)	834.65	(1,551.94)	-185.94%
Other Operating Expenses	-	-	-	0.00%
Total Other Operating Expenses	208,661.07	191,597.66	17,063.41	8.91%
Total Operating Expenses	1,911,435.60	1,840,169.65	71,265.95	3.87%

	<u>Jul 08 to Mar 09</u>	<u>Jul 07 to Mar 08</u>	<u>DIFF</u>	<u>%</u>
Other Income				
Interest Income	100,895.58	156,948.77	(56,053.19)	-35.71%
Commission Income	76,530.58	69,022.91	7,507.67	10.88%
Miscellaneous Income	12,527.82	14,965.50	(2,437.68)	-16.29%
Catalog Income	489.00	1,292.00	(803.00)	-62.15%
Shipping & Postage Income	15,494.31	15,271.25	223.06	1.46%
Stamp Income	425.74	306.88	118.86	38.73%
Ticket Sales Income	20.00	-	20.00	0.00%
LTO Interest Income	8,268.22	6,062.23	2,205.99	36.39%
Calif Recycle Fee Collected	-	-	-	0.00%
NG Check Fee Collected	594.42	1,837.81	(1,243.39)	-67.66%
NG Check Collection	1,404.58	-	1,404.58	100.00%
Late Rental Return Fee	11,258.71	18,572.83	(7,314.12)	-39.38%
Photocopy Fee	124.57	187.78	(63.21)	-33.66%
Textbook Re-wrap Fee	313.00	470.58	(157.58)	-33.49%
Return Restocking Fee	170.39	762.90	(592.51)	-77.67%
VA Handling Fee	436.32	201.14	235.18	116.92%
Textbook Rental Fee	100,666.90	70,262.59	30,404.31	43.27%
First Five Rental Fee	53,655.23	52,480.15	1,175.08	2.24%
Supplies Rental Fee (Funded)	-	-	-	0.00%
Supplies Rental Fee (Store)	720.00	690.00	30.00	4.35%
Computer Rental Fee	8.00	-	8.00	100.00%
Grad Announcement Fee	-	-	-	0.00%
Notary Fee	-	30.00	(30.00)	-100.00%
Grad Rental Income	-	-	-	0.00%
Closeout Books	1,648.30	3,210.11	(1,561.81)	-48.65%
Fax Fee Income	72.30	120.97	(48.67)	-40.23%
Consignment Sales	-	-	-	0.00%
Vendor Discounts	2,021.02	4,043.41	(2,022.39)	-50.02%
Total Other Income	387,744.99	416,739.81	(28,994.82)	-6.96%
Net Operating Profit (Loss)	702,159.69	608,572.38	93,587.31	15.38%
Non Operation Income/Expenses				
Non Operation Income				
In-Kind Donation Received	-	-	-	0.00%
Non Operational Expenses				
Salaries - District Admin	55,004.11	45,807.38	9,196.73	20.08%
Salaries - Dist Supervisor	9,065.00	-	9,065.00	100.00%
Salaries - Dist Students	-	-	-	0.00%
Benefits - All Dist Staff	16,727.83	12,667.30	4,060.53	32.06%
Rent Expense	50,670.00	50,670.00	-	0.00%
Donations	7,218.49	13,866.83	(6,648.34)	-47.94%
Investment Loss/<Gain>	151,668.75	(11,301.99)	162,970.74	-1441.96%
Total Non Operational Expenses	290,354.18	111,709.52	178,644.66	159.92%
Net Income	411,805.51	496,862.86	(85,057.35)	-17.12%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of March 31, 2009

	<u>Mar 31, 09</u>	<u>Mar 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 · CASH				
1112 · CASH IN COUNTY - FMV				
1112.10 · CASH IN COUNTY - POOL II	203,925.60	384,486.86	-180,561.26	-46.96%
1112.11 · CASH IN COUNTY - LAIF	33,233.79	32,365.47	868.32	2.68%
1112.21 · MARK TO MARKET ADJ	-2,273.86	-2,928.97	655.11	-22.37%
Total 1112 · CASH IN COUNTY - FMV	<u>234,885.53</u>	<u>413,923.36</u>	<u>-179,037.83</u>	<u>-43.25%</u>
Total 1100 · CASH	<u>234,885.53</u>	<u>413,923.36</u>	<u>-179,037.83</u>	<u>-43.25%</u>
Total Checking/Savings	<u>234,885.53</u>	<u>413,923.36</u>	<u>-179,037.83</u>	<u>-43.25%</u>
Accounts Receivable				
1200 · ACCOUNTS RECEIVABLE				
1211 · MISC RECEIVABLE	16,691.90	25,707.06	-9,015.16	-35.07%
Total 1200 · ACCOUNTS RECEIVABLE	<u>16,691.90</u>	<u>25,707.06</u>	<u>-9,015.16</u>	<u>-35.07%</u>
Total Accounts Receivable	<u>16,691.90</u>	<u>25,707.06</u>	<u>-9,015.16</u>	<u>-35.07%</u>
Total Current Assets	<u>251,577.43</u>	<u>439,630.42</u>	<u>-188,052.99</u>	<u>-42.78%</u>
Fixed Assets				
1400 · FURNITURE, EQUIPMENT & FIXTURES				
1410 · FURN., FIXTURE & EQUIP	363,437.99	607,379.82	-243,941.83	-40.16%
1415 · ACCUMULATED DEPRECIATION	-187,842.07	-334,759.22	146,917.15	-43.89%
Total 1400 · FURNITURE, EQUIPMENT & FIXTURES	<u>175,595.92</u>	<u>272,620.60</u>	<u>-97,024.68</u>	<u>-35.59%</u>
Total Fixed Assets	<u>175,595.92</u>	<u>272,620.60</u>	<u>-97,024.68</u>	<u>-35.59%</u>
TOTAL ASSETS	<u>427,173.35</u>	<u>712,251.02</u>	<u>-285,077.67</u>	<u>-40.03%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 · SMCCCD PAYABLE	24,306.37	107,586.49	-83,280.12	-77.41%
2126 · MISC PAYABLE	4,282.00	5,378.76	-1,096.76	-20.39%
Total Accounts Payable	<u>28,588.37</u>	<u>112,965.25</u>	<u>-84,376.88</u>	<u>-74.69%</u>
Total Current Liabilities	<u>28,588.37</u>	<u>112,965.25</u>	<u>-84,376.88</u>	<u>-74.69%</u>
Total Liabilities	<u>28,588.37</u>	<u>112,965.25</u>	<u>-84,376.88</u>	<u>-74.69%</u>
Equity				
3900 · Retained Earnings	408,067.49	629,373.84	-221,306.35	-35.16%
Net Income	-9,482.51	-30,088.07	20,605.56	-68.48%
Total Equity	<u>398,584.98</u>	<u>599,285.77</u>	<u>-200,700.79</u>	<u>-33.49%</u>
TOTAL LIABILITIES & EQUITY	<u>427,173.35</u>	<u>712,251.02</u>	<u>-285,077.67</u>	<u>-40.03%</u>

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2008 through March 2009

Accrual Basis

	<u>Jul '08 - Mar 09</u>	<u>Jul '07 - Mar 08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME	54,083.52	39,654.69	14,428.83	36.39%
5200 · FOOD SERVICE INCOME	83,380.34	95,006.89	-11,626.55	-12.24%
5310 · INTEREST INCOME	5,878.81	17,135.49	-11,256.68	-65.69%
5400 · MISC INCOME	750.14	750.15	-0.01	-0.0%
Total Income	<u>144,092.81</u>	<u>152,547.22</u>	<u>-8,454.41</u>	<u>-5.54%</u>
Expense				
5500 · COLLEGE SUPPORT	57,152.65	69,185.93	-12,033.28	-17.39%
6000 · SALARIES	15,560.65	16,707.52	-1,146.87	-6.86%
6210 · BENEFITS	3,663.44	3,700.93	-37.49	-1.01%
6700 · CONTRACTED SERVICES	42,862.87	53,994.61	-11,131.74	-20.62%
6800 · DEPRECIATION EXPENSE	22,500.00	39,000.00	-16,500.00	-42.31%
6851 · LOSS ON INVESTMENTS	18,360.81	0.00	18,360.81	100.0%
6856 · DISPOSAL OF FIXED ASSETS	-7,781.60	0.00	-7,781.60	-100.0%
6899 · Other Operating Expenses	253.50	46.30	207.20	447.52%
Total Expense	<u>152,572.32</u>	<u>182,635.29</u>	<u>-30,062.97</u>	<u>-16.46%</u>
Net Income	<u>-8,479.51</u>	<u>-30,088.07</u>	<u>21,608.56</u>	<u>-71.82%</u>

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2008 through March 2009

Accrual Basis

	<u>Jul '08 - Mar 09</u>	<u>Jul '07 - Mar 08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME				
5100.6 · VENDING INCOME - ACTION VENDING				
5100.60 · VENDING INC CLEARING - ACTION	0.00	0.00	0.00	0.0%
5100.61 · VENDING INCOME - ACTION - FOOD	22,194.06	14,789.99	7,404.07	50.06%
5100.62 · VENDING INCOME - ACTION - BEV	10.00	556.96	-546.96	-98.21%
Total 5100.6 · VENDING INCOME - ACTION VENDING	22,204.06	15,346.95	6,857.11	44.68%
5100.7 · VENDING INCOME - PEPSI				
5100.70 · VENDING COMM CLEARING - PEPSI	0.00	0.00	0.00	0.0%
5100.72 · SKY - VENDING INC - PEPSI - BEV	3,681.24	4,829.26	-1,148.02	-23.77%
5100.73 · CAN - VENDING INC - PEPSI - BEV	6,406.36	5,489.48	916.88	16.7%
5100.74 · CSM - VENDING INC - PEPSI - BEV	16,918.42	13,989.00	2,929.42	20.94%
5100.79 · SPECIAL INCOME - PEPSI	4,873.44	0.00	4,873.44	100.0%
Total 5100.7 · VENDING INCOME - PEPSI	31,879.46	24,307.74	7,571.72	31.15%
Total 5100 · VENDING INCOME	54,083.52	39,654.69	14,428.83	36.39%
5200 · FOOD SERVICE INCOME				
5204 · FOOD SERVICE - THE SCHOOL CHEF				
5204.2 · FOOD SERVICE - TSC - SKY	0.00	1,378.44	-1,378.44	-100.0%
5204.3 · FOOD SERVICE - TSC - CAN	0.00	1,090.95	-1,090.95	-100.0%
5204.4 · FOOD SERVICE - TSC - CSM	0.00	1,910.03	-1,910.03	-100.0%
Total 5204 · FOOD SERVICE - THE SCHOOL CHEF	0.00	4,379.42	-4,379.42	-100.0%
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	14,145.10	12,552.77	1,592.33	12.69%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	17,356.43	14,973.62	2,382.81	15.91%
Total 5205 · FOOD SERVICE - KJ'S CAFE	31,501.53	27,526.39	3,975.14	14.44%
5206 · FOOD SERVICE - PACIFIC DINING				
5206.2 · Pacific Dining - Skyline	23,063.27	23,254.53	-191.26	-0.82%
5206.3 · Pacific Dining - Canada	12,349.26	18,209.97	-5,860.71	-32.18%
5206.4 · Pacific Dining - CSM	7,173.67	15,254.59	-8,080.92	-52.97%
5206.4K · Pacific Dining - CSM Kiosk	9,292.61	6,381.99	2,910.62	45.61%
5206 · FOOD SERVICE - PACIFIC DINING - Other	0.00	0.00	0.00	0.0%
Total 5206 · FOOD SERVICE - PACIFIC DINING	51,878.81	63,101.08	-11,222.27	-17.79%
Total 5200 · FOOD SERVICE INCOME	83,380.34	95,006.89	-11,626.55	-12.24%
5310 · INTEREST INCOME	5,878.81	17,135.49	-11,256.68	-65.69%
5400 · MISC INCOME	750.14	750.15	-0.01	-0.0%
Total Income	144,092.81	152,547.22	-8,454.41	-5.54%
Expense				
5500 · COLLEGE SUPPORT				
5500.11 · COLLEGE SUPPORT - ACTION	0.00	0.00	0.00	0.0%
5500.12 · COLLEGE SUPPORT - SKY - ACTION	7,047.40	4,304.78	2,742.62	63.71%
5500.13 · COLLEGE SUPPORT - CAN - ACTION	4,245.51	2,506.52	1,738.99	69.38%
5500.14 · COLLEGE SUPPORT - CSM - ACTION	10,911.15	8,535.65	2,375.50	27.83%
5500.21 · COLLEGE SUPPORT - PEPSI	0.00	0.00	0.00	0.0%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	3,681.24	4,829.26	-1,148.02	-23.77%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	6,406.36	5,489.48	916.88	16.7%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	16,918.42	13,989.00	2,929.42	20.94%
5500.44 · COLLEGE SUPPORT - CSM - KJ'S	6,942.57	5,989.46	953.11	15.91%
5500 · COLLEGE SUPPORT - Other	1,000.00	23,541.78	-22,541.78	-95.75%
Total 5500 · COLLEGE SUPPORT	57,152.65	69,185.93	-12,033.28	-17.39%
6000 · SALARIES				
6110 · REGULAR SALARIES				
6111 · MANAGEMENT SALARY	14,155.97	14,408.68	-252.71	-1.75%
6115 · CLERICAL O/T SALARIES	1,404.68	2,298.84	-894.16	-38.9%
Total 6110 · REGULAR SALARIES	15,560.65	16,707.52	-1,146.87	-6.86%
Total 6000 · SALARIES	15,560.65	16,707.52	-1,146.87	-6.86%

	<u>Jul '08 - Mar 09</u>	<u>Jul '07 - Mar 08</u>	<u>\$ Change</u>	<u>% Change</u>
6210 · BENEFITS				
6210.5 · MANDATED				
6212 · OASDI Classified NON PC	3,663.44	3,700.93	-37.49	-1.01%
Total 6210.5 · MANDATED	<u>3,663.44</u>	<u>3,700.93</u>	<u>-37.49</u>	<u>-1.01%</u>
Total 6210 · BENEFITS	3,663.44	3,700.93	-37.49	-1.01%
6700 · CONTRACTED SERVICES				
6710 · SERVICE CONTRACT & REPAIRS				
6711 · SERVICE CONTRACT				
6711.2 · SKYLINE SERVICE CONTRACT	683.79	1,111.25	-427.46	-38.47%
6711.3 · CANADA SERVICE CONTRACT	630.00	2,037.95	-1,407.95	-69.09%
6711.4 · CSM SERVICE CONTRACT	64.78	3,223.24	-3,158.46	-97.99%
Total 6711 · SERVICE CONTRACT	<u>1,378.57</u>	<u>6,372.44</u>	<u>-4,993.87</u>	<u>-78.37%</u>
6712 · REPAIR AND MAINTENANCE				
6712.2 · SKYLINE REPAIR & MAINTENANCE	9,856.69	2,617.28	7,239.41	276.6%
6712.3 · CANADA REPAIR & MAINTENANCE	392.66	4,557.57	-4,164.91	-91.38%
6712.4 · CSM REPAIR & MAINTENANCE	978.18	7,321.57	-6,343.39	-86.64%
Total 6712 · REPAIR AND MAINTENANCE	<u>11,227.53</u>	<u>14,496.42</u>	<u>-3,268.89</u>	<u>-22.55%</u>
6714 · UTILITY				
6714.2 · UTILITY-SKYLINE	5,400.00	5,100.00	300.00	5.88%
6714.3 · UTILITY-CANADA	6,000.00	5,700.00	300.00	5.26%
6714.4 · UTILITY-CSM	7,200.00	6,600.00	600.00	9.09%
Total 6714 · UTILITY	<u>18,600.00</u>	<u>17,400.00</u>	<u>1,200.00</u>	<u>6.9%</u>
Total 6710 · SERVICE CONTRACT & REPAIRS	31,206.10	38,268.86	-7,062.76	-18.46%
6750 · OTHER CONTRACT SERVICES				
6751 · CONTRACTED MISC. SERVICE				
6751.2 · CONT MISC SER-SKYLINE	1,531.75	600.00	931.75	155.29%
6751.3 · CONT MISC SER-CANADA	1,499.00	600.00	899.00	149.83%
6751.4 · CONT MISC SER-CSM	2,098.00	1,439.21	658.79	45.77%
Total 6751 · CONTRACTED MISC. SERVICE	<u>5,128.75</u>	<u>2,639.21</u>	<u>2,489.54</u>	<u>94.33%</u>
6750 · OTHER CONTRACT SERVICES - Other	3,250.00	3,500.00	-250.00	-7.14%
Total 6750 · OTHER CONTRACT SERVICES	<u>8,378.75</u>	<u>6,139.21</u>	<u>2,239.54</u>	<u>36.48%</u>
6760 · EQUIP. & FACILITY REFURBISHMENT				
6761 · EQUIPMENT REFURBISHMENT				
6761.2 · EQUIP. REFURBISHMENT-SKYLINE	611.11	0.00	611.11	100.0%
6761.3 · EQUIP. REFURBISHMENT-CANADA	1,559.45	0.00	1,559.45	100.0%
Total 6761 · EQUIPMENT REFURBISHMENT	<u>2,170.56</u>	<u>0.00</u>	<u>2,170.56</u>	<u>100.0%</u>
6763 · SUPPLIES REFURBISHMENT				
6763.2 · SUPPLIES REFURBISHMENT-SKYLINE	62.00	598.43	-536.43	-89.64%
6763.3 · SUPPLIES REFURBISHMENT-CANADA	0.00	313.05	-313.05	-100.0%
6763.4 · SUPPLIES REFURBISHMENT-CSM	20.00	1,149.52	-1,129.52	-98.26%
Total 6763 · SUPPLIES REFURBISHMENT	<u>82.00</u>	<u>2,061.00</u>	<u>-1,979.00</u>	<u>-96.02%</u>
Total 6760 · EQUIP. & FACILITY REFURBISHMENT	2,252.56	2,061.00	191.56	9.3%
6770 · EQUIPMENT-NON INVENTORY				
6771.2 · EQUIP-NON INVENTORY/SKYLINE	1,025.46	3,762.76	-2,737.30	-72.75%
6771.4 · EQUIP-NON INVENTORY/CSM	0.00	3,762.78	-3,762.78	-100.0%
Total 6770 · EQUIPMENT-NON INVENTORY	<u>1,025.46</u>	<u>7,525.54</u>	<u>-6,500.08</u>	<u>-86.37%</u>
Total 6700 · CONTRACTED SERVICES	42,862.87	53,994.61	-11,131.74	-20.62%
6800 · DEPRECIATION EXPENSE				
6801 · DEPRECIATION EXPENSE	22,500.00	39,000.00	-16,500.00	-42.31%
Total 6800 · DEPRECIATION EXPENSE	<u>22,500.00</u>	<u>39,000.00</u>	<u>-16,500.00</u>	<u>-42.31%</u>
6851 · LOSS ON INVESTMENTS	18,360.81	0.00	18,360.81	100.0%
6856 · DISPOSAL OF FIXED ASSETS	-7,781.60	0.00	-7,781.60	-100.0%
6899 · Other Operating Expenses	253.50	46.30	207.20	447.52%
Total Expense	<u>152,572.32</u>	<u>182,635.29</u>	<u>-30,062.97</u>	<u>-16.46%</u>
Net Income	<u>-8,479.51</u>	<u>-30,088.07</u>	<u>21,608.56</u>	<u>-71.82%</u>