

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 9, 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 should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

09-12-1 [Minutes of the Study Session of the Board of Trustees of November 18, 2009](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

SWEARING IN OF RE-ELECTED TRUSTEES

ORGANIZATION OF BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Election of Representative of the Board to Elect Members to the County Committee on School District Organization
4. Appointment of Secretary for the Board

NEW BUSINESS

09-12-1A [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.

- 09-12-1CA [Acceptance of Gifts by the District](#)
- 09-12-2CA [Approval of Trustees' Fund for Program Improvement Projects for College of San Mateo and Skyline College](#)

Other Recommendations

- 09-12-1B [Adoption of District Academic Calendar for 2010-2011](#)
- 09-12-2B [Review and Adoption of 2009 Reaffirmation of Core Values and Principles](#)
- 09-12-100B [Approval of Construction Consultants](#)
- 09-12-101B [Acceptance of Governor's 15% Workforce Investment Act: Funds for Allied Health Program for Cañada College](#)
- 09-12-102B [Acceptance of Economic Stimulus Program Funds for Phase II, Allied Health Program Expansion for Cañada College](#)
- 09-12-103B [Acceptance of Silicon Valley Foundation Grant Award for Cañada College](#)
- 09-12-104B [Information on Local Tax Measures and Approval of a Survey](#)

INFORMATION REPORTS

- 09-12-1C [District Financial Summary for the Quarter Ending September 30, 2009](#)
- 09-12-2C [First Quarter Report of Auxiliary Operations, 2009-10](#)
- 09-12-3C [Report on Three Skyline College Art on Campus Projects](#)
- 09-12-4C [San Mateo Athletic Club: Budget Update](#)
- 09-12-5C [Planning Update](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the November 24, 2009 Meeting](#)
4. Naming of Officers for 2010
5. Adjournment

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: None
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT and CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
November 18, 2009
San Mateo, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich (arrived at 6:12 p.m.), 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

President Schwarz announced that in order to accommodate the presenter of item 09-11-1C, Update on KCSM, there was a request to move that item to be heard after item 09-11-1A, Approval of Personnel Actions. There were no objections.

Trustee Mandelkern requested that "Statements from Board Members" be added to the agenda, to be heard before recessing to Closed Session. There were no objections.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the October 28, 2009 meeting of the Board. President Schwarz asked that the minutes reflect that she arrived at the meeting just before "Discussion of the Order of the Agenda." Vice President Miljanich called the meeting to order and ran the meeting until that time. The motion to approve the minutes as amended carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

The following people spoke in support of the Ethnic Studies program at College of San Mateo:

Joe Fong, Instructor of Asian American Culture, said 50% of CSM students are minority and the fastest growing group is Asian. He said certain classes should reflect the population and their interests. He said cuts should be spread out more and that the issue of overload should be discussed with the union. He suggested that the model used by City College of San Francisco is one that might be followed. Dr. Fong presented data to the Board as evidence of the need to preserve the program.

Professor Karoline Naufahu, who teaches Polynesian Studies, asked the Board to allow the Ethnic Studies program to continue in order to fulfill the pledge of equal rights promised in the Constitution. She said the decision will impact not only students, including many football players in her class, but also the countries of Polynesia. Professor Naufahu said she has asked the BBC to cover this story because she wants the world to know what the Governor is doing to the education system in California.

President Claire said there is not a recommendation to eliminate the Ethnic Studies program; there are 16 sections of Ethnic Studies offered per semester and, working with the Academic Senate, the College is looking at a reduction of two sections per semester.

Shawn McGriff, a CSM student currently enrolled in Ethnic Studies, said the United States is a diverse country and Americans should learn about people with different backgrounds; he said that the Ethnic Studies program provides education on different aspects of various cultures.

CSM student Karla Valenzuela said she has learned much about her own culture through Ethnic Studies and that the classes help keep students connected to their roots.

CSM student Anthony Palavi said he is a former student of Professor Moya. He said students need to understand other cultures in order to respect others. He said that students greatly respect those who teach in the Ethnic Studies program, including Jesus Moya, Joe Fong, Rudy Ramirez and Karoline Naufahu. Mr. Palavi added that students understand that the budget situation is not the fault of administrators or the Board.

CSM student Jeanine Robertson said that even if only a few sections of Ethnic Studies are cut, faculty and adjunct faculty would be affected; she specifically mentioned Professor Zelte Crawford who has made a great difference in her life. Ms. Robertson said Ethnic Studies benefits all students. She said people feel left out if their histories and cultures are not addressed. She said that multicultural faculty members and students enrich campus life for everyone.

Tony Gonzales, speaking on behalf of the American Indian community, urged the Board to continue to provide opportunities for students through the Ethnic Studies program. He said he has been invited to the campus for the last 15 years by different programs and classes, particularly to speak to Professor Moya's class. Mr. Gonzales is a consultant to the United Nations and has traveled to United Nations bodies around the world. He said he brings back information to students about colonization and the process of decolonization, racism and the plurality in today's society.

CSM student Jose Ortega said that all of his life he has been told that knowledge is power. He said Ethnic Studies enriches everyone who takes the classes. He said that ignorance produces hatred; Ethnic Studies provides understanding of others and shows how to make America a country of success and democracy.

CSM student Mike DeGroot said he grew up in a small, predominantly white, town. He said that Professor Moya's class taught him to broaden his knowledge and understanding and to be a better person.

A CSM student from American Samoa said he is currently taking an Asian American Culture class. He said the Ethnic Studies program is important not only because students should learn about different cultures, but also because it allows students to meet requirements to transfer to UC.

A CSM student named Steven, who said he is homeless, said there is much economic, social and cultural diversity in the Bay Area and if Ethnic Studies and language classes are cut, it will make it more difficult to compete in the international community. He added that it is not right to eliminate good adjunct teachers.

A freshman at CSM named Daniela said that when she came to the United States from Chile, she did not speak English and had a difficult time. She said she has learned much from Professor Moya's class and was pleased to see so many different faces of people who wanted to learn.

Professor Jesus Moya said he has taught Ethnic Studies at CSM for 15 years. He said the program serves as a support system for many minority students and many students have made it through the College because of that support. He said that more than 50% of the population in the community and at CSM is minority and they have a right to learn about where they came from. He asked the Board to help the program survive during this hard time and to provide people the right they have to their cultures. Professor Moya said that even if only four sections per year are cut, it will mean getting rid of minority teachers with years of experience and he said this is tantamount to "cultural genocide." Professor Moya said the issue is diversity and equality in education.

Another student in Professor Moya's class said Ethnic Studies has helped him to survive at the College.

A student in Dr. Fong's class quoted President Obama as saying "we are our brothers' keepers and our sisters' keepers." He said that if the Ethnic Studies program is cut, people will not understand each other and will remain ignorant.

The following people spoke in support of the Chinese Language program at CSM:

Rebecca Zeren, a teacher and librarian in a San Mateo County school, said she is currently enrolled in the Mandarin program. She said there has been an increase in the number of Asian students in the schools. The school

at which she teaches has added Mandarin to its program. A partnership has also been formed with a school in rural China through the Rural China Foundation and she was part of the team that went to the school in 2008 and she will return in 2010. Ms. Zeren said she believes it is mandatory that she learn Mandarin in order to be effective in her work.

CSM student Zach Sit said loss of the Chinese program would affect his ability to transfer. He said that students who are midway through the program would no longer be able to finish and would have to start learning a new language, wasting time and money. Mr. Sit presented a petition signed by students enrolled in Chinese classes.

Cheryl Blalock is enrolled in the Mandarin program and works in Silicon Valley. She said it is forward-thinking to have a certification program and professional people find it useful in their careers. She added that high school and college students constitute a large number of people in the program and the community would not be served if the program is lost.

Another speaker said the Chinese program at CSM has served the community for more than 20 years and is the only program on the mid-Peninsula to offer a full transfer program. She said that 53% of students in Chinese language classes are transfer students and there are also students who are already enrolled in four-year institutions who are taking the classes online. She said that many people taking the classes are also working professionals. She urged the Board to consider the large Chinese-American community being served and the importance of the Chinese language in today's global world.

Grace Barteau, CEO of Decus Biomedical, said she is also a student in the Chinese program. She recently returned from China where she is working on developing business. She also spoke as the mother of a high school student who is taking Chinese classes so that she, like many other Bay Area residents, can learn to speak with her grandparents in their language.

Frank Briski, a student in the Mandarin Chinese program, said his research found that there were three languages being taught at the College as early as 1935. He said that maintaining the Chinese language program would continue the fine tradition and is particularly important in the changing world.

A student named Carl, who is enrolled in the Chinese program, said he comes to the College because it is affordable and close to home. He said he is attempting to increase his job skills and his ability to keep his job. He also said that he wants to be able to read his father's autobiography which is written in Chinese.

Erick Ong said he is a student and also a working professional. He said CSM provides a great opportunity to work and attend classes. He is working to increase his job skills and marketability and also to learn language skills as a third generation Chinese-American.

Chris Birch said he is a local city government worker, welcoming people in and out of the country at San Francisco International Airport. He started taking Chinese this year and said that saving only one Chinese class would be akin to a bookstore selling one volume of a trilogy and then sending patrons to another bookstore to find the others.

Another speaker said he has lived in several different countries and has studied different languages. He said that being able to speak another person's language is a powerful tool as an ambassador of our country and causes others to look at Americans more favorably. He added that students learn about their own culture by studying other cultures.

The following people spoke in support of the Child Development Center (CDC) at Skyline College:

Michelle Amaral spoke on behalf of classified staff at Skyline and parents at the CDC. She said the CDC is an asset to the College and to the greater community as it serves a population of students who seek to better their and those of their families. Ms. Amaral said that 50% of the parents are single parents and of this group, 80% have incomes below the state poverty level. She said the CDC offers a head start in the early lives of the children, with

a multicultural staff and an accessible location for students to learn about childhood development. Ms. Amaral asked the Board to explore ways to keep the facility open.

Gameleh Gubari said she is a full-time mother and student at Skyline. She said her daughter has benefitted from learning about many cultures at the CDC.

Michelle Araica, a Skyline student and parent of four children, said she was a victim of domestic abuse and came to Skyline with nothing. She did not have family to turn to and had no money for child care, but knew she needed to go to school to better herself. She said she found healing at Skyline and that child care is vital for those who are struggling to survive. She said she is speaking for others like her.

Kim Do is a Skyline student with a child at the CDC. She also works as a caregiver and said the CDC gives her the opportunity to both work and go to school, with a goal of going into nursing. She said the availability of the CDC has a domino effect; it allows her mother to work as a counselor which benefits the community and will in turn permit her to help the community through nursing.

Emyn Dweik said she fled Palestine in 2000 because of the Intifada and the bombing of her daughter's school. She is the mother of five children, ranging in age from 4 to 18, and she relies on the CDC for care of her young daughter. She is on a full scholarship through the Yavapai-Apache Nation. She urged the Board to keep the CDC open not only for the sake of her daughter, but for all Native Americans.

President Schwarz thanked all speakers for their time and courage to tell their stories. She said the Board is here to listen and learn. President Schwarz called a five minute recess to allow time for guests who wish to leave to exit the room.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-11-1A)

It was moved by Trustee Holoher and seconded by Trustee Mandelkern to approve the actions in Board Report No. 09-11-1A. The motion carried, all members voting "Aye."

INFORMATION REPORTS

UPDATE ON KCSM (09-11-1C)

KCSM General Manager Marilyn Lawrence provided a recap of previous presentations to the Board:

KCSM-TV and Radio are community assets and the Board expressed a desire to retain the licenses. Because of the District's financial situation, KCSM can no longer be subsidized and alternative plans for TV operations must be found. KCSM-FM is not under consideration as long as it stays financially strong. In 2009, District support to KCSM TV was approximately \$2 million. Expense controls of \$800,000 are put in place for Fiscal Year 2010; the financial shortfall, if all else remains the same, will be \$1.2 million.

Ms. Lawrence discussed three options for economic viability.

1. Sell the station. Public Radio Capital (PRC) and Daystar are still the only parties that have expressed interest in purchasing KCSM-TV. If the decision is made to sell the station, it must be put out to bid and the District must accept the highest bid.

2. Contract for outside management. A memorandum of understanding is in hand for a management contract with PRC which is currently being reviewed by an FCC attorney. The contract must include both radio and television or PRC is not interested. The District must be in control of the station with some financial responsibility, but most of the costs are reimbursed. Promotion and other District requirements must be determined up front along with space and facility needs. The radio and TV format would be in PRC's hands. PRC's requirements must fall within

the Education Code. Executive Vice Chancellor Keller said reading the contract is very complicated and it is necessary to understand FCC rules. He said there seem to be conflicts between what has been proposed vs. what was said regarding expenses and control. Ms. Lawrence said that while this option should not be ruled out, it is problematic at this point. She said that if outside management is considered, a bid document should be prepared to garner any and all bids.

3. Lease spectrum.

1) Link TV – Link has the largest audience of any independent media outlet in the United States. More than five million adults watch Link on satellite TV and Link’s website receives approximately 6.5 million visits per month. Those who regularly watch Link are younger than PBS viewers, ethnically diverse, politically diverse and active, and very heavy users of online videos, podcasts and IM. Link TV is interested in a non-commercial presence in the Bay Area and a letter of interest was delivered on November 17, 2009. Cable carriage would be required and would force KCSM to abandon the analog tier on Comcast, meaning 10 percent of Cable TV viewers would have no access to KCSM-TV. There is a risk that programs with a political point of view would be aired. Technical requirements are still to be determined.

2) Daystar Television Network – Daystar is the fastest-growing and one of the two largest Christian television networks in the world. Daystar’s mission is to reach souls with the good news of Jesus Christ and to seek out every available means of distribution to the world. Daystar has an extensive blend of interdenominational and multicultural programming. Daystar is interested in a non-commercial presence in the Bay Area and verbally expressed interest in KCSM-TV on November 18, 2009. KCSM would have to abandon the analog tier on Comcast and there would be a risk of airing programs with a political point of view. Technical requirements are still to be determined.

3) Friend of KCSM – has expressed interest in a non-commercial presence in the Bay Area but is not yet prepared to commit. KCSM would be forced to abandon the analog tier on Comcast and there would be a risk of airing programs selected by others. The technical requirements are currently unclear.

4) Sezmi – Sezmi is a startup company; product release is scheduled in Los Angeles in January 2010 with a product launch in the San Francisco Bay Area in the second quarter of 2010. Sezmi is an alternative for cable and satellite and includes traditional TV, movies and internet. It would require 6 Mb of dedicated bandwidth plus ancillary bandwidth as available. It is optimized for on-demand viewing and personalized for the individual viewer, offering what it believes is a premium experience at lower cost. It combines broadcast and broadband networks and works with existing DSL and 4G broadband infrastructure. Sezmi will be distributed through broadband service providers and national retailers. In the San Francisco Bay Area, distribution will be through Best Buy only. The KCSM revenue model, based on 6 Mbps of dedicated spectrum and 4 Mbps of opportunistic spectrum, shows the total spectrum and advertising revenue at \$112,161 in year 1, progressing each year to a total of \$1,228,344 in year 5. Trustee Holober asked if Sezmi is a for-profit company and if the District’s status allows it to do business with Sezmi. Ms. Lawrence said it is a for-profit company. She checked with the FCC and confirmed that the District may do business with Sezmi.

Ms. Lawrence provided the following recommendation regarding KCSM-TV:

- Pursue a combination of lease agreements with possible leases (Link, Daystar, Friend of KCSM) and Sezmi TV that ensures KCSM-TV’s financial independence from the District by 2014 if a lease is signed in 2010.
- If the lease agreements cannot be completed and ready for the January 2010 Board of Trustees meetings, the management contract should be pursued.
- If neither of these options can be completed and ready for the March 2010 Board meeting, a bid document should be prepared for the sale of the station.

Trustee Holober asked what can be done to bring the \$1.2 million shortfall to zero, e.g. running the minimal permitted programming required to keep the license. Ms. Lawrence said there are discussions about removing the service called MHz Worldview, which is currently run on the second channel, and putting part of it on the main channel; this would save \$5,000 per year. The station can continue to run PBS-like programming so that

programming costs are fairly minimal. There are also grant opportunities, such as the grant application submitted to the Knight Foundation to create a Peninsula newscast. Executive Vice Chancellor Keller said Sezmi is the first option he has seen that uses new technology and seems to have potential for growth.

Trustee Mandelkern asked whether, if a lease is pursued, a clarification could be included in the top of the hour announcement that KCSM is leasing the channel and is not responsible for content. Ms. Lawrence said she does not believe this is possible but will check. Trustee Mandelkern asked if the lease agreement could require that such an announcement be made immediately after the top of the hour announcement. Ms. Lawrence will check on this also. Trustee Mandelkern asked the if the level of responsibility or control over content varies depending on whether there is a management contract or a lease. Ms. Lawrence said she does not believe there is a difference.

Trustee Mandelkern, noting that PRC would control both radio and TV under a management contract, asked if there is an indication about whether they would continue the jazz format. Ms. Lawrence said they would maintain the format at first, but their ultimate goal is take all of the media outlets they have to create something new and different.

Trustee Mandelkern asked if there is a sense from Daystar and Link about the dollar figures they are thinking of. Ms. Lawrence said she mentioned a fee of \$300,000 to \$500,000 per year and it did not scare them away. She said she believes Daystar would come in with the highest bid. Ms. Lawrence emphasized that if a lease proposal goes out to bid, she will need guidance from the Board. If the proposal specifies that only CPB qualified entities can bid, Daystar would not be eligible because they are a religious organization.

Trustee Mandelkern asked if there is an option to do a combination of leases for two channels. Ms. Lawrence said any combination could be done but she believes Sezmi will garner more revenue long-term than any of the others. Therefore, her proposal is to go out to bid for one television stream and accept the highest bidder and to also include Sezmi. Trustee Mandelkern asked Ms. Lawrence if she thinks Sezmi would give a minimum guarantee. Ms. Lawrence said she is very confident she could secure such a guarantee.

Vice President Miljanich asked if the bid process could enable the District to get more feedback about how potential lessees are accepted in other communities. Jan Roecks, Director of General Services, said the bid specifications could call for references. Trustee Mandelkern said it could also ask for information on any complaints, lawsuits and FCC actions against them.

President Schwarz asked how KCSM would be identified if Daystar leases the station. Ms. Lawrence said there would be a slide of the call letters and name of the city of license (San Mateo) at the top of the hour. President Schwarz said she personally has a problem combining church and state and emphasized that she would feel the same whether it was a Christian, Jewish or other religious affiliation. Trustee Mandelkern said he shares these concerns; however, these are unusual times and he also cares about sections being cut and the dilution of the District's educational mission. Trustee Mandelkern said he does not want to impose rules that are more stringent than necessary and believes Daystar should be included for consideration if it could bring in needed revenue.

Vice President Miljanich said she would not want to exclude Daystar from bidding and does not see its inclusion as an endorsement. She said that since there is not a technical violation of the separation of church and state, she would like the Board to have the opportunity to evaluate the possibility. However, she said that if people are uncomfortable with Daystar, it might be a waste of time to entertain the possibility. Chancellor Galatolo said it is important to maintain a competitive environment and evaluate all bids.

Trustee Hausman said Link should be looked at in the same way in terms of political bias. Ms. Lawrence said KCSM-TV has always tried to follow up a story with another one showing the other side of an issue. This would not be possible with a news channel and a story might seem one-sided, particularly during a time of political upheaval. Ms. Lawrence said the station could develop a standard answer explaining that it tries to bring a global viewpoint through the agreement with the lessee. Trustee Holober asked if Link focuses primarily on the Middle East. Ms. Lawrence said that was the case in the past but their coverage is now more international.

Trustee Holober said the speakers at this and previous meetings remind him of the unique financial situation of the District. He said the District can no longer offer subsidies to programs that the Board wants to support but which are more peripheral to the core mission of an educational institution. Trustee Holober said he cannot support cutting classes without bringing the subsidy to KCSM to zero and his goal is that when a new budget is adopted, the subsidy must be brought to zero. Trustee Holober said that like President Schwarz, he is uncomfortable with religious programming and is leaning toward saying he is not interested in it. However, if there is a way to explore it and then back away if the Board is ultimately uncomfortable with the bid, he could support including Daystar in the bidding process.

Chancellor Galatolo said the Board would receive the bid proposals and would have the right to reject all bids if they were not satisfied with the proposals. He said that no reason would have to be given for rejecting all bids. Chancellor Galatolo said it also might be possible to negotiate with the bidders to resolve issues the Board is uncomfortable with. He said it is important to test the market without placing limits.

President Schwarz thanked Ms. Lawrence for her presentation. Ms. Lawrence said she will come back with a follow-up report in January. President Schwarz called a two minute recess to allow time for other guests wishing to leave to exit to room.

Other Recommendations

APPROVAL OF COMMUNITY EDUCATION CLASSES, SPRING/SUMMER 2010 (09-11-1B)

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

REVIEW AND ADOPTION OF 2009 REAFFIRMATION OF CORE VALUES AND PRINCIPLES (09-11-2B)

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to adopt the document as presented.

Trustee Holober said he appreciates the work done on the document and believes it captures the Board's values and the dilemma it faces. Trustee Holober said he has a few comments and suggestions:

- Replace the section of the opening statement which reads "budget and political experts are predicting that additional budget cuts may be required in 2011-12" with actual State budget shortfall figures.
- Under "Student-Centered Mission," there is no mention of lifelong learning and personal enrichment courses. While today these are the most expendable, there should at least be an acknowledgment that they exist.
- The final sentence in the second paragraph under "Student-Centered Mission" discusses consolidation of underperforming classes. Replace the word "underperforming" with "under-enrolled" or a similar concept to avoid the potential misunderstanding that the quality of instruction is being questioned.
- Add a paragraph regarding the need to evaluate programs at the District and College level which are more peripheral to the academic mission; look for reductions or elimination of general fund subsidies for these programs that are not self-funded or do not have a clear, realistic plan to become self-funded in the future.
- Add a statement that the Board should evaluate line item expenditures in the budgets for reduction in expenses that do not directly improve delivery of instruction. An example might be bringing meeting and travel budgets as close to zero as possible, possibly saving a core section.

Vice President Miljanich said she has been approached regarding preserving programs which are supported through partnerships. She suggested that the "Support for Innovation" section, which currently states that the Board will pursue innovative efforts, should state that involvement by campus and community members is encouraged. Trustee Mandelkern suggested changing the wording to state "the Board will encourage the pursuit of innovative efforts. . ."

Trustee Hausman said the document is a general, overall statement on the Board's principles and core values and adding evaluation of line item expenditures and other detailed suggestions changes the nature of the document. Barbara Christensen, Director of Community/Government Relations, suggested that the document say the Board

will evaluate every aspect of the budget to find those areas that are peripheral in order to save classes. The Board unanimously agreed with this suggestion.

Regarding the “Student-Centered Mission,” Chancellor Galatolo said the statute concerning the mission of a community college specifies transfer education and workforce training as the top priorities and then drills down to other areas. Chancellor Galatolo said he is concerned that simply reaffirming the entire objective might not reflect clearly what the Board’s intentions are. For example, basket weaving could be seen to have the same merit as English 100. Trustee Holober agreed and said the statement should make clear that we are at a point where this is about survival of the core mission which is transfer and vocational education. Then, if there is any money left over, the next function is remedial and the next is lifelong learning. Trustee Mandelkern said it is important to be clear on where the Board stands on lifelong learning and clarify that when possible, classes will be moved to Community Education. Chancellor Galatolo said this is stated under “Support for Innovation” and agreed that it should instead be included under “Student-Centered Mission.” Ms. Christensen suggested it be stated that lifelong learning has long been an important part of the community college mission but that these classes must now take a back seat to transfer education and workforce training; however, whenever possible, the classes will be shifted to Community Education in order to continue delivery in a different mode.

President Schwarz said a condensed version of the document would be helpful in formulating a response to questions presented to Board members. Chancellor Galatolo said a condensed version, along with the revised document, will be brought back to the Board at the December meeting.

INFORMATION REPORTS, CONTINUED

PLANNING UPDATE (09-11-2C)

Chancellor Galatolo said the purpose of this update is to provide the Board with information on how the Colleges arrived at their preliminary recommendations for budget reductions, to make sure they are in alignment with core values, and to engage the College Presidents in discussion.

Presidents Mohr, Claire and Morrow presented summaries of their reports, copies of which are attached to the official minutes of record.

Trustee Holober asked if College of San Mateo and Skyline College are proposing reductions in counseling at a level similar to that at Cañada College. President Claire said College of San Mateo has eliminated most adjunct counseling. Going forward, all of the Colleges will have to decide what the model will be and what the proper staffing will be within that model. President Morrow said that between the cuts taken this year and the cuts slated for next year, Skyline College will have a reduction of three FTES in counseling. The College’s mission for the last two years has been to move to a triage model in which there is more intense use of whichever counselors are available when students drop in. President Morrow said increases in use of online services and group counseling are essential.

Trustee Holober asked if the Colleges are looking at eliminating athletic programs that are not self-funded. President Morrow said there are eight sports at Skyline, four of which are men’s and four women’s. She said there are some very small athletic programs and the cost of these may be reduced simply by adjusting how they are scheduled. President Morrow said that in the next budget cycle, athletics will likely be on the table. She said that if this occurs, it is very important to Skyline to maintain the gender balance. President Mohr said that Cañada College will also consider athletic programs if more reductions are necessary. He said it is a very difficult decision because all athletes are full-time students and many would not be at the Colleges if their sports were not offered. President Claire said the athletic directors have already discussed making reductions in a way that would allow athletes can play a sport at one of the Colleges even if it is not their home College. He added that the Commission on Athletics is examining strategies to deal with the situation at a Statewide level.

Trustee Hausman asked to what extent the Colleges have examined consolidating specific sports and other programs so that they are offered at only one of the Colleges. President Claire said that all of the Colleges must continue to work collaboratively. President Morrow said that of the eight Skyline programs in the PIV process, one is being concentrated at College of San Mateo and Skyline will no longer offer the discipline.

Trustee Holober said he understands that the Presidents are under tremendous pressure from all affected groups. He said it is the job of the Board to take the heat and to do what is best for the greatest number. He said he will be using the principle stated in the Reaffirmation: “The Board recognizes that low-enrolled courses; classes and programs that are outside of the core mission of transfer and workforce training; and courses and programs that no longer meet student or employment demand will have to be reduced or eliminated.” Trustee Holober said that expenditures that do not fit into these three categories are ones that need to be examined and cut or eliminated. However, if lifelong learning programs bring in excess revenue, even if they are not part of the core mission, they can allow the retention of another core course.

Vice President Miljanich said that as a community college, we must be mindful of the fact that we are serving a different population than those who are able to be at a UC or CSU and some supportive programs should be maintained as long as possible. President Mohr agreed, noting that areas such Basic Skills can make it possible for students to enter the mainstream of college.

Trustee Mandelkern said there are two items in the Presidents’ reports that are high on his “gutwrenching” scale:

1. The Half Moon Bay campus. Trustee Mandelkern said this goes to the core of the District’s mission to serve the entire community of San Mateo County. He questioned whether some of the other cuts that are being saved for the next cycle could be traded in order to save the Half Moon Bay campus. President Claire said the Half Moon Bay campus has lifelong learning students and lifelong learning is far down on the list of programs to save.
2. The Child Development Center at Skyline College. Trustee Mandelkern said he is aware that this program does not serve a huge number but makes a tremendous difference in the lives of those it does serve. He asked if there might be a way to reach out for funding assistance to other school districts and/or cities which benefit from the Child Care Center. President Morrow said that if she were forced to make a decision about the CDC at this time, she would keep the program because of the value it brings to the College as part of the array of services provided to students. She said she expects the College Budget Committee to be divided on the issue and said that students’ feelings depend on who they are and where they are coming from.

President Schwarz said she attended budget committee hearings at College of San Mateo and Cañada College. She was impressed to hear discussion at both hearings about communication among the three Colleges. President Schwarz said it is important to keep open dialogue among the Colleges because people on each campus are asking many questions about what the other Colleges are doing.

Regarding the objective in President Morrow’s report to reduce summer school, in part by offering “courses that primarily serve the Skyline College service area,” President Schwarz asked what the boundaries of that area are. President Morrow said that with regard to summer school, Skyline found that some courses were being taken by students who were not from the North County, which probably helped City College of San Francisco offset their section cuts.

Vice President Miljanich asked if the Presidents have been approached with ideas for partnerships. President Claire said that a professor in the Chinese program has come to him with a possibility for some funding. Also in the conceptual stage is a partnership with Notre Dame de Namur University to work out an exchange program whereby some District students fill empty seats in math and English classes at Notre Dame. President Claire said there are also many faculty, staff and students who have direct connections with people who are well-off and he has been approached by some with potential contacts. He said the College would not proceed with any of these sources without Board guidance. President Mohr said he has begun talks with the Chamber of Commerce about businesses that might be willing to sponsor a section or class. President Morrow said another opportunity is to expand the international student population. President Schwarz said people are asking what the District is doing to bring in more revenue and it is important to have these conversations.

Trustee Hausman commended all involved in presenting the information. President Schwarz agreed and asked that the Presidents let all who are working at the Colleges know of the Board’s appreciation.

STATEMENTS FROM BOARD MEMBERS

Trustee Holoher said that while the Board is being prevailed upon to preserve specific programs, there is relatively little conversation about how to change the hand we have been dealt. He said the entire system of higher education is being dismantled in the State. He said the solution is Statewide and will not happen fast. Trustee Holoher said that locally, he believes the Board should consider putting a parcel tax measure on the ballot even though it is difficult to pass with the required two-thirds majority. He would like the Board to have a serious discussion about this between now and next June. Chancellor Galatolo said the issue will be put on the December 9 meeting agenda for discussion. He recommended that the Board engage a company such as Godbe & Associates to test the market to see if the electorate would be willing to support a parcel tax or other revenue measures. Vice President Miljanich asked how other parcel tax measures fared on the last ballot. Chancellor Galatolo said all except San Carlos did well. Trustee Holoher said the District has an advantage because it is Countywide and the cost is more spread out.

Trustee Hausman attended the Skyline Facilities Maintenance Center ribbon cutting ceremony. She said two officials from Sacramento commented that they understand the District has a very good Board and is a good operating District. Chancellor Galatolo noted that Vice Chancellor José Nuñez deserves much of the credit. Trustee Hausman attended the Foundation meeting and said the Foundation elected new officers and has new directors. She said that for the first time, the Foundation is considering a major gala as a fundraiser. The Foundation has also changed its allocation model so that a larger amount will go to each College for innovation and a little less for scholarships.

Trustee Mandelkern thanked Chancellor Galatolo and the College Presidents for conducting a process during these challenging times in which there is polite and respectful conversation. Trustee Mandelkern said that every class section has passionate supporters and it is important that the Board remember this for those who are not here. Trustee Mandelkern said he wishes the Governor could hear the intelligent and compassionate comments made tonight.

Trustee Mandelkern encouraged the three Colleges to examine the duplication of courses and to consolidate in order to preserve some of the unique courses at each College. He also encouraged the Colleges to share the best practices learned at each College.

Regarding categoricals such as EOPS and DSPS, Trustee Mandelkern asked if reducing each program across the board is the right approach or if it would be better to keep some programs in their entirety. President Morrow said Skyline has looked at categoricals on a program by program basis. President Mohr said categoricals at Canada have been reduced because the only other choice was to make cuts in Fund 1.

Trustee Mandelkern said that in addition to exploring opportunities to convert some sections into Community Ed and looking for additional revenue sources such as grants, other possibilities might include:

- Look at rental opportunities of District assets such as athletic facilities and other resources
- As suggested by Trustee Miljanich, reach out to cities and other colleges to share resources
- Spend capital dollars to reduce expenditures and therefore preserve funds in the general fund, such as the solar project at the high school district

Trustee Mandelkern said he appreciates the reports from the College presidents and asked if there is a report from the District as well. Chancellor Galatolo said he sent an email outlining District cuts and will re-send it.

Student Trustee Medrano Rosales said that with the information presented tonight, she will be better able to answer the many questions and concerns she is hearing from students. Student Trustee Medrano Rosales attended a meeting for students in San Francisco and participated in a candlelight vigil. She also reported that the Skyline College food drive for Second Harvest went well.

President Schwarz said that each Trustee received a letter regarding nominations for a Soroptimist Club award; the deadline for submissions is December 4.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1B on the printed agenda.

The Board recessed to Closed Session at 10:25 p.m.
The Board reconvened to Open Session at 11:44 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Vice President Miljanich and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:45 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the December 9, 2009 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT 09-12-1A

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

A. REASSIGNMENT

Cañada College

Jennifer Castello Interim Division Dean Humanities & Social Science

Extension of temporary administrative employment, effective January 1, 2010 through December 31, 2010. The Board previously approved this interim assignment from faculty status for the period January 1, 2009 through December 31, 2009.

B. CHANGE IN STAFF ALLOCATION

District

Recommend an increase in staff allocation to add one full-time 12-month per year Office Assistant II position in the Department of Public Safety at Cañada College, effective December 10, 2009. This position will be funded by parking revenue and is needed to provide clerical support at the campus level.

C. LEAVES OF ABSENCE

Cañada College

Diana Espinoza Staff Assistant Humanities & Social Science

Recommend approval of a pregnancy disability leave of absence, effective November 16, 2009, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

Linda Haley Associate Professor/Coordinator CBET Humanities & Social Science

Recommend approval of a pregnancy disability leave of absence, effective December 1, 2009, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

College of San Mateo

Kaveh Nikpour

KCSM TV Producer/Director I

KCSM

Recommend approval of a personal leave of absence, effective January 2, 2010 through July 31, 2010.

District Office

Mary Concha Thia

Accounting Technician

Administrative Services

Recommend approval of a pregnancy disability leave of absence, effective January 11, 2010, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

D. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District	Educational Services & Planning	1	12/10/2009	1/31/2010	Assistant Project Director: Assist with the creation of Spring 2010 eCollege course terms, coding of courses in ITS system, and management of issues related to student registration.
District	Construction Planning Department	1	1/4/2010	6/30/2010	Project Coordinator I: Act as the District's representative to oversee, plan, organize, and coordinate the work of contractors and consultants to plan, develop, design and construct District capital projects using a wide variety of software and technical and computer graphic skills. Work approximately 20 hours per week and vary by demand.
District	Bookstore (Cañada)	1	1/4/2010	2/28/2010	Bookstore Operations Assistant: Assist with the operation and management of the Pony Express Kiosk operated by the Bookstore, including planning, purchasing, merchandising and inventory.
District	Bookstore (CSM)	1	1/4/2010	2/28/2010	Bookstore Operations Assistant: Planning, purchasing, merchandising and inventory of textbooks, supplies and other items for the Bookstore.
Cañada	Science & Technology	1	12/19/2009	6/30/2010	Instructional Aide II: Assist with programs to recruit and retain students in STEM majors, assist with coordination of the Math Jam program. Position funded by Federal STEM grant.

Cañada	Business, Workforce & Athletics/Upward Bound	1	1/11/2010	2/28/2010	Instructional Aide I: Provide individual/group tutoring to Upward Bound students in all levels of math; assist students with study skills and time management, facilitates workshops. <i>Funded by Federal TRIO grant.</i>
Cañada	Business, Workforce & Athletics/DSPS	1	1/19/2010	5/31/2010	Instructional Aide I: Assist DSPS students in the Adaptive P.E. Program. Requires highly technical skill level to set up equipment and monitor students. Work a maximum of 16 hours per week while classes are in session.
Cañada	Counseling/Enrollment Services	2	1/4/2010	2/19/2010	Admissions & Records Assistant II: Application and registration processing, assist students at counter and by phone during registration periods.
Cañada	Operations	1	1/11/2010	2/19/2010	Accounting Technician: Student payments, issuance of parking permits, opening and closing cashier sessions, balancing, and other duties during registration periods.
Cañada	Vice President of Instruction/Learning Center	1	1/19/2010	2/18/2010	Instructional Aide II: Provide individual orientation sessions, conduct Learning Center tours, and prepare course materials.
CSM	Community Education	1	1/4/2010	2/28/2010	Office Assistant I: Assist with student registration, customer service, preparation and distribution of instructor materials.
CSM	Enrollment Services	2	1/4/2010	2/19/2010	Admissions & Records Assistant II: Application and registration processing, assist students at counter and by phone during registration periods.
CSM	Operations	1	1/11/2010	2/19/2010	Accounting Technician: Student payments, issuance of parking permits, opening and closing cashier sessions, balancing, and other duties during registration periods.
CSM	Student Services/Child Development Center	1	1/14/2010	5/28/2010	Child Development Center Aide II: Supervise children and plan and implement curriculum. This position will assist to maintain the required adult/child ratios.
Skyline	Counseling	1	1/4/2010	6/30/2010	Program Services Coordinator: Coordinate and develop the program plan, procedures, and materials for the Hermanos/Hermanas Program. <i>Funded by the President's Innovation Fund.</i>
Skyline	Counseling/Workability III	1	1/4/2010	6/30/2010	Career Resources/Counseling Aide: Perform job coaching services and other services specific to qualifications and experience required by the Department of Rehabilitation.

Skyline	Business/Early Childhood Education	1	1/4/2010	2/28/2010	Program Services Coordinator: Serve as liaison between ECE students and departments, research and compile information for reports, track program participation, and student follow up. <i>Funded by San Mateo County Office of Education First 5 grant.</i>
Skyline	Operations/Cashier's Office	1	12/10/2009	2/19/2010	Accounting Technician: Student payments, issuance of parking permits, opening and closing cashier sessions, balancing, and other duties during registration periods.
Skyline	Operations/Central Duplicating	1	12/10/2009	2/28/2010	Office Assistant II: Assist with printing jobs and customer service as needed.
Skyline	Vice President, Student Services	1	1/4/2010	2/28/2010	Administrative Secretary: Clerical assistance to the Vice President of Student Services, including preparation of correspondence, reports, minutes, and calendaring of meetings and events.

BOARD REPORT NO. 09-12-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$250 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following gift was received in September 2009 by the Office of the Vice Chancellor, Educational Services and Planning.

GIFT

District Office

Check in the amount of \$5,000 in support of grant writing services to secure funding from the U.S. Department of Labor in support of job training for unemployed and underemployed workers in the areas of Nursing and Allied Health

DONOR

Peninsula Health Care District
1600 Trousdale, Suite 1210
Burlingame, CA 94010

BOARD REPORT NO. 09-12-2CA

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

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

On September 9, 2009, the Board of Trustees approved a special appropriation for the Trustees' Fund for Program Improvement, set at the same level as in prior years, or \$50,000 (Board Report No. 09-9-100B). Additionally, \$37,895.85 was carried over to continue programs committed in prior years but not completed by June 30, 2009. The total 2009-10 allocation and 2008-09 carryover has been allocated as follows:

	09-10 Allocation	08-09 Carryover	Total Funds Available
Cañada College	\$12,170.69	\$ 9,824.08	\$21,994.77
College of San Mateo	20,036.89	15,658.36	35,695.25
Skyline College	<u>17,792.42</u>	<u>12,413.41</u>	<u>30,205.83</u>
Total	\$50,000.00	\$37,895.85	\$87,895.85

The total funding available for ongoing and new proposals in 2009-10 is \$87,895.85.

RECOMMENDATION

It is recommended that the Board of Trustees approve the projects submitted by College of San Mateo in the amount of \$10,499.20 and Skyline College in the amount of \$5,110.00, as described in the attached Exhibits A and B for Trustees' Fund for Program Improvement support.

Trustees' Fund for Program Improvement
College of San Mateo

Project Title: Development of Online Materials for Reading and ESL Center
Project Directors: Carole Wills, Professor, Reading Department
 Pat Youngblood, Instructor, Reading Department
Amount Requested: \$3,500.00

The Reading & ESL Center at College of San Mateo and at the Half Moon Bay campus need updated reading materials with online access for developmental/basic skills students. The creation of a reading comprehension module (Level II) would help address our Centers' needs by (a) providing increased online accessibility of instructional materials, (b) updating reading materials in the area of basic comprehension of textbooks, (c) continuing the development of new materials (Reading Skills Tutorial) for the next higher-level developmental/basic skills students, and (d) assisting in student retention and persistence in reading courses using the Reading Skills Tutorial program. The development of the module also directly responds to the 2008-2013 College of San Mateo Strategic Plan that supports and encourages the expansion and improvement of lab services for developmental/basic skills students. Since general funding for program improvement has been greatly reduced, support for this project through a Trustee's Grant is critical.

The funding from this grant, if approved, will be used to create the first module of the second level of the Reading Skills Tutorial (RST) online program. Funding from the Nursing Department will pay for the completion of the remaining five Reading Skills Tutorial Level II modules that are essential to improving the reading skills of developmental/basic skills students. The work for this grant project will be completed within a fourteen-week period. By using both the Trustees' Grant funding and the Nursing Department funding, we will be able to replace all of the 1980s reading comprehension materials with the new Reading Skills Tutorial (RST) online program (Levels I and II) by the beginning of the Fall semester of 2010. Without the Trustees' Grant funding, we will not be able to complete all of the modules of Reading Skills Tutorial – Level II. Thus, the students will have to continue using outdated, in-lab only materials for some of their major reading skill assignments.

Project Title: Math Placement Test Preparation Review
Project Directors: Olga Zemskova, Instructor, Math Department
 Cheryl Gregory, Professor, Math Department
Amount Requested: \$3,500.00

The current CSM math placement test is most accurate for students who enroll just after finishing high school but represents a much bigger challenge for those who have not had math for one or more years. If students have not reviewed for the test they often place lower than they expect, causing them to be placed lower in the math sequence than they really should be. Many students suffer from math test anxiety which may be increased because of the unfamiliar electronic presentation of the placement test. Combined, these factors lead to a failure to complete the test with scores that match the student's real knowledge. Grant funding will be used to develop and implement workshops to prepare students for the math placement test at CSM. It is expected that participating students will place in more advanced classes, which will put them closer to their educational goals and help reduce enrollment pressure from overcrowded math classes.

The development of this review introduction procedure requires faculty time to research and coordinate already existing materials for use by students and to develop a format for review sessions. The scope of this project is development of a format and implementation in one or two sessions, with assessment and modification of the format as needed.

Trustees' Fund for Program Improvement
College of San Mateo

Project Title: History of Graphic Design Course Creation
Project Directors: Ed Seubert, Professor, Graphics Department
Claudia Steenberg, Instructor, Graphics Department
Amount Requested: \$3,499.20

In the 2008-09 academic year the Graphics program entered the PIV process. The process of implementing the recommendations of the PIV Committee is now underway. One of the more emphatic recommendations of the Committee was that the Graphics program should have more transferable courses in its curriculum. Implementing this recommendation would require new course development. To determine what courses could be developed for transfer, design programs at several of the common transfer destination schools were surveyed; among the classes found fairly consistently at the transfer schools was *History of Graphic Design*. It was decided that this course was essential to both the multimedia curriculum and the graphic design curriculum and that it should be a required course in the new curriculum of both programs. In preparation for the Fall 2010 launch of the new Digital Media curriculum, development of this course was begun. Paperwork, including a topical outline which has already been written, is being readied for the November Committee on Instruction meeting so that this course can be included in the Catalog. It will be offered for the first time in Spring 2011.

An enormous amount of research, writing and preparation of visuals will be required to prepare a first-rate class.

Skyline College
Trustees' Fund for Program Improvement

Project Title: "Aming Kuwento II: The Next Chapter"
(Kababayan Program Book Project)
Project Director: Liza Erpelo
Amount Requested: \$2,000.00

Having seen the success of the first book project and inspired by the work of the Kababayan Program participants before them, the new generation of students is now interested in creating another book and continuing the tradition of storytelling through their own eyes, thereby writing another chapter in Filipino American history and creating a legacy of their own.

In Fall 2004, the Kababayan Program at Skyline College began celebrating Filipino American History Month with "*Huwag Kalilimutan (Never Forget): A Reading with the Filipino American National Historical Society.*" One of the readers, Vangie Buell, reminded the audience of the significance of remembering and writing about history:

"If we do not tell our own history, then others will tell it for us — as *they* interpret it — and we will risk losing the essence and truth about the Filipino American experience. That history could fade from memory, and one day, our children's children could be asking, 'Who were our ancestors? What were they like? What did they do?' and there could be no one to answer and nowhere to look."

Inspired by these moving words, in Spring 2008, the students, faculty, and advisors working with the Kababayan Program created, edited, and published *Aming Kuwento: Our Stories*, a collection of artwork, photography, poetry, short stories, and essays about the Filipino and Filipino American experience. Students, faculty, staff, and community members all contributed to the project, which was funded by a Trustees' Fund for Program Improvement awarded in Fall 2004.

In Fall 2009, current students, alumni, and advisors from the Kababayan Program participated in the Filipino American History Month Celebration at the Asian Art Museum in San Francisco, CA, the largest celebration of its kind in the United States of Filipino American culture and history through performances, special displays, talks, storytelling, and activities for children.

Skyline College
Trustees' Fund for Program Improvement

Project Title: A Class Reader for ESOL 400
Project Director: Leigh Anne Sippel
Amount Requested: \$1,110.00

ESOL 400 is the final course in the ESOL sequence, and its goal is to prepare students for the reading and composition rigors of ENGL 100. Last year, a subcommittee was formed to look at alignment between ESOL 400 and ENGL 100 in an attempt to close a gap of skills between the two. This subcommittee shared insight that resulted in a number of changes in the ESOL 400 course: 1) the creation of a rubric that is used in the grading of all ESOL 400 essays; 2) a revision of the holistic grading process; 3) a desire to explore the creation of a reader for ESOL 400. This proposal is an effort to create this much-needed reader and complete the recommendations of the ESOL/ENGL alignment project.

Whereas the Trustees' Funds "were established in 1974 to encourage and support the development, implementation, and evaluation of instructional materials for new and existing programs," this proposal is in direct alignment with the Funds' goals. This proposal seeks to develop and improve curriculum in the ESOL department. Furthermore, the proposal seeks to make improvements in "development of Student Learning Outcomes at the course, program and/or college level" by improving the outcomes of the ESOL 400 course. Additionally, the creation of such a reader will allow for treatment of cultural references in literature, thereby broadening the student's understanding of American culture and ability to participate in subsequent classes with diverse populations.

Project Title: Completion of Physics Lab Infrastructure
Project Director: Ilkka Koskelo
Amount Requested: \$2,000.00

This project seeks to complete the fundamental infrastructure of the Physics Lab curriculum at Skyline College. The goal is completion of all physics course lab manuals and implementation of all new equipment by the end of Spring semester 2010. This grant will directly subsidize the creation of two of these manuals, with a total of five lab manuals (100+ pages each) stemming from this grant's assistance.

Once this is completed, the Physics program will have in place a fundamentally solid basis to work from, with more standard revisions and equipment troubleshooting expected to be done in the course of normal preparation in future years.

BOARD REPORT NO. 09-12-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2010-2011

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. Therefore, it is subject to collective bargaining. The proposed calendar has been negotiated with AFT and reviewed by CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2010-2011 academic year in August with a completion of the Fall 2010 semester prior to the winter holidays. The following details the features of the calendar, as do the attached documents.

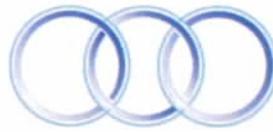
Fall 2010: Classes begin August 18, 2010
Eighty-six (86) instructional days including five (5) days of final examinations
Two (2) professional growth flex days
Semester ends December 18, 2010

Spring 2011: Classes begin January 18, 2011
Eighty-nine (89) instructional days including five (5) days of final examinations
Three (3) professional growth flex days
Semester ends May 27, 2011

Tentative Summer Session: June 6 through July 9, 2011 for the first five-week session
June 20 through July 30, 2011 for the six-week session
June 20 through August 6, 2011 for the seven-week session
June 20 through August 13, 2011 for the eight-week session
July 11 through August 13, 2011 for the second five-week session

RECOMMENDATION

It is recommended that the Board adopt the 2010-2011 District Academic Calendar as detailed in this report.



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

Academic Calendar 2010-2011

FALL SEMESTER 2010 (86 Instructional Days including 5 Final Days, plus 2 Flex Days)

August	16,17 Flex Days (No Classes)
August	18 Day and Evening Classes Begin
August	31Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	31 Last Day to Add Semester Length Classes
September	4, 5 Declared Recess
September	6 Labor Day (Holiday)
September	7 Census Day
September	10 Last Day to Drop Semester Length Classes Without Appearing on Record
October	1Last Day to Apply for Degree – Certificate
November	12 Veterans' Day Observed (Holiday)
November	13, 14 Declared Recess
November	16 Last Day to Withdraw from Semester Length Classes
November	24 Declared Recess – Evening Courses Only
November	25 Thanksgiving Day (Holiday)
November	26 - 28 Declared Recess
December	12 - 18 Final Examinations (Day and Evening Classes)
December	17 Day Classes End
December	18 Evening Classes End
December	23 – 31 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2011 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	13, 14 Flex Days (No Classes)
January	15, 16 Declared Recess
January	17 Martin Luther King Jr. Day (Holiday)
January	18 Day and Evening Classes Begin
January	31Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	31 Last Day to Add Semester Length Classes
February	7 Census Day
February	11Last Day to Drop Semester Length Classes Without Appearing on Record
February	18 Lincoln's Birthday Observed (Holiday)
February	19, 20 Declared Recess
February	21 Presidents' Day (Holiday)
March	4 Last Day to Apply for Degree – Certificate
March	11 Flex Day (No Classes)
April	2 – 8 Spring Recess
April	28 Last Day to Withdraw From Semester Length Classes
May	21 - 27 Final Examinations (Day and Evening Classes)
May	27 Day and Evening Classes End
May	28, 29 Declared Recess
May	30 Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2011

June 6 – July 9 First Five Week Session
June 20 – July 30 Six Week Session
June 20 – Aug 6 Seven Week Session
June 20 – Aug 13 Eight Week Session
July 2, 3 Declared Recess
July 4 Independence Day (Holiday)
July 11 – Aug 13 Second Five Week Session

2010-2011 ACADEMIC CALENDAR

FALL 2010						
July 2010						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2010						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2010						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2010						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2010						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
January 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SPRING 2011						
February 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2011						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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May 2011						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
SUMMER 2011						
June 2011						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
July 2011						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2011						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 HOLIDAY	 EVENING ONLY RECESS	 FLEX DAY
 CLASSES BEGIN	 DECLARED RECESS	 FINAL EXAMS DAY/EVENING

Reaffirmation of Core Values and Principles
Board of Trustees
San Mateo County Community College District
November, 2009

Public higher education in California is facing the most difficult and challenging budget environment experienced in the State since the passage of Proposition 13 in 1978. The three Colleges and the District Office are currently engaged in a process to determine the budget cuts that will be necessary in order for the District to have a balanced budget in 2010-11. This follows the 10% reduction that was made last year; budget and political experts **are predicting a \$21 billion shortfall over the next 18 months (through June 30, 2011)**. The Board of Trustees recognizes that dealing with the impact of one more year of budget reductions and related uncertainties will be extremely difficult for faculty, staff and students of the San Mateo County Community College District. The decisions we face will not be easily made and likely will not satisfy everyone. Given these realities, the Board reaffirms its commitment to the following core values and principles of the District:

- **Student-Centered Mission:** The Board places top priority on our core mission of providing transfer education and workforce training to as many students as possible. Basic skills classes which are focused on preparing our students for **our core mission courses as noted above** are also necessary and appropriate. **While lifelong learning classes have long been an important part of the community college mission, in the current situation, these courses cannot assume the same importance as transfer and workforce development courses.**

In our current economic reality—with high jobless rates and four-year colleges and universities reducing their course offerings—many more students are turning to community colleges as their last opportunity to obtain a higher education and we must be able to respond to this demand. Therefore, the most important consideration as budget reductions are proposed is whether or not the proposed action will unnecessarily reduce **our core mission courses in transfer and workforce development**.

The Board recognizes that low-enrolled courses; classes and programs that are outside of the core mission of transfer and workforce training; and courses and programs that no longer meet student or employment demand will have to be reduced or eliminated. The Board also expects that, when possible, the Colleges will work together to consolidate **under enrolled** classes or programs in order to preserve opportunities for our students.

The Board expects that the Colleges and the District Office will examine all items in the budget to evaluate whether they are essential and whether they contribute to student instruction in our core mission areas and reduce or eliminate those items that do not contribute (e.g., travel, conferences and other discretionary items). Preserving core mission courses and programs must be our highest priority.

The Board acknowledges the commitment of faculty members who have increased their class sizes in order to accommodate as many students as possible. It is this type of commitment to students that has distinguished our District as a student-centered and first-rate institution.

Student support services are also important and help ensure the success of our students in their pursuit of a postsecondary education; however, the Board believes that, in order to preserve the greatest number of classes and programs to meet student demand, the College District may need to reduce, consolidate and/or automate student support services.

- **Support for Innovation:** The Board believes that its long-standing support for innovation and creative solutions to problem solving is essential for the overall advancement of the District; this support is even more important during difficult economic times. The Board will aggressively **encourage the pursuit of** innovative efforts that result in preservation of classes and programs for students, such as the development of partnerships and cost-sharing programs with local schools, businesses and other public agencies; additional grant writing; moving lifelong learning classes to Community Education; and other entrepreneurial endeavors.
- **Employment Philosophies:** The Board subscribes to the principles of human resource management which promote: equal access; equal opportunity; equal treatment and fairness; staff development and training opportunities; fair compensation and accountability. The Board reaffirms the long-standing District policy that it always seeks to employ the very best qualified applicant for each job and does not make decisions about employment, retention, compensation, promotion, termination or other employment status which would discriminate on the basis of race, color, religion, national origin, age, gender, disability, marital status, sexual orientation, medical conditions or other similar factors.
- **Shared Governance:** The Board is deeply committed to the shared governance process as it has been established in this District, and believes that this process can produce decisions that are comprehensive, fair and in the best interests of students, the community and employees. The Board encourages and expects the participation of all constituents in shared governance and recognizes shared governance as the means for having the voices and opinions of various constituencies heard.
- **Final Decision-Making Authority:** In this shared governance environment, the Board, as the elected representatives of the people of San Mateo County, will ultimately make the final decision regarding budget reductions based upon what it believes is in the best interests of the District as a whole. In reaching its decisions, the Board acts independently, but considers the informed viewpoints of all participants and constituencies; it relies on the research, advice, experience and management expertise within the District.

The Board believes that adherence to these core values and operating principles will continue to support the District and advance the interests of students, faculty, staff and the San Mateo County community.

BOARD REPORT NO. 09-12-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF CONSTRUCTION CONSULTANTS

To fulfill the requirements of its Capital Improvement Program, the District must retain consulting expertise and various construction-consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor's office.

Listed below are twelve prequalified consultants that the District expects to have under contract within the next six months in support of CIP2 planning and construction efforts.

Firm	Board Approval Requested	Activity/Projects
Bunton Clifford Associates, Inc.	\$175,000	Architectural Services for Cañada College Buildings 5 and 6 Modernization Project
Cornerstone Earth Group	\$100,000	Geotechnical Services for Districtwide CIP2 Projects
DRB Associates	\$350,000	Project Management Services for the Electrical 12KV Projects at Cañada and Skyline Colleges and CSM's North Gateways Project
Dovetail Decisions Consultants, Inc.	\$150,000	Furniture, Fixture and Equipment Consulting Services for the Cañada College Buildings 5 and 6 Modernization Project and Skyline College Design-Build Project
Jones & Stokes	\$50,000	Districtwide California Environmental Quality Act Compliance Review
Hexagon Transportation	\$25,000	Peer Review for Districtwide Traffic Flow, Parking Lots, and Roadways
H.S.I. Engineering	\$100,000	Districtwide Consulting Services for Roadway Paving
Kleinfelder, Inc.	\$200,000	Inspections and Materials Testing Services for the Skyline College Design-Build Project
R.G.A. Environmental	\$50,000	Districtwide Hazardous Material Consulting
Shannon-Leigh Associates	\$100,000	Design Services for way finding signage for the CSM and Skyline College CIP2 Design-Build Projects
Siemens	\$100,000	Districtwide Fire Alarms Systems Review, Design and Update
TRC Engineers, Inc.	\$150,000	Districtwide Geotechnical Services

Funding sources for construction consultant services include general obligation bond funds, State scheduled maintenance funds, State hazardous materials program funds, and State funds approved for capital outlay projects.

RECOMMENDATION

The District recommends that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$1,550,000.

BOARD REPORT NO. 09-12-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Janet L. Stringer, Dean, Science and Technology, Cañada College, 306-3322

ACCEPTANCE OF GOVERNOR'S 15% WORKFORCE INVESTMENT ACT: FUNDS FOR ALLIED HEALTH PROGRAM FOR CAÑADA COLLEGE

Cañada College was awarded a two-year grant through the Governor's 15% Workforce Investment Act in June of 2009. This program provides funding for expansion of the medical assisting program, with funds for instruction, student assistants and some equipment. The grant also provides funds to cover instruction costs for additional certification courses in the radiological technology program. The award for the first year was for \$46,011 with an effective date of January 1, 2009. The full award is for \$89,845 over a two year period from January 1, 2009 through December 31, 2010.

RECOMMENDATION

It is recommended that the Board of Trustees accept the award to Cañada College from the Chancellor's Fund for Allied Health Programs.

BOARD REPORT NO. 09-12-102B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Janet L. Stringer, Dean, Science and Technology, Cañada College, 306-3322

**ACCEPTANCE OF ECONOMIC STIMULUS PROGRAM FUNDS FOR PHASE II, ALLIED
HEALTH PROGRAM EXPANSION FOR CAÑADA COLLEGE**

Cañada College has been awarded a two-year grant through the Chancellor's Office and the Economic Stimulus Program. This program provides funding for continuing education classes for radiological technologists. The program will be run in close collaboration with the Shirley Ware Education Center of the SEIU UHW-West and industry partners, Kaiser Permanente and Catholic Healthcare West. The official start date of the award is July 14, 2009. The award for the first year is for \$62,121. The full award is for \$123,995 over the two year period from July 14, 2009 through July 30, 2011.

RECOMMENDATION

It is recommended that the Board of Trustees accept the award to Cañada College from the Chancellor's Office Phase II Allied Health Program Expansion.

BOARD REPORT NO. 09-12-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jenny Castello, Interim Dean, Humanities, Cañada College, 306-3350

**ACCEPTANCE OF SILICON VALLEY FOUNDATION GRANT AWARD
FOR CAÑADA COLLEGE**

Cañada College was awarded a grant through the Silicon Valley Foundation on October 6, 2009. The grant is to provide support for the Community-Based English Tutoring (CBET) Program. The award is a one-year grant for \$114,316 to create six Learning Community cohorts of at least 20 students combining Vocational English as a Second Language (VESL) courses with Computer Business Office Technology (CBOT) courses, and Career and Personal Development courses and includes an emergency loan program for textbooks for students at the CBET sites in the community. The projected grant outcomes are that 600 students will complete a series of three courses to achieve a certificate and 70% of the students will transition to on-campus courses. The grant period is October 1, 2009 – September 30, 2010.

RECOMMENDATION

We recommend that the Board of Trustees of the San Mateo County Community College District accept the award to Cañada College from the Silicon Valley Foundation.

BOARD REPORT NO. 09-12-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
650 574-6560

INFORMATION ON LOCAL TAX MEASURES AND APPROVAL OF A SURVEY

Parcel Tax: Passage of a parcel tax for local government entities, which is authorized by Government Code 50075 and 50079, requires a two-thirds majority vote. A parcel tax can provide an ongoing revenue source with few restrictions in use; funds from a parcel tax may be used for operations, capital construction, deferred maintenance and equipment. A local government agency does not have to set a time limit on the receipt of funds for a parcel tax; most do, however, to assist in securing voter support for the measure. In planning for a parcel tax, a local agency can include automatic inflators in the measure, to combat the effects of inflation. The law requires that a special tax, such as a parcel tax, be applied uniformly to all taxpayers or real property, except that community colleges may levy a lower rate for unimproved property.

Proceeds of a parcel tax must be used for purposes specified in the measure and may not be changed without going back to the voters. Unlike K-12, community colleges may not exempt seniors or persons receiving Supplemental Security Income for a disability, regardless of age, from a parcel tax. Parcel taxes can be placed on any general or special election dates; the Board must call for an election 123 days in advance of the election date. The general and special election dates in 2010 are June 8 and November 2; measures must qualify for these ballots by January 28 (for the June election) or June 24 (for the November election).

Currently there are 12 school districts and three cities that levy a parcel tax in San Mateo County, ranging from \$96 to \$721 dollars per parcel. There are also three school districts which levy a maintenance assessment district tax. A list of these is attached. To the best of our knowledge, no community college in the State levies a parcel tax.

If an agency proposes a parcel tax, it must include accountability measures that include, but are not limited to, the following:

- a) A statement indicating the specific purposes of the special tax.
- b) A requirement that the proceeds be applied only to the specific purposes identified pursuant to subdivision (a).
- c) The creation of an account into which the proceeds shall be deposited.
- d) An annual report pursuant to Section 50075.3.

In San Mateo County, there are approximately 200,000 taxable parcels. Calculating how much the District could generate annually at various levels is very simple:

\$20 per parcel	\$4,000,000
\$30 per parcel	\$6,000,000
\$40 per parcel	\$8,000,000
\$50 per parcel	\$10,000,000
\$60 per parcel	\$12,000,000
\$70 per parcel	\$14,000,000
\$80 per parcel	\$16,000,000
\$90 per parcel	\$18,000,000
\$100 per parcel	\$20,000,000

Maintenance Assessment District: Under the Landscape and Lighting Act (Streets and Highways Code 22500 et seq., a school district may establish a maintenance assessment district (MAD) and charge a per parcel price to parcels that can benefit from the assessments. MAD revenues can be used for the maintenance or renovation of outdoor facilities (fields and recreational facilities as well as outdoor hardscape and possibly some parking lots) used by the public; to offset a portion of the salaries of buildings and grounds staff that maintain those facilities; or to purchase equipment for maintenance of those facilities. In order to establish a MAD, the district needs to employ an engineer to complete a study to determine the benefit to real property parcels of maintaining the facilities and fields and the methodology by which the assessments are spread over the parcels. Passage of a maintenance assessment district only requires a simple majority vote by mail ballot; ballots, however, are weighted according to the proportional financial obligation of each property assessed. Two high school and one elementary district have established this type of district. We will update the Board at the Board meeting about the potential revenues and numbers of parcels that could be included in a MAD.

General Obligation Bond: The Board is familiar with general obligation bonds; they require a 55% majority vote and can be used for facility needs. Due to the loss of \$20 million of bond funds through the Lehman debacle; the loss of \$56 million in State funds due to changing State priorities; and the need to find a source of funds for computer and other equipment replacement over a 10 or 20 year time period, the District has a number of unfunded facility needs and could consider a third bond measure. Unfunded projects include the following:

- Renovation/modernization of Buildings 1, 3 and 13 at Cañada, Buildings 7, 8, 9, 12 and 19 at CSM, and Buildings 2, 5 and 14 at Skyline College.
- New construction of Regional Fire Training Facility and micro turbine plant at CSM, a solar photovoltaic plant at Cañada and replacement of Building 1 at Skyline College.
- Districtwide projects including roadway and parking lot repairs; boiler plant upgrades or replacement; campus utilities repairs and upgrades; ADA and hazardous materials removal.
- Establishment of a 10 or 20 year sinking fund for replacement of computer and other classroom and academic building equipment.

The preliminary cost estimate for these needed facility improvements, repairs or replacement is approximately \$350 million. The cost for voters per \$100,000 of assessed valuation would most likely be under \$15 per \$100,000 of assessed valuation.

Survey of Voters: Before deciding whether to pursue one or more of the above tax measures, the College District would like to conduct a survey of voters to test the willingness of voters to support a measure at various price points. Bryan Godbe of Godbe Research recommends a total sample size of

1200 voters, which can be broken down into three subsets of 400 each to test voter support for a parcel tax, bond or maintenance assessment district. This sample size would yield a 95% confidence level and would cost approximately \$41,000, which can be paid for using District funds.

RECOMMENDATION

It is recommended that the Board approve a survey of voters as described above for a cost not to exceed \$41,000.

	Amount Collected	No. of Parcels	Price per Parcel
School Parcel Taxes:			
Burlingame Elementary School District	1,408,680.00	7,826	180.00
San Mateo-Foster City School District	5,818,048.80	33,720	172.54
Menlo Park City Elementary School District	4,410,917.70	7,805	565.14
Belmont-Redwood Shores Elementary School District	2,114,100.00	12,150	174.00
San Carlos Elementary School District	1,717,014.40	9,104	188.60
La Honda-Pescadero Unified School District	205,400.00	2,054	100.00
Pacifica School District	1,089,888.00	11,353	96.00
Ravenswood City Elementary School District	608,972.00	6,214	98.00
Woodside Elementary School District	252,567.32	1,190	212.24
Portola Valley Elementary School District	639,595.90	2,481	257.80
Hillsborough City Elementary School District	1,801,569.74	3,433	524.78
Brisbane Elementary School District	305,472.00	3,182	96.00
Maintenance Assessment Districts:			
Jefferson Union High School District	364,011.26	32,885	11.07
Millbrae Elementary School District	160,159.96	6,667	24.02
Sequoia Union High School District	935,448.14	68,585	13.64
City Parcel Taxes:			
East Palo Alto	718,049.44	4,706	152.58
Atherton	1,861,180.00	2,580	721.39
San Carlos	64,470.00	10,745	6.00

BOARD REPORT NO. 09-12-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2009

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2009, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on November 11, 2009.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2008 and September 30, 2009.

	Amount		Difference	
	<u>9/30/2008</u>	<u>9/30/2009</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
Enrollment Fees	\$ 3,308,248	\$ 4,311,346	\$ 1,003,098	30.33%
Non-Resident Tuition	936,254	909,147	(27,107)	-2.90%
Property Taxes	300,523	142,016	(158,507)	-52.75%
Inter-Fund Transfer	0	0	0	N/A
Other Income	11,389,292	11,110,110	(279,182)	-2.46%
Total Income	\$ 15,934,317	\$ 16,472,619	\$ 538,302	3.38%
% of Budget	13.65%	15.19%	N/A	N/A
EXPENSES:				
Academic Salaries	\$ 10,097,124	\$ 10,078,691	\$ (18,433)	-0.19%
Classified Salaries	5,381,546	4,946,554	(434,992)	-8.09%
Administrative Salaries	1,611,598	1,548,615	(62,983)	-3.91%
Fringe Benefits	5,695,386	6,258,695	563,309	9.89%
General Supplies	579,824	416,898	(162,926)	-28.10%
Operating Expenses	2,644,747	1,907,427	(737,320)	-27.88%
Capital Outlay	62,405	6,194	(56,211)	-90.08%
Transfer Accounts	0	0	-	N/A
Total Expenditures	\$ 26,072,630	\$ 25,163,074	\$ (909,556)	-3.49%
% of Budget	22%	21.35%	N/A	N/A

Total General Fund Income increased by 3.38% over last year, largely due to an increase in enrollment income and offset by a small margin decrease in non-resident tuition and delay in receiving State Apportionment and property tax payments. Bills and salaries decreased by 3.49% because of decrease in salaries and operating expenditures.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing this same period for 2008-2009 and 2009-2010, are listed below:

Restricted General and Other Funds	Amount		Difference	
	<u>09/30/08</u>	<u>09/30/09</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$ 8,897,814	\$ 11,409,407	\$ 2,511,593	28.23%
Total Expenditures	\$ 68,200,129	\$ 59,542,668	\$ -8,657,461	-12.70%

Revenue from the Other Funds increased because of the 76.4% increase in payment from Student Financial Aid Fund. Expenditures compared with the prior year decreased primarily due to the payments to the Bond Measure A construction and Bond debt payment.

REPORT ON INVESTMENTS: As of September 30, 2009, the District had a deposit of \$40,653,765 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment and Wells Fargo Bank. The average yields on LAIF, County Pool, the Special Deposit Bond and Oil Well Bond were 0.90%, 1.02% and 0.75%, respectively. These deposits consisted of the following sources:

<u>Fund</u>	<u>LAIF Investment</u>	<u>County Pool Investment</u>	<u>Special Deposit Bond</u>	<u>Total Investment</u>
General Fund	\$ 5,750,193	\$ 1,392,195	\$ 0	\$ 7,142,388
Capital Outlay Fund	0	0	5,000	5,000
Agency Fund	<u>22,300,451</u>	<u>11,205,926</u>	<u>0</u>	<u>33,506,377</u>
Total Investment	\$ 28,050,644	\$12,598,121	\$ 5,000	\$40,653,765

Quarterly Financial Status Report, CCFS-311Q
 VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (370) SAN MATEO

Fiscal Year: 2009-2010
 Quarter Ended: (Q1) Sep 30, 2009

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	113,931,358	113,080,954	114,207,833	107,457,335
A.2	Other Financing Sources (Object 8900)	202,657	982,466	641,061	17,774
A.3	Total Unrestricted Revenue (A.1 + A.2)	114,134,015	114,063,420	114,848,894	107,475,109
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	100,452,457	106,800,904	106,011,567	112,975,053
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,989,611	7,522,616	4,618,477	0
B.3	Total Unrestricted Expenditures (B.1 + B.2)	113,442,068	114,323,520	110,630,044	112,975,053
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	691,947	-260,100	4,218,850	-5,499,944
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	9,879,706	10,571,653	10,311,553	14,530,403
E.	Fund Balance, Ending (C. + D.2)	10,571,653	10,311,553	14,530,403	9,030,459
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.3%	9%	13.1%	8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,027	18,768	22,374	21,850
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2006-07	2007-08	2008-09	2009-2010
H.1	Cash, excluding borrowed funds		14,517,075	7,143,157	9,564,607
H.2	Cash, borrowed funds only		0	13,395,000	29,530,000
H.3	Total Cash (H.1+ H.2)	18,247,047	14,517,075	20,538,157	39,094,607

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	108,457,335	108,457,335	16,471,857	15.2%
I.2	Other Financing Sources (Object 8900)	16,842	17,774	762	4.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	108,474,177	108,475,109	16,472,619	15.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	116,019,296	116,020,228	25,163,074	21.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,841,484	1,841,484	0	0
J.3	Total Unrestricted Expenditures (J.1 + J.2)	117,860,780	117,861,712	25,163,074	21.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,386,603	-9,386,603	-8,690,455	
L.	Adjusted Fund Balance, Beginning	14,530,403	14,530,403	14,530,403	
L.1	Fund Balance, Ending (C. + L.2)	5,143,800	5,143,800	5,839,948	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.4%	4.4%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING SEPTEMBER 30, 2009

	<u>GENERAL FUND</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	4,608,134.25	8,582,108.70	26,515,222.54	351,314,979.96	179,294.61	602,857.94	-
Cash inflow from operations:							
Year-to-date Income	16,472,619.00	5,282,070.06	457,056.78	299,317.50	197,200.25	5,171,668.09	2,094.81
Accounts Receivable	10,628,377.14	954,217.30	88,790.17	7,294,835.86	33,457.29	476,086.49	84,730.64
Deferred Income	(3,868,996.31)	(1,364,980.20)		(272,986.42)	(15,067.50)	(197,338.00)	(1,211.76)
Cash awaiting for deposit	163,190.78						
Total Income	28,003,324.86	13,453,415.86	27,061,069.49	358,636,146.90	394,884.65	6,053,274.52	85,613.69
Cash outflow for operations:							
Year to date expenditure	25,163,074.16	4,848,534.62	17,760,343.88	31,027,572.04	235,070.79	5,513,466.72	157,680.32
Advances / Prepaid	17,079.49	(34,354.84)	-	(3,470,549.12)	-	-	
Account Payable	1,287,800.82	602,719.12	745.73	16,929,472.04	23,348.01	394,155.26	66,887.08
Cash Balance From Operations	1,535,370.39	8,036,516.96	9,299,979.88	314,149,651.94	136,465.85	145,652.54	(138,953.71)
Other Cash inflow							
Medical Flex Plan / Revolv. Fund	22,000.00						
TRANS	29,530,000.00						
Trusts (JPA & 3CBG)							
Beg. Investment Balance							
LAIF Balance	5,728,662.07						22,216,948.45
County Pool Balance	1,384,264.14						11,428,563.48
Special Bond			-	5,000.00			-
C.O.P.	-		337.00				-
Total Beg. Balance	7,112,926.21		337.00	5,000.00			33,645,511.93
Y.T.D. Investment Balance							
LAIF Balance	5,750,193.15						22,300,450.54
County Pool Balance	1,392,194.97						11,205,926.33
Special Bond			-	5,000.00			-
C.O.P.	-		197.92	-			-
Y.T.D. Balance	7,142,388.12		197.92	5,000.00			33,506,376.87
Net Cash changes from Investment	(29,461.91)		139.08	-			139,135.06
Net changes from unrealized gain / (loss)	181.35						(181.35)
Cash Balance in County Treasury	31,058,089.83	8,036,516.96	9,300,118.96	314,149,651.94	136,465.85	145,652.54	0.00
Net Cash (Excluding TRANS & Trusts)	1,528,089.83	8,036,516.96	9,300,118.96	314,149,651.94	136,465.85	145,652.54	0.00

BOARD REPORT NO. 09-12-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2009-10

The following report covers the period July 1, 2009 through September 30, 2009 for Associated Student Bodies, Bookstores and Cafeterias.

ASSOCIATED STUDENTS

For management and report standardization purposes, it was decided that a uniform accounting system (QuickBooks 2009) should be implemented. The conversion into the new accounting system started in May 2009; however, owing to unforeseen technical and staff scheduling issues, the conversion has not yet been completed and financial reports are not yet available as a result. It is anticipated that the conversion will be completed in December 2009 and the first and second quarter financial data will be available in January 2010.

BOOKSTORES (Exhibit A)

The following data reflects Bookstore operations for the fiscal year beginning July 1, 2009 through September 30, 2009. It includes Summer 2009 and the first half of Fall 2009 semester sales.

Bookstore Sales	2009-10	2008-09	\$ Change	% Change
Regular Merchandise Sales	\$ 3,380,569	\$ 3,292,526	\$88,043	2.67%
Computer Products Sales	144,777	561,430	(416,652)	-74.21%
Total Merchandise Sales	\$ 3,525,346	\$ 3,853,956	(\$328,609)	-8.53%

Regular merchandise sales have increased this year compared to last year with computer product sales decreasing substantially. For computer products sales, there has been a reduction in purchases from the District because not as many labs are being outfitted this quarter and the District has suspended its Loan to Own Program. Textbook sales are up over last year at all three Colleges and used textbook sales continue to grow substantially with an increase of 18% over the same period last year. Textbook rental fees also continue to increase as the program grows and is now operational at all three Colleges. Since Fall 2005, the textbook rental program has served more than 17,000 students. The textbooks rented during this period would have cost students \$2.114M if they were purchased at full retail. The textbooks were rented for \$529K, saving students \$1.585M! The textbook rental fees collected cover the costs of managing the program.

Comparative figures are shown below:

Bookstore Recap	2009-10	2008-09	\$ Change	%Change
Total Merchandise Sales	\$ 3,525,346	\$ 3,853,956	(\$328,609)	-8.53%
Total Textbook Rental Fees	86,486	71,166	15,321	21.53%
Cost of Goods Sold	2,384,989	2,759,364	-374,375	-13.57%
Gross profit	\$ 1,226,844	\$ 1,165,757	\$61,086	5.24%
Total Operating Expenses	\$ 717,323	\$ 730,963	\$ (13,641)	-1.87%
Net Income from Operations	\$ 509,521	\$ 434,794	\$ 74,727	17.19%
Interest and Other Income	\$ 61,589	\$ 81,847	-\$20,258	-24.75%
Net Income Before Other Expenses	\$ 571,110	\$ 516,641	\$ 54,469	10.54%
District Support				
Other Expense: Admin Salary/Benefits	28,428	26,824	1,604	5.98%
Other Expense: District Support	22,647	17,540	5,108	29.12%
Net Change in Fund Balance	\$ 520,034	\$ 472,277	\$ 47,757	10.11%

Cost of goods sold decreased as expected with lower computer product sales and the stores have realized a 10.1% increase in net income over the same period last year. Total direct operating expenses decreased slightly by 1.87% over this same period in 2008-09.

Interest and other income decreased substantially due to lower computer product sales commission payments as well as reduced interest income on our investments.

CAFETERIAS (Exhibit B)

Pacific Dining, under the leadership of Rick McMahon, Octavio Amezcua and Enrique Alonso, operate the food service at the three District campuses after being awarded the contract in June 2007. College of San Mateo has both food services and a satellite food operation (kiosk) to serve the central campus. KJ Café has contracted to operate beverage and snack kiosks at both Skyline and College of San Mateo. The District's vending services contractors are Pepsi Bottling Group and Action Vending.

First quarter comparisons are noted below:

CAFETERIA FUND	2009-10	2008-09	\$ Change	% Change
Food Service Income	\$26,249	\$23,241	\$3,008	12.94%
Vending Income	14,885	16,991	(\$2,106)	-12.39%
Interest Income	0	3,419	-\$3,419	-100.00%
Expenditures	48,199	56,308	-\$8,109	-14.40%
Net Change in Fund Balance	(\$7,064)	(\$12,657)	\$5,593	44.19%

Compared to the first quarter 2008-09, food service income has increased by 12.94%. Despite the challenges presented by the construction at all three campuses, Pacific Dining has done an excellent job of providing service to our community. Since assuming the contract in June 2007, Pacific Dining has made numerous operational improvements including upgrades in the cafeteria menu, catering and the overall customer service focus of the company. Vending income has decreased by 12.4% (income from Pepsi and Action Vending) as a direct result of fewer vending machines throughout the District due to construction related issues and building closures. Due to a timing issue, there is no interest income booked this quarter.

Expenditures decreased over the prior year due to the selection of a new equipment maintenance contract. The total change in fund balance shows a loss of \$7K; by year end, we expect that this will show a surplus. As construction of B5 winds down at CSM, we expect to add more vending machines and a food concession stand in Spring 2010.

The vending income is used primarily for Associated Students activities for all three Colleges. While income from the food service and vending contracts enables the District to provide services to students and staff, the program must be self-supporting. The Cafeteria fund provides for the long-term maintenance and upgrade of aging facilities and equipment, as well as expenses relating to the ongoing operational requirements under the food service and vending contracts.

	Year-To-Date		Prior Year-To-Date		Difference	
Cash	10,388.40	0.12%	20,958.23	0.28%	-10,569.83	50.43-%
Investments	5,826,051.27	69.52%	4,651,645.95	62.13%	1,174,405.32	25.25%
Receivables	292,633.92	3.49%	602,916.83	8.05%	-310,282.91	51.46-%
Inventories & Prepaid Items	1,920,763.31	22.92%	1,854,790.64	24.77%	65,972.67	3.56%
Fixed Assets & Accum Depreciation	330,270.01	3.94%	356,741.26	4.76%	-26,471.25	7.42-%
Total Assets	8,380,106.91	100.00%	7,487,052.91	100.00%	893,054.00	11.93%
Current Liabilities	1,274,851.41	91.83%	613,610.28	73.68%	661,241.13	107.76%
Salaries & Benefits Payable	0	0.00%	89,588.94	10.76%	-89,588.94	100.00-%
Other Current Liabilities	113,482.78	8.17%	129,651.83	15.57%	-16,169.05	12.47-%
Total Liabilities	-1,388,334.19	100.00-%	-832,851.05	100.00-%	-555,483.14	66.70-%
Contributed Capital	0	0.00%	0	0.00%	0	0.00%
Retained Earnings	6,471,738.71	100.00%	6,181,924.84	100.00%	289,813.87	4.69%
Prior Years Adjustment	0	0.00%	0	0.00%	0	0.00%
Total Equity	-6,471,738.71	100.00-%	-6,181,924.84	100.00-%	-289,813.87	4.69-%
Year to Date Net Profit (Loss)	520,034.01	6.21%	472,277.02	6.31%	47,756.99	10.11%
Total Liabilities & Fund Equity	-8,380,106.91	100.00-%	-7,487,052.91	100.00-%	-893,054.00	11.93-%

	YTD 09-30-09		YTD 09-30-08		Difference	
Income						
Sales	3,525,346.48	100.00%	3,853,955.71	100.00%	(328,609.23)	8.53-%
Cost of Sales	(2,384,989.28)	67.65-%	(2,759,363.96)	71.60-%	374,374.68	13.57%
Gross Margin	1,140,357.20	32.35%	1,094,591.75	28.40%	45,765.45	4.18%
Salaries & Benefits	440,834.73	61.46%	449,740.33	61.53%	(8,905.60)	1.98-%
Other Inventory Expenses	147,512.41	20.56%	158,513.76	21.69%	(11,001.35)	6.94-%
Other Service Expenses	17,701.27	2.47%	11,104.67	1.52%	6,596.60	59.40%
Travel & Mileage Expenses	46.00	0.01%	422.53	0.06%	(376.53)	89.11-%
Dues & Membership	1,400.00	0.20%	2,900.00	0.40%	(1,500.00)	51.72-%
Insurance Expense	1,710.00	0.24%	3,630.00	0.50%	(1,920.00)	52.89-%
Utilities	11,825.93	1.65%	10,285.00	1.41%	1,540.93	14.98%
Equipment Maintenance & Rental	5,439.00	0.76%	4,683.79	0.64%	755.21	16.12%
Legal, Audit & Bad Debt Expenses	-	0.00%	2,500.00	0.34%	(2,500.00)	100.00-%
Other Operating Expenses	90,853.34	12.67%	87,183.41	11.93%	3,669.93	4.21%
Total Operating Expenses	717,322.68	20.35%	730,963.49	18.97%	(13,640.81)	1.87-%
Other Income	148,075.19	100.00%	153,012.28	100.00%	(4,937.09)	3.23-%
Total Other Income	148,075.19	4.20%	153,012.28	3.97%	(4,937.09)	3.23-%
Net Operation Profit (Loss)	571,109.71	16.20%	516,640.54	13.41%	54,469.17	10.54%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	-	0.00%	-	0.00%	-	0.00%
Salaries - Dist Admin	18,742.42	36.70%	18,996.64	42.82%	(254.22)	1.34-%
Salaries - Dist Supervisor	3,411.77	6.68%	2,252.46	5.08%	1,159.31	51.47%
Salaries - Dist Student	-	0.00%	-	0.00%	-	0.00%
Benefits - All Dist Staff	6,274.12	12.28%	5,574.81	12.57%	699.31	12.54%
Rent Expense	16,890.00	33.07%	16,890.00	38.07%	-	0.00%
Donations	5,757.39	11.27%	649.61	1.46%	5,107.78	786.28%
Depreciation Expense - Rental Text	-	0.00%	-	0.00%	-	0.00%
Total Non Operational Income/Expenses	51,075.70	1.45%	44,363.52	1.15%	6,712.18	15.13%
Net Income	520,034.01	14.75%	472,277.02	12.25%	47,756.99	10.11%

	YTD 09-30-09		YTD 09-30-08		Difference	
Income - Books	3,046,154.00	0.00%	2,987,194.19	0.00%	58,959.81	1.97%
Income - Supplies	171,542.83	0.00%	171,414.74	0.00%	128.09	0.07%
Income - Food & Beverages	130,158.86	0.00%	102,490.26	0.00%	27,668.60	27.00%
Income - Electronics	144,777.24	0.00%	561,429.53	0.00%	(416,652.29)	74.21-%
Income - Gifts	28,965.05	0.00%	29,170.17	0.00%	(205.12)	.70-%
Income - Sundries	4,593.89	0.00%	1,718.04	0.00%	2,875.85	167.39%
Sales Over/Short Adjustment	(845.39)	0.00%	538.78	0.00%	(1,384.17)	256.91-%
Total Gross Sales	3,525,346.48	0.00%	3,853,955.71	0.00%	(328,609.23)	8.53-%
COGS - Books	(2,059,042.30)	0.00%	(2,047,655.40)	0.00%	(11,386.90)	.56-%
COGS - Supplies	(98,411.67)	0.00%	(103,013.66)	0.00%	4,601.99	4.47%
COGS - Food & Beverages	(75,653.60)	0.00%	(61,893.62)	0.00%	(13,759.98)	22.23-%
COGS - Electronics	(133,864.06)	0.00%	(530,248.64)	0.00%	396,384.58	74.75%
COGS - Gifts	(15,614.59)	0.00%	(15,627.51)	0.00%	12.92	0.08%
COGS - Sundries	(2,403.06)	0.00%	(925.13)	0.00%	(1,477.93)	159.75-%
Total Cost of Goods Sold	(2,384,989.28)	0.00%	(2,759,363.96)	0.00%	374,374.68	13.57%
Gross Profit	1,140,357.20	0.00%	1,094,591.75	0.00%	45,765.45	4.18%
Salaries & Benefits						
Salaries - Administrative	27,429.52	0.00%	25,925.00	0.00%	1,504.52	5.80%
Salaries - Supervisor	75,678.68	0.00%	75,707.34	0.00%	(28.66)	.04-%
Salaries - Classified	139,462.72	0.00%	160,908.90	0.00%	(21,446.18)	13.33-%
Salaries - Students	87,175.73	0.00%	88,947.63	0.00%	(1,771.90)	1.99-%
Salaries - Shrt Term Hourly	1,226.67	0.00%	3,161.44	0.00%	(1,934.77)	61.20-%
Accrued Vacation Exp-Supervisor	1,557.75	0.00%	930.40	0.00%	627.35	67.43%
Accrued Vacation Exp-Classified	-	0.00%	-	0.00%	-	0.00%
Benefits - All Stores	108,303.66	0.00%	94,159.62	0.00%	14,144.04	15.02%
Total Salary & Benefits	440,834.73	0.00%	449,740.33	0.00%	(8,905.60)	1.98-%
Other Inventory Expenses						
Freight In	97,529.49	0.00%	112,044.76	0.00%	(14,515.27)	12.95-%
Service Fees Expense	1,131.03	0.00%	120.00	0.00%	1,011.03	842.53%
CRV Tax Paid	1,372.24	0.00%	1,198.69	0.00%	173.55	14.48%
Buyback Expense	40.00	0.00%	5,906.00	0.00%	(5,866.00)	99.32-%
Invoice Balancing Over/Short	55.77	0.00%	(10.21)	0.00%	65.98	646.23%
Restocking Fees	966.78	0.00%	720.19	0.00%	246.59	34.24%
Imprint Fees	-	0.00%	-	0.00%	-	0.00%
Shrinkage Expense	46,417.10	0.00%	38,534.33	0.00%	7,882.77	20.46%
Total Other Inventory Expenses	147,512.41	0.00%	158,513.76	0.00%	(11,001.35)	6.94-%
Other Service Expenses						
Computer System Support - Software	2,250.00	0.00%	-	0.00%	2,250.00	100.00%
Computer System Support - Hardware	-	0.00%	-	0.00%	-	0.00%
Training Fees	3,636.75	0.00%	-	0.00%	3,636.75	100.00%
Contract Personnel	9,712.00	0.00%	7,560.00	0.00%	2,152.00	28.47%
Armored Car Service	2,102.52	0.00%	2,461.20	0.00%	(358.68)	14.57-%
Security System Service	-	0.00%	1,083.47	0.00%	(1,083.47)	100.00-%
Total Other Service Expenses	17,701.27	0.00%	11,104.67	0.00%	6,596.60	59.40%
Travel & Mileage Expenses						
Conference Expense	-	0.00%	97.78	0.00%	(97.78)	100.00-%
Conference Fees Out of State	-	0.00%	-	0.00%	-	0.00%
Travel Expenses	35.00	0.00%	-	0.00%	35.00	100.00%
Mileage	11.00	0.00%	324.75	0.00%	(313.75)	96.61-%
Total Travel & Mileage Expenses	46.00	0.00%	422.53	0.00%	(376.53)	89.11-%

	YTD 09-30-09		YTD 09-30-08		Difference	
Dues & Membership Expenses						
Dues & Membership	1,400.00	0.00%	2,900.00	0.00%	(1,500.00)	51.72-%
Total Dues & Membership	1,400.00	0.00%	2,900.00	0.00%	(1,500.00)	51.72-%
Insurance Expense						
Insurance Expense	1,710.00	0.00%	3,630.00	0.00%	(1,920.00)	52.89-%
Total Insurance Expense	1,710.00	0.00%	3,630.00	0.00%	(1,920.00)	52.89-%
Utilities						
Utilities - Gas	3,030.00	0.00%	3,690.00	0.00%	(660.00)	17.89-%
Utilities - Electric	5,400.00	0.00%	3,960.00	0.00%	1,440.00	36.36%
Utilities - Water	1,035.00	0.00%	900.00	0.00%	135.00	15.00%
Utilities - Phone	-	0.00%	235.79	0.00%	(235.79)	100.00-%
Utilities - Garbage	2,360.93	0.00%	1,499.21	0.00%	861.72	57.48%
Total Utilities	11,825.93	0.00%	10,285.00	0.00%	1,540.93	14.98%
Equipment Maintenance & Rental						
Equipment - Non Inventory	1,983.80	0.00%	1,425.15	0.00%	558.65	39.20%
Repairs & Maint Contract Equip	2,070.55	0.00%	326.69	0.00%	1,743.86	533.80%
Contract Misc Services	1,384.65	0.00%	2,931.95	0.00%	(1,547.30)	52.77-%
Total Equipment Maintenance & Rental	5,439.00	0.00%	4,683.79	0.00%	755.21	16.12%
Legal, Audit & Bad Debt Expense						
Audits	-	0.00%	2,500.00	0.00%	(2,500.00)	100.00-%
Bad Debt - Customer	-	0.00%	-	0.00%	-	0.00%
Bad Debt - Vendor	-	0.00%	-	0.00%	-	0.00%
Total Legal, Audit & Bad Debt Expense	-	0.00%	2,500.00	0.00%	(2,500.00)	100.00-%
Other Operating Expenses						
Depreciation	23,585.88	0.00%	23,585.88	0.00%	-	0.00%
Fixed Asset Disposal	-	0.00%	-	0.00%	-	0.00%
Postage	-	0.00%	-	0.00%	-	0.00%
Store & Office Use Supplies	1,881.60	0.00%	13,131.50	0.00%	(11,249.90)	85.67-%
Advertising	-	0.00%	429.09	0.00%	(429.09)	100.00-%
Credit Card Commissions	60,969.94	0.00%	46,969.10	0.00%	14,000.84	29.81%
Bank Charges - Returned Checks	-	0.00%	-	0.00%	-	0.00%
Bank Charges - Other	4,175.94	0.00%	2,712.81	0.00%	1,463.13	53.93%
Miscellaneous Expenses	239.98	0.00%	355.03	0.00%	(115.05)	32.41-%
Other Operating Expenses	-	0.00%	-	0.00%	-	0.00%
Total Other Operating Expenses	90,853.34	0.00%	87,183.41	0.00%	3,669.93	4.21%
Total Operating Expenses	717,322.68	0.00%	730,963.49	0.00%	(13,640.81)	1.87-%
Interest Income	18,976.81	0.00%	38,043.20	0.00%	(19,066.39)	50.12-%
Commission Income	20,095.23	0.00%	27,447.06	0.00%	(7,351.83)	26.79-%
Miscellaneous Income	6,049.29	0.00%	(3,467.63)	0.00%	9,516.92	274.45%
Catalog Income	250.00	0.00%	254.00	0.00%	(4.00)	1.57-%
Shipping & Postage Income	7,389.47	0.00%	8,262.43	0.00%	(872.96)	10.57-%
Stamp Income	168.96	0.00%	126.04	0.00%	42.92	34.05%
Ticket Sales Income	(44.36)	0.00%	-	0.00%	(44.36)	100.00%
LTO Interest Income	286.76	0.00%	2,256.91	0.00%	(1,970.15)	87.29-%
Calif Recycle Fee Collected	-	0.00%	-	0.00%	-	0.00%
NG Check Fee Collected	105.00	0.00%	205.00	0.00%	(100.00)	48.78-%
NG Check Collection	-	0.00%	1,006.10	0.00%	(1,006.10)	100.00-%
Late Rental Return Fee	3,757.77	0.00%	6,220.52	0.00%	(2,462.75)	39.59-%
Photocopy Fee	43.45	0.00%	59.98	0.00%	(16.53)	27.56-%
Textbook Re-wrap Fee	198.94	0.00%	163.00	0.00%	35.94	22.05%
Return Restocking Fee	2,798.53	0.00%	102.46	0.00%	2,696.07	999.99%
VA Handling Fee	219.74	0.00%	92.73	0.00%	127.01	136.97%
Textbook Rental Fee	54,943.79	0.00%	47,800.57	0.00%	7,143.22	14.94%
First Five Rental Fee	31,152.55	0.00%	23,004.93	0.00%	8,147.62	35.42%
Supplies Rental Fee (Funded)	-	0.00%	-	0.00%	-	0.00%
Supplies Rental Fee (Store)	390.00	0.00%	360.00	0.00%	30.00	8.33%
Computer Rental Fee	-	0.00%	-	0.00%	-	0.00%

	YTD 09-30-09		YTD 09-30-08		Difference	
Grad Announcement Fee	-	0.00%	-	0.00%	-	0.00%
Notary Fee	-	0.00%	-	0.00%	-	0.00%
Grad Rental Income	-	0.00%	-	0.00%	-	0.00%
Closeout Books	482.82	0.00%	345.84	0.00%	136.98	39.61%
Fax Fee Income	29.25	0.00%	44.80	0.00%	(15.55)	34.71-%
Consignment Sales	-	0.00%	-	0.00%	-	0.00%
Vendor Discounts	781.19	0.00%	684.34	0.00%	96.85	14.15%
Total Other Income	148,075.19	0.00%	153,012.28	0.00%	(4,937.09)	3.23-%
Net Operation Profit (Loss)	571,109.71	0.00%	516,640.54	0.00%	54,469.17	10.54%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	-	0.00%	-	0.00%	-	0.00%
Non Operational Expenses						
Salaries - District Admin	18,742.42	0.00%	18,996.64	0.00%	(254.22)	1.34-%
Salaries - Dist Supervisor	3,411.77	0.00%	2,252.46	0.00%	1,159.31	51.47%
Salaries - Dist Students	-	0.00%	-	0.00%	-	0.00%
Benefits - All Dist Staff	6,274.12	0.00%	5,574.81	0.00%	699.31	12.54%
Rent Expense	16,890.00	0.00%	16,890.00	0.00%	-	0.00%
Donations	5,757.39	0.00%	649.61	0.00%	5,107.78	786.28%
Depreciation Expense - Rental Text	-	0.00%	-	0.00%	-	0.00%
	51,075.70	0.00%	44,363.52	0.00%	6,712.18	15.13%
Net Income	520,034.01	0.00%	472,277.02	0.00%	47,756.99	10.11%

	<u>Sep 30, 09</u>	<u>Sep 30, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 · CASH				
1112 · CASH IN COUNTY - FMV				
1112.10 · CASH IN COUNTY - POOL I	206,622.98	201,416.16	5,206.82	2.59%
1112.11 · CASH IN COUNTY - LAIF	33,389.12	32,824.16	564.96	1.72%
1112.21 · MARK TO MARKET ADJ	-612.99	-2,273.86	1,660.87	-73.04%
Total 1112 · CASH IN COUNTY - FMV	<u>239,399.11</u>	<u>231,966.46</u>	<u>7,432.65</u>	<u>3.2%</u>
Total 1100 · CASH	<u>239,399.11</u>	<u>231,966.46</u>	<u>7,432.65</u>	<u>3.2%</u>
Total Checking/Savings	239,399.11	231,966.46	7,432.65	3.2%
Accounts Receivable				
1200 · ACCOUNTS RECEIVABLE				
1211 · MISC RECEIVABLE	17,444.66	18,081.90	-637.24	-3.52%
Total 1200 · ACCOUNTS RECEIVABLE	<u>17,444.66</u>	<u>18,081.90</u>	<u>-637.24</u>	<u>-3.52%</u>
Total Accounts Receivable	<u>17,444.66</u>	<u>18,081.90</u>	<u>-637.24</u>	<u>-3.52%</u>
Total Current Assets	256,843.77	250,048.36	6,795.41	2.72%
Fixed Assets				
1400 · FURNITURE, EQUIPMENT & FIXTURES				
1410 · FURN., FIXTURE & EQUIP	363,437.99	363,437.99	0.00	0.0%
1415 · ACCUMULATED DEPRECIATION	-202,719.74	-172,842.07	-29,877.67	17.29%
Total 1400 · FURNITURE, EQUIPMENT & FIXTURES	<u>160,718.25</u>	<u>190,595.92</u>	<u>-29,877.67</u>	<u>-15.68%</u>
Total Fixed Assets	<u>160,718.25</u>	<u>190,595.92</u>	<u>-29,877.67</u>	<u>-15.68%</u>
TOTAL ASSETS	<u><u>417,562.02</u></u>	<u><u>440,644.28</u></u>	<u><u>-23,082.26</u></u>	<u><u>-5.24%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 · SMCCCD PAYABLE	6,192.65	37,416.97	-31,224.32	-83.45%
2126 · MISC PAYABLE	19,990.00	7,816.85	12,173.15	155.73%
Total Accounts Payable	<u>26,182.65</u>	<u>45,233.82</u>	<u>-19,051.17</u>	<u>-42.12%</u>
Total Current Liabilities	<u>26,182.65</u>	<u>45,233.82</u>	<u>-19,051.17</u>	<u>-42.12%</u>
Total Liabilities	26,182.65	45,233.82	-19,051.17	-42.12%
Equity				
3900 · Retained Earnings	398,443.75	408,067.49	-9,623.74	-2.36%
Net Income	-7,064.38	-12,657.03	5,592.65	-44.19%
Total Equity	<u>391,379.37</u>	<u>395,410.46</u>	<u>-4,031.09</u>	<u>-1.02%</u>
TOTAL LIABILITIES & EQUITY	<u><u>417,562.02</u></u>	<u><u>440,644.28</u></u>	<u><u>-23,082.26</u></u>	<u><u>-5.24%</u></u>

	Jul - Sep 09	Jul - Sep 08	\$ Change	% Change
Income				
5100 · VENDING INCOME	14,885.38	16,991.38	-2,106.00	-12.4%
5200 · FOOD SERVICE INCOME	25,997.98	22,990.91	3,007.07	13.08%
5310 · INTEREST INCOME	0.00	3,418.74	-3,418.74	-100.0%
5400 · MISC INCOME	251.06	250.05	1.01	0.4%
Total Income	41,134.42	43,651.08	-2,516.66	-5.77%
Expense				
5500 · COLLEGE SUPPORT	17,315.25	15,175.00	2,140.25	14.1%
6000 · SALARIES	4,981.11	5,979.67	-998.56	-16.7%
6210 · BENEFITS	1,432.91	1,400.45	32.46	2.32%
6700 · CONTRACTED SERVICES	17,069.53	15,521.81	1,547.72	9.97%
6800 · DEPRECIATION EXPENSE	7,400.00	7,500.00	-100.00	-1.33%
6851 · LOSS ON INVESTMENTS	0.00	18,360.81	-18,360.81	-100.0%
6856 · DISPOSAL OF FIXED ASSETS	0.00	-7,629.63	7,629.63	100.0%
Total Expense	48,198.80	56,308.11	-8,109.31	-14.4%
Net Income	-7,064.38	-12,657.03	5,592.65	-44.19%

	<u>Jul - Sep 09</u>	<u>Jul - Sep 08</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME				
5100.6 · VENDING INCOME - ACTION VENDING				
5100.61 · VENDING INCOME - ACTION - FOOD	6,243.87	6,729.72	-485.85	-7.22%
5100.62 · VENDING INCOME - ACTION - BEV	30.00	40.00	-10.00	-25.0%
Total 5100.6 · VENDING INCOME - ACTION VENDING	6,273.87	6,769.72	-495.85	-7.33%
5100.7 · VENDING INCOME - PEPSI				
5100.70 · VENDING COMM CLEARING - PEPSI	0.00	137.41	-137.41	-100.0%
5100.72 · SKY - VENDING INC - PEPSI - BEV	1,041.72	1,368.15	-326.43	-23.86%
5100.73 · CAN - VENDING INC - PEPSI - BEV	2,070.73	2,819.73	-749.00	-26.56%
5100.74 · CSM - VENDING INC - PEPSI - BEV	5,499.06	5,896.37	-397.31	-6.74%
Total 5100.7 · VENDING INCOME - PEPSI	8,611.51	10,221.66	-1,610.15	-15.75%
Total 5100 · VENDING INCOME	14,885.38	16,991.38	-2,106.00	-12.4%
5200 · FOOD SERVICE INCOME				
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	4,961.70	4,275.40	686.30	16.05%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	6,074.67	4,105.76	1,968.91	47.96%
Total 5205 · FOOD SERVICE - KJ'S CAFE	11,036.37	8,381.16	2,655.21	31.68%
5206 · FOOD SERVICE - PACIFIC DINING				
5206.2 · Pacific Dining - Skyline	7,060.30	6,449.11	611.19	9.48%
5206.3 · Pacific Dining - Canada	3,358.66	2,989.50	369.16	12.35%
5206.4 · Pacific Dining - CSM	1,406.12	2,820.41	-1,414.29	-50.15%
5206.4K · Pacific Dining - CSM Kiosk	3,136.53	2,350.73	785.80	33.43%
Total 5206 · FOOD SERVICE - PACIFIC DINING	14,961.61	14,609.75	351.86	2.41%
Total 5200 · FOOD SERVICE INCOME	25,997.98	22,990.91	3,007.07	13.08%
5310 · INTEREST INCOME	0.00	3,418.74	-3,418.74	-100.0%
5400 · MISC INCOME	251.06	250.05	1.01	0.4%
Total Income	41,134.42	43,651.08	-2,516.66	-5.77%
Expense				
5500 · COLLEGE SUPPORT				
5500.12 · COLLEGE SUPPORT - SKY - ACTION	2,365.58	2,374.61	-9.03	-0.38%
5500.13 · COLLEGE SUPPORT - CAN - ACTION	1,185.91	1,018.79	167.12	16.4%
5500.14 · COLLEGE SUPPORT - CSM - ACTION	2,722.38	3,376.32	-653.94	-19.37%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	1,041.72	795.28	246.44	30.99%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	2,070.73	2,399.89	-329.16	-13.72%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	5,499.06	4,168.31	1,330.75	31.93%
5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE	2,429.87	1,041.80	1,388.07	133.24%
Total 5500 · COLLEGE SUPPORT	17,315.25	15,175.00	2,140.25	14.1%
6000 · SALARIES				
6110 · REGULAR SALARIES				
6111 · MANAGEMENT SALARY	4,981.11	4,574.99	406.12	8.88%
6115 · CLERICAL O/T SALARIES	0.00	1,404.68	-1,404.68	-100.0%
Total 6110 · REGULAR SALARIES	4,981.11	5,979.67	-998.56	-16.7%
Total 6000 · SALARIES	4,981.11	5,979.67	-998.56	-16.7%
6210 · BENEFITS				
6210.5 · MANDATED				
6212 · OASDI Classified NON PC	1,432.91	1,400.45	32.46	2.32%
Total 6210.5 · MANDATED	1,432.91	1,400.45	32.46	2.32%
Total 6210 · BENEFITS	1,432.91	1,400.45	32.46	2.32%

6700 · CONTRACTED SERVICES**6710 · SERVICE CONTRACT & REPAIRS****6711 · SERVICE CONTRACT**

6711.2 · SKYLINE SERVICE CONTRACT	599.00	683.79	-84.79	-12.4%
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6711.3 · CANADA SERVICE CONTRACT	1,324.00	630.00	694.00	110.16%
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6711.4 · CSM SERVICE CONTRACT	2,596.54	64.78	2,531.76	3,908.24%
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Total 6711 · SERVICE CONTRACT	4,519.54	1,378.57	3,140.97	227.84%
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6712 · REPAIR AND MAINTENANCE

6712.2 · SKYLINE REPAIR & MAINTENANCE	0.00	650.00	-650.00	-100.0%
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6712.4 · CSM REPAIR & MAINTENANCE	0.00	978.18	-978.18	-100.0%
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Total 6712 · REPAIR AND MAINTENANCE	0.00	1,628.18	-1,628.18	-100.0%
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6714 · UTILITY

6714.2 · UTILITY-SKYLINE	2,500.00	1,800.00	700.00	38.89%
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6714.3 · UTILITY-CANADA	2,700.00	2,000.00	700.00	35.0%
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6714.4 · UTILITY-CSM	3,200.00	2,400.00	800.00	33.33%
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Total 6714 · UTILITY	8,400.00	6,200.00	2,200.00	35.48%
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Total 6710 · SERVICE CONTRACT & REPAIRS

Total 6710 · SERVICE CONTRACT & REPAIRS	12,919.54	9,206.75	3,712.79	40.33%
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6750 · OTHER CONTRACT SERVICES**6751 · CONTRACTED MISC. SERVICE**

6751.1 · BANK CHARGES	-0.01	0.00	-0.01	-100.0%
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6751.2 · CONT MISC SER-SKYLINE	300.00	0.00	300.00	100.0%
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6751.3 · CONT MISC SER-CANADA	300.00	0.00	300.00	100.0%
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6751.4 · CONT MISC SER-CSM	300.00	0.00	300.00	100.0%
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Total 6751 · CONTRACTED MISC. SERVICE	899.99	0.00	899.99	100.0%
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6750 · OTHER CONTRACT SERVICES - Other	3,250.00	4,062.50	-812.50	-20.0%
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Total 6750 · OTHER CONTRACT SERVICES	4,149.99	4,062.50	87.49	2.15%
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6760 · EQUIP. & FACILITY REFURBISHMENT**6761 · EQUIPMENT REFURBISHMENT**

6761.2 · EQUIP. REFURBISHMENT-SKYLINE	0.00	611.11	-611.11	-100.0%
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6761.3 · EQUIP. REFURBISHMENT-CANADA	0.00	1,559.45	-1,559.45	-100.0%
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Total 6761 · EQUIPMENT REFURBISHMENT	0.00	2,170.56	-2,170.56	-100.0%
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6763 · SUPPLIES REFURBISHMENT

6763.2 · SUPPLIES REFURBISHMENT-SKYLINE	0.00	62.00	-62.00	-100.0%
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6763.4 · SUPPLIES REFURBISHMENT-CSM	0.00	20.00	-20.00	-100.0%
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Total 6763 · SUPPLIES REFURBISHMENT	0.00	82.00	-82.00	-100.0%
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Total 6760 · EQUIP. & FACILITY REFURBISHMENT	0.00	2,252.56	-2,252.56	-100.0%
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Total 6700 · CONTRACTED SERVICES	17,069.53	15,521.81	1,547.72	9.97%
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6800 · DEPRECIATION EXPENSE

6801 · DEPRECIATION EXPENSE	7,400.00	7,500.00	-100.00	-1.33%
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Total 6800 · DEPRECIATION EXPENSE	7,400.00	7,500.00	-100.00	-1.33%
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6851 · LOSS ON INVESTMENTS	0.00	18,360.81	-18,360.81	-100.0%
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6856 · DISPOSAL OF FIXED ASSETS	0.00	-7,629.63	7,629.63	100.0%
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Total Expense	48,198.80	56,308.11	-8,109.31	-14.4%
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Net Income	-7,064.38	-12,657.03	5,592.65	-44.19%
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BOARD REPORT NO. 09-12-3C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Victoria P. Morrow, President, Skyline College

REPORT ON THREE SKYLINE COLLEGE ART ON CAMPUS PROJECTS

In his opening day remarks in August of 2004, Chancellor Galatolo announced a commitment to bringing public art to our three District campuses as part of our capital improvement projects. Skyline embraced this idea and formed an Art on Campus Committee to create policy and procedures for the College to use for this purpose. In February 2006, the Skyline Art on Campus policy was presented to the Board of Trustees. This policy provides a set of principles and procedures for art on the Skyline College campus to be used by the campus community to propose, acquire, install, document and maintain art works for both indoor and outdoor display. Provisions are made to have the works accessible to all and to assure safety and comfort for the campus and its neighbors. The committee has 14 members from faculty, staff, administrators and students and includes representation from the Construction Planning Department.

In spring of 2009 the Art on Campus Committee chose three projects to implement: (1) a mural for a north-facing exterior wall on Building 3, the gymnasium; (2) a surface treatment for the north facing staircase wall of Building 4, which is under construction; and (3) a mosaic for two pillars in Building 6, the student and community center, one on the first floor and one on the second floor. The value of the projects totals \$170,000, an amount approved by the Chancellor. A Request for Qualifications (RFQ 86610) was developed using similar requests from nearby public agencies and posted on the District website and on the California Public Art Association website. The RFQ solicited portfolios and letters of interest for the three projects.

Thirty-seven artists replied to the RFQ, many of them interested in more than one of the projects. The Art on Campus Committee reviewed all of the submissions and recommended finalists to the President. Finalists were asked to submit specific proposals for the projects. These proposals were submitted to the Committee in advance and the artists made presentations to the Committee in person. Each discussed the concept, materials and suitability to the campus of his or her proposal. There were five proposals for the Building 3 mural, five for the Building 4 surface treatment and four for the Building 6 pillars. The Committee then deliberated and chose one artist for each project to recommend to President Morrow. These recommendations were accepted by President Morrow and are as follows:

- The commission for the mural for Building 3 will be awarded to John Pugh for \$55,000.00.
- The commission for the surface treatment to Building 4 will be awarded to Daniel Galvez and Jos Sances for \$90,000.00.
- The commission for mosaics on the building 6 pillars will be awarded to Johanna Poethig for \$20,200.00.

San Mateo County Community College District

December 9, 2009

BOARD REPORT NO. 09-12-4C

SAN MATEO ATHLETIC CLUB: BUDGET UPDATE

There is no printed report for this agenda item.

San Mateo County Community College District

December 9, 2009

BOARD REPORT NO. 09-12-5C

PLANNING UPDATE

There is no printed report for this agenda item.

MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SAN MATEO
COUNTYCOMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

November 24, 2009, 4:30 p.m.

The meeting was conducted by teleconference at the following locations:
District Office, Cypress Room, 3401 CSM Drive, San Mateo, CA
520 S. El Camino Real #340, San Mateo, CA
55 Flood Circle, Atherton, CA

The meeting was called to order by at 4:37 p.m.

Present: Directors Karen Schwarz, Patricia Miljanich, Helen Hausman, Richard Holober and Dave Mandelkern

Others Present: Treasurer Jim Keller and District Director of Community/Government Relations Barbara Christensen

NEW BUSINESS

ADOPTION OF RESOLUTION NO. 09-1 OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION, APPROVING LEASE FINANCING DOCUMENTS IN CONNECTION WITH THE FINANCING OF THE ACQUISITION AND CONSTRUCTION OF CAÑADA VISTA (09-11-100B)

It was moved by Director Mandelkern and seconded by Director Miljanich to approve adoption of Resolution 09-1 of the San Mateo County Community College District Financing Corporation.

Treasurer Keller said approval of the resolution will allow issuance of the instruments. Ms. Christensen said that at the meeting of November 18, the voting was not completed by the correct members of the Corporation and must be voted on today.

The vote to approve was taken by roll call; the results were as follows:

Director Schwarz: Aye
Director Miljanich: Aye
Director Hausman: Aye
Director Holober: Aye
Director Mandelkern: Aye

It was moved by Director Miljanich and seconded by Director Mandelkern to appoint Treasurer Keller secretary of the Financing Corporation to execute the financing documents. The vote to approve was taken by roll call and was approved unanimously.

ADJOURNMENT

It was moved by Director Hausman and seconded by Director Miljanich to adjourn the meeting. The meeting was adjourned at 4:52 p.m.

Submitted by

James Keller