

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
June 24, 2009
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.*
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6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

09-6-1 [Minutes of the Regular Meeting of the Board of Trustees of May 13, 2009](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

STUDY SESSION

09-6-1C [Follow-up Report on KCSM](#)

09-6-2C [Report on California AB 1455, Community College Baccalaureate Degree Pilot Program](#)

NEW BUSINESS

09-6-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

09-6-1CA [Adoption of Resolution No. 09-5 Establishing 2008-09 Budget Limits](#)

- 09-6-2CA Approval of Service Agreement with Tele-Direct for Pledge Call Center Services, 2009-10 – KCSM
- 09-6-3CA Approval of Service Agreement with Goodman Marketing Partners for Membership Services, 2009-10 – KCSM

Other Recommendations

- 09-6-1B Curricular Additions and Deletions – Cañada College, College of San Mateo and Skyline College
- 09-6-100B Approval of Sub-Grant with Jefferson Union High School District
- 09-6-101B Approval of Agreement with San Mateo County Human Services Agency to Launch Food Stamp Education and Training Program at Skyline College
- 09-6-102B Adoption of the 2009-10 Tentative Budget
- 09-6-103B Approval of 2011-2015 Five-Year Capital Construction Plan
- 09-6-104B Adoption of Resolution No. 09-6 Authorizing Use of Design-Build Project Delivery Method

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: **District** – Public Safety Officer, Public Safety; **Skyline College** – TRIO Counselor, Language Arts/Learning Center
 - B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
May 13, 2009
San Mateo, CA**

The meeting was called to order at 6:04 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 Vice President Miljanich to approve the minutes of the Regular Meeting of April 22, 2009. The motion carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

None

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Reports were presented by Chancellor Galatolo, President Morrow, President Claire, President Mohr, Executive Vice Chancellor Keller, President Dilko, Associated Students of College of San Mateo (ASCSM) President Megan Claire and Associated Students of Cañada College (ASCC) Senator Alma Nunez. 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 Trustee Hausman will be awarded the Tom Lantos Humanitarian Award by the Red Cross at the 2009 San Mateo County Heroes Breakfast on June 4.

Chancellor Galatolo said that both he and Trustee Holober have a conflict with the College commencement ceremonies because they each have children graduating from high school the same evening. It was agreed that the Board will attend commencements as follows: Cañada College-President Schwarz; College of San Mateo-Trustee Hausman and Student Trustee Medrano Rosales; Skyline College-Vice President Miljanich. Trustee Mandelkern will be out of town.

President Morrow highlighted items in her report, including:

- Attendance at the May 7 Student Recognition and Awards ceremony was the largest in history.
- Margarita Raquel Gutierrez was awarded a Pister Scholarship and will attend the University of California at Santa Cruz. Claudia Briones has won the Genentech Scholars Award and Internship.
- Skyline won third place awards for the College catalog and the President's Breakfast video at the Community College Public Relations Organization statewide conference.
- Skyline's chapter of Phi Theta Kappa was one of only ten chapters in the world to earn the Continuing Excellence Award. Skyline students also won the USA Today Case Study Challenge.

- Eleven Honors Transfer program students presented original research projects at Stanford at the Community College Honors Research Symposium; a selection of the presentations will be shown on May 20.
- An open forum will be held at Skyline tomorrow, with Executive Vice Chancellor Keller and Chief Financial Officer Kathy Blackwood in attendance.

President Claire highlighted items in his report, including:

- Former San Francisco 49er Guy McIntyre spoke with two CSM classes with the basic message that athletes should focus on education because one day “football will be over.”
- The CSM Scholarship and Awards ceremony was held on May 7. Former Student Trustee Richael Young has been awarded a Jack Kent Cooke Foundation’s Undergraduate Transfer Scholarship and will attend the University of Illinois. The Karl S. Pister Leadership Opportunity Program Scholarship was awarded to Olena Mykhaylichenko.
- The CSM baseball team clinched its eighth consecutive league title and Coach Doug Williams was named Coach of the Year by the Conference.
- CSM received three Community College Public Relations Organization awards: first place for the website, second place for a dental assisting flyer, and third place for the view brochure. President Claire displayed the winning entries and recognized Bev Madden, Director of College Development and Marketing, and Dave McLain, Visual Communications Coordinator, who were in the audience.

President Mohr highlighted items in his report, including:

- The University Center’s Teacher Efficacy Program received a J. Russell Kent Award.
- Student Alex Garcia has received a Jack Kent Cooke Foundation’s Undergraduate Transfer Scholarship and will attend the University of California at Berkeley. Mr. Garcia overcame incredible odds, partly through the help of Economics Professor Paul Roscelli who challenged and encouraged him.
- Dr. Peter Babatis will be the new Vice President of Student Services.
- Nancy Yousef has been named the 2009 Cañada Valedictorian and Ashley Cohen will be recognized for outstanding scholarship and leadership at this year’s commencement ceremony.
- Congresswoman Anna Eshoo will be this year’s commencement speaker.
- The Budget committee will meet regularly during the summer. President Mohr thanked faculty and staff for working together on the budget problems.

Executive Vice Chancellor Keller said the budget is foremost on people’s minds. Tomorrow the Governor will present scenarios of what will happen if the May 19 initiatives pass vs. if they do not pass. Chief Financial Officer Kathy Blackwood is chairing the Statewide Business Officers meeting next week and Executive Vice Chancellor Keller said the District is fortunate to have an officer of her caliber.

President Dilko reported that Chancellor Galatolo and the College Presidents attended the District Academic Senate Governing Council meeting last Monday to speak about plans to lead their institutions through change. She noted that the results of the May 19 election will be known just as faculty are leaving for the summer. Faculty is aware that changes will need to be made and they want to be part of the discussion. They were concerned that decisions regarding programs and services could be made over the summer without consultation. President Dilko said the Senate leadership developed four guiding principles for faculty engagement: (1) faculty need to continue to be engaged collegially on matters that affect programs on both local and district level, (2) no academic program will be discontinued, modified, “un-scheduled” or moved from one campus to another without consultation, (3) decisions regarding class size and load must be made while maintaining the integrity of the instructional program and with transparency to the affected faculty member, and (4) if the budget reductions go more deeply than the first 10% that has been assumed to date, the district will convene a Restructuring Council to work through issues of program and service offerings.

President Dilko said there will be one more Senate meeting before summer to plan which business to carry over to next year.

ASCSM President Megan Claire highlighted activities and events from the past semester, including the March in March rally in Sacramento; the United States Student Association conference in Washington, D.C.; the Student General Assembly in San Diego; the Winter Retreat; Spring Fling; and Diversity Week. Ms. Claire said elections were held for next year's student officers; the ASCSM President will be Steffi Santana and the Vice President will be George Frias.

ASCC Senator and incoming President Alma Nunez described activities held at Cañada, including the Winter Retreat with a Citizenship and Diversity theme; Black History Month; an Unlearning Racism Workshop; and Spring Fling. Ms. Nunez quoted student responses to some of these events to show the impact they had on students. Ms. Nunez said students attended the March in March rally in Sacramento; the Faculty of California Community Colleges conference in Sacramento; and the United States Student Association conference in Washington, D.C. Elections were held recently and 14 new Senators were elected for next year.

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 (09-5-1A)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 09-5-1A. The motion carried, all members voting "Aye."

HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (09-5-2A)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to open the public hearing. The motion carried, all members voting "Aye." President Schwarz asked for questions and/or comments from the audience. Hearing none, President Schwarz declared the public hearing closed.

It was moved by Vice President Miljanich and seconded by Trustee Hausman to adopt the initial proposals as outlined in the report. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- | | |
|----------|--|
| 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 |

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

Other Recommendations

APPROVAL OF RESOLUTION NO. 09-3, IN SUPPORT OF CALIFORNIA AB 669, FOSTER YOUTH RESIDENCY REQUIREMENTS (09-5-1B)

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

APPROVAL OF RESOLUTION NO. 09-4, IN SUPPORT OF MEASURE E, THE REDWOOD CITY SCHOOL DISTRICT PARCEL TAX INITIATIVE (09-5-2B)

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

CONSIDERATION OF SERVICE AWARD FOR 2008-09 STUDENT TRUSTEE (09-5-100B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the service award as detailed in the report. The motion carried, all members voting "Aye." Student Trustee Medrano Rosales commented that it has been a pleasure to work with the Board and represent the students of the District.

APPROVAL OF ADDITIONS, CHANGES AND DELETIONS TO RULES AND REGULATIONS, CHAPTERS 2, 7 AND 8 (09-5-101B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the revisions as detailed in the report.

Regarding Section 2.17, Emeritus Designation, Trustee Mandelkern said he was not aware of a policy regarding which faculty members are entitled to use the title of professor. Vice Chancellor Harry Joel said there is a policy for regular faculty. The designations, beginning with assistant professor and advancing to associate professor and full professor, are based on pay scales and academic degrees.

Regarding Section 2.30, Political Activity, Trustee Mandelkern asked if the text is verbatim from the Education Code. Ms. Christensen said it is not verbatim, but is contained in a policy the District has had since at least 1995. Trustee Mandelkern recalled that County Counsel issued guidance regarding a controversy from the last election when a faculty member displayed a poster on an office door; he asked if that guidance is included in this policy. Ms. Christensen said the advice is in keeping with this policy; Section 1(b) states that "District resources may not be used to campaign for or against a candidate or issue" and County Counsel advises that posting something on a glass door that opens into a public hallway is a use of District resources. Trustee Mandelkern asked if County Counsel also advises that during a presentation on an issue, both points of view must be given. Ms. Christensen said such a presentation would not be considered campaigning, but would be presenting factual information. Trustee Mandelkern said the issue is how to balance the free speech rights of faculty and staff against any prohibitions. He said the controversy seems to be about whether County Counsel's interpretation is correct. Ms. Christensen said the advice is the same as the District has received from the State Community College System attorneys. She added that issues have arisen in almost all elections and cited a decision from an appellate court last week regarding whether a union can use a district's internal mail system when political materials are included in their newsletter. The Board will be provided more information on this case. Trustee Holoher asked what impact this policy has if the union has consistently been allowed to use email for routine correspondence. Ms. Christensen said it has always been the District's stand that the union cannot use email or District internal mail for any correspondence that campaigns for or against an issue or candidate. Ms. Christensen said there will be a follow-up report on this issue at a future meeting, with attorneys present. Trustee Mandelkern said the report should include clarification on what is and is not permissible. President Schwarz said it would be helpful for the Board to see County Counsel's written guidance about the issue from the last election.

Regarding Section 2.45, Conflict of Interest, Trustee Holoher said it would be helpful for the Board to get clarification on the meaning of "remote interest" in number 3(a). Ms. Christensen said this language is from the government code and staff will provide detailed information to the Board. Trustee Holoher asked if the District examines the conflict of interest forms submitted by the Board; Ms. Christensen said they are reviewed.

INFORMATION REPORTS

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2009 (09-5-1C)

Executive Vice Chancellor Keller noted the report shows that State Aid income was \$8 million less than last year; this is a direct result of the State deferring apportionment payments which the District must cover. If AB

551 passes, it will further reduce community college property taxes by 25 percent. In addition, the Governor is talking about borrowing even more money from local agencies through property taxes to be able to fund the State's deficit.

Executive Vice Chancellor Keller said the property tax line item goes down every year because of the triple flip and the fact that money is taken out of the first payment the District receives in December in order to help pay for the hold harmless districts and agencies. The \$36 million Inter-Fund Transfer is a result of these two issues. Expenses are not much different than last year; the problems are revenue and cash flow.

Trustee Holober asked if it is true that the District is allowed to borrow from its own funds for up to 180 days. Executive Vice Chancellor Keller said this guideline refers to K-12 limits, but the District generally follows the same guideline. The District borrows in two ways: issuing Tax and Revenue Anticipation Notes (TRANs) and borrowing from its Capital Outlay and Post-Retirement Benefits funds. They are paid back in April when the District receives a good portion of its property tax revenue.

Trustee Mandelkern asked if it is correct that this District and others are essentially being asked to finance the State's deficit; Executive Vice Chancellor Keller said this is true. Trustee Mandelkern asked if there are offsetting payments that the District sends to the State, such as student fees, which might be withheld. Executive Vice Chancellor Keller said the District does not actually send any student fee dollars to the State; they are deducted from the payments the District receives. The penalties for withholding any tax payments would be very high.

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2008-09 (09-5-2C)

Executive Vice Chancellor Keller noted that with the closing of kitchens at College of San Mateo, food service income declined but vending income increased.

STATEMENTS FROM BOARD MEMBERS

Vice President Miljanich made the following statement:

I've asked President Schwarz to let me make my comments first because I want this meeting to end on a happier note.

I have served on this Board for nearly 14 years and I think that the recent experience I had when I picked up and read the latest copy of the Advocate newspaper may be one of the saddest and maybe even most shocking moments I have ever had in all these years.

You may or may not know that my entire life's work, both professionally and personally, has been as an advocate for justice and respect for those who cannot speak for themselves (primarily children). It was in this context that I made a decision to run for this Board. When I was first approached to consider service on this Board, I was advised and encouraged by members of the AFT to believe that my service was necessary to help put an end to the disrespectful treatment of faculty in this District by the then current Administration.

Through the years, my colleagues and I, particularly this configuration of the Board, have been in clear agreement that while we may not always agree, we must have respectful, honest discourse on issues and concerns. So it is very distressing and ironic to see that after all those years, one's work to establish a climate of respect and justice is so challenged by some members of the very group that asked me to help them rid the District of their disrespectful treatment.

The two lead articles in the latest Advocate, and the one in the issue before it on the same topic, are/were:

- Intentionally inaccurate, untrue and misleading
- Grossly disrespectful, not only to the Board and the Administration, but most importantly to the highly respected faculty involved in the tenure review committee that is the subject of the articles; what is not addressed in the articles is the fact that this entire issue is about these faculty members who had taken

seriously the difficult responsibility to evaluate the performance of their colleague in order to serve the interests of students

- Possibly defamatory and most certainly inflammatory
- Illogical and evidence either a complete misunderstanding of the different roles that the Board, the administration, the tenure review committee, faculty, the union and others play in this process, or worse, a purposeful mischaracterization of those distinctions because it served the interest to create and perpetuate every disagreement as one between “them and us,” the Administration vs. the faculty. I was particularly struck by this as I listened to our students discuss the work they are doing regarding diversity and respect and trying to get rid of stereotypes of people.

Some people might say that all of this is just “gamesmanship” and the natural antagonism that must exist between the constituencies of the community college district. I disagree and suggest that this is the time to come together as respected and respectful individuals to solve the complex problems in a difficult economy such as those we have been discussing tonight.

It is not entirely surprising to me to see articles such as these in this day where sensationalism sells papers. However, before I read the Advocate, I read the student newspaper, The Skyline View, and I would like to suggest that perhaps those student journalists could lend their expertise to the Advocate journalists and help them raise their journalistic standards, while still conveying their message and their advocacy.

I would also like to suggest that another article might be well received, such as the experience of a respected faculty member who, out of a responsibility to the students of this District, takes on the difficult task of evaluating a colleague’s appropriateness for tenure.

In closing, I want to say that these articles do a real disservice to faculty and other constituencies in the District. I would like to see faculty who do not feel that this represents them stand up and be counted and say that this is not the way we are going to conduct our important discussions in this District.

To the writers of the front page articles -- shame on you.

To the editor and editorial board members -- shame on you.

President Schwarz said she applauds Vice President Miljanich for speaking out in a public forum. She said the Board does not have a publication like The Advocate and that this is the Board’s only way of speaking publicly. President Schwarz said it is personally distressing to see things in a publication that are not true and she wishes the writers had approached the Board to get the facts before writing the articles. President Schwarz believes the views expressed in these articles may not represent all faculty. She said that if all faculty feels this way about the administration and the Board, there is a lot more work to do than the Board realized.

Trustee Mandelkern thanked Vice President Miljanich for her comments. He said he was very distressed to read the articles. Trustee Mandelkern said that while there may be disagreements on issues, the Board has always tried to have a respectful environment that respects the professionalism of all parties. These articles crossed the line in questioning the personal integrity of the Board when the Board was doing its job, a job which is not necessarily an easy one and which is guaranteed to make at least some of the people involved in these decisions unhappy. However, the Board takes their responsibility very seriously. The claim was made that Board members would show up for an arbitration hearing without having read the record (“. . . there was no way they could have read, absorbed and digested. . .” the 800 pages of testimony, brief and exhibits) while in reality Board members spent days of their time individually reviewing the record completely, as evidenced by the fact that they discussed intricate details of the record during their deliberations on this matter. Trustee Mandelkern hopes that comments made in these articles, such as “. . . the Trustees were (miraculously) able to read, as required by law. . .” are not representative of the sentiments of faculty as they show such little respect for Board members with the charge that they would take their responsibility so lightly as to not have done their homework and due diligence and read the materials that were presented to them for the hearing.

Trustee Mandelkern said he has been a member of the Board for only six years but does not recall ever hearing about or being a party to saying the Board would never overrule an arbitrator's decision, an assertion which was stated as fact in the articles. Trustee Mandelkern said a factual basis should be provided for statements made in the articles. Responding to the assertion regarding an attempt to rush a decision, Trustee Mandelkern said there was a 20 day process during which the Board had to read the record, hold hearings and produce written findings. Contrary to the charge that ". . . it all happened behind closed doors," Trustee Mandelkern said a public hearing was held for the faculty member as part of the appeals process. Trustee Mandelkern believes that, within a tight timeframe, the Board did a commendable job of honoring the responsibility they were elected to uphold. He said that the Board expects that some will disagree with its decisions and respects that right, but to impugn the integrity and reputation of the Board is uncalled for and is a big step backward in the relationship that he has personally been trying to build between representatives of the faculty from the AFT and the administration and Board, and he is very disappointed at the direction this took.

Regarding comments made about the counsel that the Board brought in to avoid even the appearance of a conflict of interest, Trustee Mandelkern said the charges that counsel was conflicted should have been reconsidered before being made because they are absolutely incorrect. He said the point is being reached where people who keep repeating such statements are damaging the reputations of both the Board and the outside counsel hired by the Board.

In closing, Trustee Mandelkern said he appreciates that Vice President Miljanich brought the issue up and he supports her statement.

Student Trustee Medrano Rosales attended several events, including the 25 Year Service Awards, the Student General Assembly in San Diego, the closing day of the Skyline Classified Council Retreat, the Women in Transition Spring Luncheon, the student recognition ceremonies at Skyline and Cañada, and the groundbreaking for the Automotive Center at Skyline. This Friday, she will be in attendance when her granddaughter graduates from the Skyline Child Development Center.

Trustee Mandelkern attended a dinner at which he sat next to the mother and friend of a veteran and he was proud to refer them to Mario Mihelcic of the Veterans Services program at College of San Mateo. Trustee Mandelkern attended the groundbreakings for the Automotive Center at Skyline and the Cañada Vista faculty/staff housing project at Cañada. He also attended the 25 Year Service Awards and the academic and scholarship awards ceremonies at Cañada College and College of San Mateo. Trustee Mandelkern recognized two former student trustees, Patrick Burns for being in the Honors Transfer program and Richael Young for receiving a Jack Kent Cooke Foundation's scholarship. He also said he had a chance to talk with Student Trustee Medrano Rosales and her husband and commented that she brings a new perspective to the Board which represents a large number of students who are returning to school. Trustee Mandelkern said he appreciates the enthusiasm that Student Trustee Medrano Rosales brings to her position. Trustee Mandelkern reminded everyone to vote on May 19.

Trustee Hausman attended the 25 Year Service Awards and the groundbreaking ceremonies for the Automotive Center at Skyline and the Cañada Vista project. Trustee Hausman saw Chancellor Galatolo on Channel 7 testifying before the House Financial Services Committee in Washington and commented that he was articulate and knowledgeable.

Vice President Miljanich congratulated Student Trustee Medrano Rosales on her year of service and said she echoes the comments made by Trustee Mandelkern about Student Trustee Medrano Rosales.

Trustee Holober attended the Skyline Automotive Center groundbreaking and the Kent Awards banquet. He reminded the Board of the forum on the needs of foster youth to be held on June 1 at Hillsdale High School. Trustee Holober noted that the California Federation of Teachers has filed a lawsuit to try to recover \$7.9 billion that is in the current year's shortfall to K-14 education.

President Schwarz attended the 25 Year Service Awards, the Kent Awards banquet, the groundbreaking for the Cañada Vista project and the student recognition and scholarship awards at Skyline and Cañada. She noted that the Pister Scholarship recipient at Cañada is a middle college student and commented that middle college is an absolute necessity. President Schwarz also attended the awards ceremony in Lake Tahoe at which Barbara Daley received a Statewide Classified Employee of the Year award. Regarding the concern about faculty being included in discussions during the summer and the discussion of political activity, President Schwarz wants to make sure that other groups, such as AFSCME, are included as well. Trustee Schwarz said she is pleased that additional funding for the Veterans Services Program was included in the Trustees' Fund for Program Improvement requests. As Board President, President Schwarz attended the hearing in Sacramento on AB 1455 with the Higher Education Committee, and she would like to hold a Board study session on this topic. She will be on vacation on June 10 when the next study session is scheduled, and asked the Board if there is a possibility to change the date. Staff will work on coordinating a date for the study session. President Schwarz said it is a pleasure to have Virginia Medrano Rosales as the Student Trustee.

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 will also conduct a conference with legal counsel regarding two cases of anticipated litigation.

The Board recessed to Closed Session at 8:10 p.m.

The Board reconvened to Open Session at 9:22 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 Trustee Holober and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:25 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 24, 2009 meeting.

Patricia Miljanich
Vice President-Clerk

San Mateo County Community College District

June 24, 2009

BOARD REPORT NO. 09-6-1C

FOLLOW-UP REPORT ON KCSM

There is no printed report for this agenda item.

San Mateo County Community College District

June 24, 2009

BOARD REPORT NO. 09-6-2C

**REPORT ON CALIFORNIA AB 1455, COMMUNITY COLLEGE
BACCALAUREATE DEGREE PILOT PROGRAM**

There is no printed report for this agenda item.

BOARD REPORT 09-6-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

District Office

Brian Tupper Chief Public Safety Officer Public Safety

Reassigned through the hiring process from a Public Safety Officer position into this full-time 12-month position, effective May 18, 2009, replacing Michael Celeste who was reassigned.

Cañada College

Jennifer Castello Interim Division Dean Humanities & Social Science

Extension of temporary administrative employment, effective July 1, 2009 through December 31, 2009. The Board previously approved this interim assignment on January 15, 2009 for the period January 1, 2009 through June 30, 2009. Reassigned from faculty status for this temporary position.

Jeanne Gross Associate Professor (ESL) Humanities & Social Science

Reassigned from administrative employment to Contract I status academic employment, effective July 1, 2009, pursuant to provisions of California Education Code relating to administrative retreat rights and required contractual obligations of existing employment agreement.

B. CHANGE IN STAFF ALLOCATION

Cañada College

1. Recommend an increase in staff allocation to increase one 60% 11-month per year Instructional Aide II position in the Science & Technology Division to 100% (11-months per year), effective July 1, 2009. This position is partially funded by the Federal CCRAA Hispanic Serving Institution grant.

It is also recommended that the assignment of the incumbent, Frank Austin, be increased accordingly, effective July 1, 2009.

2. Recommend a change in staff allocation to decrease one 12-month per year Office Assistant II position in the Student Services Division to 10 months per year (83%), effective July 1, 2009.

It is also recommended that the assignment of the incumbent, Katherine Reite, be adjusted accordingly, effective July 1, 2009.

College of San Mateo

1. Recommend approval of a temporary increase in staff allocation for four (4) 10-month positions at the College of San Mateo Child Development Center for Summer Session 2009, effective June 22, 2009. This temporary increase will cover the six-week Summer Session, ending on July 31, 2009:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Lori Pilster	27 days
Child Development Center Aide II	Yovanka Crossley	12 days
Child Development Center Aide II	Maggie Lam	26 days
Child Development Center Aide I	Clara Valdez Chon	24 days

2. Recommend creation of a new classified position classification, “**KCSM Production Coordinator,**” at Grade 36 of the Classified Salary Schedule 60, effective June 25, 2009.

Also recommend an increase in staff allocation to add one full-time 12-month per year KCSM Production Coordinator position at College of San Mateo. The increase in staff allocation is part of the restructuring of KCSM.

3. Recommend creation of a new classified position classification, “**KCSM TV Broadcast Operations Engineer,**” at Grade 32 of the Classified Salary Schedule 60, effective June 25, 2009.

Also recommend an increase in staff allocation to add five full-time 12-month per year KCSM TV Broadcast Operator positions at College of San Mateo. The increase in staff allocation is part of the restructuring of KCSM.

4. Recommend creation of a new classified position classification, “**KCSM Programming Development Manager,**” at Grade 192S of the Classified Professional/Supervisory Salary Schedule 40, effective June 25, 2009.

Also recommend an increase in staff allocation to add one full-time 12-month per year KCSM Programming Development Manager position at College of San Mateo. The increase in staff allocation is part of the restructuring of KCSM.

5. Recommend creation of a new classified position classification, “**KCSM Business & Fundraising Manager,**” at Grade 200S of the Classified Professional/Supervisory Salary Schedule 40, effective June 25, 2009.

Also recommend an increase in staff allocation to add one full-time 12-month per year KCSM Business & Fundraising Manager position at College of San Mateo. The increase in staff allocation is part of the restructuring of KCSM.

6. Recommend a change in staff allocation to delete one full-time Mail Clerk position (4C0094) at Grade 13 of the Classified Salary Schedule 60 and to increase one Shipping/Receiving Clerk position (4C0346) at Grade 15 of the same salary schedule from 80% to 100%, effective July 1, 2009. The Shipping/Receiving Clerk will assume the duties previously assigned to the Mail Clerk position, which is currently vacant.

It is also recommended that the assignment of the Shipping/Receiving Clerk incumbent, Terence O’Neill, be increased to 100%, effective July 1, 2009.

District Office

Recommend creation of a new classified professional supervisory classification, “**Bookstore Textbook Manager**,” at Grade 175S of the Classified Professional Supervisory Salary Schedule 40, effective June 25, 2009.

Also recommend an increase in staff allocation to add one full-time 12-month per year Bookstore Textbook Manager position. The increase in staff allocation addresses the changing needs of the College of San Mateo Bookstore.

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>
CSM	Counseling Services/DSPS	1	7/1/2009	8/13/2009	Instructional Aide I: Assist Adapted P.E. instructor with students during Summer Session fitness classes.
CSM	Physical Education/Athletics	25	7/1/2009	6/30/2010	Assistant Coach: Assist with coaching, recruiting, practice planning/implementation, record-keeping, & filming practices/games. Coaches will be assigned to support baseball, cross country, football, softball, swim, tennis, track & field, and water polo.
CSM	Physical Education/Athletics	1	7/1/2009	6/30/2010	Equipment Manager: Facilitate (on event days) outside groups renting the College’s physical education and athletic equipment and areas.
District	Public Safety	6	7/1/2009	6/30/2010	Public Safety Officer: Provide intermittent public safety services to supplement current staff during the fiscal year.
District	Bookstore (Cañada)	1	7/1/2009	8/31/2009	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.
Cañada	General Administration	4	7/1/2009	6/30/2010	Theatre Production Technician: Assist with technical theatre operations to support outside theatre facility rental events.
Cañada	Humanities/Music	1	8/1/2009	6/30/2010	Accompanist: Play piano to accompany Music 685 Peninsula Cantare course.

CSM	KCSM	8	7/1/2009	6/30/2010	Staff Announcer/Producer (FM): Select music, maintain music library and computer database, host radio programs, produce promotional announcement, and operate specialized station equipment.
CSM	KCSM	2	7/1/2009	6/30/2010	Broadcast Engineer I (TV): Operate, maintain, and repair television and cable transmission systems and equipment, maintain operating and maintenance logs, operate audio/video equipment.
CSM	KCSM	5	7/1/2009	6/30/2010	KCSM Production Operator (TV): Operate cameras, serve as audio mixer, and operate teleprompters.
CSM	KCSM	1	7/1/2009	6/30/2010	KCSM Projects Leader (TV): Direct and coordinate contracts, studio scheduling, and other strategic planning and logistics for special station projects and productions.
CSM	KCSM	1	7/1/2009	6/30/2010	CSM Video Shader (TV): Operate cameras to monitor color and level of consistency throughout various programs.
CSM	KCSM	1	7/1/2009	6/30/2010	KCSM Floor Director (TV): Set up, monitor and adjust camera angles, cues, lighting and sound performance quality, supervise scripts, placement and performance of on-air talent.
CSM	KCSM	1	7/1/2009	6/30/2010	Television Programmer: Daily programming of promotional spots, public service announcements, underwriting and other supporter announcements, data entry, and correspondence.
CSM	KCSM	1	7/1/2009	6/30/2010	KCSM Video Mixer (TV): Operate cameras to monitor color and level of consistency throughout various programs.
CSM	Planning, Research, & Institutional Effectiveness	1	7/1/2009	10/15/2009	Administrative Analyst: Assist with Substantive Change Report to ACCJC; data and environmental scan analyses; post data; prepare reports and analyses to PRIE website. Approximate assignment: 50% of full-time.
CSM	Planning, Research, & Institutional Effectiveness	1	7/1/2009	10/15/2009	Administrative Assistant: Document preparation relating to Accreditation reporting, program review, and Substantive Change Report to ACCJC. Approximate assignment: 40% of full-time.

CSM	Planning, Research, & Institutional Effectiveness	1	7/1/2009	10/15/2009	Office Assistant II: Assist with clerical support for Accreditation reporting. Approximate assignment: 25% of full-time.
CSM	Student Services/Child Development Center	2	7/1/2009	8/31/2009	Child Development Center Aide II: Supervise children and plan and implement curriculum. This position will assist to maintain the required adult/child ratios.
Skyline	Business/Early Childhood Education	1	7/1/2009	12/31/2009	Program Services Coordinator: Serve as liaison between ECE students and departments, research and compile information for reports, track program participation, and student follow up. Funded by CTE Community Collaborative Project.
Skyline	Counseling/Workability III	1	7/1/2009	12/31/2009	Career Resources/Counseling Aide: Perform job coaching services and other services specific to qualifications and experience required by the Department of Rehabilitation.
Skyline	Language Arts/Learning Resources	7	7/1/2009	8/13/2009	Instructional Aide II: Provide tutorial services to students; assist students in the use of instructional materials; assist with presentations and study groups. Each will work 5 to 8 hours per week.
Skyline	Operations/Central Duplicating	1	7/1/2009	8/31/2009	Lead Duplicating Equipment Operator: Process duplicating jobs, work requests, and billing.
Skyline	PE/Athletics/Dance	4	8/19/2009	12/19/2009	Assistant Coach: Provide support for Intercollegiate Wrestling, Volleyball, Men's and Women's Soccer programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	2	10/15/2009	3/15/2010	Assistant Coach: Provide support for Intercollegiate Men's and Women's Basketball programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	2	1/15/2009	5/31/2010	Assistant Coach: Provide support for Intercollegiate Men's Baseball and Badminton programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.

BOARD REPORT NO. 09-6-1CA

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

ADOPTION OF RESOLUTION NO. 09-5 ESTABLISHING 2009-10 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2009-10 worksheet has been available in the Chancellor's Office since May 31, 2009, and provides the basis for approval of Resolution No. 09-5.

The appropriations limit for 2008-09 totaled \$127,201,992. The limit increased to \$154,120,660 for 2009-10 with application of the inflation factor of 1.0062 and the population FTES change factor of 1.204156, as provided by the California State Department of Finance. The increase in the FTES factor is due to an increase in enrollment and the shift of FTES from Summer 09 to 2008-09, which resulted in an increase in our reported FTES. The calculated appropriations limit for 2009-10 is \$53.5 million higher than the appropriations subject to that limit.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 09-5 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2009-10 appropriations limit at \$154,120,660 as described in the attached Exhibit A.

RESOLUTION NO. 09-5

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

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

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

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2008-09 fiscal year; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2009-10 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2009-10 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY PASSED AND ADOPTED this 24th day of June 2009.

Ayes

Noes

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2009-2010**

DISTRICT NAME: San Mateo County Community College District

DATE: May 29, 2009

I. 2009-10 APPROPRIATIONS LIMIT:

A. 2008-09 Appropriations Limit \$127,201,992

B. 2009-10 Price factor: 1.0062

C. Population factor:

1. 2007-08 Second Period Actual FTES 18,192

2. 2008-09 Second Period Actual FTES 21,906

3. 2009-10 Population change factor 1.204156

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

D. 2008-09 Limit adjusted by inflation and population factors
(line A multiplied by line B and line C.3.) \$154,120,660

E. Adjustments to increase limit:

1. Transfers in of financial responsibility

2. Temporary voter approved increases

3. Total adjustments - decrease (-0-)

SUB-TOTAL \$154,120,660

F. Adjustments to decrease limit:

1. Transfers out of financial responsibility

2. Lapses of voter approved increases

3. Total adjustments - decrease (-0-)

G. 2009-10 Appropriations Limit \$154,120,660

II. 2009-10 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) NOTE;
SEE INSTRUCTIONS PAGE FOR CHANGE IN ITEMS INCLUDED. \$ 43,850,368

B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) 641,431

C. Local Property taxes 55,296,004

D. Estimated excess Debt Service taxes

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

F. Interest on proceeds of taxes 850,000

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

H. 2009-10 Appropriations Subject to Limit \$100,637,803

BOARD REPORT NO. 09-6-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: James Ball, KCSM Business Operations Manager, 524-6936

**APPROVAL OF SERVICE AGREEMENT WITH TELE-DIRECT FOR
PLEDGE CALL CENTER SERVICES, 2009-10 - KCSM**

For many years, KCSM has contracted professional telecommunication services for assistance with membership pledge drives. These services have played an essential role in the station's membership growth and fundraising efforts.

For 2009-10, KCSM is continuing to concentrate on new member growth. To aid in reaching this goal, KCSM seeks approval of a continuing relationship with Tele-Direct located in Sacramento, California. Tele-Direct has consistently provided good service, as well as continued improvement to various aspects of the quality service that they provide including automated reporting systems and improved response times. Tele-Direct has also been very flexible with special requests, such as implementing additional online archive reporting retrieval capabilities to enable KCSM to research and plan for future pledge programming. KCSM has been completely satisfied with the quality of services provided by Tele-Direct during the past fiscal year, and wishes to continue the relationship for the next fiscal year.

The District will pay Tele-Direct an amount not exceed \$80,000 during the period July 1, 2009 through June 30, 2010, to be funded directly from membership revenues. The agreement is effective from month to month and may be terminated on 30 days advance written notice.

RECOMMENDATION

It is recommended that the Board of Trustees approve the continuation of the agreement with Tele-Direct for provision of membership acquisition and renewal services, special appeals to members, and ongoing consulting services, as detailed above, during the period July 1, 2009 through June 30, 2010 at a cost not to exceed \$80,000.

BOARD REPORT NO. 09-6-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: James Ball, KCSM Business Operations Manager, 524-6936

**APPROVAL OF SERVICE AGREEMENT WITH GOODMAN MARKETING PARTNERS
FOR MEMBERSHIP SERVICES, 2009-10 - KCSM**

KCSM relies on a sophisticated, multi-effort fundraising strategy to raise over 35 percent of its annual operating budget. KCSM will continue to focus heavily on new member growth during fiscal year 2010, including a new, aggressive national outreach campaign utilizing our FM web-streaming capabilities, and wishes to continue to rely on the expertise of Goodman Marketing Partners in this endeavor.

Over the past three fiscal years, Goodman Marketing Partners has helped KCSM create profound changes in the way we promote and fundraise for both TV and FM. Goodman Marketing is helping KCSM to transition our members from direct mail renewals to renewing via our website with renewal reminder postcards. This year our partnership with Goodman received another four direct mail and marketing awards, including a coveted "Addie" for the jazz campaign. A recent additional gift mailing brought in \$42,000 in a single drop which is the largest ad gift return we have had in eight years. We are in the process of mailing our most ambitious acquisition campaign in over ten years: a national effort that is calculated to bring web listeners to our stream. In the coming year we will be testing new television renewal mail strategies, and refining our jazz acquisition package based on the results we get from the package dropping this month. We will continue testing new "stand out" packages, such as the "jazz renewal via the web" postcard. We will once again mail two additional gift packages. We will be modifying our "Steve" television branding to cover the transition from PBS, and are in the process of creating the overall television campaign, given the new realities. Based on Goodman's expertise and their understanding of our changing business, we would like to renew the contract with Goodman Marketing Partners for fiscal year 2009.

Goodman Marketing Partners will write and design all materials, administer printing, production and mailing services, and submit reports to KCSM evaluating the productivity of the program. KCSM will retain the right to review and approve the content of all mailings and the number of pieces mailed. Under the agreement, Goodman Marketing Partners will also provide ongoing consulting services. The district will pay Goodman Marketing Partners an amount not to exceed \$177,000 during 2009-10, to be funded from membership revenues. This amount represents no increase in cost from fiscal year 2009. The agreement will be effective from July 1, 2009 through June 30, 2010 and may be terminated on 45 days' advance written notice.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with Goodman Marketing Partners for provision of membership acquisition and renewal services, special appeals to members, and ongoing consulting services, as detailed above, during the period July 1, 2009 through June 30, 2010 at a cost not to exceed \$177,000. KCSM recommends the contract for our direct mail program be renewed with Goodman Marketing Partners in San Rafael.

BOARD REPORT NO. 09-6-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of 99 courses to, and the deletion of 17 courses from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. The addition of five Associate Degrees, five certificates of achievement, one certificate of specialization, three program departments, and nine degree/certificate deletions are also proposed.

In addition to the courses deleted, 133 courses in the fields of Anthropology, Apprenticeship (Electrical, Plumbing, Refrigeration and Air Conditioning, Steamfitting/Pipefitting), Art, Astronomy, Biology, Career and Life Planning, Chinese, Computer and Information Science, Computer Business Office Technology, Early Childhood Education/Child Development, English, Film, Fire Technology, Geography, Geology, Health Science, Horticulture, Human Services, Italian, Literature, Management, Mathematics, Music, Natural Sciences, Nursing, Philosophy, Physical Education, Political Science, Psychology, Reading, Social Science, Spanish, and Speech Communication were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

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

RECOMMENDATION

It is recommended that the following curricular changes for the Cañada College, College of San Mateo and Skyline College catalogs be approved.

PROPOSED CURRICULAR ADDITIONS:**Cañada College**

Biological Sciences

132 Human Biology Laboratory

Chemical Laboratory Technology

310 Introduction to Chemical Laboratory Technology

340 Introduction to Chemical Laboratory Instrumentation

Early Childhood Education/Child Development

362 Communicating with Parents

363 Mental Development and Problem Solving

Engineering

111 Surveying

Multimedia Art and Technology

370 Cascading Style Sheets

410 3D Spatial Visualization

Physical Education – Dance

143 Intermediate Ballet

Physical Education – Fitness

129 Beginning Strength Training on the Ball

235 Boot Camp

Physics

211 General Physics I – Calculus Supplement

221 General Physics II – Calculus Supplement

College of San Mateo

Accounting

175 Volunteer Income Tax Preparation

176 Enrolled Agent Exam Preparation

Administration of Justice

781 Regular Basic Course Module II

Art

245 Mosaic Mural I

246 Mosaic Mural II

Biology

126 Teaching Science I: K-5 Classroom Experience and Seminar

127 Teaching Science II: Middle School Classroom Experience and Seminar

128 Teaching Science III: High School Classroom Experience and Seminar

Career and Life Planning

- 301 Introduction to Scholarships
- 305 Introduction to Financial Aid

Computer and Information Science

- 112 Internet Programming: Ajax
- 113 Internet Programming: Ruby
- 363 Enterprise Database Management with MySQL
- 364 Enterprise Data Warehousing

Cosmetology

- 765 Advanced Haircolor Theory and Techniques

Dental Assisting

- 647 Dental Assisting Clinical Internship
- 744 Dental Sealants

Digital Media

- 100 Media in Society
- 101 Writing Across the Media
- 102 Media Law & Ethics

Drafting Technology

- 110 SolidWorks 1

Electrical Technology

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

English

- 102 English Practicum

English as a Second Language

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

Fire

- 748 (FT6) Firefighter Safety & Survival

Literature

- 813 The Novel

Nursing

- 808 Open Skills Laboratory
- 809 Nursing Open Skills Laboratory Practicum

Physical Education

- 106 Theoretical Analysis of Softball

Physical Education – Dance

- 152 Cuban Roots of Salsa

Physical Education – Fitness

- 134 Track and Trail Aerobics
- 201 Beginning Weight Training
- 202 Intermediate Weight Training
- 206 Circuit Weight Training
- 337 Dahn Yoga

Physical Education – Varsity Sports

- 340 Varsity Women's Volleyball

Physics

- 126 Teaching Science I: K-5 Classroom Experience and Seminar
- 127 Teaching Science II: Middle School Classroom Experience and Seminar
- 128 Teaching Science III: High School Classroom Experience and Seminar

Social Science

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

Skyline College**Anthropology**

- 170 Anthropology of Death

Automotive Technology

- 718 Clean Air Car II
- 818 Clean Air Car II (Apprenticeship)
- 739 OBD II Evaporative Emission Systems
- 839 OBD II Evaporative Emission Systems (Apprenticeship)

Biology

- 170 Principles of Applied Bioscience
- 171 Laboratory Principles of Applied Bioscience
- 416 Laboratory Skills for Biotechnology Technicians

Business

- 468 Asia in the World Today

Chemistry

416 Chemistry Lab Skills for Biotechnology Technicians

Computer Applications and Office Technology

227 Spreadsheets III: Excel

Computer Science

482 Introduction to Routers

483 Network Switches – Concepts and Applications

485 Troubleshooting the Internetwork

Cosmetology

776 Esthetician II

Early Childhood Development

244 Prekindergarten Learning and Development Guidelines

261 Early Intervention Practices

314 Health, Safety and Nutrition for Young Children

360 Advocacy in the Early Childhood Field

Economics

111 The Economy Today

English

828 Basic Composition and Reading

Environmental Science and Technology

100 Introduction to Environmental Science

410 Introduction to Solar Installation and Integration

665 Selected Topics in Environmental Science and Technology

History

444 Survey of Sub-Saharan African History

Interior Design

665 Selected Topics in Interior Design

Paralegal Studies

671 Paralegal Internship I

Physical Education

152 Theory of Sport and Fitness Management

Physical Education – Fitness

308 Hiking and Trekking for Fitness

Physical Education – Individual Sports

171 Golf: On-Course Playing Lessons

Sociology

160 Sociology of Sex and Gender

PROPOSED CURRICULAR DELETIONS:**Cañada College**

Business

419 On-Site Management

Computer Business Office Technology

440 Macintosh Applications, Part I

458 Advanced Presentation Software: PowerPoint

478 Integrating Microsoft Office

Early Childhood Education/Child Development

350 Issues in Early Childhood Education

English

890 Content-Based Program: Study Skills

History

315 History of San Mateo County

Human Services

366 Practicum in Early Childhood Education

Learning Center

138 Fundamentals of the Research Paper

400 Report Preparation and Editing

820 Basic Spelling Mastery

821 Advanced Spelling Mastery

831 Sentence Combining on the Macintosh

850 Reading and Writing for the Workplace

Reading

425 Speed Reading

College of San Mateo

None

Skyline College

Political Science

330 Middle East Politics: U.S. and Israeli-Palestinian Conflict

Speech Communication

128 Forensics

PROPOSED PROGRAM ADDITIONS:

Cañada College

Chemical Laboratory Technology

Chemical Laboratory Technology – A.S. Degree

Chemical Laboratory Technology – Certificate of Achievement

English as a Second Language

Preparation for Academic Scholarship and Success (PASS) – Certificate of Achievement

College of San Mateo

Art

Art with an Emphasis in Art History – A.A. Degree and Certificate of Achievement

Human Services

Human Services/Social Work – A.A. Degree

Electrical Technology

Electrical Technology: Inside Wireman – Certificate of Specialization

Skyline College

Biotechnology

Biotechnology Technician – Certificate of Achievement

Early Childhood Education

Early Childhood Special Education – Certificate of Achievement

International Logistics

International Logistics – A.S. Degree

International Studies

International Studies with an Emphasis in African Diaspora – A.A. Degree

PROPOSED PROGRAM DELETIONS:

Cañada College

Political Science

Political Science with Emphasis in Public Service – A.A. Degree

College of San Mateo

Electrical Technology

Electrical Technology: Inside Wireman – A.S. Degree and Certificate of Achievement

Electrical Technology: Sound and Communication Installer – A.S. Degree and Certificate of Achievement

German

German – A.A. Degree and Certificate of Specialization

Nursing

Nursing – Certificate of Achievement

Perioperative Nursing – Certificate of Achievement

Skyline College

None

PROPOSED DEPARTMENT ADDITIONS:

Cañada College

Chemical Laboratory Technology (CHMT)

College of San Mateo

None

Skyline College

Environmental Science and Technology (ENVS)

Wellness (WELL)

PROPOSED DEPARTMENT DELETIONS:

Cañada College

None

College of San Mateo

None

Skyline College

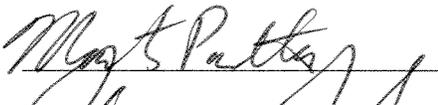
None

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE CURRICULUM REPORT

College CAÑADA

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 2.09.7 and all appropriate laws and regulations.

Chair, Curriculum/Instruction Committee	<u></u>	<u>5-19-09</u>
Vice President, Instruction	<u></u>	<u>5/19/09</u>
President, Academic Senate	<u></u>	<u>5-19-09</u>
President, College	<u></u>	<u>5/19/09</u>

San Mateo County Community College District

June 24, 2009

PREPARED BY: Linda Hayes, Dean, Business, Workforce, and Athletics
Cañada College

APPROVED BY: Sharon Finn, Curriculum Committee Chair
Cañada College

Martin Partlan, Academic Senate President
Cañada College

Thomas Mohr, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BIOLOGICAL SCIENCES

132 HUMAN BIOLOGY LABORATORY (1.0) (day or evening)

Justification: A laboratory component must be added to our existing BIOL 130 course in order to be accepted for transfer to the CSU system as TCSU BIOL 110. However, not all students need the course for transfer. Therefore, it should remain possible for students to take BIOL 130 as an elective and the combination of 130+132, lecture plus lab, for CSU GE transfer. The lab course is to be listed as a selective for the AS degree in Biology.

Prerequisite(s): Completion of, or concurrent enrollment in BIOL 130.

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

Description: Laboratory exercises concerning mammalian anatomy and physiology and utilizing the scientific method, analysis of data, and drawing appropriate conclusions. This course is a supplement to BIOL 130 Human Biology.

Classification: AA/AS Degree; CSU transferable.

CHEMICAL LABORATORY TECHNOLOGY

310 INTRODUCTION TO CHEMICAL LABORATORY TECHNOLOGY (4.0) (day or evening)

Justification: This is the introductory core course for a new Associate in Science Degree/Certificate in Chemical Laboratory Technology. This new AS degree seeks to create the technological workforce needed to fill industry positions in the Bay Area. CHMT 310 provides an overview of employment outlook and job duties and responsibilities including but not limited to safety, record keeping and general laboratory standard best practices.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for ENGL 100, and MATH 120 or 122.

Description: A survey of chemical industry laboratory job functions; professional and ethical responsibilities; and employment opportunities. Topics include but are not limited to: record keeping, literature search, government regulations, chemical safety, and quality control. Group projects and case studies are used to illustrate specific aspects of the course. May include field trips.

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

340 INTRODUCTION TO CHEMICAL LABORATORY INSTRUMENTATION (5.0) (day or evening)

Justification: This is a core course for a new Associate in Science degree/Certificate in Chemical Laboratory Technology. It provides the theory and industrial applications of a variety of chemical methods of analysis and chemical instrumentation commonly used in chemical research and development laboratories.

Prerequisite(s): CHEM 220.

Recommended Skills Level: Eligibility for ENGL 100.

Description: Introduction to the principles of identification, analysis and quantification of the components of chemical systems. Laboratory work involves hands-on experiments to demonstrate the theory, operating procedures and industrial applications of gravimetric, titrimetric, spectrometric, and chromatographic methods and chemical instrumentation encountered in research laboratories. Emphasis on the comparison of methods, the collection and interpretation of laboratory data, and the technical reporting of experimental findings.

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

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

362 COMMUNICATING WITH PARENTS (1.0) (day or evening)

Justification: This course was part of ECE. 350, Issues in Early Childhood Education (12 one unit modules) which was deleted in order to create separate one unit courses. ECE. 362 is part of the "The Teaching Experience" which is one of several areas of specialization within the Early Childhood Education/Child Development Program applicable to the Child Development Permit. The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The career lattice approach acknowledges the importance of many entry points into the profession.

Prerequisite(s): None.

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

Description: The focus of this course is effective communication skills needed by early childhood teachers and professionals when communicating with parents.

Classification: AA/AS Degree; CSU transferable.

363 MENTAL DEVELOPMENT AND PROBLEM SOLVING (1.0) (day or evening)

Justification: This course was part of ECE. 350, Issues in Early Childhood Education (12 one unit modules) which was deleted in order to create separate one unit courses. ECE. 363 is part of the "The Teaching Experience" which is one of several areas of specialization within the Early Childhood Education/Child Development Program applicable to the Child Development Permit. The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The career lattice approach acknowledges the importance of many entry points into the profession.

Prerequisite(s): None.

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

Description: This course examines children's problem-solving skills and mental development from four perspectives, including curriculum implications: Piaget (High/Scope); Montessori (same); Vygotsky (constructivist); and Malaguzzi (Reggio Emilia).

Classification: AA/AS Degree; CSU transferable.

ENGINEERING**111 SURVEYING (4.0) (day or evening)**

Justification: Surveying has always been a required lower-division requirement for CSU Civil and Environmental engineering programs. CSM used to offer a similar course, but banked the course in May 2003 due to outdated laboratory equipment. Cañada College was recently awarded a grant that would cover the cost of new equipment. Offering ENGR 111 will make engineering students more competitive when applying for transfer, and would enable timely completion of their four-year degrees. This course is part of the selective requirements for the Engineering AS Degree.

Prerequisite(s): MATH 130 or appropriate score on district math placement test and other measures as appropriate.

Recommended Skills Level: Eligibility for ENGL 100.

Description: Theory and applications of plane surveying: office computations and design, operation of surveying field equipment and production of engineering plans/maps. Topics include distances, angles, and directions; differential leveling; traversing; boundary and topographic surveys; volume/earthwork; horizontal and vertical curves; land description techniques; construction applications; and GPS. Field work using tapes, levels, transits, theodolites, total stations, and GPS.

Classification: AA/AS Degree; CSU transferable.

MULTIMEDIA ART AND TECHNOLOGY**370 CASCADING STYLE SHEETS (1.5) (day or evening)**

Justification: This course has been offered successfully as an experimental course (MART 680CE), and it

is designed to meet the requirements for current web standards so the students are well prepared when they join the workforce. Currently, this material is only briefly covered in Web Design I and II classes (MART 368 and 369) but more in depth knowledge of the topic is necessary to ensure the students are competitive in the field.

Prerequisite(s): None.

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

Description: Cascading Style Sheets (CSS) is the standard for controlling and formatting website content. It is the preferred method for design and presentational markup of well structured HTML and XHTML pages. Covers both the theoretical and practical aspects of CSS for creating precise and optimized layouts, as well as formatting text and other elements commonly used in web pages. Learn to build elegant layouts using CSS specifications by separating the page content from the visual presentation. The importance of accessibility, validation and standards are stressed.

Classification: AA/AS Degree; CSU transferable.

410 3D SPATIAL VISUALIZATION (1.0) (day or evening)

Justification: This course is a direct outcome of data collection and participation in a National Science Foundation Grant with the Institute for Women in Technology, Trades and Science. Several studies have shown certain groups (women and others who did not have exposure to three dimensional manipulation toys such as legos and building blocks) at risk for failing courses in 3D animation, math, engineering, interior design and other science courses benefit from a course that teaches this skill.

Prerequisite(s): None.

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

Description: Visualizing three dimensional objects is an essential skill for career success. 3D Spatial Visualization is for students interested in pursuing video game design, animation, math, biology, computer science, engineering, interior design, fashion design, architecture, visual anthropology, geology and acquiring essential 3D skills. Isometric and orthographic drawing, rotation of objects, reflections, symmetry, cutting planes, surfaces and combining solids are covered.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - DANCE

143 INTERMEDIATE BALLET (1.0) (day or evening)

Justification: This course offers further development of ballet dance technique and aesthetics. It meets a requirement for the dance major and is integral to the training of the serious dance and theatre student.

Prerequisite(s): DANC 140.

Recommended Skills Level: Open Curriculum.

Description: Designed to reinforce the fundamentals of classical ballet with emphasis on body alignment and effective methods of gaining strength and flexibility necessary for complex ballet variations. Students practice ballet technical and expressive skills at a higher level of proficiency. It includes the barre, the center floor and complex ballet variations.

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

PHYSICAL EDUCATION - FITNESS

129 BEGINNING STRENGTH TRAINING ON THE BALL (1.0-2.0) (day or evening)

Justification: This course has been offered as an experimental course (FITN 680CA), in fall 2007, spring 2008 and fall 2008 with very high enrollments. It is a very popular course and it will expand our fitness course offerings.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Strength training conducted on the stability ball. Routines focus on core muscular stabilization, upper body strength, joint integrity, and balance using free weights on the ball. The emphasis of the class is on improvement of your strength, endurance, flexibility, agility, balance, and coordination.

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

235 BOOT CAMP (1.0) (day or evening)

Justification: This course has been offered as an experimental course (FITN 680 CE) for three semesters and has been quite successful.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Introduction to various exercise methods. Self-paced group fitness class consisting of cardiovascular endurance training that uses various exercise equipment and venues. Workouts target all muscle groups and vary daily.

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

PHYSICS

211 GENERAL PHYSICS I – CALCULUS SUPPLEMENT (1.0) (day or evening)

Justification: This course is a calculus based supplement for the algebra based general physics course and is primarily intended for majors requiring one year of calculus based physics.

Prerequisite(s): Completion of, or concurrent enrollment in MATH 242 or 252, and PHYS 210.

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

Description: Application of calculus to selected topics in PHYS 210. Primarily intended for majors requiring one year calculus based physics.

Classification: AA/AS Degree; CSU transferable.

221 GENERAL PHYSICS II – CALCULUS SUPPLEMENT (1.0) (day or evening)

Justification: This course is the calculus supplement to the algebra based physics course and is primarily intended for majors requiring one year of calculus based physics.

Prerequisite(s): Completion of, or concurrent enrollment in MATH 242 or 252, and PHYS 220.

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

Description: Application of calculus to selected topics in PHYS 220. Primarily intended for majors requiring one year of calculus based physics.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

BUSINESS

419 ON-SITE MANAGEMENT

Justification: This course has not been offered since 2001 and it is no longer needed in the curriculum.

COMPUTER BUSINESS OFFICE TECHNOLOGY

440 MACINTOSH APPLICATIONS, PART I

Justification: This Macintosh based course is no longer popular with students and it is no longer needed in the Computer Business Office Technology curriculum.

458 ADVANCED PRESENTATION SOFTWARE: POWERPOINT

Justification: Course enrollments have been very low in recent semesters. We have modified CBOT 457 to include some of the advanced features and increased the units for CBOT 457 from 1.5 to 2 to cover the additional course content.

478 INTEGRATING MICROSOFT OFFICE

Justification: CBOT 478 has had low enrollments over the past four years and faculty teach integration in CBOT 431, 435, and 457. Also, publishers have not published an Office 2007 Integration textbook.

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**350 ISSUES IN EARLY CHILDHOOD EDUCATION**

Justification: The ECE department is creating a new specialization for the Child Development Permit called, "The Teaching Experience". These courses will be added to the 6 units required for the specialization. ECE students are required to complete 6 unit specializations in order to be eligible for the Master Teacher permit issued by the Commission on Teacher Credentialing. Also, for degree audit purposes, we need to convert this variable unit course into fixed unit courses so that students can get automatic credit for the module they complete. There is no way to track the repetition of the course modules under the current format.

ENGLISH**890 CONTENT BASED PROGRAM: STUDY SKILLS**

Justification: This course has not been offered since the fall of 2008 and it is no longer needed in the English curriculum.

HISTORY**315 HISTORY OF SAN MATEO COUNTY**

Justification: This course has not been offered since 1988, and we do not plan on offering it in the future.

HUMAN SERVICES**366 PRACTICUM IN EARLY CHILDHOOD EDUCATION**

Justification: The course needs to be deleted from the catalog due to the change in the Statewide Curriculum Alignment Pathway project and the set up of the practicum that is only viable for the ECE/CD Department not the Human Services Department.

LEARNING CENTER**138 FUNDAMENTALS OF THE RESEARCH PAPER**

Justification: The content taught in this course has been added to LCTR 139: The Research Paper from A to Z. As a result of this change, this course is no longer needed and it needs to be deleted from our curriculum.

400 REPORT PREPARATION AND EDITING

Justification: This course is no longer needed since the course content has been incorporated into other Learning Center courses.

820 BASIC SPELLING MASTERY

Justification: The software program for this course which is published by Davidson has not been updated and only runs on Windows 95 or 3.1. Contact to the company and further research focusing on the

location of a replacement program do not meet the minimum requirements of record keeping and tracking progress for each individual student.

821 ADVANCED SPELLING MASTERY

Justification: The software program for this course which is published by Davidson has not been updated and only runs on Windows 95 or 3.1. Contact to the company and further research focusing on the location of a replacement program do not meet the minimum requirements of record keeping and tracking progress for each individual student.

831 SENTENCE COMBINING ON THE MACINTOSH

Justification: The software program for this course which is published by Davidson has not been updated and only runs on Windows 95 or 3.1. Contact to the company and further research focusing on the location of a replacement program do not meet the minimum requirements of record keeping and tracking progress for each individual student.

850 READING AND WRITING FOR THE WORKPLACE

Justification: This course has not been offered for four academic years because of low enrollments. Course components were added to other Learning Center courses

READING

425 SPEED READING

Justification: This course has not been offered since 1978, and it is no longer needed in the Reading curriculum.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree, and/or Certificate of Achievement (12 units or more), in the following programs:

CHEMICAL LABORATORY TECHNOLOGY

Chemical Laboratory Technology – A.S. Degree (39 units in the major area + General Education and other requirements for the Associate Degree)

Chemical Laboratory Technology – Certificate of Achievement (30 units)

ENGLISH AS A SECOND LANGUAGE

Preparation for Academic Scholarship and Success (PASS) – Certificate of Achievement (12 units)

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

POLITICAL SCIENCE

Political Science with Emphasis in Public Service – A.A. Degree

Justification: The State Chancellor's Office recommended the combination of both the Political Science with an Emphasis in Public Service and Political Science with Emphasis in Public Administration and

Affairs A.A. degrees into one single degree titled Political Science with Emphasis in Public Administration and Service. As a result of this change, the Public Service Emphasis needs to be deleted from the catalog.

PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to add the following programs:

CHEMICAL LABORATORY TECHNOLOGY (CHMT)

We are proposing a new program in Chemical Laboratory Technology (CHMT), which is related to chemistry, but will have distinct certificate and degree requirements. Therefore, we are asking that this program be set up as a new subject or discipline. Minimum qualifications for instructors in this discipline would be the same as for chemistry.

A National Science Foundation, Division of Undergraduate Education- Advanced Technological Education Grant was awarded to the Chemistry Department to prepare the future generations of technological workforce needed to fill expected job openings in the local industry. One of the objectives described in this proposal is the creation of a Chemical Laboratory Technology Program designed to address local industry needs by improving technological education in chemistry and chemistry related fields in the San Mateo County.

The Chemical Laboratory Technology Program prepares students to work in research laboratories to study and develop new chemical processes and materials to meet the technological needs of an ever changing chemical industry. Graduates of this program operate laboratory equipment, set up chemical reactions, isolate and characterize products, follow proper safety, hazardous materials management and waste disposal procedures, record and analyze experimental results, and read, write and orally deliver technical reports. This Program offers an Associate in Science and Certificate in Chemical Laboratory Technology.

After completion of the Certificate or degree, students can seek employment in chemistry and chemistry related laboratories that utilize chemical instrumentation. After completion of the Associate in Science Core coursework and depending upon the choice of Selective coursework, students may seek employment in chemistry and chemical related fields or to pursue further studies in technical fields such as, but not limited to: biology, biochemistry, biotechnology, chemistry, environmental chemistry, forensic chemistry and hazardous materials management. This Program can also provide sufficient background preparation for professional training in majors such as technical writing, patent law, medicine and education.

PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE

None.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE CURRICULUM REPORT

College COLLEGE OF SAN MATEO

This report has been prepared in accordance with SMCCCD Rules & Regulations, Section 2.09.7 and all appropriate laws and regulations.

	Signature	Date
Chair, Curriculum Committee		<u>5/27/09</u>
Vice President, Instruction		<u>5/26/09</u>
President, Academic Senate		<u>5/26/09</u>
President, College		<u>5/26/09</u>

San Mateo County Community College District

June 24, 2009

PREPARED BY: Susan Estes, Ph.D. Vice President, Instruction
College of San Mateo

APPROVED BY: Laura Demsetz, Curriculum Committee Chair
College of San Mateo

Diana Bennett, Academic Senate President
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ACCOUNTING

175 VOLUNTEER INCOME TAX PREPARATION (2.0) (day or evening)

Justification: This course has been offered as a 680 course for several semesters. The course always has a high enrollment with at least 30 students in each section. This class serves two purposes: students enrolled in the class receive tax training and supervised, hands-on-work experience preparing tax returns; members of the community receive free tax preparation services.

Prerequisite: None.

Recommended Preparation: None.

Description: Students serving in the Volunteer Income Tax Assistance (VITA) program prepare income tax returns for qualifying individuals at no cost. CSM VITA volunteers receive 24 hours of training and then volunteer to prepare income tax returns for 24 hours at the VITA site on the CSM campus. Training includes preparation of Federal and California income tax returns and use of TaxWise software. Topics include the Earned Income Tax Credit (EITC), Child Tax Credit, Child and Dependent Care Credit, filing status, dependency exemptions, basic deductions and adjustments.

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

176 ENROLLED AGENT EXAM PREPARATION (3.0) (day or evening)

Justification: This course has been offered as a 680 course several times, with an enrollment of more than 30 students each time. The Enrolled Agent exam is a rigorous, comprehensive exam that requires many hours of preparation. The exam is written by the IRS and passing the exam allows a person to become a paid licensed tax preparer in all fifty states. This class offers an important career opportunity to our students. The Golden Gate chapter of Enrolled Agents has been teaching this course for many years at their chapter location. The board members of the Golden Gate chapter have requested that CSM offer this class.

Prerequisite: None.

Recommended Preparation: ACTG 121, 171, 172, 173

Description: Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations, not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax exempt status, practice before the IRS and tax preparer rules. Course content will be adjusted to reflect the latest changes in the SEE. This course qualifies for 48 Federal continuing education hours for CTEC.

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

ADMINISTRATION OF JUSTICE

781 REGULAR BASIC COURSE MODULE II (13.0) (day or evening)

Justification: The California Commission on Peace Officers Standards and Training (POST) has realigned the content in the Regular Basic Course – Modular Format, effective July 1, 2008. Additionally, some of the minimum hourly requirements for the remaining content in each module has also been adjusted. In order to remain a certified presenter of this course, we must adjust our class according to the new Training and Testing Specifications.

Prerequisite: Per Penal Code 13511.5, written clearance from the California Department of Justice granting approval for firearms training; successful completion of Module III and current PC832 Certification; passage of Module III End-of-Course Proficiency Test within the preceding 12 months.

Recommended Preparation: Eligibility for ENGL 838/848 or higher.

Description: Second level of training in the Regular Basic Course - Modular Format as prescribed by the California Commission on Peace Officer Standards and Training (POST).

Classification: Not degree applicable; not transferable.

ART

245 MOSAIC MURAL I (4.0) (day or evening)

Justification: This course has been experimental with increasing enrollment each offering.

Prerequisite: None.

Recommended Preparation: None.

Description: Tile mosaic design essentials including continuity, tessellation, color, shaping and pattern. Demonstration of materials, tools and techniques. Each student designs and makes both a small group mosaic and a personal mosaic panel.

Classification: AA/AS Degree; CSU transferable.

246 MOSAIC MURAL II (4.0) (day or evening)

Justification: This course has been experimental with increasing enrollment each offering.

Prerequisite: ART 245

Recommended Preparation: None.

Description: Tile mosaic design essentials for a public art mural: continuity, color, shaping and pattern. Materials, tools, techniques including some digital. Design and construct a modular section of a public mural to be installed in a public place.

Classification: AA/AS Degree; CSU transferable.

BIOLOGY126 TEACHING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR (1.0) (day or evening)

Justification: This course is part of the state of California's effort to improve K-12 science education by encouraging college science majors to consider careers as K-12 teachers. In the past five years all U.C. campuses have developed CalTeach programs to meet the need for excellent science teachers in California. In the past two years U.C. has expanded the program by inviting community colleges to participate with their own CalTeach programs. This is a funded project called Aurora. College of San Mateo was invited by U.C. Berkeley to start a CalTeach program Fall 2008. Participating CSM students and mentor teachers receive stipends from a U. C. Berkeley grant. This course is the first in a three semester series, to give students experience with all three levels of K-12 education.

Prerequisite: None.

Recommended Preparation: None.

Description: Sixteen lecture hours per term plus one hour per week in K-5 school classroom with a mentor. Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as Physics 126.

Classification: AA/AS Degree; CSU transferable.

127 TEACHING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR (1.0) (day or evening)

Justification: This course is part of the state of California's effort to improve K-12 science education by encouraging college science majors to consider careers as K-12 teachers. In the past five years all U.C. campuses have developed CalTeach programs to meet the need for excellent science teachers in California. In the past two years U.C. has expanded the program by inviting community colleges to participate with their own CalTeach programs. This is a funded project called Aurora. College of San Mateo was invited by U.C. Berkeley to start a CalTeach program Fall 2008. Participating CSM students and mentor teachers receive stipends from a U. C. Berkeley grant. This course is the first in a three semester series, to give students experience with all three levels of K-12 education.

Prerequisite: Completion of one college level course in Physics or Chemistry or Biology with C or better grade.

Recommended Preparation: None.

Description: Sixteen lecture hours per term plus one hour per week in middle school classroom with a mentor. Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Prerequisite: completion of one college course in Physics, Chemistry or Biology with a grade of C or better. Same as Physics 127.

Classification: AA/AS Degree; CSU transferable.

128 TEACHING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR (1.0)
(day or evening)

Justification: This course is part of the state of California's effort to improve K-12 science education by encouraging college science majors to consider careers as K-12 teachers. In the past five years all U.C. campuses have developed CalTeach programs to meet the need for excellent science teachers in California. In the past two years U.C. has expanded the program by inviting community colleges to participate with their own CalTeach programs. This is a funded project called Aurora. College of San Mateo was invited by U.C. Berkeley to start a CalTeach program Fall 2008. Participating CSM students and mentor teachers receive stipends from a U. C. Berkeley grant. This course is the first in a three semester series, to give students experience with all three levels of K-12 education.

Prerequisite: Completion of Biology 127 or Physics 127.

Recommended Preparation: None.

Description: Sixteen lecture hours per term plus two hours per week in high school classroom with a mentor. Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Prerequisite: completion of Biology 127 or Physics 127. Same as Physics 128.

Classification: AA/AS Degree; CSU transferable.

CAREER AND LIFE PLANNING

301 INTRODUCTION TO SCHOLARSHIPS (1.0) (day or evening)

Justification: Many students seek scholarship opportunities as they pursue a college education. The course teaches students how to research, apply for and secure scholarships.

Prerequisite: None.

Recommended Preparation: None.

Description: Students are introduced to scholarship opportunities at the local, state and national level. Learn research techniques and utilize internet sites, publications and community resources. Identify scholarships that meet personal criteria. Develop a personal organizational system to manage the process of scholarship search and application. Personal statements and interview techniques are also covered.

Classification: AA/AS Degree; CSU transferable.

305 INTRODUCTION TO FINANCIAL AID (0.5) (day or evening)

Justification: Over 1,000 students participate in the CSM Financial Aid program. A number of students end up on financial aid probation or become ineligible for financial aid because they do not comply with program rules and requirements. This course will teach students about the financial aid program and emphasize the student's responsibilities to maintain eligibility. In addition, students will learn how to make the best use of financial aid to meet educational goals.

Prerequisite: None.

Recommended Preparation: None.

Description: Whether you are seeking a vocational certificate, pursuing an associate degree, or plan to transfer to a university and complete a bachelor's degree, there is money to help you pay for college. This class teaches you about financial aid opportunities available through the College of San Mateo Financial Aid program. Learn about types of financial aid, financial aid requirements, application process, student responsibilities, and program eligibility. Also learn how to make the best use of your time in order to complete your educational and career goals once you have secured financial aid.

Classification: AA/AS Degree; CSU transferable.

COMPUTER AND INFORMATION SCIENCE**112 INTERNET PROGRAMMING: AJAX (2.0) (day or evening and/or distance education)**

Justification: Course was already offered as an experimental course in 2007-2008. Ajax is a repackaging of existing technologies that enable Web page updates without a page refresh. The CIS department already offers an introductory half-semester JavaScript course that serves to prepare students to learn Ajax. Internet Programming is the fastest-growing area in computer programming and students must know the latest technologies in order to work in the field.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838/848.

Description: Study of Ajax (Asynchronous JavaScript and XML) technologies, including JavaScript, HTML/XHTML, CSS, DOM, XML, and XMLHttpRequest. Covers Ajax design patterns, client- and server-side programming, RSS, JSON, browser issues, as well as advanced topics such as open-source Ajax toolkits, mashups, security, performance, and Web Services.

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

113 INTERNET PROGRAMMING: RUBY (4.0) (day or evening and/or distance education)

Justification: Course was already offered as an experimental course in spring 2008. Ruby is a very popular open-source scripting language used to develop dynamic Web applications. Internet Programming is the fastest-growing area in computer programming, and students must know the latest technologies in order to work in the field. We have a responsibility to offer courses in the latest technologies so that our students can find employment.

Prerequisite: CIS 254 or equivalent.

Recommended Preparation: Eligibility for ENGL 838/848.

Description: Comprehensive course in Ruby, and open-source dynamic object-oriented scripting language. Cover variables, arrays and hashes, methods and procs, classes, objects, and writing server-side Ruby scripts for the Web. Also covered are exception handling, regular expressions, I/O objects, and modules. An introduction to SQL and the MySQL database, and advanced topics such as Model-View –Controller architecture and agile Web application development with the Ruby on Rails framework.

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

363 ENTERPRISE DATABASE MANAGEMENT WITH MYSQL (4.0) (day or evening and/or distance education)

Justification: MySQL is currently taught as an experimental course. MySQL is the most popular open-source database and is the database of choice for a new generation of web applications built on the LAMP stack (Linux, Apache, MySQL, PHP / Perl / Python.) We currently offer PHP and Perl and plan to offer Python next year, so a MySQL course would complement these web programming languages. Knowledge of MySQL is vital for anyone seeking employment as a web programmer.

Prerequisite: CIS 254 or equivalent.

Recommended Preparation: None.

Description: Comprehensive course in enterprise database management with the open-source MySQL database. Covers relational model and theory, forms and theories of normalization, and in-depth SQL. Overview of database administration, stored procedures, functions, triggers, and metadata. Also covered are MySQL server administration, performance tuning, security, optimization, and database design. Advanced topics include Client-Server database applications using Java and PHP, dynamic SQL, prepared SQL, and callable statements.

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

364 ENTERPRISE DATA WAREHOUSING (4.0) (day or evening and/or distance education)

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

Data warehousing is combining data from multiple and usually varied sources into one comprehensive and easily manipulated database. Data warehousing is commonly used by companies to analyze trends over time. In other words, companies use data warehousing to view day-to-day operations, but its primary function is to facilitate strategic planning resulting from long-term data overviews. From such overviews, business models, forecasts, and other reports and projections can be made. We offer two intro database courses, and would like to expand our database offerings with a course in data warehousing.

Prerequisite: CIS 362 or CIS 363 or equivalent.

Recommended Preparation: Eligibility for ENGL 838/848.

Description: Introduction to data warehousing architecture, data extraction, management, and load. Also covered are metadata management, logical and physical models, dimensional modeling, data aggregation, and project management. Hands-on design and development of a data warehouse using Oracle or MySQL. Advanced topics such as OLAP query processing, security management, and data mining techniques will be introduced.

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

COSMETOLOGY

765 ADVANCED HAIRCOLOR THEORY AND TECHNIQUES (1.0) (day or evening)

Justification: Upgrading of haircolor skills, techniques and theory in order to better prepare students for future in the haircolor industry. This course is also a preparation for a national certification, the American Board of Haircolorists.

Prerequisite: Current cosmetology license or a student with a minimum of 600 hours training toward a cosmetology license with a grade of C or higher.

Recommended Preparation: None.

Description: Introductory course with instruction and preparation for The American Board of Certified Haircolorist Performance Examination. Includes materials and practices of advanced haircolor techniques and haircolor theory. This course is for students interested in advancing to a higher level in the hair coloring profession. Prerequisites: current cosmetology license or a student with a minimum of 600 hours training toward a cosmetology license with a grade of C or higher.

Classification: AA/AS Degree; CSU transferable.

DENTAL ASSISTING

647 DENTAL ASSISTING CLINICAL INTERNSHIP (4.0) (day or evening)

Justification: DENT 647 was at one time COOP 647. In 2005, the course was moved from a COOP class to becoming an actual DENT course. COOP 647 was designed only for dental assisting students as their form of internship which is required per the Program's ADA Accreditation Standards. Subsequently, no paperwork could ever be found documenting this change. Therefore, this permanent course approval form is being completed at this point in time.

Prerequisite: Successful Completion of: DENT 716, DENT 721, DENT 731, DENT 735 (or equivalent), DENT 740, DENT 749, DENT 751

Recommended Preparation: Same as prerequisites.

Description: Clinical experience in dental assisting for students in the dental assisting program, supplemented by corequisite classes and individual counseling from an instructor-coordinator.

Classification: AA/AS Degree; CSU transferable.

744 DENTAL SEALANTS (0.5) (day or evening)

Justification: The State of California has signed a new bill into law that mandates that all accredited Registered Dental Assistant (RDA) programs implement the teaching of Dental Sealants into their programs

by January 1, 2010. California law was also amended to allow Registered Dental Assistants the duty of applying dental sealants on patients and therefore proper training is needed.

Prerequisite: Concurrent enrollment in or successful completion of: DENT 716, DENT 721, DENT 722, DENT 731, DENT 732, DENT 735, DENT 740, DENT 742, DENT 743, DENT 749, DENT 751, DENT 763, DENT 647; ENGL 865; SPCH 860

Recommended Preparation: None.

Description: Designed to meet the requirements of the California State Board of Dental Examiners for the placement of pit and fissure sealants as a preventive measure of dentistry as a RDA delegatable skill.

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

DIGITAL MEDIA

100 MEDIA IN SOCIETY (3.0) (day or evening and/or distance education)

Justification: This is one of the core courses recommended by the Media PIV committee; it is a merger of BCST 110 Electronic Media in Society and JORN 110 Mass Media in Society, as recommended by the digital media group, then the PIV committee. Students in all media-related majors should have an understanding of media's influence on society.

Prerequisite: Eligibility for ENGL 838/848 or equivalent.

Recommended Preparation: None.

Description: Students in this class will analyze their personal media habits while also examining media's influence on culture and society. This course invites students to think about the ways in which they receive and perceive news and entertainment. Students will be guided through the extraordinary history of mass communication, from cave drawings to texting. This course incorporates newspaper, magazines, TV, radio, the Internet, mobile devices, and the predicted convergence of all electronic media. Other topics include propaganda, international media, research and theories, a free press, and advertising.

Classification: AA/AS Degree; CSU transferable.

101 WRITING ACROSS THE MEDIA (3.0) (day or evening and/or distance education)

Justification: This is one of four core classes recommended by the Media PIV Committee. It offers aspiring writers the opportunity to practice writing for a variety of media (print, TV, radio, web), this course meets one of our PIV goals of offering courses with more breadth. Every successful media product starts as a written draft, so students must have good writing skills to be competitive in the media industry.

Prerequisite: Eligibility for ENGL 838/848 or equivalent.

Recommended Preparation: None.

Description: This course covers a range of writing styles for different forms of media. Students will practice the basic skills needed to write for various forms of media, including news for print and electronic media as well as writing for entertainment, public relations, web sites and advertising.

Classification: AA/AS Degree; CSU transferable.

102 MEDIA LAW & ETHICS (3.0) (day or evening and/or distance education)

Justification: This is one of the core courses recommended by the Media PIV committee. Professional media makers must understand media law and be prepared to make ethical decisions.

Prerequisite: Eligibility for ENG 838/ENG 848 or equivalent.

Recommended Preparation: None.

Description: In this course, students will examine U.S. law and regulation governing mass media, from print to the Internet. Students will also examine the ethical conflicts faced by media professionals. Topics include: freedom of speech, citizen journalism, defamation, privacy, copyright, obscenity, truth, ethics and advertising. This course will help prepare future media producers to work in industries that have significant influence over society.

Classification: AA/AS Degree; CSU transferable.

DRAFTING TECHNOLOGY

110 SOLIDWORKS I (3.0) (day or evening)

Justification: The industry is switching from AutoCAD to SolidWorks.

Prerequisite: None

Recommended Preparation: None.

Description: SolidWorks software is used to generate 3-dimensional solid models, assemblies, and detailed drawings of mechanical objects used in industrial design and engineering. Sketching, dimensioning, part creation, assemblies, drawing creation and printing will be covered.

Classification: AA/AS Degree; CSU transferable.

ELECTRICAL TECHNOLOGY

731 ELECTRICAL APPRENTICESHIP I (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: First half of year one of a five-year Electrical Apprenticeship Program. Industry and program overview, work environment and basic skills, wire construction and insulation, conduit bending and trigonometric functions, material overview, drafting/blueprint reading.

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

732 ELECTRICAL APPRENTICESHIP II (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: Second half of year one of a five-year Electrical Apprenticeship Program. Electrical Theory and its application on series circuits, parallel circuits and combination circuits; introduction to the Nation Electric Code (NEC).

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

733 ELECTRICAL APPRENTICESHIP III (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: First half of year two of a five-year Electrical Apprenticeship Program. Electrical test instruments, NEC code book skills, direct current (DC), generators, drafting and blueprints, conduit bending and fabrication for commercial installation.

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

734 ELECTRICAL APPRENTICESHIP IV (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: Second half of year two of a five-year Electrical Apprenticeship Program. AC circuits, RLC circuits, power factor, electrical transformers, building/structure conductors.

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

735 ELECTRICAL APPRENTICESHIP V (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: First half of year three of a five-year Electrical Apprenticeship Program. Electrical safety-related work practices, blueprints, semiconductor use, transistors, electronic applications in the construction electrical industry.

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

736 ELECTRICAL APPRENTICESHIP VI (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: Second half of year three of a five-year Electrical Apprenticeship Program. Grounding and bonding, grounding electrode system, ground faults and short circuits, grounding and bonding equipment, three-phase transformers, over-currents.

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

737 ELECTRICAL APPRENTICESHIP VII (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: First half of year four of a five-year Electrical Apprenticeship Program. Motors, motor control devices, motor control diagrams.

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

738 ELECTRICAL APPRENTICESHIP VIII (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: Second half of year four of a five-year Electrical Apprenticeship Program. Programmable logic controllers, controller fundamentals, ladder programming, NEC for electrical equipment.

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

739 ELECTRICAL APPRENTICESHIP IX (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: First half of year five of a five-year Electrical Apprenticeship Program. Fire alarm systems, security systems, structured cabling system, generated power and distribution.

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

740 ELECTRICAL APPRENTICESHIP X (1.5) (day or evening)

Justification: This course is part of the Electricians' Inside Wireman Apprenticeship program, presented by the San Mateo County JATC for the Electrical Construction Industry.

Prerequisite: None.

Recommended Preparation: None.

Description: Second half of year five of a five-year Electrical Apprenticeship Program. Power distribution systems, high voltage testing, automation networks, preparation for general electricians' certification, electrical project supervision.

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

ENGLISH102 ENGLISH PRACTICUM (2.0) (day or evening)

Justification: This course offers extra practice in sentence structure, paragraph development, and grammar. This practice will allow students, upon completing this course, to perform at the same level as those completing English 100 without the corequisite requirement.

Prerequisite: None.

Recommended Preparation: None.

Description: Combined with English 100, English 102 provides extensive practice in critical reading strategies, sentence structure, and grammar as well as essay and paragraph organization and development.

Classification: AA/AS Degree; CSU transferable.

ENGLISH AS A SECOND LANGUAGE868 ESL FOR THE WORKPLACE (3.0) (day or evening)

Justification: A Basic Skills ESL course with an emphasis in work-related vocabulary and cross-cultural communication is believed to better satisfy the needs of our current Coastside students.

Prerequisite: None.

Recommended Preparation: One year of previous English language study, or appropriate skill level as indicated by placement tests and other measures.

Description: Intended for high-beginning (Level 1/ESL 825) to low-intermediate (Level 2/ESL 826) students, this course will focus on the study of beginning English grammar, reading, writing, listening, and speaking skills, including work-related vocabulary and cross-cultural concepts relevant to work situations.

Classification: Not degree applicable; not transferable.

869 ESL FOR THE WORKPLACE I (3.0) (day or evening)

Justification: Popularity of the relatively new ESL 880 - ESL for the Workplace course and student feedback suggest that a level I class with similar content would also be successful. Since ESL 880 is not repeatable for credit, this course would provide students with the option of taking a full year of workplace ESL training rather than a single semester.

Prerequisite: None.

Recommended Preparation: None.

Description: Intended for high-beginning (Level 1/ESL 825) students, this course will focus on the study of beginning English grammar, reading, writing, listening, and speaking skills, including work-related vocabulary and cross-cultural concepts relevant to work situations.

Classification: Not degree applicable; not transferable.

870 ESL FOR THE WORKPLACE II (3.0) (day or evening)

Justification: The proposed changes to the course number, name, and SLOs will facilitate the transition from ESL 680/869 ESL for the Workplace I and allow for consistent and practical SLO assessment.

Prerequisite: None.

Recommended Preparation: One year of previous English language study, or appropriate skill level as indicated by placement tests and other measures.

Description: Intended for low-intermediate (Level 2/ESL 826) students, this course will focus on the study of high-beginning to low-intermediate English grammar, Reading, Writing, listening, and speaking skills, including work-related vocabulary and cross-culture concepts relevant to work situations.

Classification: Not degree applicable; not transferable.

FIRE TECHNOLOGY

748 (FT6) FIREFIGHTER SAFETY & SURVIVAL (3.0) (day or evening)

Justification: This course is mandated by California State Fire as one of the core courses for accredited Fire Technology program. This curriculum is standardized for the entire state.

Prerequisite: Concurrent enrollment in, or prior completion of (with a C or better), Fire 715 or equivalent; or one year of fire service experience (requires letter from employing agency).

Recommended Preparation: None.

Description: Basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services.

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

LITERATURE

813 THE NOVEL (3.0) (day or evening)

Justification: Some students wish to study and discuss literature but do not wish to write essays about the novels they read. They are not interested in accumulating transferrable units. For them, this course fulfills a continued exploration into fiction without the requirements necessary for transfer work.

Prerequisite: None.

Recommended Preparation: None.

Description: Study of a representative selection of novels of the 19th, 20th, and 21st Centuries and of various aspects of literary criticism. Authors may include Jane Austen, Charlotte and Emily Brontë, Thomas Hardy, Henry James, William Faulkner, Gabriel Garcia Marquez, among others. Lectures, discussions, and related reading.

Classification: Not degree applicable; non transferable.

NURSING

808 OPEN SKILLS LABORATORY (.5-3.0) (day or evening)

Justification: Open Skills Laboratory provides the opportunity for individualized one-to-one student feedback and correctives from the instructor. Students attend by self-referral, class requirement or instructor referral. Student groups with common learning needs and goals come to Open Skills Laboratory for instructor feedback formally and informally. Also, students who miss their scheduled labs have the opportunity to make up the lab in a more formalized environment. Open Skills Laboratory is very dynamic and builds student support and success in achieving learning outcomes.

Prerequisite: Previous or concurrent enrollment in the A.S. Degree Nursing Program, a transfer nursing student, admission as 30 unit option LVN to Nursing Program and previously or concurrently enrolled in N211, N212, N221, N222, N231, N232, N241 or N242.

Recommended Preparation: None.

Description: Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting.

Classification: Not degree applicable; non transferable.

809 NURSING OPEN SKILLS LABORATORY PRACTICUM (.5-3.0)

Justification: For students to implement a Remediation Plan, they need access to skills lab resources, i.e., media, simulators, course-specific products, working with other students, and one-to-one feedback from the nursing lab faculty. This practicum would give students access to the necessary resources they need to position themselves to implement the remediation plan in preparation for readmission to the program.

Prerequisite: Admission to or previous enrollment in the A.S. Degree Nursing Program, a transfer nursing student, admission as 30 unit option LVN to Nursing Program and previously or concurrently enrolled in N211, N212, N221, N222, N231, N232, N241 or N242.

Recommended Preparation: None.

Description: Previous or concurrent enrollment in the A.S. Degree Nursing Program, a transfer nursing student, admission as 30 unit option LVN to Nursing Program and previously or concurrently enrolled in N211, N212, N221, N222, N231, N232, N241 or N242. This course is designed specifically for CSM nursing students meeting the above criteria who had to exit the program due to a theory, skills or clinical failure at CSM or for personal reasons. They can have access to the Open Skills Laboratory Practicum for two academic years (or 4 sessions) as long as they are concurrently enrolled as a current student and are implementing their remediation plan. Students practice skills and receive faculty feedback and evaluation, engage in study sessions

Classification: Not degree applicable; not transferable.

PHYSICAL EDUCATION**106 THEORETICAL ANALYSIS OF SOFTBALL (3.0) (day or evening)**

Justification: Softball is a very complex game that requires a detailed study to best understand the techniques, strategies, and rules. Instructors and students have requested an in depth study of the offensive and defensive sides of softball.

Prerequisite: None.

Recommended Preparation: None.

Description: Current concepts of softball are examined using game footage, practices, and computer assisted analysis. Strategy to be covered include, but are not limited to: the short game (bunting, hit and run, squeeze play), when to play for the big inning, batting in different counts, batting in different scenarios. Techniques, game rules, developmental drills, and proper softball strength and conditioning programs are covered.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - DANCE**152 CUBAN ROOTS OF SALSA (.5 or 1.0)**

Justification: Multi-cultural dance is gaining in popularity in our diverse community. To better serve our students and engage them in their cultural heritage, the department is increasing its ethnic dance offerings.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is designed to introduce students to the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa. Because of these roots, students will develop an authentic base which will serve as a foundation for all Latin social dances.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - FITNESS

134 TRACK AND TRAIL AEROBICS (.5 or 1.0) (day or evening)

Justification: Track and Trail Aerobics is an excellent exercise to establish and maintain aerobic fitness. Within San Mateo, San Francisco, and Santa Clara counties, there are a host of trail systems available to our students and the public for recreational use. Track Aerobics can reduce heart disease, decrease hypertension, decrease cholesterol levels while increasing HDL (the good cholesterol), decrease weight by burning calories, slow the aging process, decrease onset of osteoporosis by improving bone density improve and maintain mental health, prevent and control diabetes, improve arthritis by strengthening leg muscles and hiking may also relieve back pain. Walking forms life-long health habits for a healthy life.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to increase the students' personal fitness through a comprehensive stretching, jogging and/or walking program. Instruction includes: proper stretching techniques; proper training principles; correct walking/jogging techniques; and heart rate monitoring to assist the student in developing a realistic cardiovascular program. Upon completion of the course the student will be able to successfully design and implement a stretching and cardiovascular training program.

Classification: AA/AS Degree; CSU transferable.

201 BEGINNING WEIGHT TRAINING (.5 or 1.0) (day or evening)

Justification: Currently in our resistance training curriculum, only Fitness 205 exists which is more of a general weight conditioning course. The faculty have found that many of our students enter this course never having taken a weight training course or are under prepared to succeed. This course will enable students and instructors to focus on the major muscle groups and progress through a semester-long lesson plan in a concentrated fashion - tailored primarily for students that are novice in this area of physiological development.

Prerequisite: None.

Recommended Preparation: None.

Description: Individual weight conditioning for beginning level students. Emphasis will be on selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format.

Classification: AA/AS Degree; CSU transferable.

202 INTERMEDIATE WEIGHT TRAINING (.5 or 1.0) (day or evening)

Justification: The division currently has no means of progressing a student through an appropriate weight training curriculum, i.e. from one semester to another. Our current system is a catch-all with extreme levels entering one class making the focus more difficult for students to achieve standards and for instructors to teach to appropriate levels. A progression of beginning to intermediate would serve our students in a much better fashion and focus from major muscle groups in the beginning levels to more minor and extreme muscle groups.

Prerequisite: None.

Recommended Preparation: FITN 201

Description: Individual weight conditioning for intermediate level students. Focus will be on free weights, with supplementary exercises utilizing selectorized machines, cardiovascular equipment, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research to support achievement of fitness goals. Co-education class format.

Classification: AA/AS Degree; CSU transferable.

206 CIRCUIT WEIGHT TRAINING (.5 or 1.0)

Justification: There is not a circuit weight training fitness class offered here at CSM. Circuit weight training will fulfill this gap and provide to the student an opportunity to target aerobic/anaerobic fitness components in one weight lifting class. Circuit weight training has been a popular and successful fitness program in the private sector but has not yet been offered as a permanent course here at CSM.

Prerequisite: None.

Recommended Preparation: None.

Description: Circuit weight training, includes anaerobic and aerobic conditioning for students who wish to develop a comprehensive muscle endurance/aerobic base. This class is designed to incorporate a structured, non-stop exercise routine to increase strength and endurance. Student will be required to keep a daily exercise log for the semester.

Classification: AA/AS Degree; CSU transferable.

337 DAHAN YOGA (.5 or 1.0) (day or evening)

Justification: Currently, College of San Mateo offers traditional Hatha Yoga, the most common form of Yoga, which originated from India. Dahn Yoga offers a diverse outlook and perspective on traditional yoga training. Dahn yoga originated in Korea with the main premise of energy management focusing on the body's meridian channels and acupressure points. Other significant features include: (a) focus on Martial Arts postures, including active movement and breathing, (b) focus on brainwave vibration which connects brain function to physical well-being, (c) restoration and accumulation of physical energies through stretching of Meridian Channels, (d) varied forms of meditation differentiating from the traditional Hatha method, (e) strong physiological link between body and mind to increase focus, concentration, and to reduce stress, (f) emphasis on active experiential stimulus.

Prerequisite: None.

Recommended Preparation: None.

Description: Dahn Yoga is designed to develop the practitioner's innate energy to achieve optimum physical and mental well-being. The workout is fun, contains variety of movements provided by a workout comprised of four segments: meridian stretching, meditative breathing postures and techniques, energy awareness, and martial arts.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - VARISTY

340 VARSITY WOMEN'S VOLLEYBALL (2.0) (day or evening)

Justification: CSM currently needs to address compliance with Title IX (Gender Equity). Women's Volleyball is the best solution to show progress towards Prong II as we have an adequate facility and interest from students.

Prerequisite: None.

Recommended Preparation: None.

Description: Intercollegiate women's varsity volleyball competition in the Coast Conference and participation in regional tournaments.

Classification: AA/AS Degree; CSU transferable.

PHYSICS

126 TEACHNING SCIENCE I: K-5 CLASSROOM EXPERIENCE AND SEMINAR (1.0) (day or evening)

Justification: This course is part of the state of California's effort to improve K-12 science education by encouraging college science majors to consider careers as K-12 teachers. In the past five years all U.C. campuses have developed CalTeach programs to meet the need for excellent science teachers in California. In the past two years U.C. has expanded the program by inviting community colleges to participate with their own CalTeach programs. This is a funded project called Aurora. College of San Mateo was invited by U.C. Berkeley to start a CalTeach program Fall 2008. Participating CSM students and mentor teachers receive stipends from a U. C. Berkeley grant. This course is the first in a three semester series, to give students experience with all three levels of K-12 education.

Prerequisite: None.

Recommended Preparation: None.

Description: Sixteen lecture hours per term plus one hour per week in K-5 school classroom with a mentor. Investigation of elementary school teaching careers and requirements for earning a California K-5 school teaching credential; study of California Department of Education standards in science for grades K-5; development and teaching class lessons in physical and life sciences. Same as Biology 126.

Classification: AA/AS Degree; CSU transferable.

127 TEACHNING SCIENCE II: MIDDLE SCHOOL CLASSROOM EXPERIENCE AND SEMINAR
(1.0) (day or evening)

Justification: This course is part of the state of California's effort to improve K-12 science education by encouraging college science majors to consider careers as K-12 teachers. In the past five years all U.C. campuses have developed CalTeach programs to meet the need for excellent science teachers in California. In the past two years U.C. has expanded the program by inviting community colleges to participate with their own CalTeach programs. This is a funded project called Aurora. College of San Mateo was invited by U.C. Berkeley to start a CalTeach program Fall 2008. Participating CSM students and mentor teachers receive stipends from a U. C. Berkeley grant. This course is the first in a three semester series, to give students experience with all three levels of K-12 education.

Prerequisite: Completion of one college level course in Physics or Chemistry or Biology with C or better grade.

Recommended Preparation: None.

Description: Sixteen lecture hours per term plus one hour per week in middle school classroom with a mentor. Investigation of middle school teaching careers and requirements for earning a California middle school teaching credential; study of California Department of Education standards in science for grades 6, 7, 8; development and teaching class lessons in physical and life sciences. Prerequisite: completion of one college course in Physics, Chemistry or Biology with a grade of C or better. Same as Biology127.

Classification: AA/AS Degree; CSU transferable.

128 TEACHNING SCIENCE III: HIGH SCHOOL CLASSROOM EXPERIENCE AND SEMINAR
(1.0) (day or evening)

Justification: This course is part of the state of California's effort to improve K-12 science education by encouraging college science majors to consider careers as K-12 teachers. In the past five years all U.C. campuses have developed CalTeach programs to meet the need for excellent science teachers in California. In the past two years U.C. has expanded the program by inviting community colleges to participate with their own CalTeach programs. This is a funded project called Aurora. College of San Mateo was invited by U.C. Berkeley to start a CalTeach program Fall 2008. Participating CSM students and mentor teachers receive stipends from a U. C. Berkeley grant. This course is the first in a three semester series, to give students experience with all three levels of K-12 education.

Prerequisite: Completion of Biology 127 or Physics 127.

Recommended Preparation: None.

Description: Sixteen lecture hours per term plus two hours per week in high school classroom with a mentor. Investigation of high school teaching careers and requirements for earning a California high school teaching credential; study of California Department of Education standards in science for grades 9-12; development and teaching class lessons in physical and life sciences. Prerequisite: completion of Biology 127 or Physics 127. Same as Biology 128.

Classification: AA/AS Degree; CSU transferable.

SOCIAL SCIENCE382 BRITISH LIFE AND CULTURE (1.5-3.0) (day or evening)

Justification: CSM's Study Abroad Program provides the global experience many four year schools are now requiring for graduation (For example Davis and SJSU International Business Major). This Life and Culture course is required of every student on every trip abroad. It provides the most concrete link between a student's academic life and the culture they are living in.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is required for all students participating in the Study Abroad Program. Each version of this course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society.

Classification: AA/AS Degree; CSU transferable.

383 ITALIAN LIFE AND CULTURE (1.5-3.0) (day or evening)

Justification: CSM's Study Abroad Program provides the global experience many four year schools are now requiring for graduation (For example Davis and SJSU International Business Major). This Life and Culture course is required of every student on every trip abroad. It provides the most concrete link between a student's academic life and the culture they are living in.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is required for all students participating in the Study Abroad Program. Each version of this course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society.

Classification: AA/AS Degree; CSU transferable.

384 FRENCH LIFE AND CULTURE (1.5-3.0) (day or evening)

Justification: CSM's Study Abroad Program provides the global experience many four year schools are now requiring for graduation (For example Davis and SJSU International Business Major). This Life and Culture course is required of every student on every trip abroad. It provides the most concrete link between a student's academic life and the culture they are living in.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is required for all students participating in the Study Abroad Program. Each version of this course provides an introduction to the culture, society, and civilization of the country in

which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society.

Classification: AA/AS Degree; CSU transferable.

385 SPANISH LIFE AND CULTURE (1.5-3.0) (day or evening)

Justification: CSM's Study Abroad Program provides the global experience many four year schools are now requiring for graduation (For example Davis and SJSU International Business Major). This Life and Culture course is required of every student on every trip abroad. It provides the most concrete link between a student's academic life and the culture they are living in.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is required for all students participating in the Study Abroad Program. Each version of this course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society.

Classification: AA/AS Degree; CSU transferable.

386 SOUTH AFRICAN LIFE AND CULTURE (1.5-3.0) (day or evening)

Justification: CSM's Study Abroad Program provides the global experience many four year schools are now requiring for graduation (For example Davis and SJSU International Business Major). This Life and Culture course is required of every student on every trip abroad. It provides the most concrete link between a student's academic life and the culture they are living in.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is required for all students participating in the Study Abroad Program. Each version of this course provides an introduction to the culture, society, and civilization of the country in which the Study Abroad Program is hosted. Lectures and field trips provide a social, historical, and cultural approach to the study of contemporary society.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – COLLEGE OF SAN MATEO

None.

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

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

ART

Art with an Emphasis in Art History – A.A. Degree (27 units in the major area + General Education and other requirements for the Associate Degree) and Certificate of Achievement (27 units)

HUMAN SERVICES

Human Services/Social Work – A.A. Degree (18-19 units in the major area + General Education and other requirements for the Associate Degree)

ELECTRICAL TECHNOLOGY

Electrical Technology: Inside Wireman - Certificate of Specialization (15 units)

PROPOSED PROGRAM DELETIONS – COLLEGE OF SAN MATEO**ELECTRICAL TECHNOLOGY**

Electrical Technology: Inside Wireman - A.S. Degree and Certificate of Achievement (30 units)

Justification: The Electricians' union changed their curriculum, reducing their course units, which reduced the total major units to 15. Therefore, these courses no longer meet the requirements for an Associate Degree or Certificate of Achievement.

Electrical Technology: Sound and Communication Installer – A.S. Degree and Certificate of Achievement (18 units)

Justification: This program has not been offered since the 2004-05 academic year, and even then not in its entirety.

GERMAN

German – A.A. Degree and Certificate of Specialization (12 units)

Justification: Based on a restructuring PIV recommendation, the course offerings will no longer be sufficient for the Associate in Arts Degree or the Certificate of Specialization.

NURSING

Nursing - Certificate of Achievement (68.0 units)

Justification: The Nursing Department felt it necessary to remove the Certificate of Achievement because they were rarely used. Only 30 unit option LVN to RN students requested them since they did not receive degrees; however 30 unit option students have not been admitted over the last several years since priority is given to degree option LVN to RN students.

Perioperative Nursing – Certificate of Achievement (18.0 units)

Justification: The Perioperative Certificate of Achievement is being removed since the courses have not been offered due to lack available faculty and enrollment.

PROPOSED DEPARTMENT ADDITIONS – COLLEGE OF SAN MATEO

None.

PROPOSED DEPARTMENT DELETIONS –COLLEGE OF SAN MATEO

None.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE CURRICULUM REPORT

College SKYLINE

This report has been prepared in accordance with SMCCCD Rules & Regulations, Section 2.09.7 and all appropriate laws and regulations.

Signature

Date

Chair, Curriculum Committee

Christine Roumelias 6/11/09

Vice President, Instruction

M. K. Williams 6/15/09

President, Academic Senate

[Signature] 6/11/09

President, College

Victoria Novak 5/28/09

San Mateo County Community College District

June 24, 2009

PREPARED BY: Regina Stanback Stroud, Ed.D., Vice President, Instruction
Skyline College

APPROVED BY: Christine Roumbanis, Curriculum Committee Chair
Skyline College

Ray Hernandez, Academic Senate President
Skyline College

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

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ANTHROPOLOGY

170 ANTHROPOLOGY OF DEATH (3.0) (day or evening)

Justification: Presently there is not a comparable course offered within the SMCCCD, and students are very interested in the topic. Students frequently ask to spend more time analyzing different cultures' beliefs about death and mortuary practices than our current anthropology courses allow. This course will provide students with an opportunity to focus more deeply on subject matter that is not easily incorporated into other courses. Additionally, this course can benefit our health profession majors who may be confronted with such issues in their daily work. This course also assists students in completing requirements for their Associate Degree by meeting both the Social Sciences and the Ethnic and Cultural Diversity requirements.

Prerequisite: None.

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

Description: Examination of cross-cultural perspectives on beliefs and practices around death and dying. Selected topics may include funerary practices, cannibalism, bereavement, and concepts of the afterlife.

Classification: AA/AS Degree; CSU transferable.

AUTOMOTIVE TECHNOLOGY

718/818 CLEAN AIR CAR II (2.5) (day or evening)

Justification: This course combines a series of AUTO 665 selected topics into one course in order to be in compliance with BAR requirements.

Prerequisite: AUTO 818: Automotive apprentice.

Description: Required by the Bureau of Automotive Repair for obtaining a Smog Check License. Topics covered include operating an emissions analyzer and dynamometer, performing loaded mode emissions testing, and advanced emission diagnostic strategies.

Classification: AA/AS Degree; CSU transferable.

739/839 OBD II EVAPORATIVE EMISSION SYSTEMS (1.5) (day or evening)

Justification: This course addresses the latest technology related to automotive emissions. Every new vehicle since 1998 is equipped with this system, and many are now out of warranty and being repaired by the aftermarket automotive repair industry.

Prerequisite: AUTO 839: Automotive apprentice.

Description: In-depth study of evaporative emission systems used on OBD II vehicles. Topics include the operation, diagnosis and repair of vacuum decay, leak detection pumps, natural vacuum leak detection, and on-board refueling vapor recovery systems.

Classification: AA/AS Degree; CSU transferable.

BIOLOGY

170 PRINCIPLES OF APPLIED BIOSCIENCE (3.0) (day or evening)

Justification: This course was developed with the input of biology faculty from Skyline, CSM, Cañada and local high schools to meet the demand for students interested in the new areas of bioscience and biotechnology.

Prerequisite: None.

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

Description: A survey of the principles that govern the living world, from molecules to cells and tissues, to organs and whole organisms, to populations and ecosystems, to the entire biosphere. Special emphasis is placed upon experimental approaches, current issues, and practical application of the scientific method and biological principles to issues affecting public health, agriculture, and socioeconomic change. Current news and developments in relevant areas of biological sciences and biotechnology will be reviewed and discussed.

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

171 LABORATORY PRINCIPLES OF APPLIED BIOSCIENCE (1.0) (day or evening)

Justification: This course was developed with the input of biology faculty from Skyline, CSM, Cañada and local high schools to meet the demand for students interested in the new areas of bioscience and biotechnology. This lab skill course will also articulate with the high schools through Tech Prep.

Prerequisite: None.

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

Description: Laboratory course introducing students to practical methods in preparing materials, reagents and media for conducting biological investigations and products of genetic engineering. Students will learn to measure and prepare solutions of various concentrations and pH, how to use basic chemistry and biological instrumentation such as digital scales, pipettes and micropipettes, centrifuges, and vertical and horizontal electrophoresis apparatuses. Students will plan and conduct biological experiments using the scientific method and employing modern laboratory methods and instrumentation. Data will be analyzed

using spreadsheet software for tabulation and graphing. Teamwork, responsible lab technique, and proper and thorough notebook keeping will be emphasized.

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

416 LABORATORY SKILLS FOR BIOTECHNOLOGY TECHNICIANS (4.0) (day or evening)

Justification: Provides students with an introduction to biology laboratory skills and an opportunity to gain basic hands-on experience with some techniques and equipment commonly used in the biotechnology industry. It is intended for both individuals in research-oriented majors or careers who are interested in career development as well as those with little advanced science background who are simply interested in learning more about biotechnology.

Prerequisite: None.

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

Description: Provides students with experience using biology lab skills in the context of biotechnology and/or a research laboratory. The goal of the course is to help prepare students for technical support positions in academic or industrial research, development, quality control, or manufacturing facilities.

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

BUSINESS

468 ASIA IN THE WORLD TODAY (3.0) (day or evening)

Justification: This course is designed for students enrolled in an A.S. Degree and/or Certificate program in Asia Studies, Chinese Studies, Business Administration and International Trade, as well as for non-majors who are interested in the study of Asia by providing them with practical guidelines to work with Asian counterparts in business. This course will apply as a core requirement in the Asia Studies major and certificate, and as an elective requirement for the Chinese Studies, Business Administration and International Trade programs.

Prerequisite: None.

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

Description: A comprehensive study of current issues of Asia in the world today in terms of social, cultural, political, economic and business issues. A survey of U.S. policies and the relations with Asia as a region will be covered. This course is for students interested in the Asian Studies major and certificate, Chinese Studies certificate, as well as for students who are interested in Asia.

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

CHEMISTRY

416 CHEMISTRY LAB SKILLS FOR BIOTECHNOLOGY (2.0) (day or evening)

Justification: The changing needs of our students and the biotechnology industry are suggesting a strong need to revise our present 9.0 unit BIOL 415 Biotechnology Training certificate course format. We are interested in expanding upon the present content and offering it in a multi-course format, including this proposed applied chemistry laboratory course.

Prerequisite: Completion of CHEM 192 or CHEM 410 with a grade of C or better, or equivalent.

Description: Provides students with experience using chemistry lab skills in the context of a biology laboratory. The goal of the course is to help prepare students for technical support positions in academic or industrial research, development, quality control, or manufacturing facilities.

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

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

227 SPREADSHEETS III: EXCEL (1.5) (day or evening, and/or distance education)

Justification: This course is designed for students enrolled in an A.S. Degree and/or Certificate program in Computer Applications and Office Technology, as well as for non-majors who are interested in studying advanced Excel concepts and solving complex problems using Excel. This course will apply to elective requirements in the Administrative Assistant, Computer Information Specialist, Office Assistant and Office Information Systems Degree and Certificate programs. The Advanced Excel class will complement the CAOT department's offerings and certificates by broadening existing spreadsheet courses with more in-depth problem solving tools.

Prerequisite: None.

Recommended Preparation: CAOT 226 or equivalent.

Description: Students continue to expand their knowledge of spreadsheets in this advanced Excel class. Topics include using macros and Visual Basic for Applications (VBA) to enhance efficiency in spreadsheets and learning to solve complex problems using Goal Seek, Solver and Scenario Manager. Additional topics include using and analyzing data, importing data, working with PivotCharts, PivotTables and Trendlines.

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

COMPUTER SCIENCE

482 INTRODUCTION TO ROUTERS (3.0) (day or evening)

Justification: A required credit course that fulfills one of the core requirements in the Skyline College Network Engineering A.S. Degree, Network Engineering Certificate, and other Telecommunications Technology certificates.

Prerequisite: Satisfactory completion (grade of C or better) of TCOM/CAOT 480, or equivalent training or experience.

Description: Cisco Academy Course – CCNA 1 & 2. Introductory course on router configuration in wide area networks. Students will perform basic router configurations. Course examines common protocols, IP networking concepts and subnetting techniques. Includes instructor-directed, hands-on activities. This course is patterned after Cisco training guidelines. *Also listed as TCOM 482.*

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

483 NTEWORK SWITCHES – CONCEPTS AND APPLICATIONS (3.0) (day or evening)

Justification: A required credit course that fulfills one of the core requirements in the Skyline College Network Engineering A.S. Degree, Network Engineering Certificate, and other Telecommunications Technology certificates.

Prerequisite: Satisfactory completion (grade of C or better) of TCOM/COM 480, or equivalent training or experience.

Recommended Preparation: Satisfactory completion (grade of C or better) of TCOM/COMP 482, or equivalent training or experience.

Description: Cisco Academy Course – CCNA 3. Introductory course in network switching concepts and configurations as applied to computer networks. Course examines switching protocols, spanning tree protocols, virtual LANs, and other specific models. Basic design of switch configurations and the use of switches in network architecture will be covered. Includes instructor-directed, hands-on activities. This course is patterned after Cisco training guidelines. *Also listed as TCOM 483.*

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

485 TROUBLESHOOTING THE INTERNETWORK (3.0) (day or evening)

Justification: A required credit course that fulfills one of the core requirements in the Skyline College Network Engineering A.S. Degree, Network Engineering Certificate, and other Telecommunications Technology certificates.

Prerequisite: Satisfactory completion (grade of C or better) of TCOM/COMP 483 and TCOM/COMP 484, or equivalent training or experience.

Description: Outlines the troubleshooting methodology and techniques for routers and switches in a network infrastructure. Students will learn to use existing software and the diagnostic features of a protocol analyzer to troubleshoot and analyze internetworks. The course is patterned after Cisco training guidelines. *Also listed as TCOM 485.*

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

COSMETOLOGY

776 ESTHETICIAN II (8.0) (day or evening)

Justification: The original course (COSM 775) was modified to create a two-part curriculum designed for students working toward a College Certificate and State licensing in the Esthetician Program to satisfy the State Chancellor's Office regulations for a Certificate of Achievement.. The courses are applicable for those students interested in developing skill in skin care techniques, make-up application, and hair removal.

Prerequisite: COSM 775 or equivalent.

Description: The second of two courses in which students continue to develop advanced skills and knowledge in skin care techniques, hair removal, and makeup application. Upon successful completion of COSM 775 and COSM 776 (a total of 600 hours), the student will be eligible for a Certificate of Achievement from Skyline College and will be able to apply for the Esthetician examination at the California State Board of Cosmetology for licensure.

Classification: Certificate; not transferable.

EARLY CHILDHOOD EDUCATION**244 PREKINDERGARTEN LEARNING AND DEVELOPMENT GUIDELINES (2.0) (day or evening)**

Justification: This course may be used as an elective for students completing the A.S. Degree program or Certificate in Early Childhood Education. The course is a guide for early childhood teachers on how to solidify their commitment to developmentally appropriate practices and to address issues of readiness for kindergarten. The course will be beneficial not only to teachers but to administrators, agency leaders, members of the school board, parents, and other community members who are interested in school readiness, both academic preparation and appropriate preschool content.

Prerequisite: None.

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

Description: A review of the criteria for high quality prekindergarten/preschool experiences for young children. Students will examine program and curriculum guidelines that are necessary in order to support children's emerging foundational skills and their transition to kindergarten. Topics covered include the political, economic, developmental and current issues related to kindergarten readiness and later school success.

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

261 EARLY INTERVENTION PRACTICES (3.0) (day or evening)

Justification: One current trend in the Early Childhood Education field is the full inclusion into programs of children with special needs. There is a need for both current and prospective ECE teachers to gain in-depth knowledge of how to provide both one-on-one and group intervention for children with special needs in their programs. In addition, this course can join with the current ECE 260: Children with Special Needs to become a specialization for teachers at the upper tiers of the California Child Development Teaching Permit.

Prerequisite: None.

Recommended Preparation: Successful completion (grade of C or better) of ECE. 260, or equivalent.

Description: Major elements of Early Intervention programs for children birth to five years, with an emphasis on intervention strategies, classroom modifications, activity-based interventions, and differentiated instruction. Education plans (IEP/IFSP), current research, and descriptions of atypical development are included, along with best practices for children with disabilities in early childhood settings.

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

314 HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN (3.0) (day or evening)

Justification: This course is one of the required core courses and is designed for students working toward a Skyline certificate or degree, and/or those students planning to transfer to a four-year college or university. It is also useful for parents or other adults who care for children's health, safety, and nutrition.

Prerequisite: None.

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

Description: Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.

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

360 ADVOCACY IN THE EARLY CHILDHOOD FIELD (1.0) (day or evening)

Justification: The course will fulfill an elective requirement for students enrolled in the Early Childhood Education A.S. Degree and/or Certificate program. This course will empower students in the field of Early Childhood Education to advocate for children, families, and early childhood teachers. It is also applicable to students who wish to explore early childhood advocacy as a career.

Prerequisite: None.

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

Description: A focus on the importance of advocacy for early childhood professionals to improve the lives of children, to determine how the public and public policies affect the field of education, and to realize the need of a strong united voice to foster change. The course includes an introduction to labor organizing and information on the path of legislation.

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

ECONOMICS

111 THE ECONOMY TODAY (3.0) (day or evening)

Justification: The current Economics offerings are technical and do not meet the needs of students who wish to be well informed but who will not be economics or business majors.

Prerequisite: None.

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

Description: Non-theoretical consideration of current economic issues. Introduction to basic economic concepts and alternative perspectives. Current issues include unemployment, inflation, banking, immigration, social security, international trade, and war. *NOTE: Students who have received credit for ECON 100 or 102 may not receive credit for ECON 111.*

Classification: AA/AS Degree; CSU transferable.

ENGLISH

828 BASIC COMPOSITION AND READING (5.0) (day or evening)

Justification: This course serves the college by adding a course to the curriculum with an additional method of delivery of instruction in composition and reading for students at the remedial level. The

course integrates reading and composition instruction from two standalone courses – English 826 and Reading 826. English 828 is a foundation course for students who require more sustained preparation to succeed at academic composition and reading tasks before attempting more advanced composition and reading courses leading to transfer.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 826 and READ 826 by appropriate scores on college placement tests and other measures as necessary.

Description: Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, and sentence structure. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

100 INTRODUCTION TO ENVIRONMENTAL SCIENCE (3.0) (day or evening)

Justification: The course adds depth to the environmental offerings of Skyline College and allows for an additional course offering for students to meet degree and transfer requirements

Prerequisite: None.

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

Description: An interdisciplinary introduction to aspects of environmental and natural resource issues and their impact on human welfare. Exploration of causes of environmental issues in a natural sciences, social sciences, business and engineering context. Study of sustainability and potential solutions to environmental problems.

Classification: AA/AS Degree; CSU transferable.

410 INTRODUCTION TO SOLAR INSTALLATION AND INTEGRATION (3.5) (day or evening)

Justification: This course is needed to meet the increased demand in residential solar systems. With this increased demand there has also been an increased need for installers. This course allows the college to offer an additional career technology option and addresses the need for courses in environmental technology.

Prerequisite: None.

Recommended Preparation: Completion of ELEC 110 with a grade of C or better, or concurrent enrollment in ELEC 110, or equivalent.

Description: An introductory course targeted to junior-level photovoltaic installers to provide a foundation of skills necessary in solar installation. Topics include electrical theory and practice, photovoltaic theory and integration, and solar installation skills. The course is a balance of theory, hands-on practice and real world examples. *Also listed as ELEC 410.*

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

665 SELECTED TOPICS IN ENVIRONMENTAL SCIENCE AND TECHNOLOGY (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: As our population, technological powers and consumption of resources increase, so do our abilities to alter our planet and damage the very systems that keep us alive. This course is designed for current students, community residents, and working professionals who are interested in acquiring knowledge and skills to lessen our impact on the planet.

Prerequisite: None.

Recommended Preparation: None.

Description: Short course designed to introduce topics and or develop skills in the area of environmental science. The course will focus on a specific topic: global climate change, fossil fuels, conventional and new renewable energy alternatives, waste management, creating livable cities, and others. *Each topic may be repeated once for credit.*

Classification: AA/AS Degree; CSU transferable.

HISTORY

444 SURVEY OF SUB-SAHARAN AFRICAN HISTORY (3.0) (day or evening)

Justification: Presently, there is not a course on the history of Africa offered at Skyline College. This course will fill that need. As part of the global community, our students need to have a working knowledge of this critical area of the world.

Prerequisite: None.

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

Description: Survey of Sub-Saharan African History. Topics include the origins and impact of the slave trade; European colonialism; political, social and economic development; and contemporary issues.

Classification: AA/AS Degree; CSU transferable.

INTERIOR DESIGN

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

Justification: This transferable course is designed for current students, community residents, and working professionals who are interested in acquiring knowledge and skills in interior design topics.

Prerequisite: None.

Recommended Preparation: None.

Description: Short course designed to enhance interest and develop skills in the areas of interior design. Focus on one of the following specific topics such as: environmental design, sustainable/ green design for interiors, computer applications for creating interior design plans, color and design, development of interior design portfolios, furniture design, basics of interior design for home and business, and designing for multicultural populations.

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

PARALEGAL STUDIES

671 PARALEGAL INTERNSHIP I (4.0) (day or evening)

Justification: Internships provide an exciting opportunity for paralegal students to actively apply classroom learning to real legal cases while supporting attorneys in the practice of law. Interns have an opportunity to gain professional experience while providing valuable services throughout the Bay Area at trial courts and other public agencies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Students are strongly advised to complete or enroll concurrently in LEGL 443 or LEGL 445.

Description: Paralegal students gain practical hands-on experience through unpaid volunteer or paid employment at public and private legal organizations. Internships bridge classroom learning with real world experience and offer students professional career development. Interns are supervised on-site by professional legal personnel and off site by a paralegal instructor.

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

PHYSICAL EDUCATION

152 THEORY OF SPORT AND FITNESS MANAGEMENT (3.0) (day or evening, and/or distance education)

Justification: The business of sport is one of the fastest growing segments in our society. Consequently, there has been a rise in the number of undergraduate and graduate Sports Management programs in the educational system. This course will provide an overview of basic management principles as they apply to the business of sport. In addition, students will learn about the numerous career opportunities in sport management. The course is transferable and applicable to the Physical Education Associate Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 or equivalent.

Description: An introductory course emphasizing basic management principles as they relate to the business of sport. In particular, this course will examine such topics as sport governance, facilities management, sports law, the economics of sport, and sports marketing. In addition, this course will provide an overview of the many careers available in the sports management industry.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – FITNESS

308 HIKING AND TREKKING FOR FITNESS (0.5 or 1.0 or 1.5) (day or evening)

Justification: This course provides an additional curriculum option for hikers and fitness enthusiasts.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to the cardiovascular and weight loss benefits of the use of trekking poles while hiking. A fitness course for the outdoor enthusiast, classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION – INDIVIDUAL SPORTS

171 GOLF: ON-COURSE PLAYING LESSONS (0.5 or 1.0) (day or evening)

Justification: This course, designed for high beginner through expert golfers, will increase course offerings in the subject area of golf and provide students with additional curriculum through which to improve their skills.

Prerequisite: None.

Recommended Preparation: INDV 160 or equivalent.

Description: On-course group playing lessons designed to improve strategy in club and shot selection through proper course management. This course is recommended for students who have at least a basic understanding of golf swing technique, course etiquette, and USGA rules.

Classification: AA/AS Degree; CSU transferable.

SOCIOLOGY

160 SOCIOLOGY OF SEX AND GENDER (3.0) (day or evening)

Justification: This course is designed for students enrolled in an Associate of Arts Degree program and is intended to supplement existing courses and programs at Skyline College such as Psychology, Anthropology, Biology and History. This course meets GE requirements and will address Skyline College's student demographics.

Prerequisite: None.

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

Description: Analysis of biological concepts of sex and social constructs of gender, both at a macro level (economy, politics and religion) as well as a micro level (interpersonal relations, power, and sexual identities). The primary focus will be on contemporary United States society, but the course will include a historical and global comparative analysis.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

POLITICAL SCIENCE

330 MIDDLE EAST POLITICS: U.S. AND ISRAELI-PALESTINIAN CONFLICT

Justification: This course has been superseded by PLSC 335: History and Politics of the Middle East.

SPEECH COMMUNICATION128 FORENSICS

Justification: This course has not been taught since 1990 and does not meet any CSU GE or IGETC requirements.

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree, and/or Certificate of Achievement (12 units or more) in the following programs:

BIOTECHNOLOGY

Biotechnology Technician – Certificate of Achievement (18 units)

EARLY CHILDHOOD EDUCATION

Early Childhood Special Education – Certificate of Achievement (24 units)

INTERNATIONAL LOGISTICS

International Logistics – A.S. Degree (27 units in the major area + General Education and other requirements for the Associate Degree)

INTERNATIONAL STUDIES

International Studies with an Emphasis in African Diaspora – A.A. Degree (27-31 units in the major area + General Education and other requirements for the Associate Degree)

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to add the following program departments:

ENVIRONMENTAL SCIENCE AND TECHNOLOGY (ENVS)

This program of study will include career courses in clean energy, general education coursework in environmental science, and short courses of general interest in “green” topics.

WELLNESS (WELL)

This program of study will include courses in spa technology, which are currently listed under Cosmetology, as well as planned courses in massage therapy and other related wellness and holistic health curriculum.

PROPOSED DEPARTMENT DELETIONS – SKYLINE COLLEGE

None.

BOARD REPORT NO. 09-6-100B

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

APPROVAL OF SUB-GRANT WITH JEFFERSON UNION HIGH SCHOOL DISTRICT

Skyline College is implementing the Career and Technical Education Community Collaborative Project funded by the California Community Colleges Board of Governors. The SMCCCD Board of Trustees has previously approved this project (08-8-103B). The following is a request that the Board of Trustees approve a sub-grant for the project's partner, Jefferson Union High School District, in the amount of \$75,000 to fulfill the project's goal of establishing a Middle College at Skyline College.

The sub-grant will provide \$75,000 in funding for Jefferson to:

1. Develop strategy for the implementation of a CTE Middle College
2. Engage a planning task force, set overarching philosophy and underlying assumptions related to the establishment, vision, mission, values, and goals of a middle college
3. Hold community (parent, student) meetings to invite community input in the development of the middle college.
4. Hold bilateral (at College and High School) governance processes to engage the College and High School in the development process.

RECOMMENDATION

It is recommended that the Board of Trustees approve this sub-grant in the amount of \$75,000 for the period April, 2009-December, 2009 with Jefferson Union High School District.

BOARD REPORT NO. 09-6-101B

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

**APPROVAL OF AGREEMENT WITH SAN MATEO COUNTY HUMAN SERVICES AGENCY
TO LAUNCH FOOD STAMP EDUCATION AND TRAINING PROGRAM
AT SKYLINE COLLEGE**

In partnership with San Mateo County Human Services Agency (SMCHSA), Skyline College will implement a Food Stamp Education and Training Program named the "Beyond Economic Self-Sufficiency Tools" (BESST) program. Skyline will seek federal Supplemental Nutrition Assistance Program funding to generate revenue for the College that will help food stamp recipients access and succeed in college as a tool for social mobility. For every \$1.00 of FTES generated by a BESST program participant, Skyline will be able to invoice the federal government through SMCHSA for an additional 50 cents on the dollar which will return to Skyline as unrestricted revenue. This 50 percent reimbursement of expenses, defined as FTES generated, will support BESST participants with books and transportation assistance while they pursue career and technical education that satisfies their food stamp program participation requirements. The funding will also enable the College to provide needed staffing to ensure the program's administration and success.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with the San Mateo County Human Services Agency.

BOARD REPORT NO. 06-9-102B

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

ADOPTION OF THE 2009-10 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2009. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2008-09 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 9, 2009.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor’s Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2009-10 Budget and Planning Calendar on January 28, 2009.

RECOMMENDATION

To meet the California Code of Regulations, Section 58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2008-09 accounting records, and to begin 2009-10 disbursements in July 2009, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 124,084,849
General Fund, Restricted	24,411,103
Self-Insurance Fund	8,584,496
Debt Service Fund	42,637,527
Capital Projects Fund	513,732,179
Bookstore Fund	15,732,589
Cafeteria Fund	629,212
Child Development Fund	1,240,498
Trust Funds (Financial Aid)	10,267,462
Reserve Fund for Post-Retirement Benefits	<u>35,054,678</u>
TOTAL – ALL FUNDS	\$ 776,374,593

THE TENTATIVE BUDGET REPORT provides a summary of 2009-10 State and District budget planning information. It primarily focuses on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through J.

Budget Planning

The District Committee on Budget and Finance has reviewed the District's Resource Allocation model along with income assumptions and expenditure plan. Due to the extreme uncertainties surrounding the 2009-10 State budget, planning has been challenging. A more thorough review of resource allocation will occur after the State budget is adopted and program priorities are identified. The Tentative Budget will be revised to include any changes resulting from the final State budget and the 2008-09 fiscal year-end numbers.

In recent months, budget forums were held at all three Colleges informing them of developments at the State level as well plans for addressing the severe State budget shortfall. Regular email updates from the administration have also been sent to the college community. Over the summer months, the District and College leadership will be carefully examining the fiscal and program ramifications of the State's budget and its relative impact on our three Colleges and the District Office.

MAY REVISION

Just prior to the special State election of May 19th, the Governor released two versions of his annual May Revision. The two versions of the revised budget were intended to show the State spending cuts if the measures passed and the cuts the Governor proposed if the measures failed. The tax and revenue initiatives failed to pass. Based on the election results, more severe program reductions affecting all sectors of State government are necessary to overcome the huge State deficit.

The Budget Conference Committee recently finalized its actions related to the education budget. For the California Community Colleges, the package contained \$630 million in reductions and \$115 million in funding deferrals. A major change from the Governor's May Revision is an additional \$210 million in new revenues (\$80 million from a student fee increase and \$130 million from federal stimulus funds). The System's Office Vice Chancellor Erik Skinner provided the latest update. In the conference committee's spending plan, the new revenues are used to reduce cuts to categorical programs by \$140 million and cuts to general apportionments by \$70 million.

Current Year (2008-09):

- Defer an additional \$115 million in apportionment payments from fiscal year 2008-09 to fiscal year 2009-10
- \$85 million in unallocated cuts to be applied to categorical programs and/or general apportionments
- A \$42.1 million local property tax shortfall with no backfill

Budget Year (2009-10):

- Increase student fees to \$26 per credit unit effective Fall 2009 (raises \$80 million in revenues that are used to mitigate cuts to categorical programs and general apportionments).
- Assume that community colleges will receive \$130 million in federal stimulus funds to backfill cuts (one-time funds).
- Eliminate 3% enrollment growth, cut of \$175.2 million (leaves no growth funding)
- \$193 million in cuts to categorical programs. Cuts vary by program:
 - No cuts: Student Financial Aid Administration, Foster Care Education

- Approximately 16 percent cut: CalWORKs services, Basic Skills, Disabled Students Programs and Services, EOPS & CARE, Fund for Student Success, Nursing
- Approximately 20 percent cut: Telecommunication/Technology
- Approximately 32 percent cut: Academic Senate, Apprenticeship, Child Care Tax Bailout, Economic Development, Equal Employment Opportunity, Transfer Education and Articulation, Matriculation, Part-time Faculty Compensation, Part-time Faculty Health Insurance, Part-time Faculty Office Hours
- Elimination: Physical Plant/Instructional Equipment, California High School Exit Exam (CAHSEE), SB 70 CTE funding (\$38 million appropriated in SB 1133 remains intact)
- Provide categorical flexibility for districts. Specifically, districts would be able to redirect funds from any of the categorical programs subject to the 32 percent reduction (see above) to support any other categorical program funded in the state budget. Before exercising flexibility, districts would be required to discuss the redirection of funds at a regularly scheduled public meeting. This flexibility applies to fiscal years 2009-10 through 2012-13.
- Reject May Revision proposal to lower the funding rate for Physical Education courses to the noncredit rate. Instead, approve an unallocated \$120 million reduction to community college general apportionments (\$70 million of this reduction is then backfilled with new revenues).
- Authorize adjustments to base workload measures commensurate with reductions in general apportionments. This will reduce base workload expectations for purposes of apportionment calculations and make it easier for districts to make necessary cuts to course sections. Language states intent that reductions in course sections, to the greatest extent possible, be achieved in areas other than basic skills, CTE, and transfer.
- A \$116.7 million local property tax shortfall with a partial backfill of \$63.3 million.
- The committee did not act on the Governor's proposal to suspend the 50 percent law and 75/25 requirements for 5 years.
- The Conference Committee also took action to reject the Governor's proposal to eliminate new Cal Grant awards. They did however approve some cost savings beginning in 2010-11 by freezing income eligibility for Cal Grant A and reducing Cal Grant private awards by 5 percent.

The State's need to identify reductions is resulting in many changes on a daily basis to the proposals and we expect the final budget to contain significant adjustments from those noted at the time of preparation of the Tentative Budget.

Enrollment

The Colleges' budgeted FTES reflects a projected enrollment growth for the coming year. All three Colleges have surpassed their targeted FTES goals as reflected by enrollment surges in the Fall, Spring and Summer semesters. Currently, the District is in restoration. Should it become necessary, the District will be shifting FTES from Summer 2009 to 2008-09 as a strategy to maximize revenue. Should the State mitigate budget constraints by reducing workload requirements or increase student fees then FTES may be actually reduced.

Improving and expanding on efforts to sustain and increase student enrollment has been successfully accomplished through initiatives by the Colleges. For the three colleges, the consequences of a multi-billion dollar State budget deficit will result in fewer classes offered in 2009-10 while maintaining high levels of productivity.

2009-10 Revenue Projection

It is important to note that the most current State budget deliberations are not included in the Tentative Budget. The estimates are based upon the State budget approved in February and will be revised after final District expenditures for 2008-09 are determined at the end of July. The funding mechanism of SB361 is fairly clear and the State has provided a worksheet for estimating district apportionment. The District subsequently prepared an estimate of its base revenue taking into consideration a set of factors that includes enrollment and projected property tax assessed valuation. The District's total revenue projection is \$112,664,106 which is \$4,086,095 less than last fiscal year.

For 2009-10, the assumptions include:

1. Continuation of SB 361 funding as proposed at the State budget workshops. No fee increases.
2. 2009-10 FTES based on funded state growth over 2008-09 FTES goals and no shifting of FTES.
3. 2009-10 Non-resident FTES declines at the same rate as 2007-08 over 2006-07
4. Zero state revenue COLA.
5. 1.02% state funded growth.
6. Deficit factor on state revenue projected.
7. 8% inflation on certain expenses.
8. Utilities and benefits are based on 2008-09 increase over 2007-08
9. No increase for Full Time faculty outside of what Colleges fund from their site allocations
10. Fixed costs are based on best guesses.
11. Continuation of Apprenticeship programs (Electricians and Sprinkler Fitters) at CSM.
12. \$4 million budget cut from base apportionment.

The lack of adequate funding for community colleges underscores the necessity to do more for less. The following tables summarize projected revenues and expenditures. Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. In addition to annual inflationary cost increases, the costs associated with providing health and medical benefits to active and retired employees increase each year.

In the spring, the Colleges and District Office were given a goal to reduce their site allocation by 10% and depending upon the outcome of the final State budget, the sites have been instructed to prepare for cuts of up to 25% over the next three years. The District is looking at all options to decrease expenses. Since personnel costs account for over 82% of the budget, retirement incentives were offered to faculty and staff to facilitate reductions in this area. Additionally, the sites reported positions to be defunded. Currently, the District is implementing the "managed hiring" process wherein vacant positions to be filled have been identified and employees whose positions have been defunded are given the opportunity to apply for the vacancies. The process is expected to be completed by the end of August.

Revenue	2008-09 Final Budget	2009-10 Tentative	Change
Base Revenue	\$94,377,039	\$104,939,134	\$10,562,095
Growth/Restoration	13,852,482	0	(13,852,482)
Lottery	2,503,260	2,254,518	(248,742)
State PT Faculty Parity	1,609,670	1,609,670	0
Apprenticeship	216,157	221,148	4,991
Non-Resident Tuition	1,510,091	1,644,137	134,046
Interest	1,686,000	1,000,000	(686,000)
Miscellaneous	995,500	995,500	0
Total	\$116,750,201	\$112,664,106	\$(4,086,095)

Expenditures	2008-09 Final Budget	2009-10 Tentative	Change
Site Allocations	\$77,611,094	\$72,262,113	(5,348,981)
Employee Benefits	18,682,300	20,512,225	1,829,925
Retiree Benefits	6,646,300	7,114,733	468,433
Formula Adjustments	877,161	877,161	0
Apprenticeship	216,157	221,148	4,991
Miscellaneous	1,148,000	1,118,000	(30,000)
Utilities	5,008,180	5,236,298	228,118
Salary Commitments	4,067,710	2,587,725	(1,479,985)
Managed Hiring	300,00	300,000	0
Insurance	991,000	998,928	7,928
Consultant/Legal/Election	400,000	403,200	3,200
Staff Development	378,000	381,232	3,232
Software/Hardware/Telephone	597,400	597,400	0
Centers for Teaching/Learning	306,900	306,900	0
Retirement Reserve Transfer	1,500,000	0	(1,500,000)
Museum of Tolerance	50,000	50,000	0
Total	118,780,202	112,967,064	(5,813,138)

At this stage in the budget development process, the estimated expenditures exceed projected revenues by \$302,958. District efforts will continue throughout the summer months to address the daunting reality of a serious budget shortfall. Various groups are scheduled to meet regularly, deliberate and brainstorm strategies to deal with the impact of reduced staffing and services.

2009-10 Beginning Balance

The beginning balance is estimated at \$11,130,086 and includes reserves of 5% according to board policy. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities of the 2008-09 year and will be carried over into the new fiscal year a committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District's financial records.

2009-10 Site Allocations

The site allocations for the Tentative Budget have been adjusted for step, column, and longevity increases as well as for growth according to the resource allocation model. The allocations include permanent and hourly salaries and discretionary operating costs. Employee benefits have been budgeted separately in Central Services. The allocations will be adjusted for the adopted budget as necessary.

Cañada College	\$12,351,751
College of San Mateo	\$24,881,780
Skyline College	\$21,491,749
District Office	\$7,951,874
Facilities	\$5,584,959

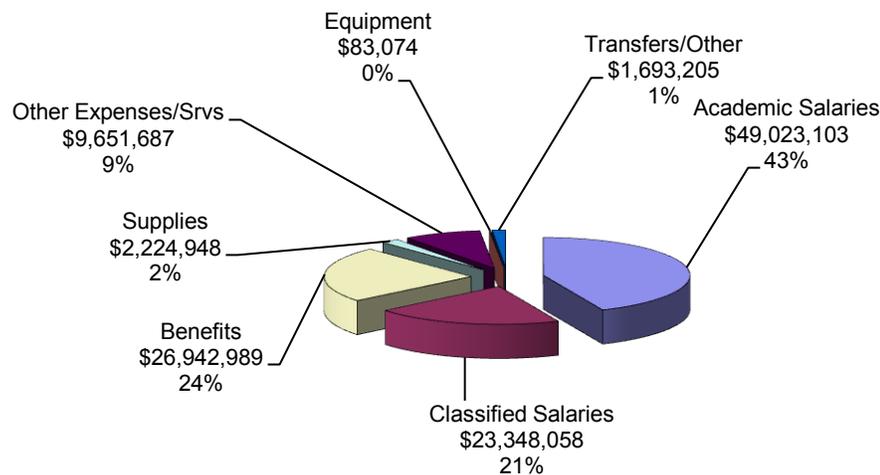
2008-09 Ending Balances

The sites are relying on the balances to assist with the projected deficit in 2009-10. Projections of 2008-09 ending balances submitted by the Budget Offices at each site are as follows:

Cañada College	\$0
College of San Mateo	\$1,434,263
Skyline College	\$841,684
District Office	\$450,000
Facilities	\$500,000

The major functional uses of the unrestricted general fund budget are illustrated below by major account category and by major program category.

Account Category	2008-09 Final Budget	2009-10 Tentative	Change
Certificated Salaries	52,453,750	49,023,103	(3,430,647)
Classified Salaries	25,404,710	23,348,058	(2,056,652)
Employee Benefits	25,001,468	26,942,989	1,941,521
Supplies/Materials	3,283,113	2,224,948	(1,058,165)
Operating Expenses	13,774,640	9,651,687	(4,122,953)
Capital Outlay	137,860	83,074	(54,786)
Transfers/Other	(1,275,339)	1,693,205	2,968,544
Total	118,780,202	112,967,064	(5,813,138)



Program Category	2008-09 Final Budget	2009-10 Tentative	Change
Instructional Services	69,593,470	65,206,654	(4,386,816)
Student Services	9,499,914	8,802,849	(697,065)
Plant Operations	13,246,941	13,086,673	(160,268)
Institutional Support	22,662,304	22,111,503	(550,801)
Ancillary Services	3,777,573	3,759,385	(18,188)
Total	118,780,202	112,967,064	(5,813,138)

San Mateo County Community College District

Exhibit A-1

**2009-10 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
NET BEGINNING BALANCE (PRIOR YEAR CARRYOVER)**

	Final Budget 2007-08	Tentative Budget 2008-09	Final Budget 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE				
Carryover Balances - Committed but unexpended				
Professional Development	\$115,880	\$145,000	\$144,072	\$150,000
Program Improvement	71,163	60,000	55,894	54,000
Staff Development	9,850	12,000	11,649	10,000
Video Conference/Network Upgrade	19,503	14,000	12,485	12,000
Faculty Internet Accounts	1,295	1,295	1,295	0
Duplicating Equipment Upgrade	16,554	12,000	13,753	9,500
SFSU/Cañada Project	42,592	40,000	53,663	0
CO Program Improvement	4,811	0	0	0
Pacific Heights Project	15,969	15,969	15,969	15,969
CSM High Tech Program	36,896	12,000	15,525	15,525
Student Emergency Loan	0	0	19,714	19,000
Marketing Project	50,253	20,000	10,577	0
ITS Project	0	20,000	34,574	14,000
SFSU Nursing Program	153,063	140,000	127,879	160,000
College Events Funds	106,900	0	166,575	0
Skyline College Computer Project	36,454	36,454	36,454	36,454
Emergency Preparedness	144,695	125,000	199,470	170,000
Election Expense	200,000	200,000	400,000	200,000
One-time purpose	264,675	0	133,995	133,995
Fleet Program	22,831	25,000	12,020	11,000
Equipment Surplus	40,766	35,000	34,318	35,000
Satellite Dish Contracts	505,419	450,000	233,094	450,000
Apprenticeship Programs	261,491	120,000	26,306	0
Contingency Increment	0	90,181	0	-290,657
Prior Year Commitments	132,674	200,000	45,022	200,000
Other Carryover	560,898	2,230,000	756,159	450,000
FTES Growth Initiatives	582,497	100,000	265,917	100,000
Managed Hiring Obligations	100,000	300,000	300,000	300,000
Subtotal	\$3,497,129	\$4,403,899	\$3,126,379	\$2,255,786
Savings for Rebudgeting				
College of San Mateo	0	0	318,230	1,434,263
Cañada College	515,548	0	0	0
Skyline College	220,212	163,000	265,149	841,684
Chanc. Office/Facilities	361,240	250,000	264,237	950,000
Subtotal	\$1,097,000	\$413,000	\$847,616	\$3,225,947
ESTIMATED COMMITMENTS/SAVINGS TO REBUDGET	\$4,594,129	\$4,816,899	\$3,973,995	\$5,481,733
Reserve for Contingency	\$5,627,630	\$5,627,630	\$5,939,010	\$5,648,353
Revolving Fund, and General Reserve	0	0	0	0
Subtotal	\$5,627,630	\$5,627,630	\$5,939,010	\$5,648,353
Unrestricted Balance	349,893	0	399,547	0
TOTAL ESTIMATED NET BEGINNING BALANCE	\$10,571,652	\$10,444,529	\$10,312,552	\$11,130,086

San Mateo County Community College District

Exhibit A-2

**2009-10 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
INCOME ASSUMPTIONS**

	Final Budget 2007-08	Tentative Budget 2008-09	Final Budget 2008-09	Tentative Budget 2009-10
ESTIMATED CURRENT INCOME				
General Revenue and Fees	104,865,779	92,515,968	108,229,523	104,939,133
Restoration/Growth	0	13,550,083	0	0
Lottery	2,400,000	2,277,591	2,503,260	2,254,518
State Part-Time Faculty Support	1,208,079	1,339,145	1,609,670	1,609,670
Apprenticeship Programs	407,341	474,754	216,157	221,148
Non-Resident Tuition	1,694,634	1,517,175	1,510,091	1,644,137
Interest Income	983,500	1,686,000	1,686,000	1,000,000
Mandated Cost Reimbursement	0	0	0	0
Miscellaneous Income	993,274	995,500	995,500	995,500
TOTAL ESTIMATED CURRENT INCOME	112,552,607	114,356,216	116,750,201	112,664,106
TOTAL INCOME + NET BEGINNING BALANCE (Unrestricted Fund Only)	\$123,124,259	\$124,800,745	\$127,062,753	\$123,794,192
EXPENDITURE PLAN				
ESTIMATED 2008-09 CARRYOVER				
COMMITMENTS (From Previous Page)	\$3,497,129	\$4,403,899	\$3,126,379	\$2,255,786
Contingency Increment (Included below)	0	(90,181)	0	290,657
ESTIMATED SAVINGS FOR REBUDGETING (From Previous Page)	1,097,000	413,000	847,616	3,225,947
COMMITMENTS AND REBUDGETED SAVINGS	\$4,594,129	\$4,726,718	\$3,973,995	\$5,772,390
ESTIMATED CURRENT EXPENDITURES:				
Site Allocations				
College/District Base Allocations	71,807,555	75,778,595	77,611,094	72,262,113
Formula Adjustments/Contracts	877,161	877,161	877,161	877,161
Apprenticeship Programs	407,341	474,754	216,157	221,148
Salary commitments (Hrly. COLA)	3,450,542	1,756,107	4,067,710	2,587,726
Matriculation	0	0	0	0
Districtwide Obligations				
Employee/Retiree Benefits	23,872,768	24,867,300	25,328,600	27,626,958
Utilities	4,790,000	4,850,000	5,008,180	5,236,298
Insurance	1,050,000	1,000,000	991,000	998,928
Soft/Hardware Maintenance Contracts	597,400	597,400	597,400	597,400
Special Appropriations				
FTES Growth	0	0	0	0
Managed Hiring	300,000	300,000	300,000	300,000
Resource Allocation Model	102,000	102,000	0	0
Miscellaneous	818,000	1,118,000	1,148,000	1,118,000
Consultants/Legal Expense	322,650	200,000	200,000	203,200
Election	200,000	200,000	200,000	200,000
Program Improvement (Trustee Funds)	50,000	50,000	50,000	50,000
Classified Staff Development	25,000	25,000	50,000	50,000
Management Staff Development	13,000	13,000	13,000	16,232

San Mateo County Community College District

Exhibit A-3

**2009-10 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
ESTIMATED EXPENDITURES**

	Final Budget 2007-08	Tentative Budget 2008-09	Final Budget 2008-09	Tentative Budget 2009-10
Professional Development	286,795	290,000	265,000	265,000
Technology Advancement	306,900	306,900	306,900	306,900
Museum of Tolerance	50,000	50,000	50,000	50,000
Reserve Fund for Post-Retirement Benefits	1,500,000	1,500,000	1,500,000	0
ESTIMATED CURRENT EXPENDITURES	\$110,827,112	\$114,356,217	\$118,780,202	\$112,967,064
TOTAL ESTIMATED EXPENDITURES including carryover	\$115,421,241	\$119,082,935	\$122,754,197	\$118,739,454
Reserve for Contingency	\$5,627,630	\$5,717,811	\$5,939,010	\$5,648,353
Revolving Fund, Stores, & General Reserve	0	0	0	0
Unallocated Ending Balance	349,893	0	399,547	0
Estimated Marginal Revenue/Deficit	1,725,495	(1)	-2,030,001	-302,958
Subtotal	\$7,703,018	\$5,717,810	\$4,308,556	\$5,345,395
TOTAL EXPENDITURES + RESERVES (Unrestricted General Fund)	\$123,124,259	\$124,800,745	\$127,062,753	\$124,084,849

San Mateo County Community College District

Exhibit B

2009-10 TENTATIVE BUDGET - SELF-INSURANCE FUND

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 5,025,079	\$ 6,445,054	\$ 6,445,054	\$ 6,623,996
ESTIMATED INCOME				
Interest	\$ 422,129	\$ 210,000	\$ (230,000)	\$ 110,500
Self Insurance Transfer	1,981,139	2,001,000	2,083,728	1,850,000
Interfund Transfer In	-	-	-	-
TOTAL ESTIMATED INCOME	<u>\$ 2,403,268</u>	<u>\$ 2,211,000</u>	<u>\$ 1,853,728</u>	<u>\$ 1,960,500</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 7,428,347</u>	<u>\$ 8,656,054</u>	<u>\$ 8,298,782</u>	<u>\$ 8,584,496</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 150,495	\$ 27,109	\$ 115,001	\$ 27,044
Benefits	41,051	9,508	38,240	11,584
Supplies	2,139	10,000	-	10,000
Operating Expenses	789,608	1,063,000	1,521,545	700,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 983,293</u>	<u>\$ 1,109,617</u>	<u>\$ 1,674,786</u>	<u>\$ 748,628</u>
TOTAL ENDING BALANCE	<u>\$ 6,445,054</u>	<u>\$ 7,546,437</u>	<u>\$ 6,623,996</u>	<u>\$ 7,835,868</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 7,428,347</u>	<u>\$ 8,656,054</u>	<u>\$ 8,298,782</u>	<u>\$ 8,584,496</u>

San Mateo County Community College District

Exhibit C

2009-10 TENTATIVE BUDGET - DEBT SERVICE

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 30,844,674	\$ 26,772,227	\$ 26,772,227	\$ 17,282,527
ESTIMATED INCOME				
Interest	\$ 1,037,073	\$ 834,500	\$ (751,750)	\$ 255,000
Property Taxes	23,742,947	31,200,000	23,391,185	25,100,000
Transfer In	-	-	-	-
Others	-	-	-	-
TOTAL ESTIMATED INCOME	<u>24,780,020</u>	<u>32,034,500</u>	<u>22,639,435</u>	<u>25,355,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 55,624,694</u>	<u>\$ 58,806,727</u>	<u>\$ 49,411,662</u>	<u>\$ 42,637,527</u>
ESTIMATED EXPENDITURES				
Debt Reduction - Principal	\$ 12,245,000	\$ 16,065,000	\$ 16,065,000	\$ 9,575,000
Debt Reduction - Interest	16,607,467	16,064,136	16,064,135	15,573,544
Others	-	-	-	-
TOTAL ESTIMATED EXPENDITURES	<u>\$ 28,852,467</u>	<u>\$ 32,129,136</u>	<u>\$ 32,129,135</u>	<u>\$ 25,148,544</u>
TOTAL ENDING BALANCE	<u>\$ 26,772,227</u>	<u>\$ 26,677,591</u>	<u>\$ 17,282,527</u>	<u>\$ 17,488,983</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 55,624,694</u>	<u>\$ 58,806,727</u>	<u>\$ 49,411,662</u>	<u>\$ 42,637,527</u>

San Mateo County Community College District

Exhibit D

2009-10 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAMS
Based on Current Agreements and the 2009-10 Enacted Budget

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30004	TRIO - Student Support Services	Federal			497,720		497,720
30004	TRIO - Upward Bound	Federal		250,000			250,000
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	VTEA IC	Federal	313,011	146,183	236,033		695,227
30028	TRIO - Student Support Services	Federal		231,550			231,550
30034	VTEA Tech Prep	Federal	78,274	78,274	78,274	9,393	244,215
30057	Workability III	Federal			149,214		149,214
30075	UISFL Asian Studies	Federal			15,000		15,000
30077	National Science Foundation - Chemistry	Federal		270,000			270,000
30079	Minority Science and Engineering Impr Prog	Federal		300,000			300,000
30080	College Cost Reduction and Access	Federal		761,100			761,100
30081	First 5 SMC USDOE Fund for Impr of Educ	Federal		306,000			306,000
30083	WIA - EWD/Allied Health Prog	Federal		46,011			46,011
30085	USDOL-ETA CBJTG BayCEC	Federal			760,000		760,000
30086	NSF S-STEM (M-SETS) Scholarships	Federal		135,768			135,768
31002	DSP&S	State	747,220	381,791	642,552		1,771,563
31003	EOP&S	State	669,608	535,707	587,405		1,792,720
31004	EOP&S/CARE	State	30,321	34,898	53,147		118,366
31009	Matriculation	State	568,268	389,456	470,866		1,428,590
31012	Foster Care Education	State		93,741			93,741
31016	AB602-Board Fin Asst Prog Adm Allow	State	282,452	213,240	250,800		746,492
31028	Instructional Equip Block Grant	State				190,000	190,000
31030	T-Com & Technology	State				108,108	108,108
31031	CalWORKs	State	111,375	111,375	111,375		334,125
31032	Middle College High School	State	136,769	136,769			273,538
31033	TANF	Federal	26,125	26,125	26,125		78,375
31035	Center for Int'l Trade Development	State			205,000		205,000
31043	Transfer and Articulation	State	4,000	4,000	4,000		12,000
31045	Staff Diversity	State				19,451	19,451
31055	MESA/CCCP	State		79,055	79,055		158,110
31069	Prop 20--Lottery	State				282,568	282,568
31078	Enrollment Growth AD Nursing	State	118,400				118,400
31103	Econ Dev IDRC Surgical Technology	State			334,167		334,167
31104	CTE Community Collaborative Project SB70	State			270,000		270,000
31105	Basic Skills	State	100,000	157,631	274,312		531,943
31106	CTE Community Collaborative Project	State			390,000		390,000
31107	Econ Dev Entrepreneurship Careers	State			50,000		50,000
32003	Public Bdcst-CSG-TV	Local	612,481				612,481
32004	Public Bdcst-CSG-FM	Local	146,864				146,864
32005	Public Bdcst-Interconnect	Local	12,578				12,578
32017	Menlo Park Redevelopment	Local		198,450			198,450
32055	Peninsula Health Care District	Local	370,273				370,273
35022	KCSM TV	Local	2,800,000				2,800,000
35023	KCSM FM	Local	1,500,000				1,500,000
35045	Financial Aid Admin Allow	Local	14,000	3,000	110,000	22,109	149,109
35046	Peninsula Library Systems	Local				140,000	140,000
39001	Parking Fees	Local	1,190,000	425,000	800,000	150,000	2,565,000
39017	Community Education	Local	580,000				580,000
39030	Health Service Fees	Local	370,000	205,000	340,000		915,000
Total 2009-2010 Tentative Budget			<u>\$10,888,404</u>	<u>\$5,603,923</u>	<u>\$6,997,147</u>	<u>\$921,629</u>	<u>\$24,411,103</u>

San Mateo County Community College District

Exhibit E

2009-10 TENTATIVE BUDGET - CAPITAL PROJECTS FUND

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 213,940,712	\$ 514,212,362	\$ 514,212,362	\$ 483,520,869
ESTIMATED INCOME				
Bond Construction	\$ 345,980,687	\$ 15,246,000	\$ 20,943,507	\$ 14,250,000
Canada Staff Housing Planning	1,500,000	0	0	0
Capital Outlay Projects - State Funded	335,493	3,328	3,328	0
Capital Outlay - Planning	8,446,159	400,000	450,000	450,000
C.O.P. Capital Projects	826,349	40,000	146,990	138,000
College Vista Maintenance Reserves	45,000	40,000	40,000	40,000
Facilities Capital Improvement	330,347	0	80,143	0
Foundation Funded Projects	25,533	33,472	11,582	24,942
Hazardous Substances Projects -State Funded	11,206,051	10,374,406	9,581,038	12,343,368
Interest	1,264,878	1,700,000	1,848,900	1,525,000
Pacific Heights Project - Skyline	0	0	0	0
Property Management Study	113,679	0	0	0
Redevelopment	1,973,810	1,400,000	1,350,000	1,400,000
Scheduled Maintenance - State Funded	696,731	25,487	235,384	0
Scheduled Maintenance - District Funded	220,000	0	415,947	0
Non-resident capital outlay recovery fee	38,130	35,000	39,665	40,000
TOTAL ESTIMATED INCOME	\$ 373,002,847	\$ 29,297,693	\$ 35,146,485	\$ 30,211,310
TOTAL INCOME & NET BEGINNING BALANCE	\$ 586,943,559	\$ 543,510,055	\$ 549,358,846	\$ 513,732,179
ESTIMATED EXPENDITURES				
Bond Construction	\$ 58,306,864	\$ 454,209,533	\$ 53,779,584	\$ 400,429,949
Canada Staff Housing Planning	65,465	1,554,535	693,916	2,604,119
Capital Outlay - Planning	58,539	11,955,181	367,163	10,734,430
Capital Outlay Projects - State Funded	335,493	3,328	0	0
C.O.P. Capital Projects	1,216,394	2,823,160	227,324	2,008,028
College Vista Maintenance Reserves	0	85,000	0	85,000
Facilities Capital Improvement	91,759	4,536,962	842,324	3,765,965
Foundation Funded Projects	5,533	13,480	12,611	4,950
Hazardous Substances Projects -State Funded	11,274,626	10,310,365	9,581,038	12,282,655
Pacific Heights Project - Skyline	135,000	27,124,671	20,575	27,104,096
Property Management Study	47,510	633,516	100,500	533,015
Redevelopment	301,245	5,498,239	1,915	5,496,324
Scheduled Maintenance - State Funded	707,071	25,487	0	25,487
Scheduled Maintenance - District Funded	184,735	322,028	211,027	119,981
Non-resident capital outlay recovery fee	964	347,238	0	387,238
TOTAL ESTIMATED EXPENDITURES	\$ 72,731,197	\$ 519,442,725	\$ 65,837,977	\$ 465,581,236
TOTAL ENDING BALANCE	\$ 514,212,362	\$ 24,067,330	\$ 483,520,869	\$ 48,150,942
TOTAL EXPENDITURES & ENDING BALANCE	\$ 586,943,559	\$ 543,510,055	\$ 549,358,846	\$ 513,732,179

San Mateo County Community College District

Exhibit F

2009-10 TENTATIVE BUDGET - BOOKSTORE FUND

	Actual 2007-08	Adopt Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 5,831,205	\$ 6,181,923	\$ 6,181,923	\$ 6,507,589
ESTIMATED INCOME				
Sales	\$ 8,569,211	\$ 8,500,000	\$ 8,621,366	\$ 8,750,000
Other	517,463	500,000	465,000	475,000
TOTAL ESTIMATED INCOME	<u>\$ 9,086,674</u>	<u>\$ 9,000,000</u>	<u>\$ 9,086,366</u>	<u>\$ 9,225,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 14,917,879</u>	<u>\$ 15,181,923</u>	<u>\$ 15,268,289</u>	<u>\$ 15,732,589</u>
ESTIMATED EXPENDITURES				
Cost of Merchandise Sold	\$ 6,222,221	\$ 6,220,000	\$ 6,200,000	\$ 6,300,000
(Classified) Salaries	1,299,704	1,323,486	\$ 1,330,000	1,400,000
Employee Benefits	361,380	360,148	\$ 360,000	380,000
Supplies	43,010			
COP Interest Payment				
Other Operating Expense	646,868	660,000	\$ 655,000	660,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 8,573,182</u>	<u>\$ 8,563,634</u>	<u>\$ 8,545,000</u>	<u>\$ 8,740,000</u>
DISTRICT SUPPORT PAID/(RECEIVED)				
Salaries & Benefits	\$ 79,229	\$ 102,319	\$128,000	\$ 130,000
Rent	67,700	67,700	\$67,700	67,700
Donations	15,846	15,000	\$20,000	20,000
POS system		-		
TOTAL DISTRICT SUPPORT	<u>\$ 162,775</u>	<u>\$ 185,019</u>	<u>\$ 215,700</u>	<u>\$ 217,700</u>
TOTAL ENDING BALANCE	<u>\$ 6,181,923</u>	<u>\$ 6,433,270</u>	<u>\$ 6,507,589</u>	<u>\$ 6,774,889</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 14,917,879</u>	<u>\$ 15,181,923</u>	<u>\$ 15,268,289</u>	<u>\$ 15,732,589</u>

San Mateo County Community College District

Exhibit G

2009-10 TENTATIVE BUDGET - CAFETERIA FUND

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 629,374	\$ 408,068	\$ 408,068	\$ 419,212
Adjustment to the Beginning Balance				
ESTIMATED INCOME				
Food Service Income	\$ 120,691	\$ 150,000	\$ 111,174	\$ 120,000
Special Contract Revenue	-	20,000	24,873	\$ 20,000
Vending Income	86,265	52,873	65,613	\$ 65,000
Other (interest/other)	22,751	23,847	8,839	\$ 5,000
TOTAL INCOME	<u>\$ 229,707</u>	<u>\$ 246,720</u>	<u>\$ 210,499</u>	<u>\$ 210,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 859,081</u>	<u>\$ 654,788</u>	<u>\$ 618,568</u>	<u>\$ 629,212</u>
ESTIMATED EXPENDITURES				
District/College Support	\$ 86,175	\$ 69,373	\$ 77,208	\$ 65,000
Operational Expenses	364,837	140,000	122,148	122,000
TOTAL EXPENDITURES	<u>\$ 451,012</u>	<u>\$ 209,373</u>	<u>\$ 199,356</u>	<u>\$ 187,000</u>
TOTAL ENDING BALANCE	<u>\$ 408,068</u>	<u>\$ 445,415</u>	<u>\$ 419,212</u>	<u>\$ 442,212</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 859,081</u>	<u>\$ 654,788</u>	<u>\$ 618,568</u>	<u>\$ 629,212</u>

San Mateo County Community College District

Exhibit H

2009-10 TENTATIVE BUDGET - CHILD DEVELOPMENT FUND

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$156,256	\$177,874	\$177,874	\$162,407
ESTIMATED INCOME				
Fees	\$195,799	\$197,912	\$217,524	\$230,000
Gifts and Donations	20,017	20,000	20,000	20,000
Calif. Dept. of Educ. - Child Development	556,373	556,000	485,106	371,680
Calif. Dept. of Educ. - Child Nutrition	2,051	2,100	1,970	2,100
Federal Revenue - Child Nutrition	32,426	33,000	33,650	34,000
Incoming Transfers/Other	353,722	381,396	433,322	420,310
TOTAL INCOME	\$1,160,389	\$1,190,408	\$1,191,572	\$1,078,090
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$1,316,645</u>	<u>\$1,368,282</u>	<u>\$1,369,446</u>	<u>\$1,240,498</u>
ESTIMATED EXPENDITURES				
Salaries	\$706,599	\$708,561	\$727,186	\$727,186
Employee Benefits	272,218	297,753	274,801	275,716
Supplies	14,404	13,300	14,657	14,500
Food	52,284	64,000	62,933	63,000
Other Operating Expense	93,266	95,150	127,461	6,200
TOTAL ESTIMATED EXPENDITURES	\$1,138,771	\$1,178,764	\$1,207,039	\$1,086,603
ESTIMATED ENDING BALANCE	\$177,874	\$189,518	\$162,407	\$153,895
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$1,316,645</u>	<u>\$1,368,282</u>	<u>\$1,369,446</u>	<u>\$1,240,498</u>

San Mateo County Community College District

Exhibit I

2009-10 TENTATIVE BUDGET - TRUST FUNDS

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$128,421	\$192,001	\$192,001	\$192,001
ESTIMATED INCOME				
Federal Pell, SEOG, ACG	\$6,410,411	7,000,429	8,441,693	\$9,485,461
Cal Grants	485,928	485,928	482,833	500,000
Transfers-In	202,501	114,739	87,592	90,000
Other	80	0	0	0
TOTAL ESTIMATED INCOME	<u>\$7,098,920</u>	<u>\$7,601,096</u>	<u>\$9,012,118</u>	<u>\$10,075,461</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$7,227,341</u>	<u>\$7,793,097</u>	<u>\$9,204,119</u>	<u>\$10,267,462</u>
ESTIMATED EXPENDITURES				
Administrative Expenditures	\$1,266	\$0	\$0	\$21,752
Federal Pell, SEOG, ACG	6,413,107	7,063,929	8,441,693	9,463,710
Cal Grants	485,928	485,928	482,833	500,000
Other (EOP&S, CARE, TRIO)	135,039	114,739	87,592	90,000
TOTAL EXPENDITURES	<u>\$7,035,340</u>	<u>\$7,664,596</u>	<u>\$9,012,118</u>	<u>\$10,075,461</u>
TOTAL ENDING BALANCE	\$192,001	\$128,501	\$192,001	\$192,001
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$7,227,341</u>	<u>\$7,793,097</u>	<u>\$9,204,119</u>	<u>\$10,267,462</u>

San Mateo County Community College District

Exhibit J

2009-10 TENTATIVE BUDGET - RESERVE FUND FOR POST-RETIREMENT BENEFITS

	Actual 2007-08	Final Budget 2008-09	Estimated Actual 2008-09	Tentative Budget 2009-10
ESTIMATED NET BEGINNING BALANCE	\$ 30,115,703	\$ 32,836,442	\$ 32,836,442	\$ 34,538,878
ESTIMATED INCOME				
Incoming Transfers	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ -
Interest	1,210,304	1,088,700	261,636	510,000
Home Loan Income	14,267	5,300	5,300	5,800
TOTAL INCOME	<u>\$ 2,724,571</u>	<u>\$ 2,594,000</u>	<u>\$ 1,766,936</u>	<u>\$ 515,800</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u><u>\$ 32,840,274</u></u>	<u><u>\$ 35,430,442</u></u>	<u><u>\$ 34,603,378</u></u>	<u><u>\$ 35,054,678</u></u>
ESTIMATED EXPENDITURES				
Operating Expenses	<u>\$ 3,832</u>	<u>\$ 2,250</u>	<u>\$ 64,500</u>	<u>\$ 63,200</u>
ESTIMATED EXPENDITURES	<u>\$ 3,832</u>	<u>\$ 2,250</u>	<u>\$ 64,500</u>	<u>\$ 63,200</u>
TOTAL ENDING BALANCE	<u>\$ 32,836,442</u>	<u>\$ 35,428,192</u>	<u>\$ 34,538,878</u>	<u>\$ 34,991,478</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u><u>\$ 32,840,274</u></u>	<u><u>\$ 35,430,442</u></u>	<u><u>\$ 34,603,378</u></u>	<u><u>\$ 35,054,678</u></u>

BOARD REPORT NO. 09-6-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Rick Bennett, Executive Director of Construction Planning and Gen. Services,
358-6752

APPROVAL OF 2011-2015 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On June 25, 2008 (Board Report No. 08-6-106B), the Board authorized submittal of the District's 2010-2014 Five-Year Capital Construction Plan (5YCP) and the related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the Office of the Chancellor, California Community Colleges. The authorization is in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constituted the first part of the capital outlay proposal process and was prepared according to current guidelines.

The State Chancellor's Office reviewed and evaluated the 2010-2014 plans for conformance to existing guidelines and potential for funding. Competition was especially fierce in light of the Legislature's decision not to put a bond on the November 2008 ballot. Because of the lack of bonds, the California Community Colleges Chancellor's Office (CCCCO) unfunded two years' worth of projects (including six District projects) previously approved for the 2009-2010 and 2010-2011 funding cycles. Essentially this meant a three-year backlog of projects was competing for one year's allocation of funding. With the majority of this funding guaranteed for life-safety projects, the San Mateo County Community College District was fortunate to have an FPP for the modernization of Cañada College's gymnasium (Building 1) accepted and approved. However, funding remains dependent on the passage of another State-wide bond in the future. An IPP for the Skyline College Wellness Center was also approved.

The 2011-2015 Five-Year Capital Construction Plan reflects input received from the State Chancellor's Office review of the 2010-2014 plans, and the planning from the District's Capital Improvement Program (CIP2). In preparing and submitting the 2011-2015 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into four categories:

- I. Fiscal Year 2011-2015 Locally-funded Projects
- II. Fiscal Year 2011-2015 Current State Capital Outlay Projects (Approved, but State funding not available)
- III. Fiscal Year 2011-2015 Current State Capital Outlay Projects (Approved, State funding available)
- IV. Fiscal Year 2011-2015 Initial Project Proposals and Future Project Proposals

Each project is described under these sections and this report is meant to give the Board a broad and detailed understanding of the projects in the 2011-2015 timeframe.

I. Locally-funded Projects

COLLEGE OF SAN MATEO CIP2 DESIGN-BUILD PROJECT

Project Description: This multi-component project is being delivered using the design-build delivery method, wherein a design-build contractor is hired to provide the design, as well as construction of the project. The project includes demolition of Buildings 5, 6, 10, 11 and 13, since these buildings have exceeded their useful service lives and their locations are desirable for new buildings. Replacement buildings 5 and 10 are being constructed in the approximate footprints of the existing buildings. The project also includes major improvements to the exterior areas of the campus.

Building 5N will be the new home for Workforce programs, including Dental Assisting, Nursing and Cosmetology, as well as the new home for Wellness and Aquatics. The location at the south end of the campus is convenient for the community members who are patrons of these programs. One such program will be the Fitness Center, which is envisioned to have public memberships producing a new revenue stream to the campus and reinforcing the already cohesive relationship between the local community and the campus. The Aquatic Center will be comprised of a 55 meter pool and a second pool for competition warm-ups, as well as Adaptive Physical Education. The Aquatic center will offer additional community involvement for local swim clubs and competitions. These programs will thrive and grow in this new building, with state of the art equipment and adjacencies to each other that will foster interactions and synergy.

Building 10, located near the center of campus, will place critical student services at the heart of the campus alongside faculty, staff and division offices. Building 10 will embody CSM's collaborative nature and student-oriented service philosophy to strengthen student convenience and access as well as encouraging interdisciplinary faculty dialogue and interactions between faculty and students. The facility will unite Student Services into a "One-Stop Shop," including Admissions, Career Services, Counseling, Financial Aid, Disabled Students Programs & Services, Student Activities, Welcome Center, Cafeteria, and Bookstore. This One-Stop-Shop approach will include the new Learning Center (LC), a centralized tutorial and student support lab where students can get assistance across the disciplines from writing and mathematics to speech communication and foreign languages, and will be an inspired learning environment where students will feel comfortable giving and receiving academic assistance.

CSM's campus exterior will be revamped to take advantage of its idyllic hilltop location. The new landmark entries at Hillside Boulevard and CSM Drive will provide gateways to a lively campus where students and the community will feel inspired to participate in college activities, with gathering spaces acting as centers of concentrated activity and energy. Landscape improvements will create hierarchies to define vehicular and accessible pedestrian circulation routes and manage pedestrian/vehicular interface. Emergency vehicle access will be improved, as well as other safety and security measures. Public transportation, passenger drop-off and pick-up zones, service and delivery zones will be enhanced. Wayfinding signage, exterior lighting, concession kiosks, and provisions for art will also be part of this project.

Both new buildings are targeted to receive LEED (Leadership in Energy and Environmental Design) Silver Certification at a minimum, with a goal to reach LEED Gold, demonstrating CSM's commitment to sustainable building design and construction.

Total Project Cost: The Construction Planning Department estimates a total project cost of \$216.5 million for this project.

Status: The design of all project phases is complete and approved by the Division of the State Architect (DSA). Demolition of the old Building 5 was completed in June 2008 and construction of the new building, aquatic center and central plant is expected to be completed in March 2010 with occupancy in summer 2010. Construction of the new Building 10 began in January 2009 following the demolition of the old Buildings 10, 11 and 13. Building 10 will be completed in spring 2011 with occupancy expected in summer 2011. Sitework improvements will occur in two phases, specifically the southern and northern quads. Construction on phase 1 started in May 2009. Completion of the sitework will coincide with the completion of construction of Building 5 in spring 2010. Construction of phase 2 of the sitework will follow the schedule of Building 10.

COLLEGE OF SAN MATEO BUILDING 1 MODERNIZATION PROJECT

Project Description: Building 1 was constructed in 1963 and has not undergone any significant modernization upgrades to date. Building 1 is currently home to CSM's campus administration and security offices, the Health Center, Student Services and the Student Government and Activities offices. Administration and Student Services will be relocated to the new Building 10 once it is complete and Student Activities and government will move to remodeled space in Building 17. This exodus will leave a significant portion of the building vacant and allow for a modest "facelift" modernization project before other programs move in. This project will focus on ADA-accessibility improvements, technology upgrades, interior aesthetic improvements and minor base building system repairs.

Total Project Cost: The estimated total project cost for this project is \$6.2 million.

Status: The current plan is for design to begin late fall 2010 with construction commencing fall 2011. Re-occupancy of Building 1 is estimated for summer or fall 2012.

SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT

Project Description: This multi-component project is being delivered using the design-build construction method and will continue the process of reinvigorating the facilities of Skyline College. The new buildings and major improvements to exterior areas of the campus that are planned as part of this Skyline CIP2 Design-Build Project will complete the renaissance.

Building 4 will be the new home of the Cosmetology and Esthetician programs and will expand the general classroom offerings of the College. It will also be the new home for the active Skyline Multi-Cultural groups, as well as Learning Communities, Educational Services, Workforce programs and Skyline's Administrative Offices. The building is intended to be a magnet for a diverse constituency of students, faculty, staff, business persons, and visitors. The building will be visually and physically engaging to promote interaction among campus communities and increase awareness of campus programs available to students. It will serve as a place to host special events and foster student interaction through formal and informal gatherings.

Building 11 will allow the Automotive curriculum to expand by providing facilities for training in Automatic Transmission repair. Incorporated in this new building will be seven service bays, which will simulate operations within a commercial automotive repair facility.

Skyline College's campus exterior will be revamped to take advantage of the existing forest-like and grassland setting. The new landmark entries at Skyline Boulevard and Sharp Park Road will provide gateways to a lively campus where students and the community will feel inspired to participate in college activities, with gathering spaces acting as centers of concentrated activity and energy.

New Building 4 is targeted to receive LEED certification (Leadership in Energy and Environmental Design), demonstrating Skyline College's commitment to sustainable building design and construction.

Total Project Cost: The current total project cost is \$92.4 million for this project.

Status: The design of all project phases is complete. The Division of the State Architect (DSA) has approved plans for Building 4 and the sitework. Approval of the Building 11 plans is expected by the end of summer 2009. Mass excavation and site utilities for the new Building 4 are nearly complete with construction slated for summer 2009-spring 2011. Building 4 is expected to be ready for occupancy summer 2011. Construction of Building 11 is expected to be complete by summer 2010. It is anticipated that sitework will be performed from summer 2009-summer 2011. Construction of these exterior campus improvements is being phased to minimize campus disruption.

II. Current State Capital Outlay Projects (Approved, but State Funding Not Available)

CAÑADA COLLEGE BUILDING 1 – FITNESS CENTER CONVERSION AND CODE COMPLIANCE UPGRADES

Project Description: The CCCCO-approved FPP proposed reactivation of 1,487 assignable square feet of vacated space, resulting from construction of the new Facilities Maintenance Center, for expansion of the Fitness Center. It also includes code upgrades to 13,625 GSF of locker, shower and restroom facilities in the gymnasium. The purpose of the project is threefold: achieve Title IX compliance through an equitable balance in facilities for men and women; replace building finishes and components that have exceeded their service life expectancy; and address a variety of problems associated with facility accessibility. To address accessible travel to Building 1, a new elevator will be constructed. Remodeling of the office and reception desk, and public restrooms is required for ADA compliance.

Total Project Cost: The estimated cost of this project is \$22.5 million, with \$12.9 million in requested State Capital Outlay funding, supplemented by \$9.5 million in Measure A general obligation bond funds.

Status: Based on the assumption that a Statewide bond passes in November 2010 and the CCCCO authorizes the project to proceed, design would commence in early 2011 with construction starting in early 2012. The facility would be ready for use in summer 2013.

III. Current State Capital Outlay Projects (Approved, State Funding Available)

COLLEGE OF SAN MATEO NORTH GATEWAY PROJECT

Project Description: The purpose of this project is to remove seismic hazards from the College of San Mateo. Four buildings on the CSM campus, Buildings 21, 23, 25, and 27, have been rated F in a seismic survey and by recent additional structural analysis. Some of the buildings contain hazardous materials, which could be widely dispersed in the event of a structural collapse. The project proposes

to remove these dangers through demolition of Buildings 21-29 and to repair and reconfigure the site with accessible pathways, recreating parking lots 9 and 10, refreshed landscaping and a performance/gathering venue in collaboration with the design-build project. Additionally, load center #4 of the site's main electrical distribution system is in need of replacement due to safety concerns stemming from water infiltration into the vault. The creation of new load center #8 will allow the contractors to safe off of the electrical system prior to the demolition of the buildings.

Total Project Cost: This project has an estimated cost of \$12 million. State Capital Outlay funds of \$10.9 million have been approved by the CCCCCO.

Status: Design began in spring 2008 and DSA approval was secured in May 2009. Once construction funding becomes available, bidding and construction will begin. Construction of load center 8 will start immediately after bid award. Demolition of Buildings 21-29 will begin after the opening of Building 5 in the summer of 2010, with new sitework and landscaping in place in time for fall 2011. Due to extreme budget deficits and difficulties selling State bonds, the Department of Finance (DOF) is requiring districts to assume all financial responsibility for projects in the event bonds cannot be sold. At this time, District leadership has elected not to submit the DOF-required risk assumption letter.

CAÑADA COLLEGE BUILDINGS 5 & 6 – REACTIVATION OF ACADEMIC FACILITIES AND CODE COMPLIANCE UPGRADES

Project Description: This fiscal year 2007-08 FPP proposed conversion of approximately 17,124 ASF in Buildings 5 and 6, vacated as a result of the new Library/Learning Resource Center/Student Services Facility. Accessibility upgrades are required as a condition of extensive modernization, as well as the creation of new classrooms, assembly spaces and major building systems upgrades. Also included in the project is the addition of 1,400 GSF of new construction associated with a new elevator to improve access to the buildings.

Total Project Cost: The estimated cost of this project is \$16.6 million, with \$5.8 million in requested State Capital Outlay funding, supplemented by \$10.9 million in Measure A general obligation bond funds.

Status: Design was completed in late 2008 and DSA approval was secured in spring 2009. Upon release of construction funding and after state approval, the project will proceed to bid and construction. The project is expected to be in construction for 15-18 months. Like the College of San Mateo North Gateway Project, however, the Department of Finance (DOF) is requiring districts to assume all financial responsibility for projects in the event bonds cannot be sold. At this time, District leadership has elected not to submit the DOF-required risk assumption letter.

IV. Fiscal Year 2011-2015 Initial and Final Project Proposals

The District's 2011-2015 Five-Year-Capital Construction Plan includes six new Initial Project Proposals for fiscal years 2012-2013 funding and six Final Project Proposals for fiscal years 2011-2012.

CAÑADA COLLEGE BUILDING 3 – PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION

Project description: This project addresses academic issues brought about by changes in the strategies of teaching over the past two decades. Significant changes have occurred in the

technologies that support the teaching of the Fine Arts, especially Photography, as well as Theatre and Theatre support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new methodologies. Also, the building infrastructure is overburdened and needs upgrading to support the new technologies. This IPP proposes to upgrade this facility to bring it up to current teaching standards in its academic arena.

Total Project Cost: The estimated cost of this project is \$2.7 million, with \$800,000 from local funding sources, and \$1.9 million requested from State Capital Outlay Funding.

Status: The District is preparing to submit this project to the state for first year funding as a fiscal year 2012-13 IPP.

CAÑADA COLLEGE BUILDING 13 – MULTIPLE PROGRAM INSTRUCTIONAL CENTER

Project Description: This project involves the modernization of the academic classroom building, Building 13. The building was one of the original instructional buildings built on the Cañada campus in 1968. The project proposes code upgrades to 12,110 gross square feet of restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes. It addresses problems associated with facility accessibility for ADA compliance. It replaces building finishes and components that have exceeded their service life expectancy. The replacement of the mechanical and electrical system will address the total building area of 31,473 GSF with a new transformer. Modernization of faculty offices is a part of this proposed project. Modernization of the thirteen classrooms and offices in Building 13 was completed previously under a separate project.

Total Project Cost: The reconstruction of this facility has an estimated total project cost of \$11.8 million, with \$7.6 million to be funded by State Capital Outlay funding; the balance will be funded using local funds.

Status: The District is preparing to submit an FPP for this project seeking fiscal year 2011-12 funding.

COLLEGE OF SAN MATEO BUILDING 12 – REACTIVATION OF SCIENCE FACILITIES AND MODERNIZATION

Project Description: Instructional Science facilities at the College of San Mateo Building 12 are more than 30 years old. As such, the College constructed a new science facility using bond funds to accommodate the changing scientific needs. As part of the CSM Master Plan, the college will renovate the space in Building 12 vacated by the Science program to consolidate instructional and support space for the new Information Technology program and support facilities. The existing electrical, plumbing, and HVAC systems have exceeded their life cycle and serviceability. This project seeks to renovate and remodel approximately 13,065 assignable square feet of "inactive" space for instructional and support facilities.

Total Project Cost: This project has an estimated cost of \$6.9 million. If approved, the District will receive \$3.7 million of State Capital Outlay funding, supported by \$1.4 million of local funding.

Status: The District is preparing to submit this project to the State for first year funding as a fiscal year 2012-13 IPP.

COLLEGE OF SAN MATEO BUILDING 8 – GYM MODERNIZATION

Project Description: This project modernizes the 44 year old Gym on the College of San Mateo campus. The Gymnasium (Building 8) was constructed in 1963 and was among the first buildings built on the site. It has never undergone any major renovations or remodeling for the past 45 years. There have been substantial changes in the program, code compliance issues, and infrastructure issues that require attention. This project addresses these conditions and will increase the energy efficiency of the building as a whole.

Total Project Budget: The total project budget is estimated to be \$14.99 million, with \$11.54 million State Capital Outlay funding requested, supplemented by \$3.45 million of local funding.

Status: The District is submitting an FPP for the fiscal year 2011-12 cycle.

COLLEGE OF SAN MATEO BUILDING 19 – EMERGING TECHNOLOGIES CENTER

Project Description: The modernization of Building 19 will allow for the consolidation and centralization of highly active technology programs in Computer Information Science (CIS), Electronics, Engineering, Architecture, Building Technology, and Computer Aided Drafting. The building will support the mission of integrative learning wherein departments actively blend curricula and faculty to bring different disciplines together to work on projects. The Technology building will be home to Engineering, Architecture, Drafting, Electronics, Computer Information Sciences, and Building Inspection. The proximity of these disciplines will provide a unique opportunity to simulate industry's "Architecture, Engineering, and Construction" (A/E/C) process model for both large and small projects.

Students enrolled in programs in this facility will be trained to transfer to more advanced programs in architecture, engineering and building technology at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, engineering and building technology fields. The College and the District will form partnerships with local industry to develop more directed areas of study that fit the needs of the local employers and better develop the students' capability toward skilled and professional advancement.

Total Project Cost: The total project cost is \$15 million, with \$10.9 million State Capital Outlay funding requested, supplemented by \$4.1 million of local funding.

Status: The District is preparing to submit an FPP for this project seeking fiscal year 2011-12 funding.

SKYLINE COLLEGE BUILDING 1 – FINE AND PERFORMING ARTS MODERNIZATION

Project Description: Originally built in 1969, with an addition constructed in 1977, Building 1 is currently home to Skyline College's campus administrative office as well as the fine and performing arts programs and the theatre. The administrative offices will be relocated to the new Building 4 when it is completed, leaving inactive space needed to support the existing programs. This project proposes conversion of the current administration office space to Art, Graphics, Music, Drama and Photography lab/classrooms. Base building and technology improvements as well as interior esthetic upgrades are also included in this project. This project includes all of Building 1, including modernization of the Theatre and its associated program elements. In addition to reconfiguring the

learning and support spaces for flexible instruction and instruction related performances, the scope of work includes removing hazardous substances, such as asbestos, from walls, floor tile, ceiling and pipe insulation. The project will update the building's infrastructure and utility systems. Because of the technology and redesign of the interior spaces, this building will provide a quality learning and performance environment for the music and dance programs for the future.

Total Project Cost: The total estimated project cost is \$25.6 million with a State Capital Outlay funding request of \$20 million.

Status: The District is preparing to submit an IPP for this project seeking fiscal year 2012-13 funding.

SKYLINE COLLEGE WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER

Project Description: This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in the workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 14,520 ASF facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. To be located in Building 2, part of the project includes activating 7,897 ASF of unassigned space.

Total Project Budget: The working budget of this project is approximately \$6 million. The requested State funding component is \$4.8 million.

Status: An IPP will be submitted by the District for fiscal year 2012-13.

SKYLINE COLLEGE WELLNESS CENTER (NEW CONSTRUCTION)

Project Description: This project proposes to construct 25,060 ASF/32,218 GSF of new facilities to respond to the growing demand for programs in Fitness and Wellness. These Physical Fitness programs at the College represent more than a third of the Physical Education program enrollment with 157 FTEs in 2006-2007; in the past it has been as high as 271 FTEs. The demand is becoming difficult to keep pace with due to the competition in the use of existing PE spaces, many of which are not constructed to adequately support the Fitness programs and are required for use in the other Physical Education programs that are growing as well. The Wellness Center facilities will include Fitness Training, Spinning classes, Sports Medicine Training, and an area for Yoga, Dance & Pilates. These spaces are significantly different than the main gym floor and the weight rooms that currently make up the main gym. In addition, the planned location of this building near the new Cosmetology/Multicultural Building constructed using local funds, brings Cosmetology and Wellness programs together and will allow the programs to appeal to a broader audience of students and public patrons who might not be aware of the diverse offerings that Skyline College can provide.

Total Project Cost: The estimated cost of this project is \$18.5 million, with \$13.8 million in State Capital Outlay funding requested and local contribution of \$4.7 million.

Status: An FPP will be submitted for the 2011-12 funding cycle.

DISTRICTWIDE DATA CENTER

Project Description: This new building at the District Office site provides for the consolidation of the rapidly increasing information technology functions that service this multi-college District and are a necessary component to the advancement of college programs into the digital age. The project provides the central servers for the District Office, all three campuses, and the county-wide library system (32 sites). The link with the county-wide library system enhances the access of the students and staff to extended resources. The Center also provides the technical support for the computer needs of both the academic programs and the administrative units throughout the District. The computer center is responsible for the operation and maintenance of all computer equipment and software, telephone system, WEB site support and management, programming, repair of computers, receipt and preloading of computers, instructional support for faculty, training, Q&A support, and even e-Waste disposition and recycling. Some of the functions are currently performed in 4,452 ASF of the District Office building. Because of the inability to provide additional space in this building, the remaining functions are performed by using 9,000 ASF of swing space on the College of San Mateo campus, which is scheduled to be demolished.

Total Project Budget: The working budget of this project is approximately \$12.8 million. The requested State funding component is \$10.2 million.

Status: An IPP will be submitted by the District for fiscal year 2012-13.

RECOMMENDATION

The District recommends that the Board of Trustees authorize submission of the District's 2011-2015 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals for funding.

BOARD REPORT NO. 09-6-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Rick Bennett, Executive Director, Construction Planning & General Services,
358-6752

**ADOPTION OF RESOLUTION NO. 09-6
AUTHORIZING USE OF DESIGN-BUILD PROJECT DELIVERY METHOD**

One of the Final Project Proposals (FPP) being submitted as part of the 2011-2015 Five-year Capital Construction Plan is a new Wellness Center at Skyline College. If approved and funded, it will house Adaptive Physical Education, spinning, yoga, pilates and dance classes, a cardio and strength-training facility, a multi-function practice facility, faculty offices and a classroom. As originally conceived, the Wellness Center was to be housed in the new Building 4 along with the Cosmetology Program and campus administrative offices. However, Skyline College's increasing enrollment made the need for new general-lecture classroom space a priority. In the place of the Wellness Center, three large and six medium-sized classrooms were added to the Building 4 design.

With the twin goals of growing FTE headcount and improving the health and well-being of students, staff and the community alike, a decision was made to submit a proposal to the California Community College Chancellor's Office (CCCCO) in hopes of securing State monies to assist in the construction of the Wellness Center as a new, stand-alone building. Projects submitted for the State Capital Outlay 2011-2012 funding cycle are the first to be able to choose between using the traditional design-bid-build delivery method and using design-build. Only those districts that have successfully delivered design-build projects using local money will be able to submit proposals for State-funded design-build projects. With multiple design-build projects completed and another two large design-build projects in construction, the San Mateo County Community College District is one of only a handful of districts to meet this requirement and this experience may give the District an advantage for FPP approval.

When considering what delivery method would work best for the Skyline College Wellness Center, Staff evaluated both design-bid-build and the design-build method and concluded that design-build was the best method for the following reasons:

- It establishes a single point of contact for both design and construction because the architects and engineering consultants work for the design-build entity.
- It shifts risk to the design-build entity for errors and omissions in drawings and for associated construction costs.
- It allows early involvement during the design phase by the builder, i.e., it "adds construction practicality to design imagination."
- It produces a compressed design and construction time schedule as a result of phased permitting approvals.
- The design-build entity negotiates subcontracts and, because it has a continuing relationship with the subcontractors, the subcontractors are often more reliable.

BOARD REPORT NO. 09-6-104B

- It allows the District to negotiate a guaranteed maximum price for the finished project early in the process, and produces lower project costs and faster construction time for the District.

Education Code §81700 (AB 1000) requires that the Board adopt a resolution authorizing use of the design-build project delivery method and the CCCCO requires the resolution be submitted with the project proposal. Further, Ed Code Section §81702 states, “that use of the design-build process on the specific project under consideration will accomplish one of the following objectives: reduce comparable project costs, expedite the project's completion, or provide features not achievable through the traditional design-bid-build method.

The Construction Planning Department has determined that design-build will meet two of the three objectives by reducing comparable project cost and expediting the schedule. As such, the District is seeking authorization from the Board for using the design-build delivery method for this modernization project.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 09-6, authorizing use of design-build delivery for the Skyline College Wellness Center Project.

RESOLUTION NO. 09-6

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

RESOLUTION AUTHORIZING THE UTILIZATION OF DESIGN-BUILD DELIVERY

WHEREAS, Education Code §81700 authorizes community college districts to use the design-build construction method on projects costing in excess of \$2.5 million; and

WHEREAS, San Mateo County Community College District conducted an evaluation of the traditional design-bid-build delivery method for the Skyline College Wellness Center Project; and

WHEREAS, the Governing Board of the San Mateo County Community College District finds that use of the design-build delivery method for the facilities described above for Skyline College will either (1) reduce comparable costs of the projects, or (2) expedite completion of the projects, or (3) provide features unavailable through traditional design-bid-build process;

NOW, THEREFORE, BE IT RESOLVED that the San Mateo County Community College District Board of Trustees authorizes utilization of the design-build construction delivery method, as provided for under Education Code §81700, for the Skyline College Wellness Center Project.

REGULARLY PASSED AND ADOPTED this 24th day of June 2009.

Ayes:

Noes:

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees