

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 23, 2010, 3:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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

3:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

10-4-2 [Minutes of the Meeting of May 12, 2010](#)

SWEARING IN OF STUDENT TRUSTEE

SPECIAL PRESENTATION – UPDATE ON MEASURE G

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES

10-6-1C [Skyline Sparkpoint Center](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

10-6-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

10-6-2A [American Federation of State, County and Municipal Employees \(AFSCME\), Local 829 Initial Contract Proposal to the District and District's Initial Proposal to AFSCME](#)

10-6-3A [California School Employees Association \(CSEA\), Chapter 33 Initial Contract Proposal to the District and District's Initial Proposal to CSEA](#)

10-6-4A [Recommendation for Administrator Employment Contract Renewals](#)

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.

10-6-1CA [Adoption of Resolution No. 10-9 Establishing 2010-11 Budget Limits](#)

10-6-2CA [Approval of Skyline College Summer 2010 Sports Medicine Camp](#)

10-6-3CA [Renewal of Agreements with American Institute for Foreign Study \(AIFS\), 2010-11](#)

10-6-4CA [Approval of Voluntary International Student Insurance Program, 2010-11](#)

Other Recommendations

10-6-1B [Curricular Additions and Deletions – Cañada College, College of San Mateo and Skyline College](#)

10-6-2B [Approval of Community Services Classes, Fall/Winter 2010 – Cañada College, College of San Mateo and Skyline College](#)

10-6-3B [Annual Review and Approval of Instructional Material Fees](#)

10-6-100B [Approval of Additions and Deletion to District Rules and Regulations: Addition of Policy 6.17, Course Repetition \[replaces 7.35\(3\)\] and Policy 6.18, Credit by Examination \[replaces 7.35\(6\)\]; Deletion of Policy 4.10, Selection Procedure](#)

10-6-101B [Adoption of the 2010-11 Tentative Budget](#)

10-6-102B [Approval to Appoint New Member to the San Mateo County Colleges Educational Housing Corporation Board](#)

10-6-103B [Augmentation to Bulldogs Weight Training Room Contract at College of San Mateo](#)

10-6-104B [Approval of Non-Subsidized Tuition Fees for Child Development Centers – College of San Mateo and Skyline College](#)

INFORMATION REPORTS

10-6-2C [District Financial Summary for the Quarter Ending March 31, 2010](#)

10-6-3C [Third Quarter Report of Auxiliary Operations, 2009-10](#)

10-6-4C [Update on Student Parking Permits](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Employment: **Cañada College** – Vice President, Student Services; **Skyline College** – Dean of Business Division
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT, AFSCME and CSEA
3. Conference with Legal Counsel – Potential Litigation – 1 Case

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
May 12, 2010
San Mateo, CA**

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

Board Members Present: President Patricia Miljanich, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Richard Holober (arrived at 6:10) and Karen Schwarz, and Student Trustee Virginia Medrano Rosales

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the meeting of April 28, 2010. The motion carried, all members present voting "Aye."

Trustee Holober arrived after approval of the minutes.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Reports were presented by Executive Vice Chancellor Keller, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Chief Financial Officer Blackwood, District Academic Senate President Dilko and Associated Students of College of San Mateo (ASCSM) President Steffi Santana. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Executive Vice Chancellor Keller said the Governor's May Revise is scheduled to be released on Friday, May 14. He also introduced visitor Kristin McDowell, a student at Santa Clara University.

Adding to her written report, President Morrow thanked everyone for their kind responses to the announcement of her upcoming retirement. She said that working for the District and for Skyline College has been the happiest and most rewarding experience of her career. President Morrow said applications for summer school are 76 percent higher than the comparable period last year, partly because City College of San Francisco is not offering summer school and students are applying to Skyline instead. City College is referring all veterans to Skyline. Assessment testing, particularly in ESL and Math, has risen dramatically.

Adding to his written report, President Claire said the President's Lecture Series has successfully created a high quality intellectual and academic environment on campus. Speakers have included Michael Pollan, Khaled Hosseini, Tobias Wolff, Paul Erlich, Kay Ryan and Sister Helen Prejean. The events, organized by Vice President Susan Estes, are open to everyone and are held approximately four times per year. The Lecture Series is made possible through the generosity of the Lane Family Charitable Trust which donates \$20,000-\$25,000 per year.

President Mohr said he has learned a great deal from observing President Morrow and noted that she brings out the best in others. President Mohr said more than 100 student-scholars were honored at a scholarship ceremony last week. Volunteers with the San Mateo County Genealogical Society will be acting as tutors until the end of the semester to help students with their writing skills. The Theater Arts Department's production of "Othello, the Moor of Venice" will conclude this coming weekend. Cañada will recognize State Senator Joe Simitian with the first Courage in Educational Leadership Award at this year's commencement ceremony.

Chief Financial Officer Blackwood said Controller Raymond Chow started an unpaid internship program for accounting students. Mr. Chow has worked with East West Bank which has agreed to begin a \$2,000 scholarship to support students in the program.

President Dilko said the District Academic Senate held its last meeting of the year on Monday. Senate members approved two revisions to District Rules and Regulations and are working on a policy and process for establishing equivalency to minimum qualifications. The Senate examined the program review module of CurricuNet which will be implemented fully in Fall 2010. The Senate and the AFT Executive Committee launched a joint committee to discuss establishment of a Trust Committee to address the evaluation process. Professor Ray Hernandez was elected to be the District Academic Senate President for the next two years. President Dilko said he and Diana Bennett were both highly qualified candidates. The District Academic Senate has chosen a new logo.

President Santana said ASCSM held a winter retreat. Advisors presented leadership conferences and students went to the Museum of Tolerance. ASCSM sponsored Welcome Week in January. In February, many students attended a budget forum with President Claire. Also in February, students attended the Berkeley Leadership Symposium. In March, students and teachers participated in teach-ins and attended the Civic Center Rally and the March in March in Sacramento. Two ASCSM Senators went to Washington, D.C. in April to advocate for education. Spring Fling was held last week and Diversity Week is in progress this week. Trustee Schwarz asked for further details on the Museum of Tolerance visit. ASCSM Secretary Jose Gomez said students learned more about the Holocaust. He said he uses the lessons he learned in his daily life; for instance, there are words that are hurtful to others and should never be used. Mr. Gomez said he would like to see the visits continue. Trustee Hausman said she serves on a Red Cross committee which traces victims of the Holocaust and reunites them with family members; she said she is pleased that ASCSM students were able to visit the Museum. Student Trustee Medrano Rosales thanked President Santana for her report and said she is proud of the service which the students provide to the District.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: BASIC SKILLS INITIATIVE AT COLLEGE OF SAN MATEO (10-5-1C)

Vice Chancellor Jing Luan introduced Basic Skills Initiative (BSI) Committee members Lorena del Mundo, Counselor and Committee Co-Coordinator, and Danita Scott-Taylor, Director of Student Support Services and Committee Co-Chair. Co-Coordinator James Carranza was unable to participate in the presentation.

Ms. Scott-Taylor said the BSI Committee at College at San Mateo was formed in late 2007. In January 2008, the Committee began the task of examining the College's programs and instructional services to determine what needed to be done to improve outcomes for students who started with basic skills classes. The Committee is composed of members from various disciplines, with heavy representation from English, Math and Reading.

The process of developing the BSI was opened to the College community. Faculty and staff gathered, went through an assessment process and developed a plan for College of San Mateo. The Committee has been very methodical and deliberate in deciding how to use BSI funds; it was agreed that the funds should be used to put in place a system of engagement which would allow students starting in very basic classes to move through in a way that is holistic and that nurtures and nourishes the whole student so that he/she can be successful. Ms. Scott-Taylor said she is a former basic skills and transfer student at College of San Mateo.

Ms. del Mundo said that BSI Committee members looked at the College's institutional priorities and how the projects developed for BSI would support and validate those priorities. The Committee requested data from the Research Department and found that between fall 2006 and summer 2009, 53% of all Associate Degree recipients had taken at least one basic skills course; 40.5% of those receiving certificates had taken at least one basic skills course, and 33.9% of transfer-ready students had taken at least one basic skills course.

Ms. del Mundo said BSI has provided several professional development activities. The Interdisciplinary Faculty Inquiry Groups were composed of 20 faculty from seven disciplines who worked on five different research questions focusing on student learning, teaching and engagement. Faculty in each group developed their question in the fall and in spring implemented strategies to address their specific research question. The culminating presentations were held today. In fall 2009, Dr. Norma LeMoine came to the campus and spoke about closing the achievement and proficiency gaps. In February 2010, Dr. Vincent Tinto shared his recent paper entitled "Access Without Support is

Not Opportunity.” In March 2010, a one-day *On Course* was held, providing training on strategies to increase student success and persistence.

This summer, BSI will pilot a summer bridge project for 25 first-time college students placing into a basic skills course. The bridge will include a Careers 120 class which focuses on college orientation, study skills and career planning. It will also include academic strategies workshops in which faculty will address specific skills students can use in their math and English classes in the fall semester. A First-Year Experience program is scheduled to begin in fall 2011 and will bring more integration between counseling and instruction.

Ms. del Mundo said three of the Karl S. Pister scholarship recipients in the last few years have been basic skills students and 46% of College of San Mateo scholarship recipients this year were basic skills students.

Trustee Schwarz said it is impressive that in a short time, this wonderful program for students was developed. Trustee Schwarz asked what occurred in regard to funding for this year. Ms. del Mundo said there was a decrease in funding. The Committee decided to focus on fewer projects and the focus will be on the Summer Bridge Project and First-Year Experience. Trustee Schwarz asked if presentations are made to the feeder high schools. Ms. del Mundo said there is no outreach component at this time due to limited staff and time. Ms. Scott-Taylor said high schools know that basic skills classes are offered because of their work with the EOPS program. She said an attempt is being made to create a system of engagement through which all students who come to District institutions will go through a First-Year Experience with the goal of improving outcomes.

President Miljanich said it is gratifying to see the interest and support for students on the part of faculty who are focused on student success.

Student Trustee Medrano Rosales thanked Ms. Scott-Taylor and Ms. del Mundo for their work. She said she is a basic skills student who is now graduating and transferring to San Francisco State University.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-5-1A)

It was moved by Trustee Holoher and seconded by Trustee Schwarz to approve the actions in Board Report No. 10-5-1A. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Miljanich said the Consent Agenda consists of Board Reports 10-5-1CA through 10-5-4CA:

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| 10-5-1CA | Approval of Trustees’ Fund for Program Improvement Projects for Cañada College and Skyline College |
| 10-5-2CA | Ratification of Third Quarter District Warrants, 2009-2010 |
| 10-5-3CA | Approval of Community Education Women’s Basketball League, Summer 2010 |
| 10-5-4CA | Approval of Community Education Weekend Basketball Tournaments, Summer 2010 |

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations

CONSIDERATION OF SERVICE AWARD FOR 2009-10 STUDENT TRUSTEE (10-5-100B)

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the service award as detailed in the report. President Miljanich said she appreciates the way in which Student Trustee Medrano Rosales encourages others to listen and commended her for her wisdom and sense of humor. Trustee Hausman said she has

worked with many student trustees and noted that Student Trustee Medrano Rosales has done an outstanding job and made it look effortless. Trustee Hausman said the Board will always remember Student Trustee Medrano Rosales. Trustee Schwarz said it has been easy for the Board to work with Student Trustee Medrano Rosales because of her openness and willingness to share what is happening on the campuses. Trustee Schwarz said Student Trustee Medrano Rosales is a shining example for all students of what can be achieved. Vice President Mandelkern said he has served on the Board with many student trustees, all of whom came with interesting backgrounds, but Student Trustee Medrano Rosales is the only grandmother and marathon runner to have served as student trustee. Vice President Mandelkern said it has been wonderful to know Student Trustee Medrano Rosales and to witness the motivation and joy she brings to activities. Trustee Holober said Student Trustee Medrano Rosales has shown a great deal of poise. He added that through her impressive outreach to students, she has shown a tremendous commitment to making sure the voices of students were heard. Student Trustee Medrano Rosales said she is grateful for the opportunity to have served. She said she did not expect to come this far, having not attended high school, and thanked her fellow Board members for their kindness and for being wonderful teachers. After this discussion, the motion to approve the service award carried, all members voting "Aye."

APPROVAL OF CHANGES TO DISTRICT RULES AND REGULATIONS: ADOPTION OF NEW POLICIES 6.24, ARTICULATION AND 7.26, PREVENTION OF THEFT IN STUDENT FINANCIAL TRANSACTIONS; AMENDMENT OF POLICIES 3.10, SELECTION PROCEDURE AND 6.45, FIELD TRIPS AND EXCURSIONS (10-5-101B)

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

APPROVAL OF TELECOMMUNICATIONS AGREEMENT WITH T-MOBILE – SKYLINE COLLEGE (10-5-102B)

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

APPROVAL OF AUGMENTATION TO DESIGN-BUILD CONTRACT FOR THE SKYLINE COLLEGE FACILITIES MAINTENANCE CENTER SLOPE STABILIZATION AND EROSION MITIGATION PROEJCT (10-5-103B)

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

INFORMATION REPORTS

UPDATE ON SAN MATEO ATHLETIC CLUB (10-5-2C)

Tom Bauer, Director of Auxiliary Services, thanked Student Trustee Medrano Rosales for her support for the San Mateo Athletic Club and for all Auxiliary Services throughout her tenure. Mr. Bauer asked employees of the San Mateo Athletic Club to introduce themselves: Kurt Atherton, Senior Consultant, MediFit; Bryan Besnyi, Lead, Courtesy Desk; Diana Morrow, Membership Representative; Diana Thomas, Acting General Manager and Regional Representative for MediFit; Susan Dioli, Operations Manager; Kim Perez, Fitness Manager; and Katie Elgaen, Aquatics Director.

Mr. Bauer said pre-opening efforts began with an aggressive presale marketing campaign, followed by on site tours, hiring of staff, new staff orientation, program development, and facility preparation and training. The membership goal for opening day was 400; the Center opened with 576 memberships and more than 800 members and the numbers have continued to grow steadily. As of May 10, there were 883 memberships and 1,250 members. Memberships were broken down as follows: 437 community, 155 students, 155 seniors, 104 faculty/staff and 32 corporate. Individual memberships were the largest group, followed by couples and families. Of the 1,250 members, 750 were female and 500 were male. The membership goal for the end of 2010 is 1,450; the Center is substantially ahead of that goal and Mr. Bauer predicts that the Center will have 1,400 members by Memorial Day weekend.

Twenty-one students and staff of the District work at the San Mateo Athletic Club; this is slightly less than one-half of all Club employees.

The group exercise program has generated a great deal of enthusiasm. Between April 5 and April 30, 17 instructors taught 152 classes with a total attendance of 1,245. Classes include spinning, Pilates, body sculpting, total body, Zumba, water aerobics, yoga, step and kickboxing.

The Aquatics Program has been very successful. On June 1, the 126 members of the San Mateo Marlins Masters Swim Team will join the San Mateo Athletic Club and form the new San Mateo Masters Swim Team. This will result in approximately 175 new memberships. Current pool rentals include a local scuba shop, four local swim teams and one club water polo team. Staff is currently fielding offers from a number of schools, colleges and groups which have expressed interest in renting the facility. The first age group swim meet will take place on May 23 and 600 swimmers and parents are expected to attend. During this and other events, staff will be actively marketing the facility.

The ten fitness staff members have conducted 135 group orientations, 49 one-on-one orientations and 14 personal fitness training sessions. Future plans include fitness fee-based programming, TRX training, women on weights, boot camp, athletic conditioning, injury prevention/post rehab, and certification programs.

Mr. Bauer acknowledged some of the people who worked to make the San Mateo Athletic Club a reality. Jan Roecks, Director of General Services, crafted a superior Request for Proposal, as she had for District vending and food services. Ms. Roecks' detail-oriented approach and thoroughness have resulted in the District's partnering with the best vendors. Staff of the Construction Planning Department, specifically Project Manager Barry Chin and Project Coordinator Jennifer James, have been very supportive and responsive. Photographs and video clips were done by former College of San Mateo student Gino De Grandis and student videographer Hansel Vargas. The shoots were all coordinated and managed by College of San Mateo Public Relations and Marketing Coordinator Dave McLain and the outcome has been outstanding. Roxana Usner, CIP2 Construction Project Manager with Swinerton Management Consulting, has taken a lead role in coordinating the efforts of the McCarthy construction team with the District and with the fitness center team. Members of the District Office team have been generous with their time and energy, helping to shape the club; they include Chancellor Galatolo, Executive Vice Chancellor Keller, Vice Chancellor Harry Joel, Vice Chancellor José Nuñez and Chief Financial Officer Blackwood, as well as Debbie Carrington, Jan Roecks, Sue Harrison and Ginny Brooks.

Staff at College of San Mateo, especially President Claire, Dean of PE/Athletics Andreas Wolf, Professor Mikel Schmidt and Director of College Development & Marketing Bev Madden have all helped to transition the club into the culture and daily life of the campus. Professor Schmidt works with club staff every day to ensure that students and club members have a first-rate experience.

Vice Chancellor José Nuñez' leadership and support account for much of the success in the early days of the club's operation. Mr. Bauer approached Vice Chancellor Nuñez numerous times over the last several months with issues that directly or indirectly affect the club and its members. Vice Chancellor Nuñez lives each day by the words included in his email signature: "Don't Be Stopped by 'Analysis Paralysis.' Get It Done."

In closing, Mr. Bauer thanked the Board for their support. He said that because of this support and the efforts of the team on the ground, the District has created something truly impressive and inspirational that will continue to bring great benefits to College of San Mateo and the District as a whole.

Trustee Holober congratulated Mr. Bauer on the Club's excellent start. He asked if the types of memberships/members match the original projections. Mr. Atherton said community support has been greater than projected and has been a pleasant surprise.

Trustee Schwarz said she hopes there will continue to be a large percentage of District students and staff working at the Club. She said it is wonderful that Mr. Bauer acknowledged people who have helped make the Club a success. Trustee Hausman also thanked Mr. Bauer for a very thorough report and said she appreciates all of the hard work of those involved.

Vice President Mandelkern said he is happy to be a member of the Club. He said his wife, a former member of the Pacific Athletic Club, has been using the facility on a regular basis and is very pleased.

Executive Vice Chancellor Keller thanked Mr. Bauer for his leadership. He said Mr. Bauer entered into the project with full commitment and enthusiasm and has put a great deal of work and effort into the project. President Claire also acknowledged Mr. Bauer and the staff of MediFit, as well as the work of Dean Wolf. He said that the partnership with the community would not work if Dean Wolf and Mr. Bauer did not work together.

President Miljanich she is pleased to be provided with the report and to hear the appreciation for everyone involved. She said she appreciates Mr. Bauer's infectious enthusiasm.

Ms. Thomas said MediFit has had the opportunity to work with many partners. The communication with Mr. Bauer has been fabulous and seamless and this partnership exemplifies what MediFit attempts to do when entering into a partner relationship.

Mr. Bauer displayed photographs of the Aquatics facility and of the new scoreboard positioned on Building 8. He said this state-of-the-art scoreboard will lend a competitive edge to the District when competing for quality events.

Mr. Bauer said he will present another report to the Board before school opens in the fall and will provide more concrete financial information.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Medrano Rosales introduced audience member "Father Jay" Maharaj who will be the next student trustee; he will be sworn in at the June 9 Study Session. Student Trustee Medrano Rosales said there will be a "Skyline United" benefit on Friday, May 14 at 7:00 p.m. Sponsored by the Latin Association at Skyline, the benefit will feature entertainment and will raise scholarship funds for AB 540 students.

Vice President Mandelkern congratulated Student Trustee Medrano Rosales and said she will be greatly missed. He also congratulated incoming Student Trustee Father Jay Maharaj, incoming District Academic Senate President Ray Hernandez, and Trustee Hausman on her 20 years of service on the Board. Vice President Mandelkern said he wishes President Morrow well in her retirement and added that she will be a tough act to follow. Vice President Mandelkern attended the very successful "Taste of Skyline" and credited Greg Cochran for suggesting this event. Vice President Mandelkern attended the ribbon cutting for the Skyline Automotive Technology building. He said the automotive program encapsulates what the District is about, as it can be an entry point for students who come into the program to learn job skills, take other classes and discover that they can succeed in college. Vice President Mandelkern has attended San Mateo County budget review meetings around the County and at one of those meetings, a community member asked why the District is not paying taxes on its "luxury" housing development. Vice President Mandelkern explained the faculty/staff housing projects and talked further with the County Manager, inviting him to tour the faculties. Vice President Mandelkern said that Pat Gemma, Superintendent of the Sequoia Union High School District, is retiring and suggested that he be presented with a Board resolution of honor at the retirement dinner on May 25. The Board agreed with the suggestion and staff will arrange for the preparation of the resolution. Vice President Mandelkern said he will attend the California Advocates United to Save Education (C.A.U.S.E.) rally on May 19 at College of San Mateo. The rally is being coordinated by CSEA, Chapter 33.

Trustee Hausman said she was invited by the Community College League of California (CCLC) to attend a luncheon at which trustees who have served 20 or more years were honored. Trustee Hausman displayed the plaque that was presented to her and said that her husband and daughter, along with Chancellor Galatolo, joined her for the luncheon. Trustee Hausman said that Chancellor Galatolo presented a workshop on parcel taxes at the CCLC annual meeting and she was told he did an excellent job. Trustee Hausman attended the Taste of Skyline event and the ribbon cutting for the Automotive Technology facility. She said she believes the automotive program is one of the best programs in the District. Trustee Hausman said President Morrow has done a superb job as President Skyline College. Trustee Hausman will attend the Skyline College commencement ceremony and is pleased that she will have the opportunity to see Student Trustee Medrano Rosales graduate.

Trustee Schwarz attended several events at College of San Mateo. The Child Development Center fundraiser held on May 1 raised \$10,000 for the Center. The KCSM Spotlight program highlighted films produced by high school students. Trustee Schwarz was pleased to congratulate retirees and tenured faculty at the recognition ceremony which was held in the new Associated Students area. At the scholarship awards ceremony, more than \$200,000 in scholarships was awarded to more than 400 students, including high school students who will be attending the

College. Trustee Schwarz said she read in the *Skyline View* that College of San Mateo will not be holding summer school. President Claire said this is not true and he has been in touch with the newspaper to correct the misstatement. Trustee Schwarz said she appreciated Chancellor Galatolo sending the Board a video highlighting the two Cañada College Jack Kent Cooke scholarship recipients. President Schwarz participated in a hard hat walkthrough of the Cañada Vista faculty/staff housing project on Monday and said all of the guests made positive comments about the project. President Schwarz will attend the Skyline College commencement ceremony and is delighted to be there to see Student Trustee Medrano Rosales graduate and to be there for President Morrow's last commencement ceremony. She said Skyline has shone under President Morrow's leadership and it will always be remembered that "Vicki made it shine." Trustee Schwarz thanked President Dilko for forwarding the program for the Community College Honors Research Symposium at UC Berkeley, at which District students presented their original research projects.

Trustee Holoher said he was saddened by President Morrow's retirement announcement but wishes her well and knows she will enjoy the next phase of her life. Trustee Holoher told Student Trustee Medrano Rosales he knows she will continue to do great things as she goes forward and he hopes she will continue to inspire students within our District. Regarding the District's faculty/staff housing projects, Trustee Holoher said he believes the community overwhelmingly supports the fact that the District is innovative and is a part of the solution to the housing affordability crisis in the County. Trustee Holoher said that after the Board meeting is adjourned, he will have sign-up forms for participation in phone banks in support of the parcel tax measure.

President Miljanich said the Board will be talking more about President Morrow as her retirement date gets closer. President Miljanich said she appreciates all that Student Trustee Medrano Rosales has done and hopes she will keep in touch with the Board and others in the District.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

President Miljanich said that during Closed Session, the Board will consider the personnel items listed as 1A on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA. The Board will also hold a conference with legal counsel regarding one case of potential litigation.

The Board recessed to Closed Session at 8:20 p.m.
The Board reconvened to Open Session at 9:24 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Vice President Mandelkern and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:25 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 23, 2010 meeting.

Dave Mandelkern
Vice President-Clerk

San Mateo County Community College District

June 23, 2010

BOARD REPORT NO. 10-6-1C

SKYLINE SPARKPOINT CENTER

There is no printed report for this agenda item.

BOARD REPORT 10-6-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

District Office

Alex Gordon Lead Custodian Facilities Planning & Operations

Reassigned through the hiring process from a Custodian position into this full-time 12-month position, effective May 25, 2010, replacing Luisa Azevedo who was reassigned.

Cañada College

Margie Carrington Interim Dean of Student Services Student Services

Extension of temporary administrative employment, effective July 1, 2010 through December 31, 2010. The Board previously approved this interim assignment on January 27, 2010 for the period January 19, 2010 through June 30, 2010. Reassigned from classified professional/supervisory status for this temporary position.

Skyline College

Kathy Fitzpatrick Division Assistant Social Science/Creative Arts

Transferred through the hiring process from a Division Assistant position in Language Arts/Learning Resources into this full-time 12-month position, effective June 28, 2010, replacing Rakefet Avramovitz who resigned.

Romeo Garcia Director of Learning Center & TRIO Program Language Arts/Learning Resources

Reassigned through the hiring process from a full-time Faculty TRIO Program Coordinator position at Cañada College into this full-time 12-month academic manager position, effective July 1, 2010, replacing Leslie Shelton who resigned.

B. PHASE-IN RETIREMENT

College of San Mateo

Kenneth Brown Math Professor Math & Science

Recommend approval of participation in the Phase-In Retirement Program for one (1) year effective August 16, 2010. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

C. LEAVE OF ABSENCE

Skyline College

Michelle Amaral

Instructional Aide II

Business

Recommend approval of a pregnancy disability leave of absence, effective July 28, 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.

Aileen Conmigo Phuong

Financial Aid Technician

Student Services

Recommend approval of a pregnancy disability leave of absence, effective July 26, 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. CHANGE IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one 12-month per year Director of Student Support & TRIO Program position in the Enrollment Services Division (Salary Schedule 30) and to delete one full-time temporary Faculty TRIO Program Coordinator position (3FC002 - Salary Schedule 80), effective July 1, 2010. This position is partially funded by the Federal TRIO Program and will also connect classroom and out of classroom student life on campus.
2. Recommend approval of a temporary increase in staff allocation for one 10-month position at the Cañada College CBET Program for Summer Session 2010, effective June 1, 2010. This temporary increase will cover the six-week Summer Session, ending on July 30, 2010:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Staff Assistant	Diana Espinoza-Osuna	44 days

College of San Mateo

3. Recommend a change in staff allocation to add two 12-month per year 48% Office Assistant II positions in the Language Arts and Social Science/Creative Arts Divisions (Grade 18 of Salary Schedule 60) and to delete one full-time Office Assistant II position shared by both divisions (4C0343), effective July 1, 2010. The hours required by both divisions coincide requiring two separate positions.
4. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the College of San Mateo Child Development Center for Summer Session 2010, effective June 21, 2010. This temporary increase will cover the six-week Summer Session, ending on July 30, 2010:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Lori Pilster	26 days
Child Development Center Aide II	Yovanka Crossley	8 days
Child Development Center Aide II	Maggie Lam	26 days
Child Development Center Aide I	Clara Valdez Chon	23 days

Skyline College

Recommend a change in staff allocation to add one 12-month per year faculty MESA Program Director position in the Science, Math & Technology Division (Salary Schedule 80) and to delete one full-time classified Program Services

Coordinator position (2C0188), effective July 1, 2010. To meet the requirements of the State funding, Skyline must hire a full-time faculty MESA Program Director.

District Office

Recommend creation of a new classification, "Distance Education and Instructional Design Coordinator," at Grade 200S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2010.

Recommend a change in staff allocation to add one 12-month per year Distance Education and Instructional Design Coordinator position in the Institutional Research Division (Salary Schedule 40) and to delete one full-time classified professional/supervisory Web Support Analyst position (1C0290) at the same salary grade, effective July 1, 2010.

It is also recommended that the title and responsibilities of the incumbent, Peter Bruni, be changed accordingly, effective July 1, 2010.

E. 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	Bookstore (Cañada)	3	7/1/2010	6/30/2011	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (CSM)	5	7/1/2010	6/30/2011	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (Skyline)	5	7/1/2010	6/30/2011	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Community Education	2	7/1/2010	12/31/2010	Office Assistant I: Assist with student registration, customer service, preparation and distribution of instructor materials and marketing materials.
Cañada	Enrollment Services	1	7/1/2010	7/31/2010	Office Assistant II Assist students in the Welcome Center with questions relating to Admissions & Records, Counseling, etc. The position will work approximately 10 hours per week.

Cañada	Enrollment Services	1	6/10/2010	6/30/2010	Admissions & Records Assistant II Application and registration processing, assist students at counter and by phone during Summer registration period.
Cañada	Enrollment Services	2	8/9/2010 1/10/2011 6/13/2011	9/7/2010 2/8/2011 6/27/2011	Admissions & Records Assistant II Application and registration processing, assist students at counter and by phone during peak registration periods.
Cañada	General Administration	4	7/1/2010	6/30/2011	Theatre Production Technician: Assist with technical theatre operations to support outside theatre facility rental events.
Cañada	Humanities/Drama	4	7/1/2010	6/30/2011	Theatre Production Technician: Assist with constructing and implementing theatre sets, lighting, sound and other operational aspects of theatre events.
Cañada	Humanities/Photography	1	8/1/2010	6/30/2011	Instructional Aide II: Maintain photo lab enlargers and all photographic equipment, assist students with all aspects of black and white photography and darkroom techniques, and maintains a safe and clean darkroom. Works approximately 9 hours per week.
Cañada	Humanities/Music	1	8/1/2010	6/30/2011	Accompanist: Play piano to accompany Music 685 Peninsula Cantare course.
Cañada	Humanities/TRIO	2	7/1/2010	8/31/2010	Instructional Aide I: Assist with offering instructional services that meet the needs of developmental and lower level college English and math participants. Positions funded by Federal TRIO grant.
Cañada	Operations/Budget Office	1	6/10/2010 8/10/2010 1/10/2011	7/15/2010 9/15/2010 2/15/2011	Accounting Technician: Student payment processing, issuance of parking permits, balancing of cash, etc. during peak registration periods.
Cañada	Operations/Budget Office	1	7/1/2010	8/31/2010	Financial Analyst: Assist with year-end closing, grant reporting, budget development, and training the new Financial Analyst to be hired as a result of a recent retirement.
Cañada	Science & Technology	1	7/1/2010	9/30/2010	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	Science & Technology	1	7/1/2010	6/30/2011	Instructional Aide II: Assist math students with tutoring and assistance. This position is funded by the Federal COMETS grant.
Cañada	Student Services/Health Center	1	7/1/2010	6/30/2011	Office Assistant II: Work closely with students who come to the Health Center to receive services. Assignment is 20 hours per week.
CSM	Admissions & Records	1	6/10/2010	6/30/2010	Admissions & Records Assistant II Application and registration processing, assist students at counter and by phone during Summer registration period.
CSM	Admissions & Records	1	8/15/2010 1/15/2011 6/1/2011	9/15/2010 2/15/2011 6/30/2010	Admissions & Records Assistant II Application and registration processing, assist students at counter and by phone during peak registration periods.
CSM	Business Services	1	6/10/2010	6/30/2010	Accounting Technician: Student payment processing, issuance of parking permits, balancing of cash, etc. during summer registration period.
CSM	Business Services	1	8/15/2010 1/15/2011 6/1/2011	9/15/2010 2/15/2011 6/30/2010	Accounting Technician: Student payment processing, issuance of parking permits, balancing of cash, etc. during summer registration period.
CSM	Business/Technology	6	8/1/2010	6/30/2011	Instructional Aide II: Assist Fire Technology instructors during manipulative skills exercises; assist EMT instructors during skills practice and testing in the EMT course.
CSM	KCSM	8	7/1/2010	6/30/2011	Staff Announcer/Producer (FM): Select music, maintain music library and computer database, host radio programs, produce promotional announcement, and operate specialized station equipment.
CSM	KCSM	5	7/1/2010	6/30/2011	KCSM Production Operator (TV): Operate cameras, serve as audio mixer, and operate teleprompters.
CSM	KCSM	1	7/1/2010	6/30/2011	KCSM Projects Leader (TV): Direct and coordinate contracts, studio scheduling, and other strategic planning and logistics for special station projects and productions.
CSM	KCSM	1	7/1/2010	6/30/2011	CSM Video Shader (TV): Operate cameras to monitor color and level of consistency throughout various programs.

CSM	KCSM	1	7/1/2010	6/30/2011	KCSM Floor Director (TV): Set up, monitor and adjust camera angles, cues, lighting and sound performance quality, supervise scripts, placement and performance of on-air talent.
CSM	KCSM	1	7/1/2010	6/30/2011	KCSM Video Mixer (TV): Operate cameras to monitor color and level of consistency throughout various programs.
CSM	Physical Education/Athletics	20	7/1/2010	6/30/2011	Assistant Coach: Assist with coaching, recruiting, practice planning/implementation, record-keeping, & filming practices/games. Coaches will be assigned to support baseball, basketball, cross country, football, softball, swimming, track & field, and water polo.
CSM	Physical Education/Athletics	6	7/1/2010	6/30/2011	Equipment Manager: Facilitate (on event days) outside groups renting the College's physical education and athletic equipment and areas.
CSM	Physical Education/Athletics	1	7/1/2010	6/30/2011	Athletic Trainer: Provide part-time assistance when there are multiple athletic events hosted by CSM. Required only with large events hosted by the College.
CSM	Student Services/Child Development Center	1	7/6/2010	6/30/2011	Child Development Center Aide II: Supervise children and plan and implement curriculum. This position will assist to maintain the required adult/child ratios.
CSM	Student Services/Health Center	1	7/1/2010	6/30/2011	College Physician: Provide medical advice and treatment in the College Health Center.
Skyline	Enrollment Services	1	6/10/2010	6/30/2010	Admissions & Records Assistant II: Application and registration processing, assist students at counter and by phone during Summer registration period.
Skyline	Language Arts/Learning Resources	18	7/1/2010	12/31/2010	Instructional Aide II: Provide tutorial services to students; assist students in the use of instructional materials; assist with presentations and study groups. Each will work 5 to 10 hours per week.
Skyline	PE/Athletics/Dance	1	8/18/2010	5/27/2011	Instructional Aide I: Assist with rehearsals, public relations, day of event management, coordination of student segments, brochure publication, website updates, sponsor solicitation, etc.

Skyline	PE/Athletics/Dance	1	8/18/2010	5/27/2011	Assistant Coach: Provide support for promotion of all athletic programs, including public relations, website updates, coordination of team photos, etc.
Skyline	PE/Athletics/Dance	3	8/23/2010	12/06/2010	Assistant Coach: Provide support for Intercollegiate Volleyball, Men's and Women's Soccer programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	9/1/2010	12/13/2010	Assistant Coach: Provide support for Intercollegiate Wrestling program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	2	10/15/2010	3/14/2011	Assistant Coach: Provide support for Intercollegiate Men's and Women's Basketball programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	1/15/2011	5/30/2011	Assistant Coach: Provide support for Intercollegiate Baseball program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	2/15/2011	5/16/2011	Assistant Coach: Provide support for Intercollegiate Badminton program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	8/1/2010	5/27/2011	Athletic Trainer: Assist with assessing injuries and managing rehabilitation of student-athletes under the supervision of the head athletic trainer.
Skyline	Social Science/Creative Arts	3	8/16/2010	5/29/2011	Accompanist: Play piano for voice and choir classes.
Skyline	Workforce Development	1	7/1/2010	6/30/2011	Instructional Aide I: Assist with tasks that support faculty and staff in English Language Institute related classrooms and laboratory settings; conduct workshops and coordinate internship activities. This is a grant-funded, non-continuing position.

San Mateo County Community College District

June 23, 2010

BOARD REPORT NO. 10-6-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
(AFSCME), LOCAL 829 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND
DISTRICT'S INITIAL PROPOSAL TO AFSCME**

The Board is receiving a proposal from AFSCME, Local 829, as required by the Educational Employment Relations Act. This proposal is for the 2009-10 year which is the last year of a three year contract that began July 1, 2007 and expires June 30, 2010.

The District is proposing modifications to Article 5, Hours and Overtime, paragraph 5.5.3.

Staff submits the following initial proposal to the Board before holding a public hearing on the AFSCME and District proposals as required by the Educational Employment Relations Act.

RECOMMENDATION

It is recommended that the Board of Trustees accept AFSCME's initial proposal and the District's initial proposal to AFSCME, and hold a public hearing of the proposal at the next regularly scheduled Board meeting.

**AFSCME Local 829 Proposal
July 1, 2009 through June 30, 2010**

4.6 RELEASE TIME TO ATTEND UNION MEETINGS

Eliminate the following sentence in the current section: The release time will only be permitted to those employees who work at site other than the site at which the Chapter meeting will be held.

5.1 REGULAR WORKDAY

Add the following sentence: Effective June 1, 2010 through August 13, 2010 a mutually agreeable four day (37 ½ hour) summer schedule is available to all unit members.

5.5.3 Scheduled Overtime Assignment to be Posted in Advance

If, in the opinion of the person assigned, an overtime assignment will exceed two hours, he/she will contact the supervisor prior to the expiration of two hours for instructions on how to proceed. It is the intent of this section to insure that the work is completed on the overtime assignment.

6.1 VACATION SCHEDULE

The current vacation schedule will be modified to increase the accrual in the 4th year to 15 days per year and in the 20th year to 22 days.

8.1 REGULAR RATE OF PAY

The District agrees to provide the same total compensation increase to AFSCME as is provided in other collective bargaining agreements that may be reached following this date for the period July 1, 2010 through June 30, 2011. Total compensation is defined as monies allocated for compensation improvements in base salaries, salary augmentations, health benefits, salary schedule adjustments, vacation increases, long service increase and District funding for staff development or professional development.

8.4 LONGEVITY SERVICE INCREMENTS

Increase each increment in the longevity step system (i.e. 8, 12, 16, 20, 24, 28 years) by one-half percent.

9.2 MEDICAL PREMIUM CAP AMOUNT

The District will continue the current PERS Medical and Hospital Plan. The make a contribution necessary to provide full Kaiser coverage for an employee and to provide two-party and full family coverage at a cost to the employee not to exceed forty dollars (\$40).

18 (New) LAYOFFS

Article 18 will be the Layoff and Bumping language agreed to in December 2009:

1. AFSCME agrees that layoffs and their effects shall not be subject to further negotiations but shall be governed by the provisions of this Agreement. The parties agree that this procedure is not subject to the grievance procedure specified in Article 12.
2. Layoff is defined as an involuntary separation from District service due to lack of work or lack of funds, or assignment to a class lower than that in which the unit member has permanence, voluntarily consented to by the unit member to avoid interruption of employment by layoff. The definition of lack of work, or lack of funds, and the determination of what positions are to be affected, is reserved to management.
3. Each of the different job titles included in Appendix A is a class. Appendix A may be amended from time to time to reflect new or deleted classes.
4. Seniority in a class is based on length of service in that class and higher classes from the last continuous date of hire as a probationary or permanent classified employee.
5. Length of service shall mean all hours in a paid probationary or permanent status, excluding overtime.
6. Hours in pay status will be used to determine the seniority ranking of all unit members. These seniority rankings will be subject to verification by each employee and then these validated rankings will be used in all future seniority matters.
7. Seniority within the classifications for all members will be determined by date of hire only.
8. For members reassigned to another classification, seniority within that classification shall be determined by date of hire only. In the event that two or more employees have equal seniority, the order of layoff shall be determined by lot. The District shall notify the affected employee(s) and AFSCME no later than thirty (30) days prior to any planned layoff.
9. The District and the AFSCME representatives shall meet no later than five (5) days following the receipt of any notices of layoff to review the proposed layoffs and determine the order of layoff within the provisions of this Agreement. If positions within a class are eliminated, the least senior unit member(s) in the class will be notified of layoff and of the possibility of exercising bumping rights into an equal or lower class, if such possibility exists.

10. In lieu of layoff, a unit member may exercise bumping rights into an equal or lower class in which he/she has served if the unit member has more seniority in that class than someone currently serving in that class.
The affected employee shall also have the right to prior consideration, i.e., the right to be interviewed and tested by the hiring manager (and/or designee[s]), of any advertised vacant position which is at or below the range of the position from which the affected employee is being laid off.
11. When more than one position is affected, the availability to some unit members of the options of voluntary demotion or the exercise of bumping rights may depend on what options other affected unit members choose. In such cases the District shall notify the unit member and the AFSCME of all options known to the District. The unit members shall be allowed to choose from the available options by order of seniority.
12. The District may call a meeting of affected unit members or contact unit members individually to determine their preferences.
13. An employee may elect layoff in lieu of exercising bumping rights, but this election shall operate to waive any reemployment rights to lower classes.
14. A unit member who has been laid off has reemployment rights (preference over new applicants) for thirty-nine (39) months into the class from which he/she was laid off. Reemployment rights shall be in reverse order of layoff. Unit members who have been laid off shall also have the right to apply for open positions. AFSCME shall be notified by the District of all employment opportunities within the District. Unit members who have been laid off shall have the right to prior consideration, i.e., the right to be interviewed and tested by the hiring manager (and/or designee[s]), of any advertised vacant position from which the employee has been laid off.
15. The District shall fulfill its duty to communicate an offer of reemployment by mailing a written letter offering reemployment in the certified mail to the last address that the unit member has provided the Office of Human Resources. If the District fails to receive an acceptance within the fourteen (14) working days after postmark date of the offer, it shall consider that the unit member has declined the offer of employment.
16. A unit member who accepts an offer of reemployment shall be given at least seven (7) calendar days after the unit member's acceptance of the District's offer to return to work. The District may establish a time for return to work of more than seven (7) days. By mutual agreement the unit member may report to work within fewer than seven (7) days. A unit member who has accepted an offer of reemployment will be restored to his/her step on the salary schedule but service credit (longevity) and benefits do not accrue during layoff except as defined in Appendix C.

BOARD REPORT NO. 10-6-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33
INITIAL CONTRACT PROPOSAL TO THE DISTRICT
AND DISTRICT'S INITIAL PROPOSAL TO CSEA**

The Board is receiving a proposal from CSEA, Chapter 33 as required by the Educational Employment Relations Act. This proposal is for the 2009-10 year which is the last year of a three year contract that began July 1, 2007 and expires June 30, 2010.

The District is proposing no changes to the current contract which will expire on June 30, 2010.

Staff submits the following initial proposal to the Board before holding a public hearing on the CSEA proposals as required by the Educational Employment Relations Act.

RECOMMENDATION

It is recommended that the Board of Trustees accept CSEA's initial proposal and the District's initial proposal to CSEA, and hold a public hearing of the proposal at the next regularly scheduled Board meeting.

CSEA CHAPTER 33
INITIAL CONTRACT PROPOSAL

2009-2010

May 19, 2010

Article 6.1.1: Vacation Accrual

Increase accrual rates for all levels, by 2 days.

Article 6.4.1: Maximum Accrual

The ~~two-year~~ **three-year** accrual maximum is based on the employee's current accrual rate.

Article 6.10: Vacation Not Permitted/Compensation

If the employee is not permitted by the District to take his/her full annual vacation, the amount not taken shall accumulate for use in the next year. If this total exceeds the maximum allowable accrual, the employee will be paid for days in excess of the maximum **or the employee may request no more than two (2) weeks of accrued vacation be paid in cash.** ~~Should the employee prefer that the unused vacation in question be paid in cash, this may be done with the approval of his/her supervisor.~~

Article 7: Holidays

Add one floating holiday and Cesar Chavez Day

Article 8.1.1: Pay and Allowances

3% COLA and add a step 6 to appendix C-Classified Salary Schedule C (same as the Management Salary Schedule 20 and the Executive Salary Schedule 10)

Article 9.1.1: Medical Insurance

The Board will provide each eligible employee and eligible dependents with one of the PERS Health Plans as chosen by the employee from among those listed in the PERS Basic health Plan Book.

Effective January 1, ~~2007, 2008, 2009~~, **2010** the District will adjust the employer paid premium cap for the PERS health plans medical coverage using Kaiser as the Benchmark.

The District will increase the medical cap as follows:

1. Full coverage paid by the Employer for single employees in all plans except PERSCare which will be capped at \$604.00 per month.
2. For two-party and family Kaiser coverage: the employee out of pocket contribution will not exceed \$40.00 per month.
3. For two-party and family coverage for all other medical plans, the employer contribution established for the Kaiser health plan will apply to these plans.

In determining the medical cap for fiscal year ~~2007, 2008, 2009~~, **2010**, the District will guarantee that the employee out of pocket expenses for two-party and family Kaiser coverage will be \$40.00 per month.

As part of a "Employee Wellness Program" the employee will have free access to the San Mateo Athletic Club.

The District will continue to offer Section 125 of the Internal Revenue Code for over-cap medical premiums paid by individual employees.

The plans are fully described in the PERS Basic health Plan Book, which is available in the Office of Human Resources.

BOARD REPORT NO. 10-6-4A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS

In 2008, the Board of Trustees gave approval, as a part of the overall administrator compensation program, to place administrators who were not already covered by an employment contract on a rolling two year contract. In addition, the Board of Trustees annually renews contracts for administrators who have been on employment contracts. In 2009, due to the uncertainty of the State budget and the potential impact on administrator positions, a decision was made to defer the contract renewals for a period of one year until July 1, 2010. Accordingly, the District administrator contracts are now being submitted for approval to make the contracts current. There are a total of nine executive and thirty-four administrator positions under contract for renewal.

RECOMMENDATION

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

Position	Contract Duration
Chancellor	July 1, 2010 through June 30, 2014
Executive Vice Chancellor	July 1, 2010 through June 30, 2013
President of Cañada College	July 1, 2010 through June 30, 2013
President of College of San Mateo	July 1, 2010 through June 30, 2013
Vice Chancellor, Educational Services & Planning	July 1, 2010 through June 30, 2013
Vice Chancellor, Facilities	July 1, 2010 through June 30, 2013
Vice Chancellor, Human Resources	July 1, 2010 through June 30, 2013
Chief Financial Officer	July 1, 2010 through June 30, 2013
Director of Community and Government Relations	July 1, 2010 through June 30, 2013
Vice President, Instruction, Cañada, CSM & Skyline	July 1, 2010 through June 30, 2012
Vice President, Student Services, Cañada & CSM	July 1, 2010 through June 30, 2012
Executive Director, Construction Planning	July 1, 2010 through June 30, 2012
Executive Director, Foundation	July 1, 2010 through June 30, 2012
General Manager, KCSM	July 1, 2010 through June 30, 2012
Dean, Counseling, Advising & Matriculation	July 1, 2010 through June 30, 2012
All Instructional Division Deans	July 1, 2010 through June 30, 2012
Director of General Services	July 1, 2010 through June 30, 2012
Director of Auxiliary Services	July 1, 2010 through June 30, 2012
Dean, Admissions and Records	July 1, 2010 through June 30, 2012
Dean, Enrollment Services	July 1, 2010 through June 30, 2012
Dean, Planning, Research & Institutional Effectiveness	July 1, 2010 through June 30, 2012
Director, Center for International Trade Development	July 1, 2010 through June 30, 2012
Director of Business Services, Skyline	July 1, 2010 through June 30, 2012

BOARD REPORT NO. 10-6-1CA

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

ADOPTION OF RESOLUTION NO. 10-9 ESTABLISHING 2010-11 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2010-11 worksheet has been available in the Chancellor's Office since June 1, 2010, and provides the basis for approval of Resolution No. 10-9.

The appropriations limit for 2009-10 totaled \$154,120,660. The limit increased to \$156,233,160 for 2010-11 with application of the inflation factor of 0.9746 and the population FTES change factor of 1.040126, as provided by the California State Department of Finance. The increase in the FTES factor is due to an increase in enrollment, which resulted in an increase in our reported FTES. The calculated appropriations limit for 2010-11 is \$60.6 million higher than the appropriations subject to that limit.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 10-9 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2010-11 appropriations limit at \$156,233,160 as described in the attached Exhibit A.

RESOLUTION NO. 10-9

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

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

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

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2010-11 fiscal year; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2010-11 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2010-11 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY PASSED AND ADOPTED this 23rd day of June 2009.

Ayes

Noes

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2010-2011**

DISTRICT NAME: San Mateo County Community College DistrictDATE: May 29, 2010**I. 2010-11 APPROPRIATIONS LIMIT:**A. 2009-10 Appropriations Limit \$154,120,660

B. 2010-11 Price factor: 0.9746

C. Population factor:

1. 2008-09 Second Period Actual FTES 21,9062. 2009-10 Second Period Actual FTES 22,7853. 2010-11 Population change factor 1.040126

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

D. 2009-10 Limit adjusted by inflation and population factors

(line A multiplied by line B and line C.3.)

\$156,233,160

E. Adjustments to increase limit:

1. Transfers in of financial responsibility

2. Temporary voter approved increases

3. Total adjustments - decrease

(-0-)

SUB-TOTAL

\$156,233,160

F. Adjustments to decrease limit:

1. Transfers out of financial responsibility

2. Lapses of voter approved increases

3. Total adjustments - decrease

(-0-)

G. 2010-11 Appropriations Limit

\$156,233,160**II. 2010-11 APPROPRIATIONS SUBJECT TO LIMIT:**

A. State Aid (General Apportionment, Apprenticeship

Allowance, Basic Skills, and Partnership for Excellence) NOTE;

SEE INSTRUCTIONS PAGE FOR CHANGE IN ITEMS INCLUDED.

\$ 39,935,338

B. State Subventions (Home Owners Property Tax Relief,

Timber Yield tax, etc.)

635,430

C. Local Property taxes

54,145,133

D. Estimated excess Debt Service taxes

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

F. Interest on proceeds of taxes

850,000

G. Local appropriations from taxes for unreimbursed State,

court, and federal mandates

(-0-)

H. 2010-11 Appropriations Subject to Limit

\$ 95,565,901

BOARD REPORT NO. 10-6-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Joe Morello, Dean of Physical Education/Athletics, Skyline College, 738-4271

APPROVAL OF SKYLINE COLLEGE SUMMER 2010 SPORTS MEDICINE CAMP

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

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

CAMP SESSION:

June 28 to July 1, Monday through Thursday, 9:30 AM to 3:30 PM

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2010 Summer Sports Medicine Camp at Skyline College.

BOARD REPORT NO. 10-6-3CA

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

**RENEWAL OF AGREEMENTS WITH AMERICAN INSTITUTE FOR
FOREIGN STUDY (AIFS), 2010-11**

On November 24, 1984, the Board first approved an agreement with the American Institute for Foreign Study (AIFS) initiating a partnership with AIFS for providing an overseas study program. This program has sent students and faculty to London each fall semester since 1985, as well as in summer 2000. Foreign study programs for spring semesters have been offered in Paris, Florence, and Guadalajara through agreements with AIFS.

The District has received agreements for the fall 2010 program in London, England and the spring 2011 program is in the planning process. These new agreements with AIFS are similar to earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

The District receives regular State apportionment revenue for California residents attending classes offered through these foreign study programs; non-residents are charged the same fees they would pay if enrolling in on-campus classes. When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

RECOMMENDATION

It is recommended that the Board approve renewal of agreements with the American Institute for Foreign Study for the fall 2010 (London, England and Paris, France) and spring 2011 (in the planning process) foreign study programs.

BOARD REPORT NO. 10-6-4CA

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

**APPROVAL OF VOLUNTARY INTERNATIONAL STUDENT
INSURANCE PROGRAM, 2010-11**

Each year, the Colleges make available a voluntary health insurance program to domestic and international students who need or wish to purchase such coverage. International students are required to have accident and sickness insurance when they enroll at any of the Colleges unless they provide proof that their parents' insurance covers them in the United States. If international students do not have insurance coverage, they may obtain the insurance described herein on an individual basis.

The District seeks Board approval to offer the international student insurance program from Student Insurance Agency. Student Insurance Agency is underwritten by UnitedHealthcare Insurance Company and offers many comparable features as previous programs for students, including availability of emergency care, and offers coverage for major medical benefits at option. Due to a significant increase of international student claims these last few years, the District had a difficult time securing a policy with comparable benefits without also experiencing a drastic premium hike. The UnitedHealthcare Insurance program is the best possible option at this time, with a 22% premium increase.

The maximum benefit per injury or illness per student under the insurance is \$200,000. Included in the coverage are hospital room, physician expenses, dental care, X-ray, and laboratory with \$25 co-pay which is waived if referred by the Student Health Center. The policy meets all the mandates of Federal Regulations by providing medical evacuation and repatriation of remains benefits. The reimbursement rate for services provided is 100% with no deductible for the students if services are rendered at the Student Health Center, and \$100 per year deductible for the dependents. The 2010-11 premium will be \$953 per student per year, which is a 22% increase from 2009-10.

RECOMMENDATION

It is recommended that the Board approve the 2010-11 voluntary insurance program for international students underwritten by UnitedHealthcare Insurance Company and administered through Student Insurance Agency, as detailed above.

BOARD REPORT NO. 10-6-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of 104 courses to, and the deletion of 44 courses from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, 62 courses are proposed to be offered in the distance education mode. The addition of two Associate Degrees, seven certificates of achievement, three certificates of specialization, one Career Certificate and two program departments, as well as one degree/certificate and one department deletion are also proposed. In addition to the degree/certificate deletions, 26 degrees/certificates were assigned inactive status.

In addition to the courses deleted, 209 courses in the fields of Accounting, Administration of Justice, Art, Business, Career and Personal Development, Chemistry, Computer and Information Science, Computer Business Office Technology, Computer Information Systems, Computer Information Technology, Cooperative Work Experience Education, Cosmetology, Developmental Skills, Engineering Technology, English, Fashion Design, Film, French, Geology, German, History, Humanities, Human Services, Interior Design, Italian, Japanese, Library Studies, Management, Mathematics, Nursing, Paralegal, Philosophy, Physical Education, Psychology, Reading, Real Estate, Social Science, Sociology, were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years. Additionally, seven courses banked only the distance education telecourse mode.

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

RECOMMENDATION

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

PROPOSED CURRICULAR ADDITIONS:**Cañada College**

Accounting

200 QuickBooks

Art

352 Intermediate Black and White Photography

Computer Information Science

113 Internet Programming with Ruby

321 Programming for the iPhone

English as a Second Language

839 Advanced Vocabulary Development

901 Language Skills for Workforce Careers I

911 Reading and Listening-Speaking I

912 Reading and Listening-Speaking II

913 Reading and Listening-Speaking III

914 Reading and Listening-Speaking IV

921 Grammar and Writing I

922 Grammar and Writing II

923 Grammar and Writing III

924 Grammar and Writing IV

Geology

101 Geology Laboratory

Health Science

116 Women's Health and Wellness

Interior Design

151 History of Interiors II

165 Sustainable Residential Remodeling and Renovation

175 Residential Design

Learning Center

823 Grammar Trouble Spots II

824 Grammar Trouble Spots III

825 Grammar Trouble Spots IV

Linguistics

200 Introduction to Linguistics: A Survey of Language

Mathematics

- 222 Pre-Calculus College Algebra/Trigonometry
- 818 Basic Mathematics for Health Science

Meteorology

- 100 Meteorology - Weather Processes

Physical Education - Dance

- 150 Hip Hop Dance
- 151 Beginning Social Dance
- 153 Intermediate Social Dance
- 156 Advanced Social Dance
- 391 Dance Composition - Theory and Choreography

Physical Education - Fitness

- 112 Cross Training
- 127 Dance Aerobics

Political Science

- 325 Honors Colloquium in Political Science: Politics and Religion

Theatre Arts

- 306 Technical Production Lab

College of San Mateo

Biology

- 310 Nutrition

Computer and Information Science

- 114 Internet Programming: JAVA
- 121 UNIX/Linux

Digital Media

- 103 Thinking Visually: Fundamentals of Two-Dimensional Design
- 106 Mac OS for Digital Media
- 112 TV Studio Production
- 115 Digital Video Production
- 118 Basic Audio
- 120 Digital Video Editing
- 128 On-Air Talent
- 130 Lighting for Studio and Field
- 140 Compression and DVD Authoring
- 142 Motion Graphics and Special FX
- 150 Advanced Audio
- 155 Video Journalism
- 160 Information Architecture and Interface Design

- 161 Media Design IV: Fireworks
- 162 Web Design I
- 163 Web Design II
- 165 Digital Animation: Flash
- 166 Web Authoring: Actionscript
- 182 Advanced Digital Video Production
- 192 Studio Recording and Mixing Using Pro Tools LE
- 211 Media Design I: Adobe Illustrator
- 212 Media Design II: Adobe Photoshop
- 213 Media Design III: Advanced Illustrator and Photoshop
- 214 Adobe InDesign
- 215 History of Graphic Design
- 220 Typography
- 230 Publication Design/Production with InDesign
- 235 Graphic Design Theory and Application
- 240 Digital Publishing
- 250 Digital Media Practicum
- 255 Portfolio
- 260 Journalism: Newswriting
- 261 Journalism: Advanced Newswriting
- 265 Journalism: Newspaper Production
- 270 Journalism: Special Studies

Drafting Technology

- 111 Solidworks II

Electronics Technology

- 111 Introduction to Electronics Fundamentals
- 112 Advanced Electronics Fundamentals
- 401 Power and Water Systems Infrastructure
- 403 Introduction to Industrial Safety
- 405 Transformers and Rotating Machinery

Physical Education

- 121 Pilates Mat I & II
- 122 Pilates Reformer I, II, III
- 123 Pilates Apparatus
- 124 Pilates Lab

Physical Education - Combatives

- 102 Mixed Martial Arts

Physical Education - Dance

- 116 Waltzing Through History
- 150 Hip Hop
- 665 Dance in a Multicultural Context

Physical Education - Fitness

- 207 Periodized Weight Conditioning
- 338 Yoga/Pilates Fusion
- 339 Pilates Circuit Training

Skyline College

Early Childhood Education

- 367 Practicum in Early Childhood Education: Special Topics

English for Speakers of Other Languages

- 803 Workplace English for Speakers of Other Languages

Environmental Science and Technology

- 400 Environmental Literacy for Career Technical Programs
- 411 Solar Design, Estimation and Sales

Geography

- 300 Geographic Information Science (GIS)

History

- 436 Filipinos in America

Physical Education - Dance

- 166 Tango de la Guardia Vieja
- 260 Tango Teacher Training

Physical Education - Fitness

- 314 Backpacking for Fitness

Real Estate

- 801 Real Estate License Exam Preparation

Respiratory Therapy

- 415 Respiratory Pharmacology

Wellness

- 665 Selected Topics in Wellness
- 701 Massage Therapy I
- 702 Massage Therapy II

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION:

Cañada College

Computer Business Office Technology

- 430 Computer Applications, Part I

- 431 Computer Applications Part II
- 435 Spreadsheets
- 436 Database Management
- 457 Using PowerPoint in Business
- 472 Beginning Word Processing
- 474 Intermediate Word Processing
- 476 Adobe Acrobat

Early Childhood Education/Child Development

- 201 Child Development

English

- 100 Reading and Composition
- 110 Composition, Literature and Critical Thinking
- 161 Creative Writing I
- 162 Creative Writing II

English as a Second Language

- 400 Composition for Non-Native Speakers
- 836 English Pronunciation
- 837 Intermediate Vocabulary Development
- 839 Advanced Vocabulary Development
- 911 Reading and Listening-Speaking I
- 912 Reading and Listening-Speaking II
- 913 Reading and Listening-Speaking III
- 914 Reading and Listening-Speaking IV
- 921 Grammar and Writing I
- 922 Grammar and Writing II
- 923 Grammar and Writing III
- 924 Grammar and Writing IV

Learning Center

- 100 Effective Tutoring and Practicum

Library Science

- 100 Introduction to Information Research

Mathematics

- 253 Analytical Geometry and Calculus III
- 818 Basic Mathematics for Health Science

Multimedia Art and Technology

- 314 Introduction to Computer Graphics
- 376 Digital Imaging I
- 377 Digital Imaging II
- 378 Digital Page Layout

Spanish

- 110 Elementary Spanish
- 111 Elementary Spanish I
- 112 Elementary Spanish II
- 120 Advanced Elementary Spanish
- 121 Advanced Elementary Spanish I
- 122 Advanced Elementary Spanish II
- 130 Intermediate Spanish
- 131 Intermediate Spanish I
- 132 Intermediate Spanish II
- 140 Advanced Intermediate Spanish

College of San Mateo**Biology**

- 310 Nutrition

Business Applications – Windows Platform

- 450 Microsoft Project Fundamentals I
- 451 Microsoft Project Fundamentals II

Computer and Information Science

- 114 Internet Programming: JAVA
- 121 UNIX/Linux

Digital Media

- 161 Media Design IV: Fireworks
- 162 Web Design I
- 163 Web Design II
- 165 Digital Animation: Flash
- 166 Web Authoring: Actionsript

Health Science

- 100 General Health Science

Skyline College**Art**

- 105 Art of Asia and the Near East

Biology

- 110 Principles of Biology
- 150 Marine Biology

Early Childhood Education

- 201 Child Development

Literature

- 113 Introduction to the Novel
- 265 Asian American Literature

Paralegal Studies

- 671 Paralegal Internship I

Psychology

- 201 Child Development

PROPOSED CURRICULAR DELETIONS:

Cañada College

Accounting

- 190 QuickBooks® and QuickBooks Pro® for the Paraprofessional I
- 192 QuickBooks® and QuickBooks Pro® for the Paraprofessional II
- 194 QuickBooks® and QuickBooks Pro® for the Small Business Person I
- 196 QuickBooks® and QuickBooks Pro® for the Small Business Person II

Computer Business Office Technology

- 439 Managing Business Documents

Computer Information Systems

- 422 Beginning Internet

English as a Second Language

- 821 Grammar I
- 822 Grammar II
- 823 Grammar III
- 824 Grammar IV
- 831 Listening/Speaking I
- 832 Listening/Speaking II
- 833 Listening/Speaking III
- 834 Listening/Speaking IV
- 841 Writing I
- 842 Writing II
- 843 Writing III
- 844 Writing IV
- 861 Reading I
- 862 Reading II
- 863 Reading III
- 864 Reading IV

Health Science

- 108 Women's Health Issues

Interior Design

- 130 Beginning Space Planning
- 147 Advanced Space Planning
- 278 Marketing and Salesmanship for Interior Design
- 320 Asian Art for Interiors: China and Korea
- 321 Asian Art for Interiors: Japan and Southeast Asia
- 322 Asian Art for Interiors: Japan, India, and the Philippines
- 362 Computer-Assisted Drafting for Interior Designers - Architectural Drawings
- 363 Computer-Assisted Drafting for Interior Designers - Interior Design Drawings

Learning Center

- 806 Self-Paced ESL
- 807 English Skills for the Workplace
- 808 English Skills for Occupational Training

Mathematics

- 219 Pre-calculus College Algebra/Trigonometry

Paleontology

- 110 Ancient Life and Past Environments

Physical Education - Combatives

- 410 Beginning Karate

Physical Education - Dance

- 350 Dance Aerobics

Physical Education - Fitness

- 140 Exercise Appreciation I
- 306 Fitness Walking
- 340 Aerobic Cycling

Writing

- 801 Basic Writing

College of San Mateo

None

Skyline College**Computer Science**

- 190 Introduction to C Programming

Speech

- 130 Voice and Articulation

PROPOSED DEGREE/CERTIFICATE ADDITIONS:

Cañada College

Earth Science

Earth Science – A.S. Degree

Interior Design

Re-Design and Home Staging – Certificate of Achievement

Physical Education

Dance – A.A. Degree

University Transfer

University Transfer

- Option 1: California State University General Education Certification/CSUGE – Certificate of Achievement
- Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU) – Certificate of Achievement
- Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC) – Certificate of Achievement

College of San Mateo

Electronics Technology

Electrical Power Systems and Instrumentation – Certificate of Achievement

Physical Education

Pilates Instructor – Certificate of Specialization

Pilates Mat Instructor – Certificate of Specialization

Pilates Mat & Reformer Instructor – Certificate of Specialization

Skyline College

Environmental Science and Technology

Solar Energy Technology – Certificate of Achievement

Solar Installation – Career Certificate

Wellness

Massage Therapy – Certificate of Achievement

PROPOSED DEGREE/CERTIFICATE TITLE CHANGE:

Cañada College

None

College of San Mateo

None

Skyline College

Business

Multimedia Technology – A.S. Degree (formerly Web Developer)

Multimedia Technology – Certificate of Achievement (formerly Web Developer)

PROPOSED PROGRAM DELETIONS:

Cañada College

None

College of San Mateo

Welding Technology

Welding Technology – A.S. Degree

Welding Technology: Welding Technician – Certificate of Achievement

Welding Technology: General Welder – Certificate of Achievement

Skyline College

None

PROPOSED DEPARTMENT ADDITIONS

Cañada College

Linguistics (LING)

College of San Mateo

Digital Media (DGME)

Skyline College

None

PROPOSED DEPARTMENT DELETIONS

Cañada College

None

College of San Mateo

Consumer Arts and Science (CA&S)

Skyline College

None

San Mateo County Community College District

June 23, 2010

PREPARED BY: Sarah F. Perkins, Ph.D., Vice President, Instruction
Cañada College

APPROVED BY: Sharon Finn, Curriculum Committee Chair
Cañada College

Martin Partlan, Academic Senate President
Cañada College

Thomas Mohr, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ACCOUNTING

200 QUICKBOOKS (3.0) (day or evening)

Justification: The creation of ACTG 200 stems from combining two previous 1.5 unit courses, ACTG 190 and ACTG 192. Students have found navigating through the Accounting pathway, seeking a certificate in bookkeeping or accounting, confusing. To lesson any confusion on the part of the student we have determined that offering one QuickBooks course for 3.0 units per semester rather than two 1.5 unit QuickBooks courses will alleviate the issue. ACTG 200 is applicable to the Bookkeeping certificate and the Accounting Certificate, as well as a selective for the A.S. Degree in accounting.

Prerequisite(s): ACTG 100 or 121 or equivalent, and CBOT 430 or equivalent.

Recommended Skills Level: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111.

Description: Equivalent to ACTG 190 and 192. Development and operation of a computerized accounting system using QuickBooks; including an introduction to the basic features and instruction of how to set up a company. Students develop skills in accounts receivable, accounts payable, payroll, general ledger, bank reconciliation and preparation of financial statements.

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

ART352 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY (3.0) (day or evening)

Justification: This course allows students of photography to take more than the introductory course, ART 351, and to continue to develop their skills and knowledge in the area of photography. It is also a selective requirement for both the Art with Emphasis in General Art, and Art with Emphasis in Studio Art A.A. Degrees.

Prerequisite(s): ART 351 or equivalent.

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

Description: Continuation of ART 351. Students learn to use lighting, medium format camera and light meter. Students produce a professional portfolio. Photo equipment is not required.

Classification: AA/AS Degree; CSU transferable.

COMPUTER INFORMATION SCIENCE113 INTERNET PROGRAMMING WITH RUBY (4.0) (day or evening)

Justification: Computer programming continues to evolve and new programming languages are developed. Ruby is a relatively new programming language that is utilized for internet programming. This course will be of interest to computer professionals who wish to learn new languages or upgrade their skills and to students in computer science. CIS 113 is a selective requirement for the A.S. degree in Computer Information Science.

Prerequisite(s): CIS 118/119 or 254 or equivalent.

Recommended Skills Level: None.

Description: Comprehensive course in Ruby Programming language. Emphasis is placed on object-oriented programming. Topics include: variables, arrays, hashes, regular expressions, I/O, exceptions, modules and network programming. Application areas include CGI, graphical user interfaces and internet programming. Experience programming in C, C++, Java, Python or Perl is recommended.

Classification: AA/AS Degree; CSU transferable.

321 PROGRAMMING FOR THE iPHONE (3.0) (day or evening)

Justification: This course has been successfully offered as an experimental course, CIS 680CB. It will be a selective requirement of the Computer Information Science A.S. Degree. Mobile devices have captured public attention and many people are interested in learning how to develop

personal or professional applications for their particular device. The iPhone is currently the most popular of these devices, and this course is intended to introduce students to the concepts and skills required to create original applications.

Prerequisite(s): CIS 118/119, or CIS 250/251, or CIS 284/285, or previous experience in object-oriented programming.

Recommended Skills Level: Eligibility for ENGL 100.

Description: Introduction to programming the iPhone or iPod Touch. Review of (or introduction to) object-oriented programming concepts, Objective-C syntax, CocoaTouch environment, XCode IDE and the iPhone SDK to write original programs for the iPhone or iPod Touch.

Classification: AA/AS Degree; CSU transferable.

ENGLISH AS A SECOND LANGUAGE

839 ADVANCED VOCABULARY DEVELOPMENT (2.0) (day or evening; distance education)

Justification: This course is designed to give ESL students the vocabulary, and spoken and written language necessary for the study of various academic and career areas. This course will follow ESL 837. These ESL vocabulary courses work well in vocational learning communities especially and also for expanded language practice for all ESL students.

Prerequisite(s): ESL 837.

Recommended Skills Level: Open Curriculum.

Description: Students build on word analysis skills learned in ESL 837 to expand vocabulary and use strategies for understanding new words from context. There is more analysis of word parts and further study of key vocabulary via domains and concepts related to academic disciplines and vocational areas.

Classification: Units do not apply toward AA/AS degree.

901 LANGUAGE SKILLS FOR WORKFORCE CAREERS I (3.0) (day or evening)

Justification: This course was offered successfully as an experimental course, ESL 880CB. ESL 901 is designed to give ESL students the vocabulary, and spoken and written language necessary for entry level positions related to various career areas.

Prerequisite(s): ESL 800 or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Students learn grammar, reading, writing, speaking, listening language and vocabulary skills at the high-beginning level necessary to study specific career areas.

Classification: Units do not apply toward AA/AS degree.

911 READING AND LISTENING-SPEAKING I (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, reading, listening, speaking, and vocabulary skills are being integrated with academic skills. ESL 911 is equivalent to both ESL 831 and 861.

Prerequisite(s): ESL 800 or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 831 and 861. Introduces students to high beginning integrated practice in reading, speaking and listening for academic English. Special attention is paid to high beginning vocabulary and comprehension of original authentic readings and lectures.

Classification: Units do not apply toward AA/AS degree.

912 READING AND LISTENING-SPEAKING II (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, reading, listening, speaking, and vocabulary skills are being integrated with academic skills. ESL 912 is equivalent to both ESL 832 and 862.

Prerequisite(s): ESL 831 and 861, or ESL 911, or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 832 and 862. Introduces students to low intermediate integrated practice in reading, speaking and listening for academic English. Special attention is paid to intermediate vocabulary and comprehension of original authentic readings and lectures.

Classification: Units do not apply toward AA/AS degree.

913 READING AND LISTENING-SPEAKING III (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the

literature and data from the Basic Skills Initiative and our College, reading, listening, speaking, and vocabulary skills are being integrated with academic skills. ESL 913 is equivalent to ESL 832 and 862.

Prerequisite(s): ESL 832 and 862, or ESL 912, or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 833 and 863. Introduces students to high intermediate integrated practice in reading, speaking and listening for academic English. Special attention is paid to advanced vocabulary and comprehension of original authentic readings and lectures. The course is designed to prepare students for college-level entry courses.

Classification: Units do not apply toward AA/AS degree.

914 READING AND LISTENING-SPEAKING IV (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, reading, listening, speaking, and vocabulary skills are being integrated with academic skills. ESL 914 is equivalent to ESL 834 and 864.

Prerequisite(s): ESL 833 and 863, or ESL 913, or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 834 and 864. Introduces students to low advanced integrated practice in reading, speaking and listening for academic English. Special attention is paid to advanced vocabulary and comprehension of original authentic readings and lectures. The course is designed to prepare students for college-level entry courses.

Classification: Units do not apply toward AA/AS degree.

921 GRAMMAR AND WRITING I (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills are being integrated with academic skills. ESL 921 is equivalent to ESL 821 and 841.

Prerequisite(s): ESL 800 or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 821 and 841. Introduces students to grammar and writing skills at the high-beginning level. Special attention is paid to grammar terminology for the purpose of editing student writing.

Classification: Units do not apply toward AA/AS degree.

922 GRAMMAR AND WRITING II (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills are being integrated with academic skills. ESL 922 is equivalent to ESL 822 and 842.

Prerequisite(s): ESL 821 and 841, or ESL 921, or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 822 and 842. Introduces students to grammar and writing skills at the low-intermediate level. Special attention is paid to grammar terminology for the purpose of editing student writing.

Classification: Units do not apply toward AA/AS degree.

923 GRAMMAR AND WRITING III (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, writing, grammar and vocabulary skills are being integrated with academic skills. ESL 923 is equivalent to both ESL 823 and 843.

Prerequisite(s): ESL 822 and 842, or ESL 922, or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 823 and 843. Introduces students to writing skills at the high-intermediate level. Special attention is paid to grammar terminology for the purpose of editing student writing.

Classification: Units do not apply toward AA/AS degree.

924 GRAMMAR AND WRITING IV (5.0) (day or evening; distance education)

Justification: Integration of language and academic skills and vocabulary is recommended by current literature on best practices in pedagogy and student success in ESL; based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills are being integrated with academic skills. ESL 924 is equivalent to ESL 824 and 844.

Prerequisite(s): ESL 823 and 843, or ESL 923, or placement by College ESL Placement Test.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to ESL 824 and 844. Introduces students to grammar and writing skills at the low-advanced level. Special attention is paid to grammar terminology for the purpose of editing student writing.

Classification: Units do not apply toward AA/AS degree.

GEOLOGY**101 GEOLOGY LABORATORY (1.0) (day or evening)**

Justification: Previously, the lecture and lab were combined into a single 3 unit class. This new course separates the current Geology 100 into lecture and lab sections. This brings our Geology course(s) into alignment with CSU/UC and also with CSM and Skyline. It is also a selective requirement for the Interdisciplinary Studies - Natural sciences and Mathematics A.A. Degree.

Prerequisite(s): Completion of, or concurrent enrollment in GEOL 100.

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

Description: Identification of common earth materials such as minerals, soils, and rocks. Investigation of geologic processes, including plate tectonics, earthquakes, and mountain building. Includes studies of surficial processes including rivers, groundwater, glaciers, and landslides. General investigation of geologic time and the history of the Earth. Field trips may be required.

Classification: AA/AS Degree; CSU transferable.

HEALTH SCIENCE**116 WOMEN'S HEALTH AND WELLNESS (3.0) (day or evening)**

Justification: This course is an expansion of an old one-unit course, HSCI 108 - Women's Health Issues which has now been deleted. This new course will be a selective requirement for the A.S. degree in Health Sciences.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or ESL 400, and MATH 110 or 111.

Description: Studies include the menstrual cycle, the physiology of birth control, pregnancy, menopause and the role of diet and physical fitness in the overall health of women. Examples of how disease affects women differently are also included.

Classification: AA/AS Degree; CSU transferable.

INTERIOR DESIGN

151 HISTORY OF INTERIORS II (3.0) (day or evening)

Justification: The content for the history of interiors courses has expanded since the single history of interiors course (INTD 150) was created and is too much to adequately cover in a 3-unit semester length course. This added course also includes the non-Western design influences, previously missing from the history of interiors courses, and is much needed for the diverse student population now being served. The content from INTD 320-322 courses which were banked is also being incorporated (along with other non-western design) into this course along with the 19th and 20th Centuries of design, where influence is the greatest. INTD 151 is part of the core requirements for both the A.S. Degree and Certificate of Achievement in Interior Design and the Residential and Commercial Design Certificate of Achievement.

Prerequisite(s): None.

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

Description: Equivalent to INTD 320, 321 and 322. Examination of the history and design of Western and non-Western architecture, interiors, and furniture from the beginning of the 19th Century to the present time.

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

165 SUSTAINABLE RESIDENTIAL REMODELING AND RENOVATION (3.0) (day or evening)

Justification: The faculty and Interior Design Department advisory board recommended the need for this course, to apply the sustainable and lifelong design concepts to an existing residential space. This course not only fulfills a much needed void in the Green/Sustainable Design Certificate, but also will appeal to homeowners wanting to improve the sustainability and efficiency of their existing home. INTD 165 is part of the core course requirements for the Green/Sustainable Design Certificate of Achievement.

Prerequisite(s): None.

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

Description: Examines the options available for remodeling, retrofitting, or renovating an existing house to make it more sustainable and efficient in terms of energy, water, and materials to improve the indoor environmental quality, as well as meet the needs of the occupants over the life-span.

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

175 RESIDENTIAL DESIGN (3.0) (day or evening)

Justification: This course combines the content of INTD 130 - Beginning Space Planning and INTD 147 - Advanced Space Planning into one comprehensive residential design course to remove repetition and overlap of course content. In addition, special needs, sustainability and environmental concerns are included. INTD 175 is a core requirement for the A.S. Interior Design degree and all of the Interior Design certificates of Achievement.

Prerequisite(s): ARCH 110 and INTD 115.

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

Description: Development of functional and aesthetic design concepts, including programming, space planning and organization, and design development, based on human needs and standards applied to the residential environment. Special needs of clients, sustainability, and environmental concerns are also included.

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

LEARNING CENTER

823 GRAMMAR TROUBLE SPOTS II (1.0) (day or evening)

Justification: Students studying in the English as a Second Language program need to work in the appropriate level of grammar. The original course, LCTR 822, had four levels within the same course. Breaking the original course into four courses, which correspond to the four traditional levels of ESL, will enable correct student placement.

Prerequisite(s): LCTR 822 or equivalent.

Recommended Skills Level: Open Curriculum.

Description: Continuation of LCTR 822. This intermediate level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure.

Classification: Units do not apply toward AA/AS degree.

824 GRAMMAR TROUBLE SPOTS III (1.0) (day or evening)

Justification: Students studying in the English as a Second Language program need to work in the appropriate level of grammar. The original course, LCTR 822, had four levels within the same course. Breaking the original course into four courses, which correspond to the four traditional levels of ESL, will enable correct student placement.

Prerequisite(s): LCTR 823 or equivalent.

Recommended Skills Level: Open Curriculum.

Description: Continuation of LCTR 823. This intermediate/advanced level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure.

Classification: Units do not apply toward AA/AS degree.

825 GRAMMAR TROUBLE SPOTS IV (1.0) (day or evening)

Justification: Students studying in the English as a Second Language program need to work in the appropriate level of grammar. The original course, LCTR 822, had four levels within the same course. Breaking the original course into four courses, which correspond to the four traditional levels of ESL, will enable correct student placement.

Prerequisite(s): LCTR 824 or equivalent.

Recommended Skills Level: Open Curriculum.

Description: Continuation of LCTR 824. This advanced level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure.

Classification: Units do not apply toward AA/AS degree.

LINGUISTICS

200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE (3.0) (day or evening)

Justification: LING 200 is a new course that will be cross listed with ENGL 200. ENGL 200 has CSU GE and IGETC approval as a Social Science course; cross listing this course as a linguistic course aligns it with the CSU and UC designation of this course as a Social Science course. LING 200 will be a selective requirement for both the Spanish and Anthropology A.A. degrees.

Prerequisite(s): None.

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

Description: The origin and development of spoken and written languages, language acquisition, and the evolution of language are studied in this course. The basics of linguistics including systems of phonetics and phonology, semantics, morphology and syntax are also studied. There is also a strong focus on the grammar and sentence structure of standard written English.

Classification: AA/AS Degree; CSU transferable.

MATHEMATICS

222 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY (5.0) (day or evening)

Justification: MATH 222 is a re-numbering of MATH 219, which is a course to prepare students for calculus. Many years ago the pre-calculus course at Cañada College contained some basic programming exercises and was given a different course number than the pre-calculus courses at CSM and Skyline. This is no longer true and the pre-calculus courses across the district cover the same content; thus, they should have the same course number.

Prerequisite(s): MATH 130 or appropriate placement on the District math placement test or other measures as appropriate.

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

Description: Equivalent to MATH 219. Unification of college algebra and analytical trigonometry based on the function concept. Topics include: linear, polynomial, power, exponential, logarithmic, trigonometric, and rational functions and their transformations, compositions, inverses and combinations; complex numbers, vectors, matrices, sequences, series, parametric equations and conic sections.

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

818 BASIC MATHEMATICS FOR HEALTH SCIENCE (1.0) (day or evening; distance education)

Justification: In consultation with our allied health programs, we have identified the need for a basic math class, which can serve as a refresher of basic math skills applicable to allied health professions. This course has been successfully offered as an experimental course, MATH 880CA.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Reviews basic mathematical skills necessary for the Health Science field. Topics include basic operations with real numbers, scientific notation, ratios, proportions, percentages, basic statistics, and Apothecary measurement.

Classification: Units do not apply toward AA/AS degree.

METEOROLOGY

100 METEOROLOGY – WEATHER PROCESSES (3.0) (day or evening)

Justification: In recent years, there has been increasing interest in the earth sciences and increasing the number of on-line classes. The addition of this class will address both of these needs. This course is also a selective requirement for our newly added Earth Science A.S. Degree.

Prerequisite(s): None.

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

Description: Introduction to the science of the Earth's atmosphere as a system with an emphasis on the physical process that change our atmosphere in the short term and throughout Earth's history. Evaluation of the atmosphere using the scientific method is emphasized throughout the course.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION:

DANCE

150 HIP HOP DANCE (0.5-1.0) (day or evening)

Justification: Hip hop is a type of dance that is derived from jazz and over the years has developed into a new form of dance, and it is very popular among our students. This course is a selective requirement for both the new A.A. degree in Dance and the A.A. Degree in Physical Education.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Provides students with practical experience in current hip-hop techniques. The class covers basic terminology of this dance form, along with improving sense of timing, learning to count steps, improving coordination and being comfortable with this style of dance. Body isolations, directional changes, level changes and hip-hop variations of jazz and African dance are implemented.

Classification: AA/AS Degree; CSU transferable.

151 BEGINNING SOCIAL DANCE (0.5-1.0) (day or evening)

Justification: This course was offered successfully as an experimental course, DANC 680CA - Ballroom Dance. This class is needed in order to better serve our community and be able to offer a social, interactive way to engage in physical activity. This course is a selective requirement for both the new A.A. degree in Dance and the A.A. Degree in Physical Education.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: The basic steps of social ballroom dances are covered. Basic dance vocabulary, technique, body placement, and the relationships between music, rhythm and the dances are emphasized throughout the course. Students are instructed in lead and follow techniques and dance etiquette. The basic patterns of the following social ballroom dances are taught: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and Tango.

Classification: AA/AS Degree; CSU transferable.

153 INTERMDIATE SOCIAL DANCE (0.5-1.0) (day or evening)

Justification: This course was successfully offered as an experimental course, DANC 680CC - Intermediate/Advanced Ballroom Dance. This class is needed in order to better serve our community and be able to offer a social, interactive way to engage in physical activity. This course is a selective requirement for both the new A.A. degree in Dance and the A.A. Degree in Physical Education.

Prerequisite(s): DANC 151.

Recommended Skills Level: Open Curriculum.

Description: Refines the basic skills of social ballroom dances. Emphasis is given to lead and follow, various techniques, complex steps, varied rhythm and certain dance style. Intermediate level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and American Tango.

Classification: AA/AS Degree; CSU transferable.

156 ADVANCED SOCIAL DANCE (0.5-1.0) (day or evening)

Justification: This course was successfully offered as experimental course DANC 680CD - Advanced Ballroom Dance. This class is needed in order to better serve our community and be able to offer a social, interactive way to engage in physical activity. This course is a selective requirement for both the new A.A. degree in Dance and the A.A. Degree in Physical Education.

Prerequisite(s): DANC 153.

Recommended Skills Level: Open Curriculum.

Description: Refines intermediate skills of social ballroom dances. Longer and more difficult dance combinations are covered without introduction of, or emphasis on the basics. Specific emphasis is given to the dance style and technique of each dance. Advanced level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and American Tango.

Classification: AA/AS Degree; CSU transferable.

391 DANCE COMPOSITION – THEORY AND CHOREOGRAHPY (3.0) (day or evening)

Justification: Cañada College is creating a new A.A. degree in Dance and this course will be one of the core requirements for the program.

Prerequisite(s): None.

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

Description: Provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prior dance experience is recommended.

Classification: AA/AS Degree; CSU transferable.

FITNESS**112 CROSS TRAINING (0.5-2.0) (day or evening)**

Justification: This course was successfully offered as FITN 680CF in fall 2009 with a very high enrollment. The course is designed to appeal to all age groups and anyone wanting to improve their overall health and conditioning. This course is a selective requirement for A.A. Degree in Physical Education.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: A course designed to develop aerobic fitness by concurrently training in two or more dynamic endurance activities (fitness walking, running, hiking, stationary biking and/or step platform) combined with anaerobic exercise (strength training and short exertion, high intensity movement). Emphasis is placed on the use of multiple aerobic activities plus anaerobic exercises to produce cross training effect.

Classification: AA/AS Degree; CSU transferable.

127 DANCE AEROBICS (0.5-1.0) (day or evening)

Justification: This course is replacing DANC 350, Dance Aerobics, in order to classify the course correctly. The course content taught is truly fitness related and does not fall under the components of the Dance curriculum guidelines.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Equivalent to DANC 350. Introduces students to total body conditioning, and improves cardiovascular endurance, strength, and flexibility. Includes warm-ups, aerobic exercises, cool-down, exercises for the major muscle groups of the body and stretching. The basic physiological principles of exercise and exercise safety are stressed. Throughout the choreography routine (aerobics component), the students also learn how to recognize and put various rhythmic patterns to music. Modifications of each exercise are taught so that students are able to determine the difficulty of their own workouts. This class is designed for the beginning to intermediate exerciser and no previous experience is required.

Classification: AA/AS Degree; CSU transferable.

POLITICAL SCIENCE

325 HONORS COLLOQUIUM IN POLITICAL SCIENCE: POLITICS AND RELIGION (1.0)
(day or evening)

Justification: This course is the second in the new Honors Colloquiums and Seminars for the Social Sciences developed for the Honors Program at Cañada College. It was offered successfully as an experimental course (PLSC 680CA) which will be equivalent to the permanent course.

Prerequisite(s): ENGL 100 and completion of, or concurrent enrollment in one of the following: ECON 100; PHIL 100; PLSC 150, 200 or 210; PSYC 106 or SOCI 100.

Recommended Skills Level: None.

Description: Explores Christianity within the realm of American politics by looking at the efforts of the founders of the American nation to define the role of religious faith in public life and the degree to which it could be supported by public officials that was not inconsistent with the revolutionary imperatives of the quality and freedom of all citizens. Addresses the meaning of the "separation of church and state" as it relates to the foundation of America - past, present and future. NOTE: This section is designed primarily for students in the Honors Transfer Program, but is open to all students. All students enrolling in this section will be required to do Honors level work. Honors credit will also be earned for both PLSC 325 and the approved, concurrently enrolled course, upon completion with a grade of A or B.

Classification: AA/AS Degree; CSU transferable.

THEATRE ARTS

306 TECHNICAL PRODUCTION LAB (1.0) (day or evening)

Justification: Students interested in a professional career in technical theatre need more advanced training in theatre production to be competitive in the field. This course is a selective requirement for the A.A. degree in Theatre Arts.

Prerequisite(s): DRAM 305.

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

Description: Provides those students who have completed DRAM 305 with more advanced practice in play production techniques, procedures, and crafts. Topics include set design and construction, lighting design and implementation, building props, shop procedures, stage management, light and sound board programming and operation, and backstage operations. Student assignments support the DRAM 300 and DRAM 233 productions. Students in this course are given more responsibilities in the DRAM 300 and DRAM 233 courses than the DRAM 305 students.

Classification: AA/AS Degree; CSU transferable.

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

COMPUTER BUSINESS OFFICE TECHNOLOGY

- 430 Computer Applications, Part I
- 431 Computer Applications Part II
- 435 Spreadsheets
- 436 Database Management
- 457 Using PowerPoint in Business
- 472 Beginning Word Processing
- 474 Intermediate Word Processing
- 476 Adobe Acrobat

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

- 201 Child Development

ENGLISH

- 100 Reading and Composition
- 110 Composition, Literature and Critical Thinking
- 161 Creative Writing I
- 162 Creative Writing II

ENGLISH AS A SECOND LANGUAGE

- 400 Composition for Non-Native Speakers
- 836 English Pronunciation
- 837 Intermediate Vocabulary Development
- 839 Advanced Vocabulary Development
- 911 Reading and Listening-Speaking I
- 912 Reading and Listening-Speaking II
- 913 Reading and Listening-Speaking III
- 914 Reading and Listening-Speaking IV
- 921 Grammar and Writing I
- 922 Grammar and Writing II
- 923 Grammar and Writing III
- 924 Grammar and Writing IV

LEARNING CENTER

- 100 Effective Tutoring and Practicum

LIBRARY SCIENCE

100 Introduction to Information Research

MATHEMATICS

253 Analytical Geometry and Calculus III
818 Basic Mathematics for Health Science

MULTIMEDIA ART AND TECHNOLOGY

314 Introduction to Computer Graphics
376 Digital Imaging I
377 Digital Imaging II
378 Digital Page Layout

SPANISH

110 Elementary Spanish
111 Elementary Spanish I
112 Elementary Spanish II
120 Advanced Elementary Spanish
121 Advanced Elementary Spanish I
122 Advanced Elementary Spanish II
130 Intermediate Spanish
131 Intermediate Spanish I
132 Intermediate Spanish II
140 Advanced Intermediate Spanish

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE**ACCOUNTING****190 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL I**

Justification: ACTG 200 - QuickBooks will replace ACTG 190 and 192. Rather than two 1.5-unit courses we will now offer one 3.0 unit course.

192 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL II

Justification: ACTG 200 - QuickBooks will replace ACTG 190 and 192. Rather than two 1.5-unit courses we will now offer one 3.0 unit course.

194 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON I

Justification: We will be offering ACTG 200 – QuickBooks which will now be our standard QuickBooks course.

196 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON II

Justification: We will be offering ACTG 200 – QuickBooks which will now be our standard QuickBooks course.

COMPUTER BUSINESS OFFICE TECHNOLOGY**439 MANAGING BUSINESS DOCUMENTS**

Justification: Some of the course content is covered in BUS 108, CBOT 472, & CBOT 474. The department's faculty are working on a new course that prepares Administrative Assistants and Administrative Support Assistants with current office technical skills for today's job market.

COMPUTER INFORMATION SYSTEMS**422 BEGINNING INTERNET**

Justification: This course has not been offered since the fall 2000 and will not be offered again due to incorporating curriculum into other courses.

ENGLISH AS A SECOND LANGUAGE**821 GRAMMAR I**

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 821 was integrated into ESL 921 and will no longer be offered.

822 GRAMMAR II

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 822 was integrated into ESL 922 and will no longer be offered.

823 GRAMMAR III

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 823 was integrated into ESL 923 and will no longer be offered.

824 GRAMMAR IV

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 824 was integrated into ESL 924 and will no longer be offered.

831 LISTENING/SPEAKING I

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 831 was integrated into ESL 911 and will no longer be offered.

832 LISTENING/SPEAKING II

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 832 was integrated into ESL 912 and will no longer be offered.

833 LISTENING/SPEAKING III

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 833 was integrated into ESL 913 and will no longer be offered.

834 LISTENING/SPEAKING IV

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 834 was integrated into ESL 914 and will no longer be offered.

841 WRITING I

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 841 was integrated into ESL 921 and will no longer be offered.

842 WRITING II

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 842 was integrated into ESL 922 and will no longer be offered.

843 WRITING III

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 843 was integrated into ESL 923 and will no longer be offered.

844 WRITING IV

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 844 was integrated into ESL 924 and will no longer be offered.

861 READING I

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 861 was integrated into ESL 911 and will no longer be offered.

862 READING II

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 862 was integrated into ESL 912 and will no longer be offered.

863 READING III

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 863 was integrated into ESL 913 and will no longer be offered.

864 READING IV

Justification: Based on the literature and data from the Basic Skills Initiative and our College, writing, grammar, and vocabulary skills were integrated with academic skills. ESL 864 was integrated into ESL 914 and will no longer be offered.

HEALTH SCIENCE**108 WOMEN'S HEALTH ISSUES**

Justification: The course is being deleted because of the addition of HSCI 116 - Women's Health and Wellness. HSCI 116 is a new 3-unit course that includes part of the key content taught in HSCI 108 (1 unit). The new course will be a selective requirement of the A.S. Degree in Health Sciences.

INTERIOR DESIGN

130 BEGINNING SPACE PLANNING

Justification: This course is no longer needed because the curriculum previously covered by INTD 130 will be covered in INTD 175 - Residential Design.

147 ADVANCED SPACE PLANNING

Justification: This course is no longer needed because the curriculum previously covered by INTD 147 will be covered in INTD 175 - Residential Design.

278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN

Justification: This course is no longer needed in the curriculum offered through the Interior Design Department; the necessary content is included in other INTD courses.

320 ASIAN ART FOR INTERIORS: CHINA AND KOREA

Justification: This course is no longer needed in the curriculum offered through the Interior Design Department; the content is now included in INTD 151 - History of Interiors II.

321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA

Justification: This course is no longer needed in the curriculum offered through the Interior Design Department; the content is now included in INTD 151 - History of Interiors II.

322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES

Justification: This course is no longer needed in the curriculum offered through the Interior Design Department; the content is now included in INTD 151 - History of Interiors II.

362 COMPUTER-ASSISTED DRAFTING FOR INTERIOR DESIGNERS - ARCHITECTURAL DRAWINGS

Justification: This course has been replaced with INTD 360 - AutoCAD Applications for Interior Designers.

363 COMPUTER-ASSISTED DRAFTING FOR INTERIOR DESIGNERS – INTERIOR DESIGN DRAWINGS

Justification: This course has been replaced with INTD 360 - AutoCAD Applications for Interior Designers.

LEARNING CENTER806 SELF-PACED ESL

Justification: This course has not been offered since 2005 and will not be offered in the future. The course content taught in this course is currently part of existing courses offered through the English as a Second Language department.

807 ENGLISH SKILLS FOR THE WORKPLACE

Justification: This course has not been offered since 2005 and will not be offered in the future. The course content taught in this course is currently part of existing courses offered through the English as a Second Language department.

808 ENGLISH SKILLS FOR OCCUPATIONAL TRAINING

Justification: This course has not been offered since 2005 and will not be offered in the future. The course content taught in this course is currently part of existing courses offered through the English as a Second Language department.

MATHEMATICS219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY

Justification: The course is being deleted in order to change the course number used to be consistent with CSM and Skyline.

PALEONTOLOGY110 ANCIENT LIFE AND PAST ENVIRONMENTS

Justification: This course has not been offered since 1995 and there are no plans to offer it in the future. Any related courses that might be developed in the future will be listed under Anthropology.

PHYSICAL EDUCATION:**COMBATIVES**410 BEGINNING KARATE

Justification: This Course has not been offered for quite a long time and the departmental members decided not to include it in current curriculum offerings.

DANCE**350 DANCE AEROBICS**

Justification: This course is replacing DANC 350 - Dance Aerobics, in order to classify the course correctly. The course content taught is truly fitness related and does not fall under the components of the Dance curriculum guidelines.

FITNESS**140 EXERCISE APPRECIATION I**

Justification: This course has not been taught for over seven years and at the current time, is too general compared to other courses in the Physical Education curriculum.

306 FITNESS WALKING

Justification: This course has not been offered since spring of 2002 and there are no plans to offer the course again. Also, the course content has been incorporated into FITN 320, Jogging for Fitness.

340 AEROBIC CYCLING

Justification: FITN 340, Aerobic Cycling has not been offered since the spring of 2000. The Physical Education department does not have the proper equipment needed to offer the course. Given the budget and other needs of the department, it does not appear that we will be able to purchase equipment in the near future.

WRITING**801 BASIC WRITING**

Justification: This course has not been offered for many years and there are no plans to offer it in the future.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

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

EARTH SCIENCE

Earth Science – A.S. Degree (30 units in the major area + General Education and other requirements for the Associate Degree)

INTERIOR DESIGN

Re-Design and Home Staging – Certificate of Achievement (18 units)

PHYSICAL EDUCATION

Dance – A.A. Degree (30 units in the major area + General Education and other requirements for the Associate Degree)

UNIVERSITY TRANSFER**University Transfer**

- **Option 1: California State University General Education Certification/CSUGE** – Certificate of Achievement (39 units)
- **Option 2: Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU)** – Certificate of Achievement (37 units)
- **Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)** – Certificate of Achievement (34-39 units)

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to add the following department:

LINGUISTICS (LING)

The creation of this department was necessary in order to create a new course: LING 200 - Introduction to Linguistics: A Survey of Language. This course will be cross listed with ENGL 200 - Introduction to Linguistics: A Survey of Language which has CSU GE and IGETC approval as a Social Science course; cross listing this course as a linguistic course aligns it with the CSU and UC designation of this course as a Social Science course. LING 200 will be a selective requirement for both the Spanish and Anthropology with an emphasis in Linguistic Anthropology A.A. degrees.

PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE

None.

San Mateo County Community College District

June 23, 2010

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

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

Diana Bennett, President, Academic Senate
College of San Mateo

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College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BIOLOGY

310 NUTRITION (3.0) (day or evening and/or distance education)

Justification: Nutrition is an elective for students pursuing Allied Health degrees, including nursing. It is required for most BA programs in Nursing. Enrollment in the class is very strong.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838/848 or ESL 400 and completion of READ 400 or 405 with a grade of C or higher or concurrent enrollment in READ 400, 405 or 415 or appropriate skill level as indicated by the reading placement test or other measures.

Description: Comprehensive introduction to the scientific principles of nutrition and the interrelationships of metabolism. Examines nutrient functions, food sources, and functions in the body, as well as health consequences of nutrient excesses, deficiencies and diet related chronic conditions. Emphasizes the physiological processes, including digestion and metabolism of nutrients. Students conduct a personal nutrition assessment.

Classification: AA/AS Degree; CSU transferable.

COMPUTER AND INFORMATION SCIENCE

114 INTERNET PROGRAMMING: JAVA (4.0) (day or evening and/or distance education)

Justification: Two current courses, CIS 377 Internet Programming: JavaScript/HTML and CIS 112 Internet Programming: AJAX need to be integrated into a single course. They are both JavaScript courses and cover related material. CIS 377 is the prerequisite for CIS 112, but students are not taking the prerequisite course and are assuming that they can easily learn Ajax without knowing JavaScript. Combining these courses into a single course will help lay the foundation for

the necessary knowledge of JavaScript needed to use Ajax technologies. CIS 377 and CIS 112 will be banked and CIS 114 will replace them.

Prerequisite: CIS 111 or CIS 254 or equivalent.

Recommended Preparation: Eligibility for ENGL 838/848.

Description: Study of the JavaScript programming language. Provides an overview of XHTML and CSS, client-side programming, variables, arrays, functions, closures, event handlers, objects, form validation, cookies, and the DOM. Introduces Ajax (Asynchronous JavaScript and XML) technologies, XML, and XMLHttpRequest, Ajax design patterns, server-side programming, RSS, JSON, browser issues, and advanced topics such as open-source Ajax toolkits, mashups, security, performance, and Web Services.

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

121 UNIX/LINUX (3.0) (day or evening and/or distance education)

Justification: CSM currently has two one-unit UNIX courses: CIS 312 UNIX Operating Systems I and CIS 313 UNIX Operating Systems II. There is more material that must be covered so the new three-unit course CIS 121 UNIX/Linux will incorporate the material in both courses and will add additional material on Linux, utilities, and system administration. CIS 312 and CIS 313 will be banked and CIS 121 will replace them. Knowledge of UNIX/Linux is required in Web programming and students must have a solid foundation in these operating systems.

Prerequisite: CIS 110 or equivalent.

Recommended Preparation: Eligibility for ENGL 838/848.

Description: Introduction to the UNIX/Linux operating system. Includes a brief introduction to operating systems and UNIX history. Covers UNIX file systems; common shell features including I/O redirection, piping, command substitution, and simple job control; shell-specific facilities including use of environmental and local variables; and common UNIX utilities. Also includes advanced topics such as shell scripting, communications, and system administration.

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

DIGITAL MEDIA

103 THINKING VISUALLY: FUNDAMENTALS OF TWO-DIMENSIONAL DESIGN (3.0)
(day or evening)

Justification: Exploring basic theoretical and practical concepts of 2D design is essential to those entering into the Graphic Design, Web Design, and Broadcast fields of study. This course will be required by those entering into Graphic Design, Web Design, and Broadcast TV Production & Lighting.

Prerequisite: None.

Recommended Preparation: None.

Description: Exploring basic theoretical and practical concepts of 2D design. Students apply visual solution strategies to design problems in a series of design projects. Extra supplies required.

Classification: AA/AS Degree; CSU transferable.

106 MAC OS FOR DIGITAL MEDIA (1.5) (day or evening)

Justification: This is an update to MULT 113 Mac OS. Most students involved with digital media do not have the required computer skills to effectively manage their files. Nor do they have the knowledge to make good hardware choices when selecting and upgrading a computer system. This class teaches those topics so students can effectively manage their digital media projects. CSM is the only college in the district to offer a class on the Mac OS.

Prerequisite: None.

Recommended Preparation: None.

Description: This class is about the Mac OS and its use with digital media (audio, video, photography, & graphics). Students will learn about basic Mac operation, file management, storage devices, and data security. Additional topics include system optimization, hard drive connectivity, backup and archiving strategies, basic networking, hardware and software upgrades, input devices, and file sharing.

Classification: AA/AS Degree; CSU transferable.

112 TV STUDIO PRODUCTION (3.0) (day or evening)

Justification: This is an existing course that is being transitioned to the Digital Media group, as outlined in the Digital Media PIV plan. Academic broadcast programs include studio training as essential skills. Enrollment in this course has increased, so interest is high, as there are few facilities like ours (especially for the price), in the Bay Area. This course is required for the all Broadcast degrees and certificates. Paired with (DGME 115) the digital field production course, this course articulates to SFSU's Broadcast program to fulfill basic video and video lab requirements.

Prerequisite: None.

Recommended Preparation: DGME 100; ENGL 838/848 or equivalent.

Description: This is a hands-on TV studio production course. Students work together in a team as they are trained to operate a fully equipped professional digital TV studio and control room. Students receive rigorous training in camera operation, microphone set-up and audio engineering, lighting, floor directing, video switching, directing, and teleprompter operation.

Classification: AA/AS Degree; CSU transferable.

115 DIGITAL VIDEO PRODUCTION (2.0) (day or evening)

Justification: This course merges two redundant existing courses, MULT 184 Digital Video and BCST 320 Digital TV Field Production and creates one Digital Media course. Course mergers and reductions in course offerings are recommended in the Digital Media PIV plan. Academic broadcast programs include field production as an essential skill. Field production teaches students to work more independently, either solo or in small crews, unlike the team aspect of studio production. This course is required for the degrees and certificates. Paired with the TV studio course, this course transfers to SFSU's Broadcasting program.

Prerequisite: None.

Recommended Preparation: DGME 100; Eligibility for ENGL 838/848 or equivalent.

Description: Students will acquire the skills to create a documentary, music video, commercial, or digital film. Covers field production from planning and scripting, through shooting and editing. Introduction to on-location video production techniques and technologies. Hands-on training allows students to develop their skills in camera operation, audio, and lighting. Includes introduction to digital video editing on Final Cut Pro.

Classification: AA/AS Degree; CSU transferable.

118 BASIC AUDIO (3.0) (day or evening)

Justification: This proposed course is part of the Digital Media PIV. This course began as MULT 192 Digital Audio; however, through consultation with the Electronic Music Department, it was revealed that the audio courses being offered in Multimedia were overlapping with Electronic Music courses due to their increased focus on music production. Therefore, this course has been modified, redundancy reduced, and renamed to transition to the Digital Media group under Broadcasting. It is required for two Broadcast AA Degrees and Certificates of Achievement: Digital TV & Video Production, and Broadcast Audio. It is also a prerequisite for multimedia/web courses. Audio skills are essential for a successful career in broadcast and multimedia production. Paired with Advanced Audio, this course articulates to SFSU to fulfill broadcasting courses BECA 230 & 231.

Prerequisite: None.

Recommended Preparation: DGME 100; ENGL 838/848 or equivalent.

Description: Students will learn the fundamentals of sound and basic audio production, from analog sound creation to manipulating digital files. Covers basic microphone techniques, recording in the studio and field, radio programming and production. Students will get hands-on experience with professional audio recording, editing, and mixing hardware; includes introduction to ProTools LE.

Classification: AA/AS Degree; CSU transferable.

120 DIGITAL VIDEO EDITING (3.0) (day or evening)

Justification: As a result of the Digital Media PIV process, this course is a merger of existing multimedia courses. It merges MULT 113 Fundamentals of Mac OS & File Management with MULT 187 Final Cut Pro. This merged course becomes part of the Digital Media group's broadcasting emphasis. Academic broadcast programs include video editing as an essential skill. Editing is both a technical and aesthetic element in TV and video. To use media effectively students need to be technically competent, understand media/data file management, know how to tell a story through editing, and use common post-production hardware and software.

Prerequisite: None.

Recommended Preparation: DGME 100; Eligibility for ENGL 838 or ENGL 848 or equivalent.

Description: Students learn essential skills for digital video editors. They start with basic Mac OS functionality, file management, system configuration and storage, then are immersed in digital video editing using Apple Final Cut Pro. Hands-on video editing assignments sharpen skills.

Classification: AA/AS Degree; CSU transferable.

128 ON-AIR TALENT (3.0) (day or evening)

Justification: This is an existing broadcasting class (BCST 230 On Air Talent) that is being transitioned to Digital Media, and has been modified to seek GE fulfillment of the English, Literature, Speech Communication requirement. This course offers opportunities to interpret and analyze information for audiences. Students are encouraged to form and express their own views on subjects while respecting a diverse audience. Talent class is essential in a broadcast program so that students can explore positions in front of the camera and behind the scenes.

Prerequisite: None.

Recommended Preparation: DGME 100; ENGL 838/848 or equivalent.

Description: Practical speaking experience in announcing for radio and TV. Students will learn to research, write, and present information to a diverse audience. Students practice presentation techniques in news, demonstration, interviews, and voiceovers. Basic microphone and TV techniques included.

Classification: AA/AS Degree; CSU transferable.

130 LIGHTING FOR STUDIO AND FIELD (3.0) (day or evening)

Justification: DGME 130 is the consolidation of two 1.5 unit lighting classes and is being transitioned to the Digital Media group, as outlined in the Digital Media PIV plan. Lighting is an essential skill in professional TV and video production. Light is a major technical and aesthetic component in the studio and in field. Lighting is not only used to illuminate the main subject but can also shape the audience's perception, offering students practical application of aesthetic principles.

Prerequisite: None.

Recommended Preparation: ENGL 838/848 or equivalent.

Description: Students will learn to manipulate light and shadow in this hands-on course. Lighting lessons cover basic 3-point lighting, studio and field light set-ups, light design, training in positioning fixtures, aiming light, achieving various effects, and real world solutions to common lighting problems.

Classification: AA/AS Degree; CSU transferable.

140 COMPRESSION & DVD AUTHORIZING (1.5) (day or evening)

Justification: As a result of the Digital Media PIV process, this existing multimedia course is being changed and transitioned to the new Digital Media group's broadcasting emphasis. It replaces a semester-long course, MULT 292 DVD Studio Pro, with this 8-week course and incorporates media compression into its core lessons. DVDs continue to be a popular distribution method for video. DVD authoring allows students to compress media as well as apply design skills in creating functional DVD menus.

Prerequisite: None.

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

Description: In this 8-week course, students will learn the nuts and bolts of the most common digital media formats (MP3, MPEG-2, AC3, H264, Flash, mov). Students will use compression software to prepare audio and video in various formats. This course offers application of compression skills through the design and authoring of DVDs.

Classification: AA/AS Degree; CSU transferable.

142 MOTION GRAPHICS & SPECIAL FX (1.5) (day or evening)

Justification: As a result of the Digital Media PIV process, this existing multimedia course is being changed and transitioned to the new Digital Media group's broadcasting emphasis. It replaces a semester-long course, MULT 282 After Effects, with an 8-week course. Motion Graphics are widely used in the broadcasting and multimedia industries. Students should be able to design and animate informational and instructional graphics using common software applications, such as Motion or After Effects, and LiveType. Graphics careers require the ability to use chroma-key (such as green screen) and apply appropriate special effects to various media messages. This course teaches the concept of keyframing in creating motion, also common to animation and special effects.

Prerequisite: None.

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

Description: Students in this 8-week short course will learn how to use motion graphics and special effects to enhance video and communicate information. Students will design graphics for TV and multimedia. They will use common software applications to build effective and compelling motion graphics. Lessons include the art of keyframing to create motion and the use of chroma-key (green screen) for special effects.

Classification: AA/AS Degree; CSU transferable.

150 ADVANCED AUDIO (3.0) (day or evening)

Justification: This is an existing course (BCST 420) that is being transitioned to the Digital Media group. Typically, radio is a major part of an academic broadcast program. Though CSM has been unable to offer a radio experience, students in this course will produce programming suitable for radio broadcast. Sound recording and mixing is an essential skill. Audio is both a technical and aesthetic element in digital media. This course is required for the Broadcast Audio AA degree and Certificate of Achievement. Paired with DGME 118 Basic Audio, it articulates to SFSU to fulfill BECA 230 & 231.

Prerequisite: DGME 118.

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

Description: Students will examine the best audio practices used in the media industry, including radio, TV, video games, web, podcasts and streaming media. Students will learn about radio station operations, practice technical skills, and produce broadcast quality programming. Lab assignments build upon the recording, editing, and mixing skills learned in DGME 118 Basic Audio.

Classification: AA/AS Degree; CSU transferable.

155 VIDEO JOURNALISM (3.0) (day or evening)

Justification: As a result of the Digital Media PIV process, this course was created to provide training for a career in video journalism. Traditional print newspapers employ video journalists (VJs) alongside writers, yet few colleges equip future journalists to compete for these jobs. If journalism and new media are converging in the professional world, we must merge the teaching of these disciplines.

Prerequisite: DGME 115; DGME 120; DGME 101 or JOUR 120 (prerequisites may be concurrent).

Recommended Preparation: DGME 100; DGME 102; ENGL 838/ENGL 848 or equivalent.

Description: Students will work as VJs or Video Journalists to write, report, conduct interviews, shoot video, and edit news stories for a weekly program that airs on KCSM TV and online. They will shoot digital video and use software such as Photoshop and Final Cut Pro to create reports. This demanding hands-on course allows students to apply skills in news gathering, reporting on local issues, field and studio production, editing, broadcast and web distribution.

Classification: AA/AS Degree; CSU transferable.

160 INFORMATION ARCHITECTURE AND INTERFACE DESIGN (3.0) (day or evening)

Justification: This course covers fundamental issues involved in creating successful websites, including understanding user behavior, creating navigation systems, creating information structures and applying visual logic to screen displays. Students interested in creating successful websites need to have this essential information.

Prerequisite: None.

Recommended Preparation: None.

Description: Exploration of the fundamental issues involved in creating a successful website. Includes understanding user behavior, creating navigation systems, creating information structures and applying visual logic to screen displays.

Classification: AA/AS Degree; CSU transferable.

161 MEDIA DESIGN IV: FIREWORKS (3.0) (day or evening and/or distance education)

Justification: Through the PIV process, the Multimedia program received input from the PIV committee and from industry experts and are implementing major changes in the program as well as merging Multimedia, Broadcast, Graphics and Journalism into a cohesive Digital Media Program.

Prerequisite: None.

Recommended Preparation: DGME 212 or equivalent; eligibility for ENGL 838/848 or equivalent.

Description: This course will cover the use and creation of media graphic techniques as we explore important concepts: effective screen design, pixel aspect ratio, chroma key, color models, overlays, DVD menus, interactive buttons, hotspots, animation and integration with other programs. Students will produce functional interface designs for web, video, and broadcast. Software: Adobe Fireworks®.

Classification: AA/AS Degree; CSU transferable.

162 WEB DESIGN I (3.0) (day or evening and/or distance education)

Justification: Through the PIV process, the Multimedia program received input from the PIV committee and from industry experts and are implementing major changes in the program as well as merging Multimedia, Broadcast, Graphics and Journalism into a cohesive Digital Media Program.

Prerequisite: DGME 161 or equivalent.

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

Description: This course will cover basic web design principles. Students will learn the fundamentals of creating a website, basic layout, discussion of HTML, navigation, browser compatibility, graphic user interface design, usability, and accessibility. Students will build a basic website following accepted design layout and World Wide Web Consortium (W3C) standards. Software: Dreamweaver®.

Classification: AA/AS Degree; CSU transferable.

163 WEB DESIGN II (3.0) (day or evening and/or distance education)

Justification: Through the PIV process, the Multimedia program received input from the PIV committee and from industry experts and are implementing major changes in the program as well as merging Multimedia, Broadcast, Graphics and Journalism into a cohesive Digital Media Program.

Prerequisite: DGME 162 or equivalent.

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

Description: This course focuses on the complete web creation process—from concept to finish. Students will create flow charts, storyboards, mock-ups, and perform user testing while learning complex web concepts and techniques. Topics include: CSS layouts, advanced templates, dynamic content, interactivity and animation with Flash objects and Behaviors. Upon completion, students will be able to apply design techniques to create high impact and highly functional web pages. Software: Dreamweaver®.

Classification: AA/AS Degree; CSU transferable.

165 DIGITAL ANIMATION: FLASH (3.0) (day or evening and/or distance education)

Justification: Through the PIV process, the Multimedia program received input from the PIV committee and from industry experts and are implementing major changes in the program as well as merging Multimedia, Broadcast, Graphics and Journalism into a cohesive Digital Media Program.

Prerequisite: DGME 161 or equivalent.

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

Description: This project-based course will cover the design principles for creating animations and interface solutions for web-based media. Students will learn basic techniques used to create interactive web sites and web animation. Topics include: creating vector graphics, importing and optimizing bitmaps, symbols and instances, tweening, keyframes, sound, interactivity, graphic user interface design, usability and accessibility. Students will build a basic website or interactive project. Software: Adobe Flash®.

Classification: AA/AS Degree; CSU transferable.

166 WEB AUTHORING: ACTIONSCRIPT (3.0) (day or evening and/or distance education)

Justification: Through the PIV process, the Multimedia program received input from the PIV committee and from industry experts and are implementing major changes in the program as well as merging Multimedia, Broadcast, Graphics and Journalism into a cohesive Digital Media Program.

Prerequisite: DGME 165 or equivalent.

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

Description: This course will cover ActionScript programming. Students will learn the basics of scripting in Flash to work more efficiently in a production environment and bring their ActionScript skills to a viable level to work in a professional team. Students will learn several different scripting methods and techniques in order to adapt to multiple working environments. Students will learn how to create and control content with ActionScript to make dynamic projects that can respond uniquely to a users input. Software: Adobe Flash.

Classification: AA/AS Degree; CSU transferable.

182 ADVANCED DIGITAL VIDEO PRODUCTION (2.0) (day or evening)

Justification: DGME 182 is an update to MULT 387 Digital Video Workflow. DGME 182 is the second of two classes that comprise the core digital video program. Digital video is used in film, television, commercials, visual effects, and web outlets. Several colleges, including Academy Art SF, Art Institute SF, and the College of Extended Learning at San Francisco State University, offer programs in digital video. CSM is the only college in the District to offer a comprehensive digital video program. Students will learn the digital skills necessary to pursue a career in this expanding field. See SLOs for more information.

Prerequisite: DGME 115 or equivalent.

Recommended Preparation: None.

Description: This class is about digital video pre-production, production, and post-production. Students will work in teams to plan, shoot, and create a digital video project using professional camcorders and Final Cut Pro. Additional topics include pre-visualization, basic motion graphics, sound recording, and titling.

Classification: AA/AS Degree; CSU transferable.

192 STUDIO RECORDING AND MIXING USING PRO TOOLS LE (2.0) (day or evening)

Justification: This is an update to MULT 317 Digital Studio Recording. DGME 192 is the second of two courses that comprise the core digital audio program. Pro Tools (LE and its sister product Pro Tools HD) is used to record over 90% of all recorded music heard today. Both products are also used for audio in film, video, video games, and web. Several colleges, including Expression, Cogwell Polytechnical College, Foothill College, Art Institute SF, and the College of Extended Learning at San Francisco State University, offer programs in digital audio and music production

using Pro Tools. CSM is the only college in the District to offer a comprehensive Pro Tools and digital audio program. CSM is also part of Digidesign's (the maker of Pro Tools) Training & Education Program where we offer basic certified training. Students will learn the digital skills necessary to pursue a career in this expanding field.

Prerequisite: DGME 118 or equivalent.

Recommended Preparation: None.

Description: This class is about digital studio recording and "mixing in the box" using Pro Tools LE. Students will expand their study of Pro Tools LE by planning and engineering a recording session with live musical instruments. Students will then mix the recording session using the available software plug-ins within the Pro Tools LE application. Other topics include advanced editing, audio compositing, and recording session management.

Classification: AA/AS Degree; CSU transferable.

211 MEDIA DESIGN I: ADOBE ILLUSTRATOR (3.0) (day or evening)

Justification: This course was previously taught in the Graphics Department for those students obtaining a Graphic Design Certificate and contains software skills necessary for the Graphic designer. This course will now be required by those entering into the Graphic Design discipline within the new Digital Media Department as per the PIV committee recommendations.

Prerequisite: None.

Recommended Preparation: DGME 106 or equivalent Macintosh and/or Windows operating system experience.

Description: Windows operating system experience. Creating digital illustrations destined for digital media applications such as print, web or multimedia. Pen tool, color models, path editing, layers, custom fills and strokes, filters, and transforming. Extra supplies required. A materials fee shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

212 MEDIA DESIGN II: ADOBE PHOTOSHOP (3.0) (day or evening)

Justification: This course was previously taught in the Graphics Department for those students obtaining a Graphics Certificate and contains software skills necessary for the graphic designer. This course will now be required by those entering into the Graphic Design discipline within the new Digital Media Department as per the PIV committee recommendations.

Prerequisite: None.

Recommended Preparation: DGME 106 or equivalent Macintosh and/or Windows operating system experience.

Description: Creating and manipulating digital photographs and illustrations destined for digital media applications such as print, web or multimedia including using Adobe Photoshop. Color models, layering techniques, masks, channels, filters, and color correction will be explored.

Classification: AA/AS Degree; CSU transferable.

213 MEDIA DESIGN III: ADVANCED ILLUSTRATOR AND PHOTOSHOP (3.0) (day or evening)

Justification: This course was previously taught in the Graphics Department under two course headings. This course contains advanced software skills in both Illustrator and Photoshop necessary to the professional graphic designer. This course is required by those students in the Graphic Design discipline within the new Digital Media Department as per the PIV committee recommendations.

Prerequisite: DGME 211 and 212 or equivalent.

Recommended Preparation: None.

Description: Creating and manipulating digital photographs and illustrations destined for digital media applications such as print, web or multimedia using Adobe Photoshop and Illustrator. Students complete a challenging series of projects using some of the more advanced features of Illustrator and Photoshop.

Classification: AA/AS Degree; CSU transferable.

214 ADOBE INDESIGN (3.0) (day or evening)

Justification: This course was previously taught in the Graphics Department for those students obtaining a Graphics Certificate and contains software skills necessary for the graphic designer. This course will now be offered as a non-required stand alone course within the new Digital Media Department for those students wanting to learn the software, but not necessarily obtaining the Graphics Certificate.

Prerequisite: DGME 106 or equivalent Macintosh and/or Windows operating system experience.

Recommended Preparation: None.

Description: Instruction in the use of Adobe InDesign, with particular attention given to creating professional quality typography. Students skillfully produce difficult, complex page layouts, working from detailed specifications, using a wide variety of the software features.

Classification: AA/AS Degree; CSU transferable.

215 HISTORY OF GRAPHIC DESIGN (3.0) (day or evening)

Justification: This course explores Graphic Design from an historical perspective. Students develop a contextual awareness and background in graphic design in preparation for creating effective solutions to graphic design problems for print or web.

Prerequisite: None.

Recommended Preparation: None.

Description: Exploration of the History of Graphic Design with emphasis on late 19th Century to current contemporary styles in various media. Students develop a contextual awareness and background in graphic design in preparation for creating effective solutions to graphic design problems for print or web.

Classification: AA/AS Degree; CSU transferable.

220 TYPOGRAPHY (3.0) (day or evening)

Justification: This course was previously taught in the Graphics Department for those students obtaining a Graphic Design or Web Certificate and contains essential knowledge and skills necessary to create professional looking typography for the graphic or web designer. This course will now be required by those entering into Graphics or Web disciplines within the new Digital Media Department as per the PIV committee recommendations.

Prerequisite: None.

Recommended Preparation: None.

Description: The essential knowledge and skills necessary to create professional looking typography. Emphasis on designing with display (large) type. Covers, in a practical and useful manner, type anatomy, terminology, choosing fonts, mixing fonts, developing contrasts, interpreting a message, optical refinements and display type treatments. Classroom theory is applied to practical typographic problems.

Classification: AA/AS Degree; CSU transferable.

230 PUBLICATION DESIGN/PRODUCTION WITH INDESIGN (3.0) (day or evening)

Justification: This course was previously taught in the Graphic Department for those students obtaining a Graphics Certificate and contains essential knowledge and skills necessary to create professional looking publications using Adobe InDesign. This course will now combine the GRA 170 and 225 courses and be required by those obtaining the Graphics Design certificate within the new Digital Media Department as per the PIV recommendations.

Prerequisite: DGME 106 or equivalent Macintosh and/or Windows operating system experience.

Recommended Preparation: None.

Description: Instruction in the use of Adobe InDesign, with particular attention given to the knowledge and skills necessary to create a professional quality book. Students may use this class to self-publish their own book. Software instruction is accomplished by producing practical projects that include exposure to and practice with a wide variety of the software features.

Classification: AA/AS Degree; CSU transferable.

235 GRAPHIC DESIGN THEORY AND APPLICATION (4.0) (day or evening)

Justification: This course offers the Graphic Design student practical design experience through a series of projects specifically developed to enhance and promote successful visual expression. The course covers essential strategic approaches to the design problem solving process.

Prerequisite: DGME 103, DGME 220 and one of DGME 211, 212 or 214 or equivalent.

Recommended Preparation: None.

Description: Students express in visual terms content and meaning while exploring and applying design principles to a variety of practical design projects. Covers a strategic approach to the design problem-solving process, including the role of the designer and working with various types of clients.

Classification: AA/AS Degree; CSU transferable.

240 DIGITAL PUBLISHING (5.0) (day or evening)

Justification: This course was previously taught in the Graphics Department under two course headings. This course examines the print production cycle and incorporates advanced software skills for digital publishing. These skills are essential to the professional graphic designer. This course is required by those students in the Graphic Design discipline within the new Digital Media Department as per the PIV committee recommendations.

Prerequisite: DGME 211, 212 and either DGME 214 or 230 or the equivalent.

Recommended Preparation: None.

Description: Examination of the print production cycle, from concept through finishing as well as hands-on creation of print-ready digital files utilizing Adobe Creative Suite applications. Enables designers and production artists to work more effectively with printers and provides a solid understanding of the creative capabilities of printers and other printing industry vendors. Additional emphasis on software proficiency, digital prepress, color reproduction and the creation of PDF files for digital or conventional printing.

Classification: AA/AS Degree; CSU transferable.

250 DIGITAL MEDIA PRACTICUM (3.0) (day or evening)

Justification: Graphic Design, Web Design, Broadcast and Journalism students need practical experience planning, designing and producing digital media within a “real world” environment in order to successfully pursue professional business careers within these fields. This course includes comprehensive information about applying professional business practices to client projects.

Prerequisite: Completion of Journalism curriculum: DGME 260, 261, 265, or completion of Broadcast curriculum: DGME 101, 112, 115, 120 or completion of Web Designer Certificate curriculum: DGME 160, 161, 162, 163, or completion of Web Developer Certificate curriculum: DGME 160, 161, 162, 165, or completion of Multimedia/Interactive Designer: DGME 118, 120, 160, 165 or completion of AA Degree curriculum in Graphic Design: DGME 103, 211, 212, 213, 215, 220, 230, 235, 240 or completion of Graphic Design Certificate of Achievement curriculum: DGME 103, 211, 212, 215, 220, 230 or 214, 235, 240, or completion of Graphic Production Certificate of Achievement curriculum: DGME 211, 212, 213, 220, 230 or 214, 162, 240, or equivalent curriculum.

Recommended Preparation: None.

Description: This is the capstone course to the Graphic Design, Web Designer, Broadcast and Journalism certificate programs. Students create digital media projects with actual clients using comprehensive production, design and business techniques.

Classification: AA/AS Degree; CSU transferable.

255 PORTFOLIO (2.0) (day or evening)

Justification: A professional portfolio that represents a unified body of work for the Graphic Designer, Web Designer, Broadcaster, Journalist and Digital Video/Audio Professional is essential for those seeking employment in the field or for those seeking to transfer to a 4-year academic institution.

Prerequisite: Completion of Journalism curriculum: DGME 260, 261, 265, or completion of Broadcast curriculum: DGME 101, 112, 115, 120 or completion of Web Designer Certificate curriculum: DGME 160, 161, 162, 163, or completion of Web Developer Certificate curriculum: DGME 160, 161, 162, 165, or completion of Multimedia/Interactive Designer: DGME 118, 120, 160, 165 or completion of AA Degree curriculum in Graphic Design: DGME 103, 211, 212, 213, 215, 220, 230, 235, 240 or completion of Graphic Design Certificate of Achievement curriculum: DGME 103, 211, 212, 215, 220, 230 or 214, 235, 240, or completion of Graphic Production Certificate of Achievement curriculum: DGME 211, 212, 213, 220, 230 or 214, 162, 240, or completion of Digital Audio Certificate of Achievement curriculum: DGME 102, 105, 106, 118, 192, MUS 290, MUS 291 completion of Digital Video Certificate of Achievement curriculum: DGME 102, 105, 106, 115, 182 or equivalent curriculum.

Recommended Preparation: None.

Description: Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable portfolio for the Graphic, Web, Multimedia, Broadcast, Digital Video/Audio or Journalism career path.

Classification: AA/AS Degree; CSU transferable.

260 JOURNALISM: NEWSWRITING (4.0) (day or evening)

Justification: This course helps introduce students to academic or professional careers in media industries, including print and electronic media, news, editing, photography and public relations. There is no similar resource among college offerings that provides such a rigorous and professional resource.

Prerequisite: None.

Recommended Preparation: None.

Description: Techniques of news gathering, judging news values, and writing the news story. For practical experience, students write for the college newspaper and web site, *The San Matean*, thus preparing them for media work. Prerequisite: eligibility for ENGL 838/848 or higher English course.

Classification: AA/AS Degree; CSU transferable.

261 JOURNALISM: ADVANCED NEWSWRITING (3.0) (day or evening)

Justification: This course offers a logical continuation of newswriting studies for students seeking more advanced skills. It is similar to an existing offering at another college within the district.

Prerequisite: JOUR 120 or DGME 260 with a grade of C or higher.

Recommended Preparation: None.

Description: Advanced techniques and resources for writing style and news coverage, and publishing reports for print and digital media. Students learn to work on and off campus and while developing reports for multiple media platforms. For practical experience, students write for the college newspaper and web site, *The San Matean*. Class is taught concurrently with newswriting class.

Classification: AA/AS Degree; CSU transferable.

265 JOURNALISM: NEWSPAPER PRODUCTION (3.0) (day or evening)

Justification: This course helps introduce students to academic or professional careers in media industries, including print and electronic media, news, editing, photography and public relations. There is no similar resource among college offerings that provides such a rigorous and professional resource.

Prerequisite: Eligibility for ENGL 838/848 or equivalent.

Recommended Preparation: None.

Description: Production of the student newspaper and news web site, *The San Matean*. Discussion and criticism of staff organization and news content.

Classification: AA/AS Degree; CSU transferable.

270 JOURNALISM: SPECIAL STUDIES (1.0) (day or evening)

Justification: Digital Media 270, a one-unit, non-transferable course, serves students whose majors or other commitments prevent them from gaining effective journalism experience. It provides convenient access for students seeking to explore media-related career possibilities or an enriching experience. This course has proven to be a useful and flexible resource for students. Such a one-unit offering provides the only access to work on student publications for some students with commitments elsewhere.

Prerequisite: None.

Recommended Preparation: None.

Description: A flexible course designed to provide students from a variety of disciplines an opportunity to participate in student news publications. This course has flexible hours and work assignments designed for the convenience of students. Assignments can include newswriting, editing, opinion writing, page design and layout, photography and advertising.

Classification: AA/AS Degree; CSU transferable.

DRAFTING TECHNOLOGY

111 SOLIDWORKS II (3.0) (day or evening)

Justification: Students completing DRAF 110 SolidWorks I have expressed interest in extending their knowledge of the software and learning more complex features than are covered in DRAF 110.

Prerequisite: DRAF 110 or equivalent.

Recommended Preparation: None.

Description: SolidWorks software is used to generate 3-dimensional solid models, assemblies, and detailed drawings of mechanical objects used in industrial design and engineering. Drawing detailing, engineering standards, multiple part and assemblies configurations, design tables, bill of materials, datums, 3-D sketches and surface modeling and methods to create complex solid geometry will be covered.

Classification: AA/AS Degree; CSU transferable.

ELECTRONICS TECHNOLOGY

111 INTRODUCTION TO ELECTRONICS FUNDAMENTALS (3.0) (day or evening)

Justification: This course has the same content as our existing ELEC 110, Introduction to Fundamentals of Electronics course. However, the new course will replace the existing course due to the addition of enrollment limitations.

Prerequisite: Successful completion of ENGL 828 or ESL 400 or equivalent OR appropriate skill level as indicated by the English or ESL placement test or other measures; successful completion of MATH 811 or MATH 802 or equivalent OR appropriate skill level as indicated by the math placement test or other measures.

Recommended Preparation: None.

Description: Introduction to DC and AC electricity; reading simple schematic diagrams and construction of elementary electrical/electronic circuits; making measurements with multimeters and oscilloscopes; using DC power supplies and AC power sources; exploration of basic digital principles. Emphasizes laboratory experiments and techniques.

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

112 ADVANCED ELECTRONICS FUNDAMENTALS (3.0) (day or evening)

Justification: This course is a compilation of selected topics from several advanced electronics courses that are no longer offered by the Electronics Department due to low enrollments.

Prerequisite: ELEC 110 or ELEC 111 or equivalent; ELEC 231; successful completion of ENGL 828 or ESL 400 or equivalent OR appropriate skill level as indicated by the English or ESL placement test or other measures.

Recommended Preparation: None.

Description: Introduction to more advanced electrical/electronic circuits. Includes AC circuit concepts, resonance and filter circuits, amplifiers and oscillators; examination of electric power and energy; exploration of relays and motors; further development in using electronic test equipment. Emphasizes laboratory experiments and techniques.

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

401 POWER AND WATER SYSTEMS INFRASTRUCTURE (1.5) (day or evening)

Justification: California public and private utilities are experiencing a retirement drain because of an aging workforce. Both public and private utilities approached the College to develop a program to help prepare the technical workforce for future employment.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to familiarize students interested in technical employment with the operations and the technology of three key utility industries including power generation, transmission, and distribution, water collection, storage, transport and waste water collection, processing and reuse. A technical overview of each industry segment will occur as well as a review and discussion of related and controversial public policy and emerging technical issues.

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

403 INTRODUCTION TO INDUSTRIAL SAFETY (1.5) (day or evening)

Justification: California public and private utilities are experiencing a retirement drain because of an aging workforce. Both public and private utilities approached the College to develop a program to help prepare the technical workforce for future employment.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to prepare students to work safely in high risk industrial environments, especially those related to public and private utilities. The course stresses tool and equipment safety, safe and neat work practices, chemical safety, electrical safety, arc flash prevention, and personal protective equipment (PPE) requirements. Cal-OSHA and NFPA safety regulations for the workplace will be stressed.

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

405 TRANSFORMERS AND ROTATING MACHINERY (2.0) (day or evening)

Justification: California public and private utilities are experiencing a retirement drain because of an aging workforce. Both public and private utilities approached the College to develop a program to help prepare the technical workforce for future employment.

Prerequisite: None.

Recommended Preparation: None.

Description: This course deals with the electrical equipment used to produce rotary energy. Four main topics are included: three-phase power, transformers, generators, and motors. Device characteristics, operating theory, system interconnection, and basic control devices are covered. Troubleshooting and logical circuit tracing are emphasized.

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

PHYSICAL EDUCATION

121 PILATES MAT I & II (1.0) (day or evening)

Justification: This course is a requirement for the CSM Pilates Instructor Certificate Program. The program prepares students for job placement at health clubs, fitness centers and privately owned studios. Offering this certificate program reduces the cost for students to obtain such a certificate significantly; equivalent certificate programs cost around \$4,000.

Prerequisite: None.

Recommended Preparation: BIOL 130 or 250.

Description: For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students who would like to deepen their knowledge and skill of the Pilates Mat exercises. This course includes an introduction to the history and principles of Pilates, a review of core anatomy, beginning, intermediate, and advanced level Pilates Mat exercises as well as modifications for each exercise. This course includes lectures on class order, programming in a fitness setting, and guidelines for safely teaching special populations. Training tips are taught for advancing clients to the higher levels. Pilates for sport specific activities are also covered.

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

122 PILATES REFORMER I, II & III (1.0) (day or evening)

Justification: This course is a requirement for the CSM Pilates Instructor Certificate Program. The program prepares students for job placement at health clubs, fitness centers and privately owned studios. Offering this certificate program reduces the cost for students to obtain such a certificate significantly; equivalent certificate programs cost around \$4,000.

Prerequisite: None.

Recommended Preparation: BIOL 130 or 250 and P.E. 121.

Description: For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students who would like to deepen their knowledge and skill of the Pilates Reformer exercises. This course includes an introduction to the Pilates Reformer including set up, safety, and maintenance. Students will learn beginning, intermediate, and advanced exercises as well as modifications for each exercise. This course includes lectures on class order, programming in a fitness setting, and guidelines for safely teaching special populations.

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

123 PILATES APPARATUS (1.0) (day or evening)

Justification: This course is a requirement for the CSM Pilates Instructor Certificate Program. The program prepares students for job placement at health clubs, fitness centers and privately owned studios. Offering this certificate program reduces the cost for students to obtain such a certificate significantly; equivalent certificate programs cost around \$4,000.

Prerequisite: None.

Recommended Preparation: BIOL 130 or 250, P.E. 121, P.E. 122.

Description: For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students who would like to deepen their knowledge and skill of the Pilates Apparatus exercises. Pilates Apparatus includes the complete repertoire on the Trapeze Table/ Cadillac/ Tower, the Pilates Chair, the Barrels, and small equipment. This course completes the comprehensive Pilates Instructor Training Certificate Program and offers Pilates instructors a great variety of tools to use when working with clients.

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

124 PILATES LAB (.5 or 1.0) (day or evening)

Justification: Pilates Lab assists (PICP) Pilates Instructor Certificate Program students with accumulating student teaching hours. The course provides the time, space and equipment for PICP students to practice teaching their peers in a non-threatening and teacher supervised environment where they can build upon the practical knowledge and skills they have gained in P.E. 121, P.E. 122 and P.E. 123.

Prerequisite: None.

Recommended Preparation: BIOL 130 or BIOL 250

Description: For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students ready to develop their own Pilates workout routines. PICP Students are provided time to practice teaching their peers to help them acquire student teaching hours. Students are required to keep a Pilates log tracking their activities for each class session. May be repeated 3 times for competency.

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

PHYSICAL EDUCATION - COMBATIVES

102 MIXED MARTIAL ARTS (.5 or 1.0) (day or evening)

Justification: Practicing martial arts is a holistic way to engage in activity and it is lacking throughout CSM's curricular offerings. This class will provide students with an additional way to engage in exercise.

Prerequisite: None.

Recommended Preparation: None.

Description: A non-competitive martial arts course designed to introduce students to basic self defense skills and body/mind awareness. Drawing primarily on the principles of Wing Chun Kung Fu and the ancient health disciplines of Tai Chi & Qi Gong, we will focus on correct positioning & technique, sensitivity, simplicity, opportune timing, economy of motion, cultivating energy and targeting natural vulnerabilities in the human body rather than using brute force. For this reason, this class is suitable for both men & women of all abilities.

Students will gain a heightened sense of confidence learning simple yet effective techniques for defending themselves, as well as martial exercises to increase energy, improve mental well being and overall quality of health.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - DANCE116 WALTZING THROUGH HISTORY (.5 or 1.0) (day or evening)

Justification: Currently CSM offers social dance overview courses that encompass many different dances each semester. This course will study, in depth, the many forms of Waltz, and give students another option for studying a beautiful partnered dance. Similar in structure to the Swing Dance class, this multi-level course would delve into the Slow, Fast, and Rotary, and Viennese Waltz styles.

Prerequisite: None.

Recommended Preparation: None.

Description: This in-depth course looks at the Waltz in its many forms through history. A rotating dance that has changed many times over its 200 year history, we will study the Slow, Fast, Rotary and Viennese forms of this dance. No prior experience is needed.

Classification: AA/AS Degree; CSU transferable.

150 HIP HOP (.5 or 1.0) (day or evening)

Justification: Numerous students have requested a hip-hop style of dance. Hip Hop is very popular, particularly with younger college students. Most local high school dance programs offer hip-hop as part of their dance curriculum and the students expect this dance form at the college. It is a fantastic form of aerobic exercise and a good way of attracting new students to the Dance Department. This has consistently been one of the most popular dance classes in the department at CSM and students come from all over the Bay Area to CSM to take this class.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning and intermediate course designed to teach styles of Hip Hop dance, with an emphasis on techniques, patterns, routines, including choreography and improvisational group projects/presentations.

Classification: AA/AS Degree; CSU transferable.

665 DANCE IN A MULTICULTURAL CONTEXT (.5 or 1.0) (day or evening)

Justification: Currently we only offer dance courses based on Western, European sources, with the exception of Argentine Tango and some aspects of Swing Dance. This course would open up the possibilities of studying Eastern/Asian dances, African dance, Latin dances and other World Dance forms.

Prerequisite: None.

Recommended Preparation: None.

Description: This course supports the study of Eastern/Asian dances, African dance, Latin dances and other World Dance forms. It is a rotating slot that houses such dance styles as Salsa, Latin Social Dance, Belly Dance and African Dance, and other culturally influenced dance forms. No prior experience is needed.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION - FITNESS

207 PERIODIZED WEIGHT CONDITIONING (.5 or 1.0) (day or evening)

Justification: There is not a periodized weight training fitness class offered at CSM. Periodized weight training will fulfill this gap and provide to the student an opportunity to target varied degrees of lifting schedules to enhance strength gains. Periodized weight training has been a popular and successful weight training program in the private and public sector but has not yet been offered as a permanent course at CSM.

Prerequisite: FITN 201 or 202.

Recommended Preparation: None.

Description: Weight conditioning using free weights coupled with a periodized weight lifting schedule to maximize students' strength gains. Emphasis is for goal-oriented students to facilitate athletic, recreational, and/or sports performance. Instruction emphasizes targeting muscle groups using pyramid strength sets, time intervals, and compound sets to facilitate variety and strength.

Classification: AA/AS Degree; CSU transferable.

338 YOGA/PILATES FUSION (.5 or 1.0) (day or evening)

Justification: The Physical Education Department is working toward creating both a Pilates Certificate Program and a Yoga Certificate Program. The Yoga/Pilates Fusion course could be offered as an elective for both of these certificate programs. Instructors at CSM are already integrating Yoga into certain Pilates classes and vice versa. It is important for the success of the Pilates and Yoga Certificate Programs that courses are clearly defined in the course catalog. Yoga poses build isometric strength and static flexibility. Pilates exercises build isotonic strength and dynamic flexibility. Yoga provides relaxation techniques, and Pilates provides a more intense core workout. The combination of these modes of exercise complement each other and provide a well rounded fitness education that not only increases one's strength, flexibility, coordination, and balance but also increases one's ability to cope with stress and helps prevent musculoskeletal injuries. Offering a Yoga/Pilates Fusion course will satisfy student demands, diversify course offerings, and clarify instructor's course content.

Prerequisite: None.

Recommended Preparation: None.

Description: Yoga/Pilates Fusion is a fitness class that combines the practice of Yoga and Pilates. Yoga poses are practiced to improve flexibility, strength, balance and alignment. Breathing and meditation techniques are taught to help relax the mind and body. Pilates exercises strengthen the muscles of the torso through controlled movements that increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. This class is appropriate for all ages and abilities.

Classification: AA/AS Degree; CSU transferable.

339 PILATES CIRCUIT TRAINING (.5 or 1.0) (day or evening)

Justification: This course provides students in the Pilates Instructor Certificate Program “Personal Session” hours which will help them complete their certificate requirements. Offering this course at CSM reduces the cost of Pilates training significantly. Students, faculty, staff and community members who otherwise wouldn’t be able to afford Pilates training will be able to experience and receive the benefits of Pilates.

Prerequisite: None.

Recommended Preparation: None.

Description: A fitness class designed to develop core strength, flexibility, balance, and postural stability utilizing the equipment, exercises, and technique originally developed by Joseph Pilates. Students will work on a wide variety of apparatus including: Reformers, Towers, Chairs, Spine Correctors, and small equipment. This class will incorporate non-stop exercise routines to increase strength and endurance. Instruction on equipment safety, proper exercise set up and execution, and detailed information about each exercise circuit will precede each new routine.

Classification: AA/AS Degree; CSU transferable.

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

BIOLOGY

310 Nutrition

BUSINESS APPLICATIONS – WINDOWS PLATFORM

450 Microsoft Project Fundamentals I

451 Microsoft Project Fundamentals II

COMPUTER AND INFORMATION SCIENCE

114 Internet Programming: JAVA

121 UNIX/Linux

DIGITAL MEDIA

161 Media Design IV: Fireworks

162 Web Design I

163 Web Design II

165 Digital Animation: Flash

166 Web Authoring: Actionsript

HEALTH SCIENCE

100 General Health Science

PROPOSED CURRICULAR DELETIONS – COLLEGE OF SAN MATEO

None.

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

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

ELECTRONICS TECHNOLOGY

Electrical Power Systems and Instrumentation – Certificate of Achievement (19 units)

PHYSICAL EDUCATION

Pilates Instructor – Certificate of Specialization (6.5-9 units)

Pilates Mat Instructor – Certificate of Specialization (4.5-7 units)

Pilates Mat & Reformer Instructor – Certificate of Specialization (5.5-8 units)

PROPOSED PROGRAM DELETIONS – COLLEGE OF SAN MATEO

WELDING TECHNOLOGY

Welding Technology – A.S. Degree

Welding Technology: Welding Technician – Certificate of Achievement (50 units)

Welding Technology: General Welder – Certificate of Achievement (29 units)

Justification: Based on President's Cabinet's response to the Welding PIV recommendations and on the Academic Senate's acceptance of Cabinet's response, the Welding program is being discontinued. Welding is a high cost program, and there are not adequate facilities, including space, to accommodate the Welding program in its current configuration. The curriculum was not modified to accommodate change. Therefore, the program will be discontinued.

PROPOSED DEPARTMENT ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to add the following department:

DIGITAL MEDIA (DGME)

As a result of the PIV process focusing on Film Production, Graphics, Journalism, and Multimedia, programs have been restructured to form a new Digital Media Department, which includes concentrations in Broadcasting, Graphic Design, Journalism and Web Design. Faculty are currently developing new degrees and certificates in Digital Media in addition to modifying courses to design a curriculum that best meets the needs of students.

PROPOSED DEPARTMENT DELETIONS – COLLEGE OF SAN MATEO

CONSUMER ARTS AND SCIENCE

The Consumer Arts and Science Department is being deleted because the only course offering, Nutrition, will be moved under the Biology Department.

San Mateo County Community College District

June 23, 2010

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

APPROVED BY: Christine Roumbanis, Curriculum Committee Chair
Skyline College

Ray Hernandez, Academic Senate President
Skyline College

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

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

EARLY CHILDHOOD EDUCATION

367 PRACTICUM IN EARLY CHILDHOOD EDUCATION: SPECIAL TOPICS (3.0) (day or evening)

Justification: Designed to provide students with the opportunity to gain direct field experience in developmentally appropriate early childhood education settings under the supervision of qualified teachers. This course is required for the ECSE certificate, meets the supervised teaching requirement for the CA State CD teaching permit, and provides student teaching experience in qualified settings that serve children from infancy through middle childhood. Students will work in programs that include children with special needs or are exclusively for those children.

Prerequisite: ECE./PSYC 201, ECE. 210, ECE. 211 and ECE. 212, or equivalent.

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

Description: A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Required for the ECSE certificate, meets the supervised teaching requirement for the CA State CD teaching permit, and provides student teaching experience in qualified settings that serve children from infancy through middle childhood.

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

803 WORKPLACE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (3.0) (day or evening)

Justification: The purpose of this course is to a) impart critical workplace English skills to nonnative speakers seeking quality employment, and b) to help staff the English Language Institute, a college office that serves second language speakers pursuing education. The hours by arrangement for this course serve as a practicum for students to practice the English they are learning in class.

Prerequisite: None.

Recommended Preparation: Eligibility for ESOL 852, 862 and 872, as indicated by ESL placement test and other measures as necessary, or equivalent.

Description: Professional greetings, dress and customs, conversation, customer service, and other skills to work successfully in an office environment. Practice in staffing a professional office. Plus 2 hours per week by arrangement. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

400 ENVIRONMENTAL LITERACY FOR CAREER TECHNICAL PROGRAMS (2.0) (day or evening)

Justification: This course adds to curricular offerings in Environmental Science and Technology, particularly a general course in environmental literacy and justice, completes the courses required for a certificate of achievement in Solar Technology, and meets community needs for additional courses related to "green technology."

Prerequisite: None.

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

Description: A basic overview of general energy and sustainable concepts, climate change, carbon calculation and management, current and pending regulations for carbon, alternative energy technology, energy efficiency practices, and the emerging green economy for career technical programs.

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

411 SOLAR DESIGN, ESTIMATION AND SALES (6.0) (day or evening)

Justification: This course adds to curricular offerings in Environmental Science and Technology, completes the courses required for a certificate of achievement in Solar Technology, and meets community needs for additional courses related to "green technology."

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and eligibility for MATH 120, or equivalent.

Description: Provides a foundation of knowledge and skills to understand and sell basic solar energy systems. Includes fundamental economic principles and incentive programs related to solar systems; design of PV and solar thermal systems, sizing and cost estimation of solar systems, and fundamental customer service and marketing practices. Focus will also be given to increase student's marketability in the renewable energy job marketplace.

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

GEOGRAPHY

300 GEOGRAPHIC INFORMATION SCIENCE (GIS) (3.0) (day or evening)

Justification: The San Mateo County Community College District currently offers GIS training as a series of three, one-unit courses: GEOG 301, 302 and 303. This system is confusing to students and therefore results in low enrollments. GEOG 300 is designed to be a single, three-unit introduction to GIS. A single three-unit course is more likely to attract students and can be more broadly articulated with transfer institutions. Geographic Information Systems is a job skill desired by many employers. This course is designed to appeal to any student who needs to use GIS for business, industry or research.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100, or equivalent; and skill in using Windows operating system and internet, such as acquired in CAOT 104 and CAOT 400, or equivalent.

Description: An introduction to the rapidly expanding field of Geographic Information Systems (GIS), and the broader discipline of Geographic Information Science. Includes both theory and software training, and provides a framework to understand how spatial data is gathered, integrated, interpreted, manipulated and analyzed.

Classification: AA/AS Degree; CSU transferable.

HISTORY

436 FILIPINOS IN AMERICA (3.0) (day or evening)

Justification: Filipinos make up 18% of the Skyline College student population. Nationwide, Filipinos make up the fastest growing Asian American community in the United States. In response, the Kababayan Program has evolved to provide support for Filipino students through counseling and specific academic courses. A course focusing on Filipino-American history will further the growth of the Kababayan Program and broaden the range of courses offered. This course will be open to all students. Filipino and non-Filipino students will have an opportunity to learn U.S. history through the history and experiences of Filipinos living in the United States.

Prerequisite: None.

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

Description: A historical and cultural survey of Filipinos in America from early settlements in Louisiana, Hawaii, and the west coast to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that shaped the various Filipino communities in the United States.

Classification: AA/AS Degree; CSU transferable.

PHYSICAL EDUCATION:

DANCE

166 TANGO DE LA GUARDIA VIEJA (0.5 or 1.0) (day or evening)

Justification: This course expands Skyline College's popular Tango dance offerings, providing more opportunity for intermediate and advanced dancers to improve.

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

Recommended Preparation: None.

Description: With an emphasis on rhythmic precision, students will discover the sweetness of tango. This course is designed to teach and enforce students' understanding, appreciation and execution of authentic salon style tango, the mother of all tango styles.

Classification: AA/AS Degree; CSU transferable.

260 TANGO TEACHER TRAINING (0.5 or 1.0) (day or evening)

Justification: This course is designed to provide a training ground to develop intermediate and advanced Argentine Tango students into qualified dance instructors. The course will expand the dance curriculum and provide an additional elective for Skyline's Dance major.

Prerequisite: Successful completion of DANC 162, or equivalent.

Recommended Preparation: None.

Description: Designed to prepare intermediate and advanced tango students to become tango teachers. Under supervision, the student teachers learn to teach beginning dancers the art of Argentine Tango while developing their own skills. Guidance is provided for students seeking employment as tango teachers.

Classification: AA/AS Degree; CSU transferable.

FITNESS314 BACKPACKING FOR FITNESS (0.5 or 1.0) (day or evening)

Justification: This course has been offered experimentally and has proven to be a viable fitness class.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight intermediate-level backpacking excursion.

Classification: AA/AS Degree; CSU transferable.

REAL ESTATE801 REAL ESTATE LICENSE EXAM PREPARATION (1.5) (day or evening)

Justification: This course was offered previously as a 665 (Selected Topics) course and is now being integrated into the permanent Real Estate curriculum. The course is intended for working professionals, students, and anyone interested in preparing for the California Real Estate Exam. The course expands Skyline College's course offerings in the Real Estate career pathway.

Prerequisite: None.

Recommended Preparation: Knowledge of real estate principles or equivalent experience.

Description: Intended for students who have passed the Real Estate Principles course. Designed to prepare students for the California Real Estate Exam. Topics include real and personal property, tax implications, appraisal, financing, transfer of property, contracts, and broker responsibility. *(Units do not count toward the Associate Degree.)*

Classification: Not degree applicable; not transferable.

RESPIRATORY THERAPY415 RESPIRATORY PHARMACOLOGY (1.5) (day or evening)

Justification: This course has been developed to meet an external accreditation requirement for specific core program content.

Prerequisite: Admission to the Respiratory Therapy Program.

Recommended Preparation: None.

Description: Study of general pharmacology principles, basic terminology, drug action, dosage, adverse reactions, and drug toxicity. Emphasis will include physiologic actions/interactions and cardio-respiratory medication categorization.

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

WELLNESS

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

Justification: The offerings under this umbrella course are designed to provide skills and knowledge in specific topics related to Wellness, Spa or Massage. Course topics are created to appeal to a lay person who is interested in acquiring information and knowledge in specific areas for self enhancement, to increase information, to expand skills for working professionals, and to provide opportunities for current students to explore Wellness program options and learn about the newest advancements and developments in related fields.

Prerequisite: None.

Recommended Preparation: None.

Description: Short courses designed to increase or develop new skills and knowledge related to self enhancement; information for students interested in exploring career opportunities in the Massage/Spa/Wellness fields. Some classes may go beyond the introductory level to assist students and working professionals in expanding current knowledge and skills.

Classification: AA/AS Degree, Certificate; not transferable.

701 MASSAGE THERAPY I (9.0) (day or evening)

Justification: This course is designed to provide theoretical knowledge and hands-on skills in massage therapy and related spa/wellness modalities. The course is designed to provide training and experience for those seeking employment as a massage therapist in a healing arts environment. Eligibility for State and National Certification is available upon successful completion of the two program courses (WELL 701 & 702), in addition to a Certificate of Achievement from Skyline College.

Prerequisite: Admission to the Massage Therapy program.

Recommended Preparation: Eligibility for ENGL 836, or equivalent.

Description: Development of skills and knowledge in massage techniques. Topics include massage theory, practical experience, anatomy and physiology. Upon successful completion of the 500-hour Massage Therapy I and II (WELL 701 and WELL 702) courses, students will be eligible for a Certificate of Achievement from Skyline College and will be able to apply for certification in California and take their National Boards. *Admission is by special application only.*

Classification: AA/AS Degree, Certificate; not transferable.

702 MASSAGE THERAPY II (9.0) (day or evening)

Justification: This course is designed to provide theoretical knowledge and hands-on skills in massage therapy and related spa/wellness modalities. The course is designed to provide training and experience for those seeking employment as a massage therapist in a healing arts environment. Eligibility for State and National Certification is available upon successful completion of the course, in addition to a Certificate of Achievement from Skyline College.

Prerequisite: WELL 701, or equivalent.

Recommended Preparation: None.

Description: Develop skills and knowledge in massage therapy techniques and various spa/wellness modalities. Topics include massage theory, practical experience, anatomy, physiology, business practices, and ethics. Students will work in the massage clinic to gain mastery of the skills learned in the classroom. Upon successful completion of the 500-hour Massage Therapy I and II (WELL 701 and WELL 702) courses, students are eligible for a Certificate of Achievement from Skyline College and can apply for CA certification and take their National Boards. *Admission is by special application only.*

Classification: AA/AS Degree, Certificate; not transferable.

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

ART

105 Art of Asia and the Near East

BIOLOGY

110 Principles of Biology

150 Marine Biology

EARLY CHILDHOOD EDUCATION

201 Child Development

LITERATURE

113 Introduction to the Novel

265 Asian American Literature

PARALEGAL STUDIES

671 Paralegal Internship I

PSYCHOLOGY

201 Child Development

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**COMPUTER SCIENCE**190 INTRODUCTION TO C PROGRAMMING

Justification: Programming in C is no longer relevant. Skyline College offers courses in both C++ and Java.

SPEECH COMMUNICATION130 VOICE AND ARTICULATION

Justification: This course has not been offered for many years, and there is no longer a need for it as the programs with which it was associated (Drama/Theater Performance, Broadcasting and TV/Radio) are no longer offered at Skyline College.

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

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

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

Solar Energy Technology – Certificate of Achievement (15.5-16.5 units)

Solar Installation – Career Certificate (7.5 units)

WELLNESS

Massage Therapy – Certificate of Achievement (18 units)

PROPOSED DEGREE/CERTIFICATE TITLE CHANGE – SKYLINE COLLEGE**BUSINESS**

Multimedia Technology – A.S. Degree (formerly Web Developer)

Multimedia Technology – Certificate of Achievement (formerly Web Developer)

Justification: The title *Multimedia Technology* better reflects the current job skills required for a typical web developer according to job descriptions found on many major employment sites and better reflects the skills taught in this program.

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE

None.

PROPOSED DEPARTMENT DELETIONS – SKYLINE COLLEGE

None.

BOARD REPORT NO. 10-6-2B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Lily C. Lau, Director, Community Education, 574-6179

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2010
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for fall/winter 2010. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available College facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

NEW PROGRAMS

Cañada College

None

College of San Mateo

Advertising Your Business with Google AdWords
Amazing Garden in Winter
Basic Estate Planning
Become a Spanish Language Court Interpreter
Become a Spanish Language Medical Interpreter
Beginning Watercolor
California vs. France Wine Challenge
Confident Communication Skills
Create Unique Upcycled Shopping Bags
Creative Gifts for the Holidays
Enchanting Cornucopia Floral Design
Internet Marketing - Creating Passive Income Online
Luscious Lip Balms, Lip Gloss and Exfoliator
Luxurious Bath and Body Products
Natural Scented Festive Candles
Peninsula Symphony
Sparkling Wines Around the World
The Practice of Drawing as Meditation
Workers' Compensation & Personal Injury Billing
Peninsula Parks and Trails (Lecture)

Skyline College

Yoga for Fitness and Wellness

Off Campus

San Francisco National Cemetery (Presidio of San Francisco)

Ye Olde Gingerbread House (Kathy's Kreative Kakes, San Mateo)

Emeritus Institute

Bourbon France - The Triumph of Absolutism, 1589-1715 (Burlingame Recreation Center)

Legendary Personalities of the American West - Mainly Myth and Some Reality (Burlingame Recreation Center)

Stuart England - When Scots Sat Upon the English Throne, 1603-1714 (San Mateo Senior Center)

Tudor England - Blossoming of a Hybrid Rose, 1485-1603 (San Mateo Senior Center)

Online Classes

Explore a Career as an Administrative Medical Assistant

Human Anatomy and Physiology II

Intermediate Photoshop CS4

Introduction to Adobe Acrobat 9

Introduction to Ajax Programming

Introduction to Flash CS4

Introduction to QuickBooks 2010

Photoshop CS4 for the Digital Photographer

Photoshop Elements 8 for the Digital Photographer

Photoshop Elements 8 for the Digital Photographer II

Practical Ideas for the Adult ESL/EFL Classroom

Teaching ESL/EFL Reading

Teaching ESL/EFL Vocabulary

Teaching Preschool: A Year of Inspiring Lessons

Write and Publish Your Nonfiction Book

CONTINUING PROGRAMS

Cañada College

Financial Strategies for Successful Retirement

College of San Mateo

An Introduction to Voiceovers

An Unforgettable Evening with Leonardo da Vinci

Astronomy - Skies of the Fall

Basic Motorcycle Rider Course through Northern California Motorcycle Training

Basics of Selling on eBay

Beginning Blues Harmonica

Beginning Fencing

Belly Dance for Fitness and Fun (two sessions)

Breaking the Cycle of Stress!
Conversational French I
Conversational French II
Digital Photography 101
Digital Photography 102
Dog Obedience Classes – All Levels
Driver's Education (two sessions)
Fabulous Beauty Make-Over
Fencing Club
Financial Strategies for Successful Retirement
Get Organized
Getting to Know Your DSLR Camera
Graceful Hawaiian Hula for Beginners
Graceful Hawaiian Hula Level II
Guitar - Level I
Guitar - Level II
Homeschool 101: How To Get Started
Hot Salsa Dancing for Beginners
How to Start a Small Business
Instant Piano for Hopelessly Busy People
Italian for Travelers I - The Language and Culture of Italy
Italian for Travelers II - The Language and Culture of Italy
Let's Make Sushi
Magic Flutes, Flute Choir
MS Excel Basics
Natural A's
Notary Public Workshop and Exam (two sessions)
Peninsula Photography Field Trips
Personal Fitness Trainer Certification
Pet First Aid/CPR
Positive Posture
Proper Dog Grooming
PSAT Crash Course
QuickBooks Training for Small Business Owners
Relaxing Shiatsu Massage for Couples
SAT Prep
Secrets of a Super Memory
Servsafe Food Handling Workshop and Exam (two sessions)
So You Want to be a Copyeditor or Proofreader
Spanish I
Spanish II
Speaking Without Words - The Secret Meaning of Body Language
Sports Nutrition Consultant Certification
Start a Pet Sitting Business
What Were You Born To Do?
Writing and Publishing Your 1st Book
Writing Impressive College Admissions Essays

Skyline College

Be A Mystery Shopper - Get Paid to Eat And to Shop

Off Campus

Fabulous Fondant Cakes (Kathy's Kreative Kakes, San Mateo)
Glass Fusing for Beginners (South Linden Station, South San Francisco)
Golf for Beginners (Crystal Springs, Burlingame, two sessions)
Golf for Novice and Intermediate Players (Crystal Springs, Burlingame, two sessions)
Peninsula Parks and Trails (Field Trips)
You Can Decorate Your Cake and Eat it too! (Kathy's Kreative Kakes, San Mateo)

Emeritus Institute

Jazz From the Hill (The Peninsula Regent, two sessions)

Online Classes

A to Z Grantwriting
A Writer's Guide to Descriptive Settings
Accounting Fundamentals
Accounting Fundamentals II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Advanced Fiction Writing
Advanced Grant Proposal Writing
Advanced Microsoft Excel 2003
Advanced Microsoft Excel 2007
Advanced Microsoft Word 2003
Advanced PC Security
An Introduction to Teaching ESL/EFL
Assisting Aging Parents
Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become an Optical Assistant
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Braille Transcription
Beginning Conversational French
Beginning Writer's Workshop
Big Ideas in Little Books
Breaking into Sitcom Writing
Building Teams That Work
Building Wealth
Business Law for the Small Business Owner
Business Marketing Writing
C# Programming for the Absolute Beginner
Computer Skills for the Workplace
Constitutional Law: Bill of Rights
Conversational Japanese

Creating a Classroom Web Site
Creating a Successful Business Plan
Creating the Inclusive Classroom: Strategies for Success
Creating User Requirements Documents
Creating Web Graphics with Photoshop CS3
Creating Web Pages
Creating Your Own Nonprofit
Customer Service Fundamentals
Debt Elimination Techniques That Work
Designing Effective Websites
Differentiated Instruction in the Classroom
Discover Digital Photography
Distribution and Logistics Management
Drawing for the Absolute Beginner
Easy Classroom Podcasting
Effective Business Writing
Effective Selling
Employment Law Fundamentals
Enhancing Language Development in Childhood
Enjoying European Art Online
Everyday Math
Evidence Law
Forensic Science for Writers
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Fundamentals of Technical Writing
GED Preparation
Genealogy Basics
Get Assertive!
Get Funny!
Get Grants!
Get Paid to Travel
GMAT Preparation
Going Green at the Workplace
Goodbye to Shy
Grammar for ESL
Grammar Refresher
GRE Preparation - Part 1
GRE Preparation - Part 2
Growing Plants for Fun and Profit
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Guiding Kids on the Internet
Handling Medical Emergencies
High Speed Project Management
HIPAA Compliance
Homeschool with Success
Human Anatomy and Physiology
Individual Excellence: Secrets of Career Success
Instant Italian
Integrating Technology in the Classroom

Intermediate C# Programming
Intermediate CSS and XHTML
Intermediate Dreamweaver CS3
Intermediate Java Programming
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2003
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop CS3
Intermediate PHP and MySQL
Intermediate Visual Basic 2005
Intermediate Visual Basic 2008
Interpersonal Communication
Introduction to Algebra
Introduction to Alice 2.0 Programming
Introduction to ASP.NET
Introduction to Business Analysis
Introduction to C++ Programming
Introduction to CorelDRAW X3
Introduction to Criminal Law
Introduction to Criminal Law II
Introduction to Crystal Reports 10
Introduction to CSS and XHTML
Introduction to Database Development
Introduction to Dreamweaver CS3
Introduction to Dreamweaver CS4
Introduction to Illustrator CS3
Introduction to InDesign CS3
Introduction to Internet Writing Markets
Introduction to Java Programming
Introduction to Journaling
Introduction to Linux
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft FrontPage 2003
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Introduction to Microsoft PowerPoint 2003
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Project 2003
Introduction to Microsoft Project 2007
Introduction to Microsoft Publisher 2003
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Visio 2003
Introduction to Microsoft Visio 2007
Introduction to Microsoft Word 2003

Introduction to Microsoft Word 2007
Introduction to Natural Health and Healing
Introduction to Networking
Introduction to Nonprofit Management
Introduction to Oracle
Introduction to PC Security
Introduction to PC Troubleshooting
Introduction to Peachtree Accounting 2009
Introduction to Perl Programming
Introduction to Photoshop CS3
Introduction to Photoshop CS4
Introduction to PHP and MySQL
Introduction to Python 2.5 Programming
Introduction to QuickBooks 2009
Introduction to Ruby Programming
Introduction to SQL
Introduction to Stock Options
Introduction to the Internet
Introduction to Visual Basic 2005
Introduction to Visual Basic 2008
Introduction to Windows Vista
Introduction to Windows XP
Keyboarding
Keys to Effective Communication
Leadership
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep it Off!
LSAT Preparation - Part 1
LSAT Preparation - Part 2
Luscious, Low-Fat, Lightning-Quick Meals
Making Movies with Windows Vista
Making Movies with Windows XP
Manufacturing Applications
Manufacturing Fundamentals
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastery of Business Fundamentals
Medical Coding
Medical Terminology: A Word Association Approach
Medical Trascription
Merrill Ream Speed Reading
Microsoft Excel 2003 in the Classroom
Microsoft Excel 2007 in the Classroom
Microsoft PowerPoint 2007 in the Classroom
Microsoft Word 2003 in the Classroom
Microsoft Word 2007 in the Classroom
Music Made Easy
Mystery Writing
Online Drivers Education

Online Traffic School
Performing Payroll in QuickBooks 2009
Personal Finance
Photographing Nature with Your Digital Camera
Photographing People with your Digital Camera
Photoshop CS3 for the Digital Photographer
Photoshop Elements 6.0 for the Digital Photographer
Photoshop Elements 6.0 for the Digital Photographer II
Photoshop Elements 7 for the Digital Photographer
Pleasures of Poetry
PowerPoint in the Classroom
Prazis I Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
Principles of Sales Management
Professional Sales Skills
Project Management Applications
Project Management Fundamentals
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Purchasing Fundamentals
QuickBooks 2009 for Contractors
Ready, Set, Read!
Real Estate Investing
Real Estate Investing II: Financing Your Property
Real Estate Law (US)
Research Methods for Writers
Response to Intervention: Reading Strategies That Work
Resume Writing Workshop
Romance Writing Secrets
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2
Secrets of Better Photography
Secrets of the Caterer
Singapore Math Strategies: Model Drawing for Grades 1-6
Singapore Math: Number Sense and Computation
Six Sigma: Total Quality Applications
Skills for Making Great Decisions
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Spanish in the Classroom
Speed Spanish
Speed Spanish II
Speed Spanish III
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Consulting Practice
Start Your Own eBay Drop Off Store
Start Your Own Small Business
Stocks, Bonds, and Investing: Oh, My!
Successful Construction Business Management
Supply Chain Management Fundamentals

Survival Kit for New Teachers
Teaching Grammar for ESL/EFL
Teaching Math: Grades 4-6
Teaching Science: Grades 4-6
Teaching Students with Autism: Strategies for Success
Teaching Writing: Grades 4-6
The Analysis and Valuation of Stocks
The Classroom Computer
The Craft of Magazine Writing
The Creative Classroom
The Keys to Effective Editing
The Magic of Hypnosis
Total Quality Fundamentals
Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using the Internet in the Classroom
Web 2.0: Blogs, Wikis, and Podcasts
Where Does All My Money Go?
Winning Strategy for the Courtroom
Wireless Networking
Workers' Compensation
Working Successfully with Learning Disabled Students
Wow, What a Great Event!
Write Like a Pro
Write Your Life Story
Writeriffic 2: Advanced Creativity Training for Writers
Writeriffic: Creativity Training for Writers
Writing Effective Grant Proposals
Writing for Children
Writing for ESL

RECOMMENDATION

It is recommended that the Board approve the list of Community Services classes to be offered for fall/winter 2010 at Cañada College, College of San Mateo and Skyline College, as well as off-campus locations.

BOARD REPORT NO. 10-6-3B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES

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

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2010-2011 to ensure compliance with the regulations and Board Policy 8.70. Further, the fees are listed in the accompanying report for the Board of Trustees to review and approve.

RECOMMENDATION

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

CAÑADA COLLEGE
Instructional Material Fees
2010-11

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Accounting:			
ACTG	200	QuickBooks	\$6.00
Astronomy:			
ASTR	101	Astronomy Laboratory	\$6.00
Business:			
BUS.	103	Introduction To Business Information Systems	\$6.00
Computer Business Office Technology:			
CBOT	415	Beginning Computer Keyboarding	\$4.00
CBOT	417	Skill Building	\$4.00-\$6.00
CBOT	430	Computer Applications, Part I	\$4.00
CBOT	431	Computer Applications, Part II	\$4.00
CBOT	435	Spreadsheets	\$6.00
CBOT	436	Database Management	\$6.00
CBOT	448	Using Microsoft Windows	\$4.00
CBOT	457	Using PowerPoint In Business	\$4.00
CBOT	472	Beginning Word Processing	\$4.00
CBOT	474	Intermediate Word Processing	\$4.00
CBOT	475	Using Outlook	\$4.00
CBOT	476	Adobe Acrobat	\$4.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$3.00
CHEM	210	General Chemistry I	\$3.00
CHEM	220	General Chemistry II	\$3.00
CHEM	237	Organic Chemistry Laboratory I	\$3.00
CHEM	238	Organic Chemistry Laboratory II	\$3.00
CHEM	410	Chemistry For Health Sciences	\$3.00
Chemical Laboratory Technology:			
CHMT	340	Introduction To Chemical Laboratory Instrumentation	\$3.00
Computer Information Science:			
CIS	119	Open Computer Lab I	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Computer Information Systems:			
COMP	330	Introduction To Perl	\$4.00
COMP	331	Intermediate Perl	\$4.00
English:			
ENGL	100	Reading And Composition	\$2.00
ENGL	110	Composition, Literature And Critical Thinking	\$2.00
ENGL	161	Creative Writing I	\$2.00
ENGL	162	Creative Writing II	\$2.00
ENGL	165	Advanced Composition	\$2.00
ENGL	826	Basic Reading/Composition	\$2.00
ENGL	836	Writing Development	\$2.00
Engineering:			
ENGR	210	Engineering Graphics	\$6.00
ENGR	215	Computational Methods For Engineers And Scientists	\$6.00
ENGR	410	Computer-Aided Graphics	\$4.00
ENGR	413	Designing With Cad	\$4.00
English as a Second Language:			
ESL	400	Composition For Non-Native Speakers	\$2.00
ESL	836	English Pronunciation	\$1.00
ESL	911	Reading and Listening/Speaking I	\$1.00
ESL	912	Reading and Listening/Speaking II	\$1.00
ESL	913	Reading and Listening/Speaking III	\$1.00
ESL	914	Reading and Listening/Speaking IV	\$1.00
ESL	921	Grammar and Writing I	\$1.00
ESL	922	Grammar and Writing II	\$1.00
ESL	923	Grammar and Writing III	\$1.00
ESL	924	Grammar and Writing IV	\$1.00
Fashion Design:			
FASH	180	Computerized Pattern Design	\$6.00
Health Science:			
HSCI	481	Phlebotomy Externship	\$2.00
Learning Center:			
LCTR	810	Study Skills	\$2.00
LCTR	822	Grammar Trouble Spots I	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
LCTR	823	Grammar Trouble Spots II	\$2.00
LCTR	824	Grammar Trouble Spots III	\$2.00
LCTR	825	Grammar Trouble Spots Iv	\$2.00
LCTR	832	Paragraph Writing On The Macintosh	\$2.00
Library Science:			
LIBR	100	Introduction To Information Research	\$2.00
Multimedia Art and Technology:			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	361	Digital Video	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	365	Photographic Retouching And Restoration	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	372	Digital Illustration	\$6.00
MART	373	Digital Audio I	\$2.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation And Interactive Media	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00
MART	430	3d Character Creation And Animation	\$6.00
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Medical Assisting:			
MEDA	115	Medical Word Processing	\$6.00
MEDA	140	Medical Trascription: Basic	\$6.00
MEDA	141	Medical Trascription: Advanced	\$6.00
MEDA	150	Medical Office Procedures	\$2.00
MEDA	160	Medical Insurance Procedures	\$2.00
Paralegal:			
LEGL	276	Electronic Litigation	\$4.00
Reading:			
READ	826	Reading Improvement	\$2.00
READ	836	Academic Reading Strategies	\$2.00

COLLEGE OF SAN MATEO
Instructional Material Fees
2010-11

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Accounting:			
ACTG	100	Accounting Procedures	\$2.00
ACTG	103	Ten-Key Skills	\$2.00
ACTG	121	Financial Accounting	\$2.00
ACTG	131	Managerial Accounting	\$2.00
ACTG	144	QuickBooks: Set-Up and Service Business	\$2.00
ACTG	145	QuickBooks: Payroll and Merchandising Business	\$2.00
ACTG	161	Intermediate Accounting I	\$2.00
ACTG	162	Intermediate Accounting II	\$2.00
ACTG	163	Auditing	\$2.00
ACTG	164	Governmental and Nonprofit Accounting	\$2.00
ACTG	165	Cost Accounting	\$2.00
ACTG	171	Individual Income Taxes	\$2.00
ACTG	172	Business Income Taxes	\$2.00
ACTG	173	Trust, Estate and Gift Taxes	\$2.00
ACTG	175	Volunteer Income Tax Preparation	\$5.00
Administration of Justice:			
ADMJ	185	Introduction to Forensic Science	\$15.00
Architecture:			
ARCH	100	Survey of Modern Architecture	\$4.00
ARCH	120	Architectural Design Drawing I: Drawing and Visual Thinking	\$4.00
ARCH	210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	\$4.00
ARCH	220	Design II: Architecture Design, Form and the Built Environment	\$4.00
ARCH	240	Design IV: Visioning Place and Community	\$4.00
Art:			
ART	206	Figure Drawing and Portraiture	\$10.00
ART	245	Mosaic Mural I	\$20.00
ART	246	Mosaic Mural II	\$20.00
ART	315	Digital Printing and Mixed Media	\$30.00
ART	351	Beginning Black and White Photography	\$20.00
ART	352	Intermediate Black and White Photography	\$20.00
ART	353	Advanced Black and White Photography	\$20.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
ART	354	Color Photography I	\$30.00
ART	355	Color Photography II	\$30.00
ART	360	Experimental Photography	\$20.00
ART	365	Intermediate Digital Photography	\$40.00
ART	366	Advanced Digital Photography	\$40.00
ART	374	Master Portfolio	\$20.00
ART	405	Sculpture I	\$30.00
ART	406	Sculpture II	\$30.00
ART	411	Ceramics I	\$30.00
ART	412	Ceramics II	\$30.00
ART	665MD	Advanced Ceramics Workshop	\$30.00
ART	665ME	Darkroom Workshop	\$20.00
ART	665MF	Photo Open Lab	\$10.00
ART	665MG	Digital Imaging	\$40.00
ART	665MK	Digital Photography	\$40.00
Biology:			
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$4.00
BIOL	260	Introductory Physiology	\$4.00
Business:			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Micro/Keyboarding: Skillbuilding	\$2.00
Business Microcomputer Applications - Windows Platform:			
BUSW	105	Introduction to Microcomputers	\$2.00
BUSW	114	Windows Fundamentals I	\$2.00
BUSW	115	Windows Fundamentals II	\$2.00
BUSW	214	Word Processing I using Word for Windows	\$2.00
BUSW	215	Word Processing II using Word for Windows	\$2.00
BUSW	383	Business Presentations using PowerPoint for Windows	\$2.00
BUSW	384	Business Presentations II using PowerPoint for Windows	\$2.00
BUSW	415	Spreadsheet I using Excel for Windows	\$2.00
BUSW	416	Spreadsheet II using Excel for Windows	\$2.00
BUSW	450	Microsoft Project Fundamentals I	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
BUSW	451	Microsoft Project Fundamentals II	\$2.00
BUSW	535	HTML II (Advanced Hypertext Markup Language)	\$2.00
BUSW	464	Database Management Fund. using Access for Windows	\$2.00
BUSW	530	Introduction to Internet	\$2.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00
Computer and Information Science:			
CIS	110	Introduction to Computer and Information Science	\$2.00
CIS	125	Visual Basic I	\$2.00
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	Programming Methods: JAVA	\$2.00
CIS	256	Data Structures: JAVA	\$4.00
CIS	278	Programming Methods: C++	\$2.00
CIS	279	Data Structures: C++	\$2.00
CIS	312	Unix Operating Systems I	\$1.00
CIS	313	Unix Operating Systems II	\$1.00
CIS	364	Enterprise Data Warehousing	\$2.00
Cosmetology:			
COSM	712	Fundamentals of Cosmetology I	\$17.50/35.00
COSM	722	Fundamentals of Cosmetology II	\$17.50/35.00
COSM	732	Advanced Cosmetology I	\$17.50/35.00
COSM	742	Advanced Cosmetology II	\$17.50/35.00
Career and Life Planning:			
CRER	104	Transfer Essentials and Planning	\$5.00
CRER	105	College Planning	\$5.00
CRER	107	Introduction to Choosing a College Major	\$5.00
CRER	120	College and Career Success	\$6.00
CRER	121	Planning for Student Success	\$5.00
CRER	122	Study Skills	\$5.00
CRER	123	Career Exploration for Student Success	\$5.00
CRER	126	Career Choices I: Career Assessment	\$5.00
CRER	127	Career Choices II: Job Search	\$5.00
CRER	301	Introduction to Scholarships	\$5.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Dental Assisting:			
DENT	716	Dental Office Procedures	\$5.00
DENT	721	Dental Materials I	\$5.00
DENT	722	Dental Materials II	\$5.00
DENT	731	Dental Science I	\$5.00
DENT	732	Dental Science II	\$5.00
DENT	740	Chairside Assisting I	\$5.00
DENT	742	Chairside Assisting II	\$16.00
DENT	743	Coronal Polish	\$5.00
DENT	749	Preclinical Dental Science Laboratory	\$5.00
DENT	763	Dental Radiology	\$16.00
Digital Media:			
DGME	103	Thinking Visually: Fundamentals of Two-Dimensional Design	\$20.00
DGME	160	Information Architecture and Interface Design	\$20.00
DGME	211	Media Design I: Adobe Illustrator	\$20.00
DGME	212	Media Design II: Adobe Photoshop	\$20.00
DGME	213	Media Design II: Advanced Illustrator and Photoshop	\$20.00
DGME	214	Adobe Design	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Publication Design/Production with InDesign	\$20.00
DGME	235	Graphic Design Theory and Application	\$20.00
DGME	240	Digital Publishing	\$20.00
Drafting:			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	120	Principles of Technical Drawing	\$5.00
DRAF	121	Computer-Aided Drafting I	\$5.00
DRAF	122	Computer-Aided Drafting II	\$5.00
Developmental Skills:			
DSKL	817	Assistive Computer Access	\$5.00
Electronics Technology:			
ELEC	110	Introduction to Fundamentals of Electronics	\$20.00
ELEC	111	Introduction to Electronics	\$20.00
ELEC	112	Advanced Electronics Fundamentals	\$20.00
ELEC	131	Copper-Based network Cabling Fundamentals	\$95.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
English:			
ENGL	161	Creative Writing I	\$5.00
ENGL	162	Creative Writing II	\$5.00
ENGL	163	Creative Writing III	\$5.00
Engineering:			
ENGR	100	Introduction to Engineering	\$4.00
ENGR	215	Computational Methods for Engineers and Scientists	\$4.00
Fire:			
FIRE	795	Emergency Medical Technician - Basic	\$150.00
Graphics:			
GRA	115	Designing with Type I: Essentials of Typographic Expression	\$20.00
GRA	116	Designing with Type II: Delivering the Message Effectively	\$20.00
GRA	135	Graphic Design Foundations	\$20.00
GRA	140	Adobe Acrobat	\$5.00
GRA	150	Adobe Illustrator for Print and Web Design I	\$20.00
GRA	151	Adobe Illustrator for Print and Web Design II	\$20.00
GRA	160	Adobe Photoshop for Print and Web Design I	\$20.00
GRA	161	Adobe Photoshop for Print and Web Design II	\$20.00
GRA	170	Adobe InDesign	\$20.00
GRA	235	Graphic Design: Theory and Application	\$20.00
GRA	255	Publication Design	\$20.00
Horticulture:			
HORT	400	Floral Arranging I	\$125.00
HORT	401	Floral Arranging II	\$125.00
HORT	404	Flowers to Wear and Carry I	\$60.00
HORT	405	Flowers to Wear and Carry II	\$60.00
HORT	417	European Floral Design	\$125.00
HORT	419	Bridal and Party Designs	\$125.00
HORT	421	Contemporary Ikebana	\$85.00
HORT	422	Designs for Entertaining	\$65.00
HORT	425	Cut Flower Identification	\$40.00
HORT	426	Sympathy Floral Design	\$125.00
HORT	427	Floral Design with Everlasting Flowers	\$85.00
HORT	428	Display Design for Florists	\$40.00
HORT	429	Corporate Accounts and Tropical Designs	\$65.00

Reading:

READ	830	College and Career Reading	\$5.00
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SKYLINE COLLEGE
Instructional Material Fees
2010-11

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Accounting:			
ACTG	171	Federal Income Tax	\$3.00
ACTG	194	Introduction to QuickBooks Pro 2007	\$3.00
ACTG	197	Computerized Accounting	\$3.00
Art:			
ART	351	Black and White Photography I	\$12.00
ART	352	Black and White Photography II	\$12.00
ART	353	Black and White Photography III	\$12.00
ART	354	Color Photography I	\$18.00
ART	355	Color Photography II	\$18.00
ART	363	Alternative Processes in Photography I	\$15.00
ART	364	Alternative Processes in Photography II	\$15.00
ART	405	Sculpture I	\$10.00
ART	406	Sculpture II	\$10.00
ART	407	Sculpture III: Direct Metal	\$10.00
ART	411	Ceramics I	\$12.00
ART	412	Ceramics II	\$12.00
ART	417	Ceramic Glazing Techniques	\$12.00
ART	665/667	Selected Topics in Art	\$10.00-12.00
Automotive:			
AUTO	665SF	BAR A6 Alternative Training	\$75.00
AUTO	665SH	BAR L1 Alternative Training	\$75.00
AUTO	665SM	2009 Smog Check Update	\$45.00
AUTO	665SY	2011 Smog Check Update	TBD
AUTO	718/818	Clean Air Car II	\$80.00
AUTO	739/839	OBD II Evaporative Emission Systems	\$90.00
AUTO	751	Automotive Engine Performance	\$125.00
AUTO	765/865	Ignition Systems	\$50.00
AUTO	772/842	Clean Air Car I	\$40.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Business:			
BUS.	103	Introduction to Business Information Systems	\$3.00
Computer Applications and Office Technology:			
CAOT	100	Beginning Computer Keyboarding	\$3.00
CAOT	101	Computer Keyboarding Skill Building	\$3.00
CAOT	104	Introduction to Computers with Windows I	\$3.00
CAOT	105	Introduction to Computers with Windows II	\$3.00
CAOT	200	Introduction to MS Office Suite	\$3.00
CAOT	201	Integration of MS Office Applications	\$3.00
CAOT	214	Word Processing I: WORD	\$3.00
CAOT	215	Word Processing II: WORD	\$3.00
CAOT	217	Word Processing III	\$3.00
CAOT	221	Desktop Publishing: Microsoft Publisher	\$3.00
CAOT	222	Business Presentations I: PowerPoint	\$3.00
CAOT	223	Business Presentations II: PowerPoint	\$3.00
CAOT	225	Spreadsheets I: EXCEL	\$3.00
CAOT	226	Spreadsheets II: EXCEL	\$3.00
CAOT	227	Spreadsheets III: EXCEL	\$3.00
CAOT	230	Database Applications I: ACCESS	\$3.00
CAOT	231	Database Applications II: ACCESS	\$3.00
CAOT	301	Maximizing Your Employment Potential	\$3.00
CAOT	400	Internet I	\$3.00
CAOT	403	HTML & WEB Authoring Applications I	\$3.00
CAOT	404	HTML & WEB Authoring Applications II	\$3.00
CAOT	408	Multimedia Project	\$3.00
CAOT	410	Photoshop Essentials	\$3.00
CAOT	411	Photoshop Portfolio	\$3.00
CAOT	412	Flash I	\$3.00
CAOT	413	Flash II	\$3.00
CAOT	414	Flash Actionscript I	\$3.00
CAOT	416	Adobe InDesign Essentials	\$3.00
CAOT	420	Javascript	\$3.00
CAOT	434	Web Programming I	\$3.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Computer Science:			
COMP	118	Introduction to Object-Oriented Program Design	\$2.00
COMP	155	Computer Programming Visual Basic	\$2.00
COMP	250	Programming Methods I: C++	\$2.00
COMP	252	Programming Methods II: C++	\$2.00
COMP	284	Programming Methods I: Java	\$2.00
COMP	286	Programming Methods II: Java	\$2.00
COMP	355	Introduction to Oracle – SQL	\$2.00
COMP	356	Fundamentals of Database Administration I	\$2.00
COMP	357	Fundamentals of Database Administration II	\$2.00
COMP	378	Programming in PERL	\$2.00
COMP	412	Flash I	\$3.00
COMP	413	Flash II	\$3.00
COMP	423	Javascript	\$3.00
Cosmetology:			
COSM	665	Selected Topics in Cosmetology	\$15.00
Developmental Skills:			
DSKL	821	Development of Self-Advocacy Skills: Personal Empowerment for Students with Disabilities	\$15.00
DSKL	825	Assistive Computer Technology	\$15.00
DSKL	880SB	Assistive Computer Technology, Advanced	\$15.00
Emergency Medical Care:			
EMC.	415	Emergency Medical Technician I – Refresher	\$17.00
Mathematics:			
MATH	150	Mathematics for Elementary School Teachers	\$5.00
Respiratory Therapy:			
RPTH	410	Introduction to Patient Care and Respiratory Assessment Techniques	\$5.00
RPTH	430	Introduction to Respiratory Therapeutics	\$5.00
RPTH	460	Respiratory Critical Care	\$5.00
RPTH	495	Respiratory Care Board Examination Preparation and Review	\$5.00
Wellness:			
WELL	665	Selected Topics in Wellness	\$15.00
WELL	701	Massage Therapy I	\$15.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Wellness (continued):			
WELL	702	Massage Therapy II	\$15.00
WELL	785	Spa Technician Training	\$15.00
WELL	880SB	Introduction to Massage Therapy	\$15.00

BOARD REPORT NO. 10-6-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF ADDITIONS AND DELETION TO DISTRICT RULES AND REGULATIONS:
ADDITION OF POLICY 6.17, COURSE REPETITION [REPLACES 7.35(3)] AND POLICY 6.18,
CREDIT BY EXAMINATION [REPLACES 7.35(6)];
DELETION OF POLICY 4.10, SELECTION PROCEDURE**

In the continuing effort to review and update District Rules and Regulations, the sections from Policy 7.35 on Course Repetition and Credit by Examination have been revised and incorporated into new Policies 6.17 and 6.18.

The new policies include language suggested by the Community College League of California Policy and Procedures Service which incorporates Title 5 and Education Code requirements. The new language also reflects current practice.

The proposed new policies have been reviewed and approved by the District Academic Senate and were shared with the District Shared Governance Council.

On May 12, 2010, the Board approved the revision of Policy 3.10, Selection Procedure. At that time, Policy 4.10, Selection Procedure, should have been deleted because it was incorporated into the new, revised policy. Therefore, it is recommended that the Board approve the deletion of Policy 4.10.

RECOMMENDATION

It is recommended that the Board approve the additions to District Rules and Regulations as detailed in this report and shown on the attached. It is further recommended that the Board approve the deletion of Policy 4.10, Selection Procedure.

6.17 Course Repetition
[Replaces 7.35(3)]

1. All courses taken at one of the Colleges for which substandard academic performance is recorded (D, F, NP), may be repeated up to two (2) times, and the substandard grade and credit will be disregarded in the computation of grade point averages.
2. When satisfactory work has been recorded (grade of C/P or better), repetition of coursework shall be permitted:
 - a. When such repetition is necessary for a student to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment.
 - b. For the maximum repetitions as permitted by the repeat code assigned to the course.
 - c. Upon petition and with approval of the designated official of the Admissions and Records Office, if the College finds that the previous grade is, at least in part, the result of extenuating circumstances.
 - d. Upon petition and with approval of the designated official of the Admissions and Records Office, based on a College finding that a compelling need or benefit exists.
3. A student with a disability may repeat a special class for students with disabilities any number of times. The previous grade and credit will be disregarded in the computation of grade point averages.
4. All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
5. Specific regulations regarding course repetitions will be included in the Colleges' catalogs and made available to students.

Reference: Education Code Section 76224; Title 5 Sections 55040, 55041, 55042, 55253, 56029, 55044, 58161

~~7.35 Academic Standards~~

~~3. Course Repetition~~

~~a. Course Repetition: Grade Alleviation~~

- ~~i. A student who has earned a grade of "D," "F," or "NC" in a credit course at any College in the San Mateo County Community College District may repeat the course for the purposes of grade alleviation. The grade received in the repeated courses will be noted on the student's transcript. The higher of the two grades, either the first attempt or the repeat of the course, will be used in the computation of the grade point average.~~
- ~~ii. Under unusual circumstances, a student may petition the Vice President, Student Services for permission to repeat a course more than once. The student must obtain prior written permission before repeating a credit course more than once for grade alleviation. The Vice President, Student Services is~~

6.17 Course Repetition (continued)

~~responsible for designating personnel authorized to provide written permission.~~

- ~~1. In no case will the grade earned in the repeated course be used in the computation of the grade point average.~~
- ~~2. In no case will the unit value of the repeated course be counted more than once.~~
- ~~iii. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.~~
- ~~iv. To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made by the Vice President, Student Services.~~
- ~~v. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.~~
- ~~b. Course Repetition: Special Circumstances~~
 - ~~i. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.~~
 - ~~ii. The student must obtain prior written permission before such course repetition will be authorized. The Vice President, Student Services is responsible for designating personnel to determine that circumstances exist which justify such repetition and to provide written permission.~~
 - ~~iii. Normally, a student may repeat such a course only once. Under unusual circumstances, a student may petition the Vice President, Student Services for permission to repeat a course more than once.~~
 - ~~iv. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average.~~
 - ~~v. In no case will the unit value of the repeated course be counted more than once.~~
 - ~~vi. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.~~

(Revised ~~11/09~~ 6/10)

6.18 Credit by Examination
[Replaces 7.35(6)]

~~7.35 Academic Standards~~

~~6. Credit by Examination~~

~~a. Credit may be earned by examination provided:~~

- ~~i. The student is registered at the College and in good standing.~~
- ~~ii. The student can demonstrate that s/he is especially qualified, through previous training or instruction, to successfully complete such examination.~~
- ~~iii. The course for which credit is desired is listed in the catalog of the College.~~
- ~~iv. The course has been so designated by the Division Dean in consultation with appropriate members of the division faculty.~~
- ~~v. The examination has been approved or prepared, administered, and graded by faculty and other proper authorities of the College.~~

The Board shall adopt and publish procedures pertaining to credit by examination in accordance with the provisions of Title 5, Section 55050.

1. The Board may grant credit to any student who satisfactorily passes an examination approved or conducted by appropriate authorities of the College. Such credit may be granted only to a student who is registered at the College and in good standing and only for a course listed in the College Catalog.
2. Faculty will determine which courses are eligible for credit by examination. The list of such courses will be maintained by District administration and be made available across the District.
3. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the course outline of record. The faculty may accept an examination conducted at a location other than the College for this purpose.
4. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.
5. A student may challenge a course for credit by examination only one time.
6. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
7. Grading shall be according to the regular grading system. Students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
8. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.
9. Units for which credit is given shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree. ~~Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.~~

6.18 Credit by Examination (continued)

10. The District may charge a student a fee for administering an examination provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Reference: Title 5 Section 55050

(Revised ~~11/09~~ 6/10)

4.10 Selection Procedure

1. ~~The College Presidents and the Chancellor Superintendent shall determine the need for employees to fill vacancies in Board allocated positions to meet the current needs of the District.~~
2. ~~When necessary, the Chancellor Superintendent shall recommend new classifications for Board approval.~~
3. ~~Changes in staff allocation shall be recommended for Board approval by the Chancellor Superintendent, on recommendation of the appropriate College President.~~
4. ~~Human Resources Office personnel shall coordinate the recruitment, examination, and selection of classified personnel and shall coordinate the preparation of all appropriate pre and post appointment documents involving the candidates who are selected.~~
5. ~~The selection process to be followed in hiring classified staff is specified in the classified selection procedures maintained by the Office of Human Resources.~~
6. ~~The appropriate administrator shall interview candidates recommended by a screening committee and select the best qualified for recommendation through the College President and the Chancellor Superintendent to the Board for appointment. No appointment shall be final until after action is taken on the appointment by the Board.~~
7. ~~The District may employ short term and substitute classified personnel and student assistants, as appropriate, within budget allocations.~~

(Rev. 9/89)

BOARD REPORT NO. 10-6-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ADOPTION OF THE 2010-11 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2010. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2009-10 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 22, 2010.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor’s Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2010-11 Budget and Planning Calendar on January 27, 2010.

RECOMMENDATION

To meet the California Code of Regulations, Section 58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2009-10 accounting records, and to begin 2010-11 disbursements in July 2010, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 124,489,924
General Fund, Restricted	18,906,142
Self-Insurance Fund	9,473,116
Debt Service Fund	45,883,207
Capital Projects Fund	247,897,174
Bookstore Fund	14,879,676
Cafeteria Fund	599,405
Child Development Fund	1,267,449
Trust Funds (Financial Aid)	15,054,137
Reserve Fund for Post-Retirement Benefits	<u>39,785,132</u>
TOTAL – ALL FUNDS	\$ 518,235,362

THE TENTATIVE BUDGET REPORT provides a summary of 2010-11 State and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through J.

Budget Planning

The District has adhered to stated timelines set forth in the budget calendar approved by the Board of Trustees in January. A more thorough review of the District's resource allocation began in fall 2009 shortly after the 2009-10 State budget was adopted. All throughout the spring semester, the District Committee on Budget and Finance reviewed the Resource Allocation model implemented in 2006-07, along with income assumptions and expenditure plans. Chief Financial Officer Kathy Blackwood distributed samples of other districts' resource allocation models for comparison. Committee members expressed opinions and concerns from their constituencies regarding line items and distribution formulas contained in the SMCCCD allocation model. Questions raised at the Colleges' budget committees were shared at the regular District Committee on Budget and Finance meetings and concerns were addressed by College and District Administration. The current model will continue to undergo review as necessary.

For the third consecutive fiscal year, California is experiencing extreme fiscal challenges and the State is unable to balance its budget. Faced with this reality, the District has been proactive and has anticipated much of what has been laid out in the Governor's budget. The three Colleges and District Office have reduced their allocations by 10% in 2009-10 with an additional 10% reduction to their 2010-11 allocations. In recent months, there have been lengthy discussions regarding budget cuts at Board meetings as a multitude of ideas and testimonies from staff, students and the community were presented.

Chancellor Galatolo has sent regular email updates to the college community on the budget situation and will continue to work over the summer with local legislators and various advocacy groups to protect education from further reductions. The SMCCCD community has been encouraged to contact their legislators to support community colleges.

MAY REVISION

The Governor revealed revisions to his January budget proposal on May 14. As the nation continues to deal with the severe economic recession, shrinking state budgets have drastically reduced funding for California community colleges. Governor Schwarzenegger proposed to close the \$19.1 billion budget gap by cutting spending (\$12.4 billion), federal relief (\$3.4 billion), alternative funding (\$1.3 billion) and fund shifts or borrowing (\$2 billion).

In his budget update on June 1, State Vice Chancellor Erik Skinner summarized the Legislative Analyst's Office analysis of the May Revise relating to community colleges:

The LAO recommends rejection of two of the Governor's more controversial proposals—the elimination of CalWORKs and drastic reduction in child care programs. Instead, they recommend alternative spending reductions as well as revenue increases in order to close the \$19.1 billion budget gap. Highlights include:

- *Due to a slightly more optimistic economic forecast, LAO estimates state revenues will be approximately \$1.4 billion higher than estimated by the Administration (\$400 million in 2009-10 and \$1 billion in 2010-11).*
- *LAO recommends that the Legislature suspend Proposition 98. This proposal is primarily intended to eliminate legal uncertainty about the Proposition 98 minimum funding guarantee,*

rather than to create state budget savings. LAO provides a number of options under which the Legislature could provide various levels of funding for K-12 schools and community colleges.

- *For the community colleges, LAO recommends reducing funding for Physical Education courses. Rather than reduce the funding rate for PE courses, as they have proposed in the past, this time LAO proposes limiting the amount of PE instruction by imposing district-level caps on the amount of FTES that can be claimed in PE. As part of this proposal, community college apportionments would be reduced by \$150 million. LAO estimates that this would result in a statewide reduction of 50 percent in PE instruction.*

In response to this proposal, we have argued that the \$120 million in workload reduction that was included in the current year community college budget was aimed at reducing lower priority courses outside the areas of basic skills, CTE, and transfer and that is what the colleges are currently in the process of doing. It would thus be unfair and premature to cut the community colleges a second time, since it will not be until early fall that we have complete data on which course offerings were cut in 2009-10. While LAO's new PE proposal has not gained much traction since its release, it reflects the continued scrutiny that we will face concerning how we use our FTES funding. If the Legislature is forced to cut Proposition 98 spending, it is possible this proposal could gain steam.

- *In addition, LAO continues to recommend that community college student fees be increased to \$40 per credit unit with the resulting revenues dedicated to: 1) funding 2.21 percent enrollment growth (thus saving the state \$126 million in General Fund resources compared to the Governor's budget); and 2) rejecting the Governor's proposal for a negative 0.38 percent COLA (at a cost of \$23 million). At this point, the fee increase proposal has not received much support in the Legislature. However, it is common for community college student fees to be a late hour negotiation as the overall community college budget package comes together.*
- *LAO recommends that the Legislature consider new revenue options, including: 1) extending temporary tax increases and delaying tax breaks adopted in February 2009; 2) eliminating certain tax credits, exemption, and deductions; 3) increasing fees, including those paid by community college students; and 4) increasing targeted taxes (Vehicle License Fee and alcohol).*

The Senate and Assembly budget committees finalized their budget packages at the end of May in time to present the Joint Legislative Conference Committee (three Democrats and two Republicans from each house) the following community college highlights. This process will take several weeks as the committee discusses and reconciles the items where there are differences between the two versions.

Senate:

- ✓ \$126 million for enrollment funding (2.21 percent)
- ✓ Rejected negative COLA
- ✓ Rejected Governor's proposed \$10 million cut to EOPS
- ✓ Rejected Governor's proposed \$10 million cut to Part-Time Faculty Compensation
- ✓ Rejected Governor's proposed \$20 million augmentation for SB 70 CTE programs
- ✓ Redirected \$3.8 million in Basic Skills categorical funds to establish a pot of incentive funding for districts that increase completion rates in Basic Skills courses.
- ✓ Modified funding formula for Financial Aid Administration categorical dollars to be based on number of Pell Grant recipients rather than BOG Waiver recipients.

Assembly:

- ✓ \$129 million for enrollment funding (2.26 percent)
- ✓ \$100 million augmentation for the Economic and Workforce Development program to support workforce training enrollments
- ✓ Rejected negative COLA
- ✓ \$383 million in one-time funding to fully pay the backlog of community college mandate claims (an additional \$983 million is provided for K-12 mandate claims)

Based on budget deliberations over the summer, we can expect the final budget to contain significant adjustments from those noted at the time the Tentative Budget was prepared.

Enrollment

Despite record unemployment attracting adults to return to school, community colleges experienced a one percent drop in enrollment. This decline is due to lack of funding rather than lack of demand. State Chancellor Jack Scott stated that the 112-college system is likely to reduce its enrollment by about 250,000 students in the coming academic year. Community colleges across the State are expected to enroll as many students as institutional funds will permit while facing the paradox of enrollment increases as State funding decreases. Many colleges are struggling to serve a growing number of students using reserves. Given the limited financial resources, this practice cannot continue as it will result in overcrowded classrooms that could ultimately diminish learning.

For our three Colleges, the consequences of a multi-billion dollar State budget deficit will result in fewer classes offered in 2010-11 while filling classrooms to capacity. Class wait lists exceeded 14,000 last semester. Based on current enrollment numbers, the District is projecting approximately 1,400 FTES (full time equivalent students) that will not be funded in 2009-10.

Measure G

Until now, no community college has succeeded in passing a parcel tax. According to School Services of California, the last time a community college attempted a parcel tax was in 1984 at which time it failed at the polls. California law allows the imposition of a parcel tax by a school district on local residents upon the approval of two thirds of the voters.

Parcel taxes are often used by local school districts to attract and retain qualified teachers, maintain smaller class sizes and support classroom science, math, art, music and physical education programs. Their greatest benefit is that they are a reliable source of local funds which give school districts a greater ability to plan for the future.

Encouraged by results of a survey conducted early in the spring semester that demonstrates public support for a parcel tax to generate money for the College District, the Board of Trustees decided to include Measure G on the June 8 primary ballot. At \$34 per parcel, the measure would yield \$6 million annually and would expire in four years (June 2014). This funding source will greatly assist the Colleges in surviving the current funding emergency. The Tentative Budget does not include this revenue source pending the official outcome of the election. As of this writing, votes continue to be tabulated at the County Elections Office. The last update shows the measure ahead with a 67.06% favorable vote.

The District is committed to restoring classes in reading, writing and math as well as preserving job training for careers in nursing, health care, science, green technology, police and fire technology programs. Measure G provides for accountability by requiring the District to conduct an annual audit of all spending. It also requires the District to provide a specific list of ways that funds will be spent.

2010-11 Revenue Projection

The revenue estimates are based upon the Governor's budget proposal in January and will be revised after passage of a final State budget over the summer. The funding mechanism of SB361 is fairly clear and the State has provided a worksheet for estimating district apportionment. The District subsequently prepared an estimate of its base revenue taking into consideration a set of factors that includes enrollment and projected property tax assessed valuation. The District's total revenue projection is \$109,113,151 which is \$638,795 more than last fiscal year.

For 2010-11, the assumptions include:

1. Continuation of SB 361 funding as proposed at the State budget workshops.
2. 2010-11 FTES based on funded State decline from 2009-10 FTES goals and no shifting of FTES.
3. 2010-11 Non-resident FTES declines at the same rate as average for the last 2 years.
4. Zero State revenue COLA.
5. 0% State funded growth.
6. Deficit factor on State revenue projected.
7. 1.9% inflation on certain expenses.
8. Utilities and benefits are based on 2009-10 increase over 2008-09
9. No increase for Full Time faculty outside of what Colleges fund from their site allocations.
10. Fixed costs are based on best guesses for now.
11. State revenue COLA minus 1% for salary compensation settlement.
12. Student fee increase to \$32 and 10% increase in BOG waivers.

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. The following tables summarize projected revenues and expenditures. In addition to annual inflationary cost increases, costs include those associated with providing health and medical benefits to active and retired employees, increases in insurance premiums, technology upgrades and maintenance and utilities.

Revenue	2009-10 Final Budget	2010-11 Tentative	\$ Change
Base Revenue	\$105,755,349	\$101,607,674	\$(4,147,675)
Growth/Restoration	(3,705,994)	0	3,705,994
Lottery	2,399,161	2,400,000	839
State PT Faculty Parity	150,157	385,618	235,461
P/T Faculty Office Hours/Med.	107,391	243,118	135,727
Apprenticeship	221,148	99,800	(121,348)
Non-Resident Tuition	1,551,466	1,656,441	104,975
Interest	1,000,000	1,000,000	0
Miscellaneous	995,500	1,720,500	725,000
Total	\$108,474,176	\$109,113,151	\$638,973

Expenditures	2009-10 Final Budget	2010-11 Tentative	\$ Change
Site Allocations	\$71,997,019	\$67,756,299	(4,240,720)
Employee Benefits	19,924,200	21,348,655	1,424,455
Retiree Benefits	7,112,362	7,402,500	290,138
Formula Adjustments	877,161	877,161	0
Apprenticeship	221,148	99,800	(121,348)

Expenditures (continued)	2009-10 Final Budget	2010-11 Tentative	\$ Change
Miscellaneous	1,118,000	1,118,000	0
Utilities	5,009,782	5,070,145	60,363
Salary Commitments	3,504,876	3,368,082	(136,794)
Managed Hiring	1,629,000	1,058,000	(571,000)
Insurance	998,928	1,079,000	80,072
Consultant/Legal/Election	203,200	200,000	(3,200)
Staff Development	381,232	384,492	3,260
Software/Hardware/Telephone	597,400	1,046,702	449,302
Centers for Teaching/Learning	306,900	0	(306,900)
Total	\$113,881,208	\$110,808,835	\$(3,072,372)

For the Tentative Budget, the estimated expenditures exceed projected revenues by \$1,695,684. Prudent fiscal practices by the Colleges and District Office have resulted in higher than expected ending balances at the sites. These ending balances will help alleviate some of the anticipated shortfall. The Tentative Budget will be revised to include any changes resulting from the final State budget, the 2010-11 fiscal year-end numbers and the parcel tax.

2010-11 Estimated Beginning Balance

The beginning balance is estimated at \$14,853,199 and includes reserves of 5% according to Board policy. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities of the 2009-10 year and will be carried over into the new fiscal year and committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District's financial records.

2009-10 Ending Balance Estimates

The sites are relying on the balances to partially cover deficits in 2010-11. The projections of 2009-10 ending balances submitted by the Budget Offices at each site are as follows:

Cañada College	\$717,280
College of San Mateo	\$2,001,695
Skyline College	\$1,273,273
District Office	\$1,400,000
Facilities	\$1,200,000

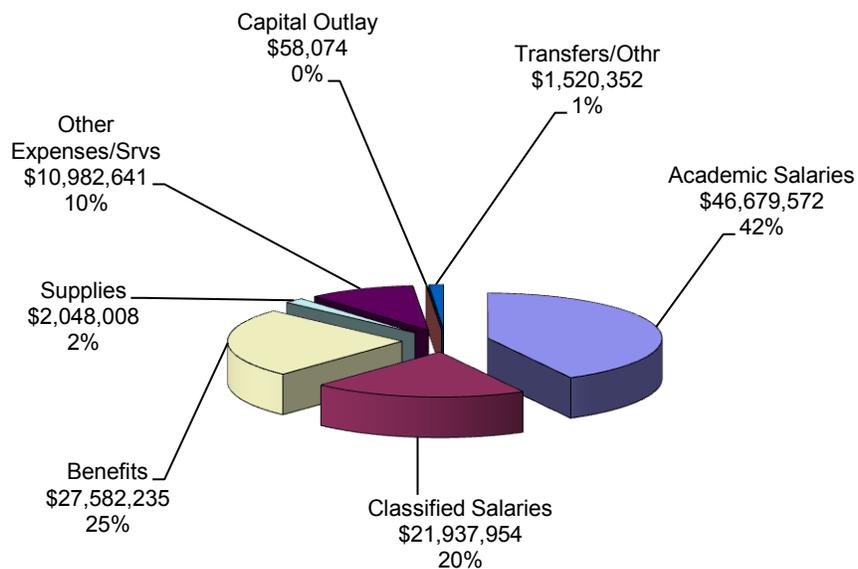
2010-11 Site Allocations

The site allocations for the Tentative Budget have been adjusted for step, column, and longevity increases as well as for growth according to the resource allocation model. The allocations reflect the 10% reductions that include permanent and hourly salaries and discretionary operating costs. Employee benefits have historically been budgeted separately in Central Services. Beginning 2010-11, benefits will be distributed and managed at each of the sites. The allocations will be adjusted for the adopted budget as necessary.

<u>Site</u>	<u>Allocation without benefits</u>	<u>Benefits</u>	<u>Allocation total with benefits</u>
Cañada College	\$11,962,442	\$3,427,769	\$15,390,211
College of San Mateo	22,831,000	6,295,360	29,126,360
Skyline College	20,307,956	5,074,527	25,382,483
District Office	7,502,913	2,274,970	9,777,883
Facilities	5,151,987	1,849,841	7,001,828

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

Account Category	2009-10 Final Budget	2010-11 Tentative	\$ Change
Certificated Salaries	\$48,379,901	\$46,679,572	\$(1,700,329)
Classified Salaries	24,134,562	21,937,954	(2,196,608)
Employee Benefits	27,010,560	27,582,235	571,675
Supplies/Materials	2,224,948	2,048,008	(176,940)
Operating Expenses	10,657,916	10,982,641	324,725
Capital Outlay	83,074	58,074	(25,000)
Transfers/Other	1,390,246	1,520,352	13,106
Total	\$113,881,208	\$110,808,835	\$(3,072,373)



San Mateo County Community College District

Exhibit A-1

**2010-11 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
NET BEGINNING BALANCE (PRIOR YEAR CARRYOVER)**

	Final Budget 2008-09	Tentative Budget 2009-10	Final Budget 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE				
Carryover Balances - Committed but unexpended				
Professional Development	\$144,072	\$150,000	\$178,499	\$200,000
Program Improvement	55,894	54,000	43,536	65,000
Staff Development	11,649	10,000	36,431	40,000
Duplicating Equipment Upgrade	13,753	9,500	13,753	9,500
CSM Science Sales	5,882	0	5,607	5,200
SFSU Nursing Program	127,879	160,000	160,911	166,000
College Events Funds	166,575	0	84,017	0
Emergency Preparedness	199,470	170,000	210,116	176,000
Fleet Program	12,020	11,000	15,420	7,400
Equipment Surplus	34,318	35,000	34,423	43,000
Satellite Dish Contracts	233,094	450,000	448,463	610,000
Apprenticeship Programs	26,306	0	15,385	0
President's Innovation Fund	26,306	0	19,840	40,000
Contingency Increment	0	-290,657	0	-523,574
Other Carryover	2,069,161	1,496,943	1,200,434	1,881,983
Subtotal	\$3,126,379	\$2,255,786	\$2,466,835	\$2,720,509
Savings for Rebudgeting				
College of San Mateo	318,230	1,434,263	1,823,485	2,001,695
Cañada College	0	0	510,680	717,280
Skyline College	265,149	841,684	1,126,861	1,273,273
Chanc. Office/Facilities	264,237	950,000	1,471,254	2,600,000
Subtotal	\$847,616	\$3,225,947	\$4,932,280	\$6,592,248
ESTIMATED COMMITMENTS/SAVINGS TO REBUDGET	\$3,973,995	\$5,481,733	\$7,399,115	\$9,312,757
Reserve for Contingency	\$5,939,010	\$5,648,353	\$6,064,016	\$5,540,442
Revolving Fund, and General Reserve	0	0	0	0
Subtotal	\$5,939,010	\$5,648,353	\$6,064,016	\$5,540,442
Unrestricted Balance	399,547	0	1,067,272	0
TOTAL ESTIMATED NET BEGINNING BALANCE	\$10,312,552	\$11,130,086	\$14,530,403	\$14,853,199

INCOME ASSUMPTIONS

ESTIMATED CURRENT INCOME				
General Revenue and Fees	108,229,523	104,939,133	105,755,349	101,607,674
Restoration/Growth	0	0	(3,705,995)	0
Lottery	2,503,260	2,254,518	2,399,161	2,400,000
State Part-Time Faculty Support	1,609,670	1,609,670	257,547	628,736
Apprenticeship Programs	216,157	221,148	221,148	99,800
Non-Resident Tuition	1,510,091	1,644,137	1,551,466	1,656,441
Interest Income	1,686,000	1,000,000	1,000,000	1,000,000
Miscellaneous Income	995,500	995,500	995,500	1,720,500
TOTAL ESTIMATED CURRENT INCOME	116,750,201	112,664,106	108,474,177	109,113,151
TOTAL INCOME + NET BEGINNING BALANCE (Unrestricted General Fund)	\$127,062,753	\$123,794,192	\$123,004,580	\$123,966,350

San Mateo County Community College District

Exhibit A-2

**2010-11 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
ESTIMATED EXPENDITURES**

	Final Budget 2008-09	Tentative Budget 2009-10	Final Budget 2009-10	Tentative Budget 2010-11
EXPENDITURE PLAN				
ESTIMATED 2008-09 CARRYOVER				
COMMITMENTS (From Previous Page)	\$3,126,379	\$2,255,786	\$2,466,835	\$2,720,509
Contingency Increment (Included below)	0	290,657	0	523,574
ESTIMATED SAVINGS FOR				
REBUDGETING (From Previous Page)	847,616	3,225,947	4,932,280	6,592,248
COMMITMENTS AND REBUDGETED SAVINGS	\$3,973,995	\$5,772,390	\$7,399,115	\$9,836,331
ESTIMATED CURRENT EXPENDITURES:				
Site Allocations				
College/District Base Allocations	77,611,094	72,262,113	71,997,018	67,756,298
Formula Adjustments/Contracts	877,161	877,161	877,161	877,161
Apprenticeship Programs	216,157	221,148	221,148	99,800
Salary commitments (Hrly. COLA)	4,067,710	2,587,726	3,504,876	3,368,082
Matriculation	0	0	0	0
Districtwide Obligations				
Employee/Retiree Benefits	25,328,600	27,626,958	27,036,562	28,751,155
Utilities	5,008,180	5,236,298	5,009,782	5,070,145
Insurance	991,000	998,928	998,928	1,079,000
Soft/Hardware Maintenance Contracts	597,400	597,400	597,400	1,046,702
Special Appropriations				
FTES Growth	0	0	0	0
Managed Hiring	300,000	300,000	1,629,000	1,058,000
Resource Allocation Model	0	0	0	0
Miscellaneous	1,148,000	1,118,000	1,118,000	1,118,000
Consultants/Legal Expense	200,000	203,200	203,200	200,000
Election	200,000	200,000	0	0
Program Improvement	50,000	50,000	50,000	50,000
Classified Staff Development	50,000	50,000	50,000	50,000
Management Staff Development	13,000	16,232	16,232	19,492
Professional Development	265,000	265,000	265,000	265,000
Technology Advancement	306,900	306,900	306,900	0
Museum of Tolerance	50,000	50,000	0	0
Reserve Fund for Post-Retirement Benefits	1,500,000	0	0	0
ESTIMATED CURRENT EXPENDITURES	\$118,780,202	\$112,967,064	\$113,881,207	\$110,808,835
TOTAL ESTIMATED EXPENDITURES including carryover	\$122,754,197	\$118,739,454	\$121,280,322	\$120,645,166
Reserve for Contingency	\$5,939,010	\$5,648,353	\$6,064,016	\$5,540,442
Revolving Fund, Stores, & General Reserve	0	0	0	0
Unallocated Ending Balance	399,547	0	1,067,272	0
Estimated Marginal Revenue/Deficit	-2,030,001	-302,958	-5,407,030	-1,695,684
Subtotal	\$4,308,556	\$5,345,395	\$1,724,258	\$3,844,758
TOTAL EXPENDITURES + RESERVES (Unrestricted General Fund)	\$127,062,753	\$124,084,849	\$123,004,580	\$124,489,924

San Mateo County Community College District

Exhibit B

2010-11 TENTATIVE BUDGET - SELF-INSURANCE FUND

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$ 6,445,054	\$ 6,286,697	\$ 6,286,697	\$ 7,512,616
ESTIMATED INCOME				
Interest	\$ (215,747)	\$ 178,000	\$ 90,000	\$ 110,500
Self Insurance Transfer	2,022,868	1,850,000	1,805,000	1,850,000
Interfund Transfer In	-	-	-	-
TOTAL ESTIMATED INCOME	<u>\$ 1,807,121</u>	<u>\$ 2,028,000</u>	<u>\$ 1,895,000</u>	<u>\$ 1,960,500</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 8,252,175</u>	<u>\$ 8,314,697</u>	<u>\$ 8,181,697</u>	<u>\$ 9,473,116</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 121,604	\$ 26,597	\$ 103,836	\$ 26,709
Benefits	41,531	12,346	51,245	12,604
Supplies	-	10,000	-	10,000
Operating Expenses	1,802,343	1,041,000	514,000	700,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 1,965,478</u>	<u>\$ 1,089,943</u>	<u>\$ 669,081</u>	<u>\$ 749,313</u>
TOTAL ENDING BALANCE	<u>\$ 6,286,697</u>	<u>\$ 7,224,754</u>	<u>\$ 7,512,616</u>	<u>\$ 8,723,803</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 8,252,175</u>	<u>\$ 8,314,697</u>	<u>\$ 8,181,697</u>	<u>\$ 9,473,116</u>

San Mateo County Community College District

Exhibit C

2010-11 TENTATIVE BUDGET - DEBT SERVICE

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$ 26,772,227	\$ 18,441,349	\$ 18,441,349	\$ 19,383,207
ESTIMATED INCOME				
Interest	\$ (632,646)	\$ 405,000	\$ 90,400	\$ 100,000
Property Taxes	24,430,903	24,466,700	26,000,000	26,400,000
Transfer In	-	-	-	-
Others	-	-	-	-
TOTAL ESTIMATED INCOME	<u>23,798,257</u>	<u>24,871,700</u>	<u>26,090,400</u>	<u>26,500,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 50,570,484</u>	<u>\$ 43,313,049</u>	<u>\$ 44,531,749</u>	<u>\$ 45,883,207</u>
ESTIMATED EXPENDITURES				
Debt Reduction - Principal	\$ 16,065,000	\$ 9,575,000	\$ 9,575,000	\$ 11,200,000
Debt Reduction - Interest	16,064,135	15,573,544	15,573,542	15,163,991
Others	-	-	-	-
TOTAL ESTIMATED EXPENDITURES	<u>\$ 32,129,135</u>	<u>\$ 25,148,544</u>	<u>\$ 25,148,542</u>	<u>\$ 26,363,991</u>
TOTAL ENDING BALANCE	<u>\$ 18,441,349</u>	<u>\$ 18,164,505</u>	<u>\$ 19,383,207</u>	<u>\$ 19,519,216</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 50,570,484</u>	<u>\$ 43,313,049</u>	<u>\$ 44,531,749</u>	<u>\$ 45,883,207</u>

San Mateo County Community College District

Exhibit D

2010-11 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAMS

Based on Current Agreements

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30004	TRIO - Student Support Services	Federal			512,198		512,198
30004	TRIO - Upward Bound	Federal		250,000			250,000
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	VTEA IC	Federal	209,282	129,088	221,917		560,287
30028	TRIO - Student Support Services	Federal		238,496			238,496
30034	VTEA Tech Prep	Federal	67,027	67,027	67,027	8,043	209,124
30057	Workability III	Federal			149,214		149,214
30077	National Science Foundation - Chemistry	Federal		133,849			133,849
30079	Minority Science and Engineering Impr Prog	Federal		300,000			300,000
30080	College Cost Reduction and Access	Federal		400,000			400,000
30085	USDOL-ETA CBJTG BayCEC	Federal			380,000		380,000
30086	NSF S-STEM (M-SETS) Scholarships	Federal		174,763			174,763
30088	WIA - EWD/Allied Health Program, Phase 2	Federal		123,995			123,995
300XX	USDOE FIPSE University Center Consortiun	Federal		350,000			350,000
31002	DSP&S	State	424,216	228,206	368,758		1,021,180
31003	EOP&S	State	402,519	322,028	353,104		1,077,650
31004	EOP&S/CARE	State	18,166	20,929	31,846		70,940
31009	Matriculation	State	276,810	189,708	229,364		695,883
31012	Foster Care Education	State		83,735			83,735
31016	AB602-Board Fin Asst Prog Adm Allow	State	280,948	209,857	256,193		746,999
31031	CalWORKs	State	100,865	100,865	100,865		302,596
31032	Middle College High School	State	84,604	84,604			169,208
31033	TANF	Federal	23,660	23,660	23,660		70,979
31035	Center for Int'l Trade Development	State			205,000		205,000
31045	Staff Diversity	State				8,508	8,508
31055	MESA/CCCP	State		50,568	50,568		101,136
31069	Prop 20--Lottery	State				370,000	370,000
31078	Enrollment Growth AD Nursing	State	101,087				101,087
31109	Basic Skills	State	67,419	106,274	184,939		358,632
31110	CTE Com Collab. Proj.	State			200,000		200,000
32003	Public Bdcst-CSG-TV	Local	636,527				636,527
32004	Public Bdcst-CSG-FM	Local	154,695				154,695
32005	Public Bdcst-Interconnect	Local	12,695				12,695
32017	Menlo Park Redevelopment	Local		208,373			208,373
35022	KCSM TV	Local	2,800,000				2,800,000
35023	KCSM FM	Local	1,500,000				1,500,000
35045	Financial Aid Admin Allow	Local	4,000	10,000	110,000	22,109	146,109
35046	Peninsula Library Systems	Local				140,000	140,000
39001	Parking Fees	Local				2,500,000	2,500,000
39030	Health Service Fees	Local	400,000	225,000	365,000		990,000
Total 2010-2011 Tentative Budget			<u>\$7,670,905</u>	<u>\$4,114,823</u>	<u>\$4,071,755</u>	<u>\$3,048,660</u>	<u>\$18,906,142</u>

San Mateo County Community College District

Exhibit E

2010-11 TENTATIVE BUDGET - CAPITAL PROJECTS FUND

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$ 481,025,247	\$ 346,931,551	\$ 346,931,551	\$ 233,965,574
ESTIMATED INCOME				
Bond Construction	\$ (12,506,697)	\$ 6,392,000	\$ 2,313,708	\$ 1,500,000
Canada Staff Housing Planning	0	0	9,000,000	5,500,000
Capital Outlay Projects - State Funded	0	0	0	0
Capital Outlay - Planning	352,113	0	400,000	0
C.O.P. Capital Projects	13,570	109,340	0	0
College Capital Outlay Planning	207	0	0	0
College Vista Maintenance Reserves	460,000	460,000	40,000	40,000
Facilities Capital Improvement	105,782	0	33,715	0
Foundation Funded Projects	4,568	0	2,119	0
Hazardous Substances Projects -State Funded	10,795,955	512,210	520,000	3,965,000
Interest	(1,635,852)	1,227,380	500,000	600,000
Pacific Heights Project - Skyline	0	0	0	0
Property Management Study	0	0	0	0
Redevelopment	2,552,197	2,200,000	2,200,000	2,200,000
Scheduled Maintenance - State Funded	483,157	123,683	47,000	76,600
Scheduled Maintenance - District Funded	1,000,000	0	0	0
Non-resident capital outlay recovery fee	40,696	40,500	49,300	50,000
TOTAL ESTIMATED INCOME	<u>\$ 1,665,696</u>	<u>\$ 29,297,693</u>	<u>\$ 15,105,842</u>	<u>\$ 13,931,600</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u><u>\$ 482,690,943</u></u>	<u><u>\$ 376,229,244</u></u>	<u><u>\$ 362,037,393</u></u>	<u><u>\$ 247,897,174</u></u>
ESTIMATED EXPENDITURES				
Bond Construction	\$ 120,350,013	\$ 276,433,223	\$ 118,050,000	\$ 158,384,000
Canada Staff Housing Planning	2,505,301	1,449,384	9,000,000	5,500,000
Capital Outlay - Planning	16,116	10,922,918	0	15,800,000
Capital Outlay Projects - State Funded	0	0	0	0
C.O.P. Capital Projects	156,969	2,034,799	7,300	2,027,000
College Capital Outlay Planning	102,107	621,066	62,400	558,600
College Vista Maintenance Reserves	0	2,078,500	0	2,087,500
Facilities Capital Improvement	211,297	4,527,687	129,000	4,398,600
Foundation Funded Projects	4,568	0	2,119	0
Hazardous Substances Projects -State Funded	10,742,690	495,503	520,000	3,965,000
Pacific Heights Project - Skyline	1,750	26,901,846	0	21,901,000
Property Management Study	27,997	335,019	44,000	291,000
Redevelopment	1,004,548	9,940,006	210,000	12,145,000
Scheduled Maintenance - State Funded	483,157	123,683	47,000	76,683
Scheduled Maintenance - District Funded	152,255	1,036,488	0	0
Non-resident capital outlay recovery fee	624	430,726	0	470,726
TOTAL ESTIMATED EXPENDITURES	<u>\$ 135,759,392</u>	<u>\$ 337,330,848</u>	<u>\$ 128,071,819</u>	<u>\$ 227,605,109</u>
TOTAL ENDING BALANCE	<u>\$ 346,931,551</u>	<u>\$ 38,898,396</u>	<u>\$ 233,965,574</u>	<u>\$ 20,292,065</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u><u>\$ 482,690,943</u></u>	<u><u>\$ 376,229,244</u></u>	<u><u>\$ 362,037,393</u></u>	<u><u>\$ 247,897,174</u></u>

San Mateo County Community College District

Exhibit F

2010-11 TENTATIVE BUDGET - BOOKSTORE FUND

	Actual 2008-09	Adopt Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$ 6,181,923	\$ 6,471,737	\$ 6,471,737	\$ 6,659,676
ESTIMATED INCOME				
Sales	\$ 8,704,553	\$ 8,725,000	\$ 7,809,401	\$ 7,800,000
Other	462,233	500,000	427,483	420,000
TOTAL ESTIMATED INCOME	<u>\$ 9,166,786</u>	<u>\$ 9,225,000</u>	<u>\$ 8,236,884</u>	<u>\$ 8,220,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 15,348,709</u>	<u>\$ 15,696,737</u>	<u>\$ 14,708,621</u>	<u>\$ 14,879,676</u>
ESTIMATED EXPENDITURES				
Cost of Merchandise Sold	\$ 6,194,387	\$ 6,300,000	\$ 5,536,340	\$ 5,500,000
(Classified) Salaries	1,310,436	1,412,000	\$ 1,281,668	1,280,000
Employee Benefits	368,531	388,000	\$ 382,895	380,000
Supplies	45,657	45,000	\$ 22,168	22,000
COP Interest Payment				
Other Operating Expense	825,777	620,000	\$ 647,650	645,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 8,744,788</u>	<u>\$ 8,765,000</u>	<u>\$ 7,870,720</u>	<u>\$ 7,827,000</u>
DISTRICT SUPPORT PAID/(RECEIVED)				
Salaries & Benefits	\$ 109,361	\$ 109,999	\$90,890	\$ 91,000
Rent	67,700	67,700	\$67,700	67,700
Donations	19,639	15,000	\$19,634	20,000
POS system	(64,516)	-		
TOTAL DISTRICT SUPPORT	<u>\$ 132,184</u>	<u>\$ 192,699</u>	<u>\$ 178,224</u>	<u>\$ 178,700</u>
TOTAL ENDING BALANCE	<u>\$ 6,471,737</u>	<u>\$ 6,739,038</u>	<u>\$ 6,659,676</u>	<u>\$ 6,873,976</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 15,348,709</u>	<u>\$ 15,696,737</u>	<u>\$ 14,708,621</u>	<u>\$ 14,879,676</u>

San Mateo County Community College District

Exhibit G

2010-11 TENTATIVE BUDGET - CAFETERIA FUND

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$ 408,068	\$ 398,444	\$ 398,444	\$ 403,405
Adjustment to the Beginning Balance				
ESTIMATED INCOME				
Food Service Income	\$ 106,286	\$ 120,000	\$ 112,374	\$ 112,000
Special Contract Revenue		20,000	20,000	\$ 20,000
Vending Income	104,175	65,000	62,293	\$ 62,000
Other (interest/other)	5,380	5,000	2,701	\$ 2,000
TOTAL INCOME	<u>\$ 215,842</u>	<u>\$ 210,000</u>	<u>\$ 197,368</u>	<u>\$ 196,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 623,910</u>	<u>\$ 608,444</u>	<u>\$ 595,812</u>	<u>\$ 599,405</u>
ESTIMATED EXPENDITURES				
District/College Support	\$ 89,564	\$ 65,000	\$ 78,007	\$ 78,000
Operational Expenses	135,902	\$ 122,000	114,400	114,000
TOTAL EXPENDITURES	<u>\$ 225,466</u>	<u>\$ 187,000</u>	<u>\$ 192,407</u>	<u>\$ 192,000</u>
TOTAL ENDING BALANCE	<u>\$ 398,444</u>	<u>\$ 421,444</u>	<u>\$ 403,405</u>	<u>\$ 407,405</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 623,910</u>	<u>\$ 608,444</u>	<u>\$ 595,812</u>	<u>\$ 599,405</u>

San Mateo County Community College District

Exhibit H

2010-11 TENTATIVE BUDGET - CHILD DEVELOPMENT FUND

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$177,874	\$177,874	\$177,874	\$227,791
ESTIMATED INCOME				
Fees	\$221,821	\$198,677	\$214,618	\$230,000
Gifts and Donations	20,000	20,000		
Calif. Dept. of Educ. - Child Development	383,659	430,000	393,663	371,680
Calif. Dept. of Educ. - Child Nutrition	1,968	2,100	1,600	2,100
Federal Revenue - Child Nutrition	37,950	34,000	36,000	34,000
Incoming Transfers/Other	432,795	467,223	440,139	401,878
TOTAL ESTIMATED INCOME	\$1,098,193	\$1,151,999	\$1,086,021	\$1,039,658
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$1,276,067</u>	<u>\$1,329,873</u>	<u>\$1,263,895</u>	<u>\$1,267,449</u>
ESTIMATED EXPENDITURES				
Salaries	\$733,122	\$718,915	\$678,565	\$678,565
Employee Benefits	295,293	354,239	305,344	257,284
Supplies	14,131	10,100	9,031	14,500
Food	61,458	62,000	42,689	63,000
Other Operating Expense	3,676	3,437	475	6,200
TOTAL ESTIMATED EXPENDITURES	\$1,107,680	\$1,148,691	\$1,036,104	\$1,019,550
ESTIMATED ENDING BALANCE	\$168,387	\$181,182	\$227,791	\$247,899
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$1,276,067</u>	<u>\$1,329,873</u>	<u>\$1,263,895</u>	<u>\$1,267,449</u>

San Mateo County Community College District

Exhibit I

2010-11 TENTATIVE BUDGET - TRUST FUNDS

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$192,001	\$235,313	\$235,313	\$235,313
ESTIMATED INCOME				
Federal Pell, SEOG, ACG, NSF	\$8,538,477	\$9,678,444	\$13,491,498	\$14,218,824
Cal Grants	486,129	495,000	438,074	450,000
Transfers-In	121,265	152,418	149,009	150,000
Other	61,812	0	0	0
TOTAL ESTIMATED INCOME	<u>\$9,207,683</u>	<u>\$10,325,862</u>	<u>\$14,078,581</u>	<u>\$14,818,824</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$9,399,684</u>	<u>\$10,561,175</u>	<u>\$14,313,894</u>	<u>\$15,054,137</u>
ESTIMATED EXPENDITURES				
Federal Pell, SEOG, ACG, NSF	\$8,603,809	\$9,678,444	\$13,491,498	\$14,218,824
Cal Grants	486,129	495,000	438,074	450,000
Other (EOP&S, CARE, TRIO)	74,433	152,418	149,009	150,000
TOTAL EXPENDITURES	<u>\$9,164,371</u>	<u>\$10,325,862</u>	<u>\$14,078,581</u>	<u>\$14,818,824</u>
TOTAL ENDING BALANCE	\$235,313	\$235,313	\$235,313	\$235,313
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$9,399,684</u>	<u>\$10,561,175</u>	<u>\$14,313,894</u>	<u>\$15,054,137</u>

San Mateo County Community College District

Exhibit J

2010-11 TENTATIVE BUDGET - RESERVE FUND FOR POST-RETIREMENT BENEFITS

	Actual 2008-09	Final Budget 2009-10	Estimated Actual 2009-10	Tentative Budget 2010-11
ESTIMATED NET BEGINNING BALANCE	\$ 32,836,442	\$ 34,564,967	\$ 34,564,967	\$ 37,147,484
ESTIMATED INCOME				
Incoming Transfers	\$ 1,500,000	\$ 2,497,823	\$ 2,494,751	\$ 2,495,000
Interest	297,538	252,000	129,100	130,000
Home Loan Income	-	5,817	7,066	12,648
TOTAL ESTIMATED INCOME	<u>\$ 1,797,538</u>	<u>\$ 2,755,640</u>	<u>\$ 2,630,917</u>	<u>\$ 2,637,648</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 34,633,980</u>	<u>\$ 37,320,607</u>	<u>\$ 37,195,884</u>	<u>\$ 39,785,132</u>
ESTIMATED EXPENDITURES				
Retirement Board Transfer out	\$ -	\$ -	\$ 5,000,000	\$ 2,000,000
Operating Expenses	\$ 69,013	\$ 79,390	\$ 48,400	\$ 60,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 69,013</u>	<u>\$ 79,390</u>	<u>\$ 48,400</u>	<u>\$ 60,000</u>
TOTAL ENDING BALANCE	<u>\$ 34,564,967</u>	<u>\$ 37,241,217</u>	<u>\$ 37,147,484</u>	<u>\$ 39,725,132</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 34,633,980</u>	<u>\$ 37,320,607</u>	<u>\$ 37,195,884</u>	<u>\$ 39,785,132</u>

BOARD REPORT NO. 10-6-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL TO APPOINT NEW MEMBER TO THE SAN MATEO COUNTY
COLLEGES EDUCATIONAL HOUSING CORPORATION BOARD**

An amendment to the Bylaws of the San Mateo County Colleges Educational Housing Corporation was approved by the Board of Trustees of the College District on January 27, 2010. Included in the amendment was the provision that one Director be recommended for membership by the Academic Senate of the District and one member be recommended by the California School Employees Association (CSEA), Chapter 33.

On April 28, 2010, the Board approved the appointment of Professor Huy Tran, who was recommended by the District Academic Senate.

CSEA, Chapter 33 has recommended the appointment of Annette Perot, Chapter President, to serve as a Director on the Corporation Board.

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Annette Perot to the San Mateo County Colleges Educational Housing Corporation Board.

BOARD REPORT NO. 10-6-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AUGMENTATION TO BULLDOGS WEIGHT TRAINING ROOM CONTRACT
AT COLLEGE OF SAN MATEO**

On April 28, 2010, the Board of Trustees awarded a contract for the College of San Mateo Bulldogs Weight Training Room project to LifeFitness in the amount not to exceed \$81,483.20 (Board Report No. 10-4-102B). The Building 8 weight room is being re-purposed to support the Bulldogs’ sports specific fitness and physical conditioning. CSM’s Dean and Coaches for baseball, swim, basketball, track and field and football have strategically chosen athletic training equipment to be procured for their programs. The project provides a series of racks, benches, platforms, pulleys and agility stations creating a functional facility that meets the training needs for current CSM sports to enhance a student’s learning experience, attract future students and provide a facility with sound and safe mechanics for the best instruction to our students. Project scope included freshening the weight room: new paint, floor covering and signage that generate excitement to learn and train. Improvements began in early June and the room is scheduled to be ready for summer session.

Due to an oversight, sales tax, shipping and installation charges were not included in the April Board request to approve LifeFitness’ total quote. The District finds shipping and installation costs comparable to those of other bidders and LifeFitness remains the lowest bidder.

Bid Recap	Total
LifeFitness Base Bid (Board Approved in April)	\$ 81,483.20
Sales Tax	7,740.90
Shipping	2,883.24
Installation	8,589.80
Subtotal (not included in April Board Report)	\$ 19,213.94
Total Contract Amount	\$100,697.14

This project is funded out of Measure “A” general obligation bond funds.

RECOMMENDATION

The District recommends that the Board of Trustees authorize augmentation of the contract awarded to LifeFitness for the College of San Mateo Bulldogs Weight Training Room project by \$19,213.94.

BOARD REPORT NO. 10-6-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Louise Piper, Coordinator of Child Care Services, College of San Mateo, 574-6279

**APPROVAL OF NON-SUBSIDIZED TUITION FEES FOR CHILD DEVELOPMENT CENTERS
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The Child Development Centers at College of San Mateo and Skyline College receive funding from the Child Development Division (CDD), California State Department of Education, to provide child care services for eligible low-income students. The current contract reimbursement rate for subsidized children for the year July 1, 2010 through June 30, 2011 is anticipated to be approximately \$37.12 per child per day for full-time enrollment of 3-5 year olds. The reimbursement from CDD is not sufficient to cover the cost of providing child care services. Traditionally, Child Development Center fees for non-subsidized families have been raised \$5.00 per day every three years. The last fee increase was in 2006-07. As a result of expenses associated with staff salaries, food service and equipment and materials, it is necessary to increase revenue by raising tuition fees for non-subsidized families beginning fall 2010.

The fees for children ages 30-36 months reflect a differential as a result of increased expenses incurred given the required greater staff/child ratio for younger children. Part-time fees for both age categories are approximately 85% - 90% of the corresponding full-time rate. Mary Meta Lazarus Child Development Center at College of San Mateo and Skyline College Children's Center serve children ages 30 months to five years.

The following is a proposed fee increase of approximately \$7.00 per day for 2010-11. The proposed fee increase includes the following changes:

1. The proposal includes a change from a **daily fee** to a **flat monthly**. The flat fee has been calculated by multiplying the approximate number of days per month (17) by the increased fee. The change to a flat fee will result in a significant reduction in the work load associated with the daily fee calculation.
2. The proposal eliminates the option for parents of enrolling their child only 2 or 3 days per week. Parents will have four options for enrollment: 1.) M-F full day, 2.) M-F part day, 3.) M-TH full day or, 4.) M-TH part day.

<u>Current Tuition Rates</u> (daily fee) (171 days of service divided by a 10 month year = daily rate x 17 days which is the average # of days of operation per month) Plus \$50 registration fee per semester		<u>Proposed Increase In Tuition Rates</u> (flat monthly fee) Plus \$50 registration fee per semester	
2 ½ - 3 yr. olds	3 – 5 yr. olds	2 ½ - 3 yr. olds	3 – 5 yr. olds
M-F Full day: \$935 average per month \$55 per day x 17 days = \$935 per month	M-F Full day: \$730 average per month \$43 per day x 17 days = \$731 per month	M-F Full day: \$1055 per month	M-F Full day: \$850 per month
M-F Part day (under 5 hrs. per day): \$765 average per month \$45 per day x 17 days = \$765 per month	M-F Part day: \$645 average per month \$38 per day x 17 days = \$646 per month	M-F Part day (under 5 hrs. per day): \$885 per month	M-F Part day (under 5 hrs. per day): \$765 per month
M-TH Full day: \$715 average per month \$55 per day x 13 days = \$715 per month	M-TH Full day: \$730 average per month \$43 per day x 13 days = \$731 per month	M-TH Full day: \$805 per month	M-TH Full day: \$650 per month
M-TH Part day (under 5 hrs. per day): \$585 average per month \$45 per day x 13 days = \$585 per month	M-TH Part day: \$495 average per month \$38 per day x 13 days = \$494 per month	M-TH Part day (under 5 hrs. per day): \$675 per month	M-TH Part day: \$585 per month

RECOMMENDATION

It is recommended that the Board approve the increase in fees for non-subsidized children enrolled at College of San Mateo and Skyline College Child Development Centers, effective August 18, 2010.

BOARD REPORT NO. 10-6-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2010

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2010, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on June 5, 2010.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2009 and March 31, 2010.

	Amount		Difference	
	<u>03/31/2009</u>	<u>03/31/2010</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	\$ 19,705,173	\$ 38,356,284	\$ 18,651,111	94.65
Enrollment Fees	5,601,885	7,166,463	1,564,578	27.93
Non-Resident Tuition	1,576,810	1,607,171	30,361	1.93
Property Taxes	19,198,622	38,892,125	19,693,503	N/A
Inter-Fund Transfer	36,000,000	0	-36,000,000	N/A
Other Income	-357,908	2,155,882	2,513,790	N/A
Total Income	\$ 81,724,582	\$ 88,177,925	\$ 6,453,343	7.90
% of Budget	70.00%	80.78%	N/A	N/A
EXPENSES:				
Academic Salaries	\$ 34,258,795	\$ 33,804,573	\$ -454,222	-1.33
Classified Salaries	16,488,408	15,730,075	-758,333	-4.60
Administrative Salaries	4,934,767	4,721,187	-213,580	-4.33
Fringe Benefits	18,006,359	18,943,841	937,482	5.21
General Supplies	1,308,330	1,044,060	-264,270	-20.20
Operating Expenses	6,911,676	6,202,574	-709,102	-10.26
Capital Outlay	106,601	50,968	-55,633	-52.19
Transfer Accounts	585,224	1,065,397	480,173	82.05
Total Expenditures	\$ 82,600,160	\$ 81,562,675	\$ 1,037,484	-1.26
% of Budget	68.21%	68.81%	N/A	N/A

Total General Fund income increased by 7.90% over last year, largely due to an increase in enrollment income, early distribution of property tax and State aid payments. Inter-fund transfer was not necessary compared with last year due to improvement in cash flow. Bills and salaries decreased by 1.26% 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>03/31/09</u>	<u>03/10/10</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$ 27,188,851	\$ 51,788,944	\$ 24,600,093	90.48
Total Expenditures	\$ 171,291,374	\$ 178,548,579	\$ 7,257,205	4.24

Revenue from the Other Funds increased because of the increase in payment from the Student Financial Aid fund and last year's loss adjustment for the Lehman Brothers investment. Expenditures compared with the prior year increased primarily due to the payments to the bond Measure A construction, bond debt payment, Financial Aid payment and transfer to the Retirement Board of Authority.

REPORT ON INVESTMENTS: As of March 31, 2010, the District had a deposit of \$39,376,643 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool investment and bank deposits. The average yields on LAIF, County Pool, the money market deposit and oil well bond were 0.56%, 1.01%, 1.24% and 0.15%, respectively. These deposits consisted of the following sources:

<u>Fund</u>	<u>LAIF Investment</u>	<u>County Pool Investment</u>	<u>Money Market Deposits</u>	<u>Oil Well Bond</u>	<u>Total Investment</u>
General Fund	\$ 20,495,142	\$ 1,398,795	\$ 2,000,000	\$ 0	\$23,893,937
Capital Outlay Fund	0	0	0	5,000	5,000
Agency Fund	7,661,783	7,815,923	0	0	15,477,706
Total Investment	\$ 28,156,925	\$ 9,214,718	\$ 2,000,000	\$ 5,000	\$39,376,643

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

District: (370) SAN MATEO

CHANGE THE PERIOD
Fiscal Year: 2009-2010
Quarter Ended: (Q3) Mar 31, 2010

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	108,140,053
A.2	Other Financing Sources (Object 8900)	202,657	982,466	641,061	20,495
A.3	Total Unrestricted Revenue (A.1 + A.2)	114,134,015	114,063,420	114,848,894	108,160,548
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	100,452,457	106,860,904	106,011,567	117,009,027
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,989,611	7,522,616	4,618,477	-3,248,536
B.3	Total Unrestricted Expenditures (B.1 + B.2)	113,442,068	114,323,520	110,630,044	113,660,491
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	691,947	-260,100	4,218,850	-5,499,943
D.	Fund Balance, Beginning	9,879,706	10,571,653	10,311,553	14,530,403
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	9,030,460
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.3%	9%	13.1%	7.9%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	21,827	18,768	22,374	22,795
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
		As of the specified quarter ended for each fiscal year			
		2006-07	2007-08	2008-09	2009-2010
H.1	Cash, excluding borrowed funds		13,656,116	15,864,543	27,739,772
H.2	Cash, borrowed funds only		0	13,395,000	29,530,000
H.3	Total Cash (H.1 + H.2)	9,932,001	13,656,116	29,259,543	57,269,772
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	109,140,053	88,174,137	80.8%
I.2	Other Financing Sources (Object 8900)	16,842	20,495	3,788	18.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	108,474,177	109,160,548	88,177,925	80.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	121,426,327	121,895,686	80,497,278	66%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	-3,565,547	-3,348,536	1,065,397	-31.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	117,860,780	118,547,150	81,562,675	68.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,386,603	-9,386,602	6,615,250	
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	5,143,801	21,145,653	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.4%	4.3%		

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

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING MARCH 31, 2010

	<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	88,177,925.05	15,372,391.68	17,360,265.54	2,549,533.80	722,993.34	13,843,765.97	1,939,993.24
Accounts Receivable	11,340,838.92	1,790,363.16	88,790.17	8,301,796.03	41,482.13	483,852.63	(14,864,203.59)
Deferred Income	(3,868,996.31)	(1,632,261.37)		(272,986.42)	(15,067.50)	(197,338.00)	(1,211.76)
Cash awaiting for deposit	163,190.78						
Total Income	100,421,092.69	24,112,602.17	43,964,278.25	361,893,323.37	928,702.58	14,733,138.54	(12,925,422.11)
Cash outflow for operations:							
Year to date expenditure	81,562,674.50	15,240,817.33	25,658,522.04	117,814,429.50	807,358.75	13,849,009.30	5,178,442.25
Advances / Prepaid	(845.57)	(34,419.84)	-	(3,470,549.12)	-	-	-
Account Payable	(17,574,653.31)	817,520.57	1,236.43	17,249,324.32	41,932.76	365,199.98	63,760.08
Cash Balance From Operations	36,433,917.07	8,088,684.11	18,304,519.78	230,300,118.67	79,411.07	518,929.26	(18,167,624.44)
Other Cash inflow							
Medical Flex Plan / Revolv. Fund	(2,000.00)						
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. & Others	-		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	20,495,142.19						7,661,782.82
County Pool Balance	1,398,794.83						7,815,923.32
Special Bond			-	5,000.00			-
C.O.P. & Others	2,000,000.00		197.92	-			-
Y.T.D. Balance	23,893,937.02		197.92	5,000.00			15,477,706.14
Net Cash changes from Investment	(16,781,010.81)		139.08	-			18,167,805.79
Net changes from unrealized gain / (loss)	181.35						(181.35)
Cash Balance in County Treasury	49,181,087.61	8,088,684.11	18,304,658.86	230,300,118.67	79,411.07	518,929.26	0.00
Net Cash (Excluding TRANS & Trusts)	19,651,087.61	8,088,684.11	18,304,658.86	230,300,118.67	79,411.07	518,929.26	0.00

BOARD REPORT NO. 10-6-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2009-10

The following report covers the period July 1, 2009 through March 31, 2010 for Associated Student Bodies, Bookstores and Cafeterias.

ASSOCIATED STUDENTS (Exhibits A, B, C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the above reporting period of fiscal years 2009-10 and 2008-09 are listed below:

ASB Total Income	2009-10	2008-09	\$ Change	% Change
Cañada College ASB	\$ 75,841	\$ 77,277	\$ (1,436)	-1.86%
College of San Mateo ASB	\$ 129,955	\$ 141,479	\$ (11,524)	-8.15%
Skyline College ASB	\$ 100,011	\$ 113,929	\$ (13,918)	-12.22%

ASB Total Expenditures	2009-10	2008-09	\$ Change	% Change
Cañada College ASB	\$ 40,363	\$ 42,472	\$ (2,109)	-4.96%
College of San Mateo ASB	\$ 106,094	\$ 148,482	\$ (42,387)	-28.55%
Skyline College ASB	\$ 41,930	\$ 63,394	\$ (21,464)	-33.86%

Activity card sales and vending commission are the major source of income for the Associated Students. Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

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

ASB Net Income	2009-10	2008-09	\$ Change	% Change
Cañada College ASB	\$ 35,477	\$ 34,805	\$ 673	1.93%
College of San Mateo ASB	\$ 23,861	\$ (7,003)	\$ 30,863	440.74%
Skyline College ASB	\$ 58,081	\$ 50,535	\$ 7,546	14.93%

Please refer to Exhibits A, B, C for detail financial information of this period.

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2009 through March 31, 2010. It includes a small portion of summer 2009, fall 2009 and spring 2010 semester sales. The District Bookstores and Cafeterias are a self-sustaining enterprise. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize District enterprises.

Bookstore Sales	2009-10	2008-09	\$ Change	% Change
Regular Merchandise Sales	\$ 6,556,045	\$ 6,516,878	\$ 39,167	1%
Computer Products Sales	\$ 366,796	\$ 973,967	\$ (607,172)	-62%
Total Merchandise Sales	\$ 6,922,840	\$ 7,490,845	\$ (568,005)	-8%
Textbook Rental Sales	\$ 175,660	\$ 154,322	\$ 21,338	14%
Total Sales	\$ 7,098,501	\$ 7,645,168	\$ (546,667)	-7%

Total merchandise sales have increased by 1.0% this year compared to last year. Computer product sales have decreased significantly by 62% this year compared to last year.

Comparative figures are shown below:

Bookstore Recap	2009-2010	2008-09	\$ Change	% Change
Total Merchandise Sales	\$ 6,922,840	\$ 7,490,845	\$ (568,005)	-8%
Total Textbook Rental Fees	175,660	154,322	21,338	14%
Cost of Goods Sold	4,731,556	5,264,995	(533,439)	-10%
Gross profit	2,366,945	2,380,172	(13,228)	-1%
Total Operating Expenses	1,841,883	1,911,436	(69,553)	-4%
Net Income from Operations	525,062	468,737	56,325	12%
Interest and Other Income	179,615	233,423	(53,808)	-23%
Net Income Before Other Expenses	\$ 704,677	\$ 702,160	\$ 2,517	0%
District Support				
Other Expense: Admin Salary/Benefits	86,457	80,797	5,660	7%
Other Expense: District Support	72,053	209,557	(137,504)	-66%
Net Change in Fund Balance	\$ 546,167	\$ 411,806	\$ 134,361	33%

Cost of goods sold decreased by 10% as expected with a decrease in sales, while total operating expenses decreased 4% over this same period in 2008-09. The Bookstore management team has worked hard to control expenses commensurate with the decline in sales. Interest and Other Income dropped by 23% due to the decrease in investment interest as well as the reduced commissions paid by our computer vendors.

While textbook sales have very modestly increased this year over last year by just 1.38%, computer product sales have decreased significantly. This decrease is attributed to the completion of new computer labs at the Colleges which resulted in a surge in sales over the prior two years. Textbook rentals continue to be strong with a 14% increase this year over last year. Textbooks rented this academic year represent a retail value of \$702,640 if purchased new; this represents a savings to students of \$529,980 thanks to the availability of the rental program. Textbooks rented last year represent \$617,288 if purchased new, representing a savings of \$462,966. Students saved an additional \$67,014 in textbook costs this year over last year. The Bookstores will continue to invest heavily in the textbook rental program as the benefits to our students are clear and quite significant.

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors –

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

Third quarter comparisons are noted below:

CAFETERIA FUND	2009-10	2008-09	\$ Change	% Change
Food Service Income	\$ 84,281	\$ 83,380	\$ 900	1.08%
Vending Income	\$ 46,720	\$ 54,084	\$ (7,364)	-13.62%
Interest Income	\$ 1,163	\$ 5,879	\$ (4,716)	-80.21%
Misc. Income	\$ 863	\$ 750	\$ 113	15.00%
Expenditures	\$ 145,795	\$ 153,575	\$ (7,780)	-5.07%
Net Change in Fund Balance	\$ (12,769)	\$ (9,483)	\$ (3,287)	-34.66%

Food service income has increased slightly by 1.08%; this is significant as the cafeteria at Cañada was closed down in December 2009 for the renovation of B5/6. CSM continues to operate out of a temporary mobile kitchen. It is the intent of the District to renew the Pacific Dining contract for the first of the two 1 (one) year renewals. Rick McMahan and his team have done an exceptional job for the Colleges despite some very difficult circumstances related to the construction at CSM and Cañada.

Vending incomes have decreased by 13% compared to last year. The decrease in vending sales can be seen at CSM and Skyline due to the removal of machines as construction continues on both campuses.

Overall expenditures have decreased by 15.00% due to the decrease in repair and maintenance needs this year.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts. It is expected that the cafeteria fund will return to profitability once the two remaining construction projects are completed in mid 2011.

Associated Students of Cañada College
3rd Quarter Report (January-March)
Spring 2010

Prepared by: Aja Butler
Coordinator of Student Activities
Cañada College

ASCC Winter Retreat
January 9-10, 2010

To prepare for the new semester the ASCC engaged in a winter retreat at the Thrive House in San Francisco. Retreat goals and objectives included:

- Reflect on fall activities and projects,
- Address communication issues within the ASCC,
- Assess ASCC meetings and review Roberts Rules of Order,
- Plan activities and projects for the spring 2010 semester, and
- Bonding.

During the two-day retreat, students completed a series of ice breakers and team building exercises including a photo scavenger hunt in San Francisco designed to build community and explore group dynamics. In addition to group activities, the ASCC engaged in sessions on goal setting, motivation, conflict management and listening skills, and diversity. At the conclusion of the retreat, the ASCC had identified a thematic goal (community building), activities for the spring, and created committees to plan each activity. Planned activities and committees included:

1. Club/ASCC Mixer (committee: Blenders)
2. March in March (committee: The March Soldiers)
3. Spring Fling (committee: The Flingers!)
4. ASCC Newsletter (committee: The Newzies)

ASCC/Club Mixer
February 2, 2010

The Blenders, an ASCC subcommittee, hosted a club mixer for the registered student organizations. The goal of the event was to increase interaction among the clubs and provide the ASCC with an opportunity to meet the different club representatives. The event was well attended; more than 40 club officers and members attended the event.

Chinese New Year Celebration
February 11, 2010

The ASCC funded the Chinese New Year celebration coordinated by the Office of Student Activities. This is the second year this event has occurred on campus and was a great success. More than 200 students, staff, and faculty enjoyed traditional Chinese dumplings catered by San Francisco's popular Yank Sing restaurant and a local favorite, Oceanic. Attendees were entertained by the internationally known Leung's White Crane Dragon and Lion Dance Association.

Black History Month Celebration
February 1-25

This year the Black Student Union coordinated a total of 11 events to celebrate Black History Month. To kick-off the festivities, the BSU planned an Opening Day ceremony that included African drummers, free food, singing, and an address from the BSU president, Shaylona Wheeler. The club collaborated with the

Office of Student Activities to plan lectures, workshops, a film series, African dancers, poets, and discussions on the black experience. The series of activities concluded with an evening event celebrating religion in the black community and included gospel singers, praise dancers, and a lecture by Rev. Thompson on the impact of religion on the black community. The activities were funded by the ASCC and the Vending Commission.

Women's History Month Activities

Thanks to the support of the ASCC, the Office of Student Activities was able to coordinate a series of events to celebrate Women's History Month. The event series started with a performance by **Marcus Shelby and his Jazz Quartet featuring Faye Carol**, entitled **Harriet Tubman and Jazz**. This was a spectacular event that included a historical account of Harriet Tubman's efforts in the Underground Railroad and the use of song and Negro spirituals in the civil rights movement. Marcus Shelby and his Quartet performed a series of songs from the Harriet Tubman and Jazz suite. This event was co-sponsored by the Office of the President with the ASCC.

Additionally, a film series was offered for the community to enjoy. The film series included the following movies: Iron Jawed Angels, The Pill, and Ida B. Wells: Passion for Justice. Thanks to the support of faculty, all three films were well attended. Following the conclusion of each, the audience was engaged in a brief film discussion.

Club Day

March 17, 2010

The Inter Organization Council coordinated the annual club day event that was attended by more than 200 students. Attendees enjoyed Berkeley favorite, Top Dog Hot Dogs, music and free giveaways from Pepsi, promoting their wildly popular Rockstar Energy drink.

Spirit Thursday Kick-Off!

March 25, 2010

With the support of the ASCC, the Office of Student Activities kicked off a new series of events entitled Spirit Thursdays. The goal of the event is to increase school spirit by encouraging students to come to school dressed in Cañada gear. The first 100 students to show up wearing Cañada gear received a free Chipotle burrito. In addition to free food, students received free lanyards, DJ entertainment, and were able to get an airbrush tattoo. The event was a great success.

March in March

March 22, 2010

The ASCC took a full bus load of students, staff, and administrators to Sacramento to participate in the March in March rally. In addition to covering travel expenses, the ASCC provided each participant with a free t-shirt. The t-shirts were a great idea and really showed unity among the students. Students and staff who were unable to attend the event were also able to pick-up a t-shirt from the Learning Center as a way of showing their support. While in Sacramento, a representative from the ASCC met with Senator Leland Yee and a fellow senator from Skyline College. Student representatives also attended the hearing on the Educational Master Plan.

Ongoing activities

In addition to the above listed activities, the ASCC continues to participate in shared governance committees providing a student perspective on the budget reductions, the smoking policy, strategic planning, and the student equity plan.

ASSOCIATED STUDENTS OF CANADA COLLEGE
Balance Sheet
As of March 31, 2010

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM		
	Mar 31, 10	Mar 31, 09	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	341,776.43	285,127.36	56,649.07	19.87%
Total Checking/Savings	<u>341,776.43</u>	<u>285,127.36</u>	<u>56,649.07</u>	<u>19.87%</u>
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-5,276.67	-3,684.71	-1,591.96	43.2%
Total Accounts Receivable	<u>-5,276.67</u>	<u>-3,684.71</u>	<u>-1,591.96</u>	<u>43.2%</u>
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA	74,456.46	76,592.63	-2,136.17	-2.79%
1220 · EMERGENCY LOANS RECEIVABLE	9,963.41	6,086.06	3,877.35	63.71%
Total Other Current Assets	<u>84,419.87</u>	<u>82,678.69</u>	<u>1,741.18</u>	<u>2.11%</u>
Total Current Assets	420,919.63	364,121.34	56,798.29	15.6%
Fixed Assets				
1500 · FIXED ASSETS	318.69	1,566.69	-1,248.00	-79.66%
Total Fixed Assets	<u>318.69</u>	<u>1,566.69</u>	<u>-1,248.00</u>	<u>-79.66%</u>
TOTAL ASSETS	<u><u>421,238.32</u></u>	<u><u>365,688.03</u></u>	<u><u>55,550.29</u></u>	<u><u>15.19%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 · EMERGENCY LOANS PAYABLE	9,565.00	9,565.00	0.00	0.0%
2030 · OTHER LOANS PAYABLE	8,480.23	8,395.28	84.95	1.01%
2040 · OTHER FUNDS PAYABLE	72.00	84.95	-12.95	-15.24%
2050 · CLUBS	25,025.27	29,847.53	-4,822.26	-16.16%

ASSOCIATED STUDENTS OF CANADA COLLEGE
Balance Sheet
As of March 31, 2010

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM	\$ Change	% Change
	Mar 31, 10	Mar 31, 09		
2060 - TRUSTS	175,093.24	141,237.28	33,855.96	23.97%
Total Other Current Liabilities	218,235.74	189,130.04	29,105.70	15.39%
Total Current Liabilities	218,235.74	189,130.04	29,105.70	15.39%
Total Liabilities	218,235.74	189,130.04	29,105.70	15.39%
Equity				
3010 - Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 - Retained Earnings	25,771.72	34,804.55	-9,032.83	-25.95%
Net Income	35,477.42	0.00	35,477.42	100.0%
Total Equity	203,002.58	176,557.99	26,444.59	14.98%
TOTAL LIABILITIES & EQUITY	421,238.32	365,688.03	55,550.29	15.19%

**ASSOCIATED STUDENTS/CANADA COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2009 THROUGH MARCH 2010**

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM	\$ Change	% Change
	Jul '09 - Mar 10	Jul '08 - Mar 09		
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	390.00	543.50	-153.50	-28.24%
4050 · MISCELLANEOUS	597.96	307.75	290.21	94.3%
4080 · STUDENT BODY CARD	66,219.00	66,803.00	-584.00	-0.87%
4090 · VENDING 1	7,532.39	9,018.78	-1,486.39	-16.48%
4091 · VENDING 2	0.00	0.00	0.00	0.0%
Total 4000 · INCOME	74,739.35	76,673.03	-1,933.68	-2.52%
Total Income	74,739.35	76,673.03	-1,933.68	-2.52%
Expense				
5000 · EXPENSES				
5020 · BAD DEBTS	0.00	0.00	0.00	0.0%
5021 · BANK SERVICE CHARGE	29.88	0.00	29.88	100.0%
5031 · CLUB ASSISTANCE/ICC	586.15	0.00	586.15	100.0%
5032 · COLLEGE PROGRAM ASSISTANCE	594.61	1,090.00	-495.39	-45.45%
5033 · CONFERENCE	1,428.84	3,774.69	-2,345.85	-62.15%
5040 · DEPRECIATION	936.00	1,047.78	-111.78	-10.67%
5050 · ETHNIC CULTURAL AFFAIRS	300.00	0.00	300.00	100.0%
5080 · HOSPITALITY	861.09	0.00	861.09	100.0%
5140 · OFFICE SUPPLIES	1,220.48	5,296.86	-4,076.38	-76.96%
5150 · PROGRAMS	26,203.10	17,551.11	8,651.99	49.3%
5151 · PUBLICITY	1,683.64	741.09	942.55	127.18%
5182 · STUDENT ACTIVITY CARD	1,582.72	10,680.00	-9,097.28	-85.18%
5190 · TELEPHONE	28.65	0.00	28.65	100.0%
5210 · VENDING INCOME TRANSFER	4,908.31	2,290.57	2,617.74	114.28%
Total 5000 · EXPENSES	40,363.47	42,472.10	-2,108.63	-4.97%
Total Expense	40,363.47	42,472.10	-2,108.63	-4.97%

**ASSOCIATED STUDENTS/CANADA COLLEGE
 PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
 JULY 2009 THROUGH MARCH 2010**

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM		
	Jul '09 - Mar 10	Jul '08 - Mar 09	\$ Change	% Change
Net Ordinary Income	34,375.88	34,200.93	174.95	0.51%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	1,101.54	603.62	497.92	82.49%
Total 6000 · OTHER INCOMES	1,101.54	603.62	497.92	82.49%
Total Other Income	1,101.54	603.62	497.92	82.49%
Net Other Income	1,101.54	603.62	497.92	82.49%
Net Income	35,477.42	34,804.55	672.87	1.93%

**Associated Students of College of San Mateo
3rd Quarter Report, January 2010 – March 2010**

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the spring 2010 semester. Although this is a time of transition in Student Activities and at CSM, the ASCSM has been able to successfully continue to participate in College governance and has been to create a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the second half of the spring 2010 semester are:

Ongoing Activities

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

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

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

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

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

Events and Activities:

January 2010: The weekend of Friday, January 14 – Sunday, January 16, the Student Senate participated in their mid-year winter retreat. Over the course of the weekend the students had the opportunity to participate in various activities that helped to develop their leadership, communication, and cognitive skills. The weekend gave them the chance to bond with one another, as well as develop individual and group goals for the semester. Additionally, the trip (which was in Los Angeles) included a visit to the Museum of Tolerance. Over the following week, January 20 – January 24, both the Student Senate and Office of Student Activities staff participated in “Welcome Mat,” providing information to students about College services, building and class locations, class schedules, and transportation services. This gave both our staff and students the opportunity to collaborate with other departments and services. Lastly, individual student government executive officers and senators began to meet with the Coordinator of Student Activities individually to assess individual needs.

February/March 2010: During these months the student government engaged in planning activities for the remainder of the semester. The Inter Club Council held Club Days on February 22. In addition, the ICC began working on new by-laws for the Council. Several clubs and organizations were active during March. On February 6 the students participated in the Berkeley Leadership Conference. On March 22, 2010 the students led 200 CSM students to Sacramento for the statewide rally against the budget cuts.

ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
Summary Balance Sheet
As of March 31, 2010

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM		
	Mar 31, 10	Mar 31, 09	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	194,150.02	94,485.70	99,664.32	105.48%
Total Checking/Savings	194,150.02	94,485.70	99,664.32	105.48%
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	108,724.02	101,972.46	6,751.56	6.62%
1210.2 · ALLOWANCE FOR BAD DEBT	-1,934.33	-1,809.01	-125.32	6.93%
1220 · EMERGENCY LOANS RECEIVABLE	2,325.00	3,230.00	-905.00	-28.02%
1230 · OTHER LOANS RECEIVABLE	1,191.48	573.19	618.29	107.87%
Total Accounts Receivable	110,306.17	103,966.64	6,339.53	6.1%
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	538,941.14	532,188.51	6,752.63	1.27%
1310.2 · INVEST. MARKET TO MARKET	-1,639.14	-3,795.37	2,156.23	-56.81%
Total Other Current Assets	537,302.00	528,393.14	8,908.86	1.69%
Total Current Assets	841,758.19	726,845.48	114,912.71	15.81%
Fixed Assets				
1500 · FIXED ASSETS	5,609.20	7,428.40	-1,819.20	-24.49%
Total Fixed Assets	5,609.20	7,428.40	-1,819.20	-24.49%
TOTAL ASSETS	847,367.39	734,273.88	113,093.51	15.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	13,116.60	33,955.59	-20,838.99	-61.37%
Total Accounts Payable	13,116.60	33,955.59	-20,838.99	-61.37%
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,898.95	10,703.95	-805.00	-7.52%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,874.13	3,874.13	0.00	0.0%
2050 · CLUBS	109,624.31	114,463.34	-4,839.03	-4.23%

ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO**Summary Balance Sheet**

As of March 31, 2010

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM		
	Mar 31, 10	Mar 31, 09	\$ Change	% Change
2060 - TRUSTS	410,067.63	309,869.50	100,198.13	32.34%
Total Other Current Liabilities	539,589.02	445,034.92	94,554.10	21.25%
Total Current Liabilities	552,705.62	478,990.51	73,715.11	15.39%
Total Liabilities	552,705.62	478,990.51	73,715.11	15.39%
Equity				
3010 - OPENING BALANCE EQUITY	270,801.08	262,285.95	8,515.13	3.25%
Net Income	23,860.69	-7,002.58	30,863.27	-440.74%
Total Equity	294,661.77	255,283.37	39,378.40	15.43%
TOTAL LIABILITIES & EQUITY	847,367.39	734,273.88	113,093.51	15.4%

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2009 THROUGH MARCH 2010**

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM	\$ Change	% Change
	Jul '09 - Mar 10	Jul '08 - Mar 09		
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	94.50	460.00	-365.50	-79.46%
4030 · CAFE COMMISSION	6,239.95	5,520.49	719.46	13.03%
4050 · MISCELLANEOUS	40.00	0.00	40.00	100.0%
4060 · PROGRAMS	81.00	98.00	-17.00	-17.35%
4065 · RECREATION/GAMES	36.50	743.50	-707.00	-95.09%
4070 · SPACE RENTAL-VENDOR	1,100.00	1,185.00	-85.00	-7.17%
4080 · STUDENT BODY CARD	97,782.00	98,559.48	-777.48	-0.79%
4090 · VENDING-ACTION	6,748.52	8,917.95	-2,169.43	-24.33%
4091 · VENDING-PEPSI	14,115.54	14,630.83	-515.29	-3.52%
Total 4000 · INCOME	126,238.01	130,115.25	-3,877.24	-2.98%
Total Income	126,238.01	130,115.25	-3,877.24	-2.98%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	200.00	500.00	-300.00	-60.0%
5020 · BAD DEBTS	72.98	302.19	-229.21	-75.85%
5021 · BANK SERVICE CHARGE	865.30	0.00	865.30	100.0%
5031 · CLUB ASSISTANCE/ICC	2,186.25	972.80	1,213.45	124.74%
5040 · DEPRECIATION	1,364.40	1,364.40	0.00	0.0%
5080 · HOSPITALITY	993.61	728.22	265.39	36.44%
5140 · OFFICE SUPPLIES	5,098.13	3,031.44	2,066.69	68.18%
5145 · OPERATION	1,269.75	3,248.90	-1,979.15	-60.92%
5150 · PROGRAMS	13,194.85	19,346.58	-6,151.73	-31.8%
5151 · PUBLICITY	9,003.45	2,125.42	6,878.03	323.61%
5182 · STUDENT ACTIVITY CARD	1,035.69	1,468.38	-432.69	-29.47%
5183 · STUDENT ASSISTANT-SALARY	34,059.59	51,699.53	-17,639.94	-34.12%
5184 · STUDENT ASSISTANT-BENEFITS	9,541.40	0.00	9,541.40	100.0%
5190 · TELEPHONE	105.07	0.00	105.07	100.0%

**PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2009 THROUGH MARCH 2010**

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM		
	Jul '09 - Mar 10	Jul '08 - Mar 09	\$ Change	% Change
Total 5000 · EXPENSES	78,990.47	84,787.86	-5,797.39	-6.84%
Total Expense	78,990.47	84,787.86	-5,797.39	-6.84%
Net Ordinary Income	47,247.54	45,327.39	1,920.15	4.24%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	3,717.16	11,363.94	-7,646.78	-67.29%
Total 6000 · OTHER INCOMES	3,717.16	11,363.94	-7,646.78	-67.29%
Total Other Income	3,717.16	11,363.94	-7,646.78	-67.29%
Other Expense				
7000 · OTHER EXPENSES				
7000 · Investment Loss-Realized	0.00	34,624.64	-34,624.64	-100.0%
7020 · VENDING INC. EXP TO V.P. TRUST	27,104.01	29,069.27	-1,965.26	-6.76%
Total 7000 · OTHER EXPENSES	27,104.01	63,693.91	-36,589.90	-57.45%
Total Other Expense	27,104.01	63,693.91	-36,589.90	-57.45%
Net Other Income	-23,386.85	-52,329.97	28,943.12	-55.31%
Net Income	23,860.69	-7,002.58	30,863.27	-440.74%

**Associated Students of Skyline College
Budget Report for the 3rd Quarter 2009-2010
Summary of Programs and Activities
June 1, 2010**

The following is a summary highlighting the events and activities of this quarter.

Shared Governance: The students continue to serve on the following committees at Skyline College and the District:

- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget
- College Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Students Council
- District Budget Committee
- District Shared Governance Council
- Ed Policy Committee
- Fresh Look / Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning
- Program Improvement Viability Committee
- Technology Committee

Student Handbook and Academic Planners: Due to budget cuts the Student Handbook will only be available online in a downloadable format.

Recruitment of Students: The ASSC continues to encourage student participation in activities, events and student government, using handouts, flyers and giveaways to increase participation and attendance.

Student Identification Cards: The Student Activities Office continues to produce Student ID Cards for the student body with assistance from the ASSC. The ASSC will need to purchase a new machine within the next 6 months.

Skyline Organizations and Club SOCC: The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own.

Program and Events:

**Student Advocacy Campaign
January 2010**

In January the ASSC began a Student Advocacy campaign to inform students of the impact that the budget cuts were having on the Skyline College Community. Their student outreach planned is listed below:

- Advocacy postcards – sent to local legislators and the governor

- Mass Email – sent to the student body. The email contained contact information for local legislators and the governor as well as facts about the budget cuts and templates for letter writing.

Day of Education and Political Action**February 24, 2010**

ASSC sponsored a teach-in for the Skyline College Community. California Budget Cuts, their impact on the community and how to take action were all workshops at this daylong event.

Stop the Cuts – a Rally to Save Education**March 4, 2010**

ASSC collaborated with members of Skyline and Against the Cuts for this educational rally. Students were given facts about the budget cuts and encouraged to participate in the rally in San Francisco on March 4 and the March in March on March 22

Haiti Now**March 13, 2010**

ASSC and other shared governance groups on campus coordinated a benefit for the Haiti Earthquake Relief fund.

March in March**March 22, 2010**

ASSC participated in this protest at the State Capital. They provided free transportation and lunch to students and Skyline employees who attended the march. The ASSC also sent a team of student leaders to meet with their legislators after the protest.

Support to Skyline College Programs and Clubs:

During this quarter the Associated Students of Skyline College gave financial and volunteer support to the following clubs and programs:

- a. American Medical Student Association: Pre-Med Club Conference
- b. Ceramics Club: Arts Conference
- c. Cheer and Dance Squad: Equipment
- d. Journalism Club: Student Journalism Conference
- e. Language Arts Division: Talisman
- f. Skyline College Career Center: Career Night
- g. Theater Club and the Creative Arts and Social Sciences Division: Funds for new lighting in the Theater

If you need additional information please contact:

Amory Nan Cariadus
Coordinator of Student Activities
Skyline College
Phone: (650) 738-4334
Email: cariadusa@smccd.edu

ASSOCIATED STUDENTS/SKYLINE COLLEGE
Summary Balance Sheet
As at March 31, 2010

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM	\$ Change	% Change
	Mar 31, 10	Mar 31, 09		
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	245,251.11	152,087.25	93,163.86	61.26%
Total Checking/Savings	<u>245,251.11</u>	<u>152,087.25</u>	<u>93,163.86</u>	<u>61.26%</u>
Other Current Assets				
1210.1 · ACCOUNT RECEIVABLE SKYLINE	761,401.26	665,955.47	95,445.79	14.33%
1310.1 · COUNTY INVESTMENT POOL	459,632.87	449,724.14	9,908.73	2.2%
Total Other Current Assets	<u>1,221,034.13</u>	<u>1,115,679.61</u>	<u>105,354.52</u>	<u>9.44%</u>
Total Current Assets	<u>1,466,285.24</u>	<u>1,267,766.86</u>	<u>198,518.38</u>	<u>15.66%</u>
Fixed Assets				
1500 · FIXED ASSETS	2,700.55	2,700.55	0.00	0.0%
Total Fixed Assets	<u>2,700.55</u>	<u>2,700.55</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>1,468,985.79</u></u>	<u><u>1,270,467.41</u></u>	<u><u>198,518.38</u></u>	<u><u>15.63%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	1,099.28	1,099.28	0.00	0.0%
Total Accounts Payable	<u>1,099.28</u>	<u>1,099.28</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Liabilities				
2030 · OTHER LOANS PAYABLE	3,182.66	3,182.66	0.00	0.0%
2050 · CLUBS	116,819.88	94,038.94	22,780.94	24.23%
2060 · TRUSTS	879,473.90	781,896.80	97,577.10	12.48%
Total Other Current Liabilities	<u>999,476.44</u>	<u>879,118.40</u>	<u>120,358.04</u>	<u>13.69%</u>
Total Current Liabilities	<u>1,000,575.72</u>	<u>880,217.68</u>	<u>120,358.04</u>	<u>13.67%</u>
Total Liabilities	<u>1,000,575.72</u>	<u>880,217.68</u>	<u>120,358.04</u>	<u>13.67%</u>
Equity				
3010 · Opening Bal Equity	339,659.55	137,292.05	202,367.50	147.4%

ASSOCIATED STUDENTS/SKYLINE COLLEGE
Summary Balance Sheet
As at March 31, 2010

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM		
	Mar 31, 10	Mar 31, 09	\$ Change	% Change
3020 - Retained Earnings	67,958.33	202,422.50	-134,464.17	-66.43%
Net Income	60,792.19	50,535.18	10,257.01	20.3%
Total Equity	468,410.07	390,249.73	78,160.34	20.03%
TOTAL LIABILITIES & EQUITY	1,468,985.79	1,270,467.41	198,518.38	15.63%

**ASSOCIATED STUDENTS/SKYLINE COLLEGE
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON
JULY 2009 THROUGH MARCH 2010**

	NEW SYSTEM	CONVERTED FROM OLD SYSTEM	\$ Change	% Change
	Jul '09 - Mar 10	Jul '08 - Mar 09		
Ordinary Income/Expense				
Income				
4000 · INCOME				
4060 · PROGRAMS	-1,034.08	0.00	-1,034.08	-100.0%
4080 · STUDENT BODY CARD	91,624.00	93,035.00	-1,411.00	-1.52%
4090 · VENDING	8,991.38	8,542.43	448.95	5.26%
4091 · VENDING	0.00	0.00	0.00	0.0%
Total 4000 · INCOME	99,581.30	101,577.43	-1,996.13	-1.97%
Total Income	99,581.30	101,577.43	-1,996.13	-1.97%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	3,000.00	1,000.00	2,000.00	200.0%
5031 · CLUB ASSISTANCE/ICC	16,518.00	22,296.47	-5,778.47	-25.92%
5033 · CONFERENCE	383.66	262.55	121.11	46.13%
5080 · HOSPITALITY	7,000.00	0.00	7,000.00	100.0%
5140 · OFFICE SUPPLIES	4,058.67	5,978.79	-1,920.12	-32.12%
5145 · OPERATION	3,347.14	-235.40	3,582.54	-1,521.9%
5150 · PROGRAMS	1,373.27	0.00	1,373.27	100.0%
5183 · STUDENT ASSISTANT-SALARY	6,124.63	6,584.51	-459.88	-6.98%
5184 · STUDENT ASSISTANT-BENEFITS	124.87	4.85	120.02	2,474.64%
Total 5000 · EXPENSES	41,930.24	35,891.77	6,038.47	16.82%
Total Expense	41,930.24	35,891.77	6,038.47	16.82%
Net Ordinary Income	57,651.06	65,685.66	-8,034.60	-12.23%
Other Income/Expense				
Other Income/Expense				
6000 · OTHER INCOMES				
6020 · Interest and Others	3,141.13	12,351.76	-9,210.63	-74.57%
7000 · Investment Loss-Realized	0.00	-27,502.24	27,502.24	100.0%
Total 6000 · OTHER INCOMES	3,141.13	-15,150.48	18,291.61	-120.73%
Total Other Income	3,141.13	-15,150.48	18,291.61	-120.73%
Net Other Income	3,141.13	-15,150.48	18,291.61	-120.73%
Net Income	60,792.19	50,535.18	10,257.01	20.3%

**San Mateo County Community College District - Bookstore Operation
Summary Balance Sheet
As at March 31, 2010**

	<u>3/31/2010</u>	<u>%</u>	<u>3/31/2009</u>	<u>%</u>	<u>Diff</u>	<u>%</u>
Assets						
Cash	20,088.15	0.28%	20,009.62	0.28%	78.53	0.39%
Investments	4,952,686.30	68.68%	4,523,357.73	63.48%	429,328.57	9.49%
Receivables	174,966.57	2.43%	328,317.20	4.61%	(153,350.63)	-46.71%
Inventories & Prepaid Items	1,777,091.29	24.64%	1,944,047.34	27.28%	(166,956.05)	-8.59%
Fixed Assets & Accum Depreciation	286,704.09	3.98%	309,569.50	4.34%	(22,865.41)	-7.39%
Total Assets	7,211,536.40	100.0%	7,125,301.39	100.0%	86,235.01	1.21%
Liabilities						
Current Liabilities	110,863.96	57.26%	354,471.90	66.7%	(243,607.94)	-68.72%
Salaries & Benefits Payable	0.00	0.00%	89,588.94	16.9%	(89,588.94)	-100.00%
Other Current Liabilities	82,766.99	42.74%	87,510.20	16.5%	(4,743.21)	-5.42%
Total Liabilities	193,630.95	100.0%	531,571.04	100.0%	(337,940.09)	-63.57%
Equity						
Retained Earnings	6,471,738.71	100.0%	6,181,924.84	100.0%	289,813.87	4.69%
Prior Years Adjustment	-	0.0%	-	0.0%	-	0.00%
Total Equity	6,471,738.71	100.0%	6,181,924.84	100.0%	289,813.87	4.69%
Year to Date Net Profit (Loss)	546,166.74	7.3%	411,805.51	7.3%	134,361.23	32.63%
Total Liabilities & Fund Equity	7,211,536.40	-100.0%	7,125,301.39	-100.0%	86,235.01	1.21%

**San Mateo County Community College District - Bookstore Operation
 Summary Income Statement
 For the Period from July 2009 through March, 2010**

	<u>Jul 09 to</u> <u>Mar 10</u>	<u>Jul 08 to</u> <u>Mar 09</u>	<u>DIFF</u>	<u>%</u>
Income				
Sales	\$ 6,922,840.20	\$ 7,490,845.45	\$ (568,005.25)	-7.58%
Cost of Sales	(4,731,555.98)	(5,264,995.15)	533,439.17	10.13%
Gross Margin	\$ 2,191,284.22	\$ 2,225,850.30	\$ (34,566.08)	-1.55%
Operating Expenses				
Salaries & Benefits	\$ 1,262,272.23	\$ 1,298,036.73	\$ (35,764.50)	-2.76%
Other Inventory Expenses	291,444.85	307,400.84	(15,955.99)	-5.19%
Other Service Expenses	32,362.32	23,843.39	8,518.93	35.73%
Travel & Mileage Expenses	10,887.57	13,495.50	(2,607.93)	-19.32%
Dues & Membership	6,914.00	4,557.00	2,357.00	51.72%
Insurance Expense	5,130.00	10,890.00	(5,760.00)	-52.89%
Utilities	32,232.39	31,849.63	382.76	1.20%
Equipment Maintenance & Rental	27,925.85	9,871.44	18,054.41	182.90%
Legal, Audit & Bad Debt Expenses	-	2,830.00	(2,830.00)	-100.00%
Other Operating Expenses	172,713.36	208,661.07	(35,947.71)	-17.23%
Total Operating Expenses	\$ 1,841,882.57	\$ 1,911,435.60	\$ (69,553.03)	-3.64%
Other Income	\$ 355,275.39	\$ 387,744.99	\$ (32,469.60)	-8.37%
Total Other Income	\$ 355,275.39	\$ 387,744.99	\$ (32,469.60)	-8.37%
Net Operation Profit (Loss)	\$ 704,677.04	\$ 702,159.69	\$ 2,517.35	0.36%
Non Operational Income/Expenses				
Non Operational Income				
In-Kind Donation Received	-	-	-	0.00%

San Mateo County Community College District - Bookstore Operation
Summary Income Statement
For the Period from July 2009 through March, 2010

	<u>Jul 09 to</u> <u>Mar 10</u>	<u>Jul 08 to</u> <u>Mar 09</u>	<u>DIFF</u>	<u>%</u>
Non Operational Exp				
Salaries - Dist Admin	\$ 57,778.53	\$ 55,004.11	\$ 2,774.42	5.04%
Salaries - Dist Supervisor	10,235.29	9,065.00	1,170.29	0.00%
Salaries - Dist Student	-	-	-	0.00%
Benefits - All Dist Staff	18,443.43	16,727.83	1,715.60	10.26%
Rent Expense	50,670.00	50,670.00	-	0.00%
Donations	21,383.05	7,218.49	14,164.56	196.23%
Investment Loss/<Gain>	-	151,668.75	(151,668.75)	0.00%
Total Non Operational Income/Expenses	\$ 158,510.30	\$ 290,354.18	\$ (131,843.88)	-45.41%
Net Income	\$ 546,166.74	\$ 411,805.51	\$ 134,361.23	32.63%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2009 through March, 2010

	<u>Jul 09 to</u> <u>Mar 10</u>	<u>Jul 08 to</u> <u>Mar 09</u>	<u>DIFF</u>	<u>%</u>
Gross Sales				
Income - Books	5,710,907.10	5,766,784.92	(55,877.82)	-0.97%
Income - Supplies	382,163.45	360,424.34	21,739.11	6.03%
Income - Food & Beverages	386,077.10	318,847.16	67,229.94	21.09%
Income - Electronics	366,795.55	973,967.40	(607,171.85)	-62.34%
Income - Gifts	66,847.69	63,759.28	3,088.41	4.84%
Income - Sundries	12,595.01	6,638.58	5,956.43	89.72%
Sales Over/Short Adjustment	(2,545.70)	423.77	(2,969.47)	-700.73%
Total Gross Sales	<u>6,922,840.20</u>	<u>7,490,845.45</u>	<u>(568,005.25)</u>	<u>-7.58%</u>
Cost of Goods Sold				
COGS - Books	(3,894,856.31)	(3,907,639.41)	12,783.10	0.33%
COGS - Supplies	(224,927.70)	(213,278.35)	(11,649.35)	-5.46%
COGS - Food & Beverages	(228,789.66)	(197,218.40)	(31,571.26)	-16.01%
COGS - Electronics	(336,793.25)	(907,704.41)	570,911.16	62.90%
COGS - Gifts	(39,199.46)	(35,795.28)	(3,404.18)	-9.51%
COGS - Sundries	(6,989.60)	(3,359.30)	(3,630.30)	-108.07%
Total Cost of Goods Sold	<u>(4,731,555.98)</u>	<u>(5,264,995.15)</u>	<u>533,439.17</u>	<u>10.13%</u>
Gross Profit	<u>2,191,284.22</u>	<u>2,225,850.30</u>	<u>(34,566.08)</u>	<u>-1.55%</u>
Salary & Benefits				
Salaries & Benefits				
Salaries - Administrative	86,892.70	79,899.98	6,992.72	8.75%
Salaries - Supervisor	197,522.61	206,315.05	(8,792.44)	-4.26%
Salaries - Classified	395,412.56	468,678.20	(73,265.64)	-15.63%
Salaries - Students	267,671.11	259,361.28	8,309.83	3.20%
Salaries - Shrt Term Hourly	25,240.13	5,586.05	19,654.08	351.84%
Accrued Vacation Exp-Supervisor	1,557.75	930.40	627.35	67.43%
Accrued Vacation Exp-Classified	-	-	-	0.00%
Benefits - All Stores	287,975.37	277,265.77	10,709.60	3.86%
Total Salary & Benefits	<u>1,262,272.23</u>	<u>1,298,036.73</u>	<u>(35,764.50)</u>	<u>-2.76%</u>
Other Inventory Expenses				

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2009 through March, 2010

	Jul 09 to Mar 10	Jul 08 to Mar 09	DIFF	%
Freight In	203,664.90	221,044.20	(17,379.30)	-7.86%
Service Fees Expense	1,596.29	326.34	1,269.95	389.15%
CRV Tax Paid	3,651.11	3,234.39	416.72	12.88%
Buyback Expense	246.88	6,023.00	(5,776.12)	-95.90%
Invoice Balancing Over/Short	186.35	19.40	166.95	860.57%
Restocking Fees	1,688.62	1,849.14	(160.52)	-8.68%
Imprint Fees	-	-	-	0.00%
Shrinkage Expense	80,410.70	74,904.37	5,506.33	7.35%
Total Other Inventory Expenses	291,444.85	307,400.84	(15,955.99)	-5.19%
Other Service Expenses				
Computer System Support - Software	6,750.00	-	6,750.00	100.00%
Computer System Support - Hardware	-	-	-	0.00%
Training Fees	3,636.75	291.06	3,345.69	1149.48%
Contract Personnel	12,948.00	14,703.04	(1,755.04)	-11.94%
Armored Car Service	9,027.57	7,765.82	1,261.75	16.25%
Security System Service	-	1,083.47	(1,083.47)	-100.00%
Total Other Service Expenses	32,362.32	23,843.39	8,518.93	35.73%
Travel & Mileage Expenses				
Conference Expense	9,701.88	11,344.21	(1,642.33)	-14.48%
Conference Fees Out of State	-	-	-	0.00%
Travel Expenses	35.00	310.00	(275.00)	-88.71%
Mileage	1,150.69	1,841.29	(690.60)	-37.51%
Total Travel & Mileage Expenses	10,887.57	13,495.50	(2,607.93)	-19.32%
Dues & Membership Expenses				
Dues & Membership	6,914.00	4,557.00	2,357.00	51.72%
Total Dues & Membership	6,914.00	4,557.00	2,357.00	51.72%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2009 through March, 2010

	<u>Jul 09 to Mar 10</u>	<u>Jul 08 to Mar 09</u>	<u>DIFF</u>	<u>%</u>
Insurance Expense				
Insurance Expense	5,130.00	10,890.00	(5,760.00)	-52.89%
Total Insurance Expense	5,130.00	10,890.00	(5,760.00)	-52.89%
Utilities				
Utilities - Gas	9,090.00	11,070.00	(1,980.00)	-17.89%
Utilities - Electric	16,200.00	11,880.00	4,320.00	36.36%
Utilities - Water	3,105.00	2,700.00	405.00	15.00%
Utilities - Phone	-	775.16	(775.16)	-100.00%
Utilities - Garbage	3,837.39	5,424.47	(1,587.08)	-29.26%
Total Utilities	32,232.39	31,849.63	382.76	1.20%
Equipment Maintenance & Rental				
Equipment - Non Inventory	15,229.08	1,309.52	13,919.56	1062.95%
Repairs & Maint Contract Equip	6,663.12	715.15	5,947.97	831.71%
Contract Misc Services	6,033.65	7,846.77	(1,813.12)	-23.11%
Total Equipment Maintenance & Rental	27,925.85	9,871.44	18,054.41	182.90%
Legal, Audit & Bad Debt Expense				
Audits	-	2,830.00	(2,830.00)	-100.00%
Bad Debt - Customer	-	-	-	0.00%
Bad Debt - Vendor	-	-	-	0.00%
Total Legal, Audit & Bad Debt Expense	-	2,830.00	(2,830.00)	-100.00%
Other Operating Expenses				
Depreciation	67,151.80	70,757.64	(3,605.84)	-5.10%
Fixed Asset Disposal	-	-	-	0.00%
Postage	-	-	-	0.00%
Store & Office Use Supplies	18,754.53	35,241.37	(16,486.84)	-46.78%
Advertising	346.87	1,101.61	(754.74)	-68.51%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2009 through March, 2010

	<u>Jul 09 to</u> <u>Mar 10</u>	<u>Jul 08 to</u> <u>Mar 09</u>	<u>DIFF</u>	<u>%</u>
Credit Card Commissions	79,925.85	95,132.42	(15,206.57)	-15.98%
Bank Charges - Returned Checks	-	-	-	0.00%
Bank Charges - Other	6,075.14	7,145.32	(1,070.18)	-14.98%
Miscellaneous Expenses	459.17	(717.29)	1,176.46	164.01%
Other Operating Expenses	-	-	-	0.00%
Total Other Operating Expenses	172,713.36	208,661.07	(35,947.71)	-17.23%
Total Operating Expenses	1,841,882.57	1,911,435.60	(69,553.03)	-3.64%
Other Income				
Interest Income	54,452.58	100,895.58	(46,443.00)	-46.03%
Commission Income	48,394.55	76,530.58	(28,136.03)	-36.76%
Miscellaneous Income	29,971.53	12,527.82	17,443.71	139.24%
Catalog Income	512.00	489.00	23.00	4.70%
Shipping & Postage Income	14,420.43	15,494.31	(1,073.88)	-6.93%
Stamp Income	535.18	425.74	109.44	25.71%
Ticket Sales Income	(44.36)	20.00	(64.36)	-321.80%
LTO Interest Income	1,629.14	8,268.22	(6,639.08)	-80.30%
Calif Recycle Fee Collected	-	-	-	0.00%
NG Check Fee Collected	356.83	594.42	(237.59)	-39.97%
NG Check Collection	-	1,404.58	(1,404.58)	-100.00%
Late Rental Return Fee	20,115.09	11,258.71	8,856.38	78.66%
Photocopy Fee	163.31	124.57	38.74	31.10%
Textbook Re-wrap Fee	317.50	313.00	4.50	1.44%
Return Restocking Fee	4,450.44	170.39	4,280.05	2511.91%
VA Handling Fee	372.09	436.32	(64.23)	-14.72%
Textbook Rental Fee	105,124.02	100,666.90	4,457.12	4.43%
First Five Rental Fee	70,536.39	53,655.23	16,881.16	31.46%
Supplies Rental Fee (Funded)	30.00	-	30.00	100.00%
Supplies Rental Fee (Store)	690.00	720.00	(30.00)	-4.17%
Computer Rental Fee	-	8.00	(8.00)	-100.00%
Grad Announcement Fee	-	-	-	0.00%
Notary Fee	-	-	-	0.00%
Grad Rental Income	-	-	-	0.00%
Closeout Books	1,154.44	1,648.30	(493.86)	-29.96%
Fax Fee Income	73.95	72.30	1.65	2.28%
Consignment Sales	-	-	-	0.00%

San Mateo County Community College District - Bookstore Operation
Detail Income Statement
For the Period from July 2009 through March, 2010

	<u>Jul 09 to Mar 10</u>	<u>Jul 08 to Mar 09</u>	<u>DIFF</u>	<u>%</u>
Vendor Discounts	2,020.28	2,021.02	(0.74)	-0.04%
Total Other Income	355,275.39	387,744.99	(32,469.60)	-8.37%
Net Operating Profit (Loss)	704,677.04	702,159.69	2,517.35	0.36%
Non Operation Income/Expenses				
Non Operation Income				
In-Kind Donation Received	-	-	-	0.00%
Non Operational Expenses				
Salaries - District Admin	57,778.53	55,004.11	2,774.42	5.04%
Salaries - Dist Supervisor	10,235.29	9,065.00	1,170.29	12.91%
Salaries - Dist Students	-	-	-	0.00%
Benefits - All Dist Staff	18,443.43	16,727.83	1,715.60	10.26%
Rent Expense	50,670.00	50,670.00	-	0.00%
Donations	21,383.05	7,218.49	14,164.56	196.23%
Investment Loss/<Gain>	-	151,668.75	(151,668.75)	-100.00%
Total Non Operational Expenses	158,510.30	290,354.18	(131,843.88)	-45.41%
Net Income	546,166.74	411,805.51	134,361.23	32.63%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
 As of March 31, 2010

	<u>Mar 31, 10</u>	<u>Mar 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 · CASH & INVESTMENTS				
1112 · INVESTMENTS				
1112.10 · CASH IN COUNTY	223,163.35	203,925.60	19,237.75	9.43%
1112.11 · LAIF	33,485.95	33,233.79	252.16	0.76%
1112.21 · MARK TO MARKET ADJ	-612.99	-2,273.86	1,660.87	-73.04%
Total 1112 · INVESTMENTS	<u>256,036.31</u>	<u>234,885.53</u>	<u>21,150.78</u>	<u>9.01%</u>
Total 1100 · CASH & INVESTMENTS	<u>256,036.31</u>	<u>234,885.53</u>	<u>21,150.78</u>	<u>9.01%</u>
Total Checking/Savings	<u>256,036.31</u>	<u>234,885.53</u>	<u>21,150.78</u>	<u>9.01%</u>
Accounts Receivable				
1200 · ACCOUNTS RECEIVABLE				
1211 · MISC RECEIVABLE	16,574.22	16,691.90	-117.68	-0.71%
Total 1200 · ACCOUNTS RECEIVABLE	<u>16,574.22</u>	<u>16,691.90</u>	<u>-117.68</u>	<u>-0.71%</u>
Total Accounts Receivable	<u>16,574.22</u>	<u>16,691.90</u>	<u>-117.68</u>	<u>-0.71%</u>
Total Current Assets	<u>272,610.53</u>	<u>251,577.43</u>	<u>21,033.10</u>	<u>8.36%</u>
Fixed Assets				
1400 · FURNITURE, EQUIPMENT & FIXTURES				
1410 · FURN., FIXTURE & EQUIP	356,278.33	363,437.99	-7,159.66	-1.97%
1415 · ACCUMULATED DEPRECIATION	-205,317.01	-187,842.07	-17,474.94	9.3%
Total 1400 · FURNITURE, EQUIPMENT & FIXTURES	<u>150,961.32</u>	<u>175,595.92</u>	<u>-24,634.60</u>	<u>-14.03%</u>
Total Fixed Assets	<u>150,961.32</u>	<u>175,595.92</u>	<u>-24,634.60</u>	<u>-14.03%</u>
TOTAL ASSETS	<u><u>423,571.85</u></u>	<u><u>427,173.35</u></u>	<u><u>-3,601.50</u></u>	<u><u>-0.84%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 · SMCCCD PAYABLE	31,150.00	24,306.37	6,843.63	28.16%
2126 · MISC PAYABLE	6,747.25	4,282.00	2,465.25	57.57%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of March 31, 2010

	Mar 31, 10	Mar 31, 09	\$ Change	% Change
Total Accounts Payable	37,897.25	28,588.37	9,308.88	32.56%
Total Current Liabilities	37,897.25	28,588.37	9,308.88	32.56%
Total Liabilities	37,897.25	28,588.37	9,308.88	32.56%
Equity				
3900 - Retained Earnings	398,443.75	408,067.49	-9,623.74	-2.36%
Net Income	-12,769.15	-9,482.51	-3,286.64	34.66%
Total Equity	385,674.60	398,584.98	-12,910.38	-3.24%
TOTAL LIABILITIES & EQUITY	423,571.85	427,173.35	-3,601.50	-0.84%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2009 through March 2010

	Jul '09 - Mar 10	Jul '08 - Mar 09	\$ Change	% Change
Income				
5100 · VENDING INCOME	46,719.64	54,083.52	-7,363.88	-13.62%
5200 · FOOD SERVICE INCOME	84,280.72	83,380.34	900.38	1.08%
5310 · INTEREST INCOME	1,163.21	5,878.81	-4,715.60	-80.21%
5400 · MISC INCOME	862.67	750.14	112.53	15.0%
Total Income	133,026.24	144,092.81	-11,066.57	-7.68%
Expense				
5500 · COLLEGE SUPPORT	55,547.63	58,155.65	-2,608.02	-4.49%
6000 · SALARIES	15,965.76	15,560.65	405.11	2.6%
6210 · BENEFITS	4,204.28	3,663.44	540.84	14.76%
6700 · CONTRACTED SERVICES	53,920.79	42,862.87	11,057.92	25.8%
6800 · DEPRECIATION EXPENSE	16,800.00	22,500.00	-5,700.00	-25.33%
6851 · LOSS ON INVESTMENTS	0.00	18,360.81	-18,360.81	-100.0%
6856 · DISPOSAL OF FIXED ASSETS	-643.07	-7,781.60	7,138.53	-91.74%
6899 · Other Operating Expenses	0.00	253.50	-253.50	-100.0%
Total Expense	145,795.39	153,575.32	-7,779.93	-5.07%
Net Income	-12,769.15	-9,482.51	-3,286.64	34.66%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>	<u>Jul '08 - Mar 09</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME				
5100.6 · VENDING INCOME - ACTION VENDING				
5100.61 · VENDING INCOME - ACTION - FOOD	18,822.73	22,194.06	-3,371.33	-15.19%
5100.62 · VENDING INCOME - ACTION - BEV	-40.00	10.00	-50.00	-500.0%
Total 5100.6 · VENDING INCOME - ACTION VENDING	<u>18,782.73</u>	<u>22,204.06</u>	<u>-3,421.33</u>	<u>-15.41%</u>
5100.7 · VENDING INCOME - PEPSI				
5100.70 · VENDING COMM CLEARING - PEPSI	0.00	0.00	0.00	0.0%
5100.72 · SKY - VENDING INC - PEPSI - BEV	3,822.00	3,681.24	140.76	3.82%
5100.73 · CAN - VENDING INC - PEPSI - BEV	6,219.08	6,406.36	-187.28	-2.92%
5100.74 · CSM - VENDING INC - PEPSI - BEV	17,895.83	16,918.42	977.41	5.78%
5100.79 · SPECIAL INCOME - PEPSI	0.00	4,873.44	-4,873.44	-100.0%
Total 5100.7 · VENDING INCOME - PEPSI	<u>27,936.91</u>	<u>31,879.46</u>	<u>-3,942.55</u>	<u>-12.37%</u>
Total 5100 · VENDING INCOME	<u>46,719.64</u>	<u>54,083.52</u>	<u>-7,363.88</u>	<u>-13.62%</u>
5200 · FOOD SERVICE INCOME				
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	13,889.40	14,145.10	-255.70	-1.81%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	22,069.99	17,356.43	4,713.56	27.16%
Total 5205 · FOOD SERVICE - KJ'S CAFE	<u>35,959.39</u>	<u>31,501.53</u>	<u>4,457.86</u>	<u>14.15%</u>
5206 · FOOD SERVICE - PACIFIC DINING				
5206.2 · Pacific Dining - Skyline	22,684.86	23,063.27	-378.41	-1.64%
5206.3 · Pacific Dining - Canada	9,883.38	12,349.26	-2,465.88	-19.97%
5206.4 · Pacific Dining - CSM	5,318.28	7,173.67	-1,855.39	-25.86%
5206.4K · Pacific Dining - CSM Kiosk	10,434.81	9,292.61	1,142.20	12.29%
5206 · FOOD SERVICE - PACIFIC DINING - Other	0.00	0.00	0.00	0.0%
Total 5206 · FOOD SERVICE - PACIFIC DINING	<u>48,321.33</u>	<u>51,878.81</u>	<u>-3,557.48</u>	<u>-6.86%</u>
Total 5200 · FOOD SERVICE INCOME	<u>84,280.72</u>	<u>83,380.34</u>	<u>900.38</u>	<u>1.08%</u>
5310 · INTEREST INCOME	1,163.21	5,878.81	-4,715.60	-80.21%
5400 · MISC INCOME	862.67	750.14	112.53	15.0%
Total Income	<u>133,026.24</u>	<u>144,092.81</u>	<u>-11,066.57</u>	<u>-7.68%</u>
Expense				
5500 · COLLEGE SUPPORT				
5500.12 · COLLEGE SUPPORT - SKY - ACTION	5,770.73	7,047.40	-1,276.67	-18.12%
5500.13 · COLLEGE SUPPORT - CAN - ACTION	3,125.25	4,248.51	-1,123.26	-26.44%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>	<u>Jul '08 - Mar 09</u>	<u>\$ Change</u>	<u>% Change</u>
5500.14 · COLLEGE SUPPORT - CSM - ACTION	9,886.75	10,911.15	-1,024.40	-9.39%
5500.21 · COLLEGE SUPPORT - PEPSI	0.00	1,000.00	-1,000.00	-100.0%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	3,822.00	3,681.24	140.76	3.82%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	6,219.08	6,406.36	-187.28	-2.92%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	17,895.83	16,918.42	977.41	5.78%
5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE	8,827.99	6,942.57	1,885.42	27.16%
5500 · COLLEGE SUPPORT - Other	0.00	1,000.00	-1,000.00	-100.0%
Total 5500 · COLLEGE SUPPORT	55,547.63	58,155.65	-2,608.02	-4.49%
6000 · SALARIES				
6110 · REGULAR SALARIES				
6111 · MANAGEMENT SALARY	15,965.76	14,155.97	1,809.79	12.79%
6115 · CLERICAL O/T SALARIES	0.00	1,404.68	-1,404.68	-100.0%
Total 6110 · REGULAR SALARIES	15,965.76	15,560.65	405.11	2.6%
Total 6000 · SALARIES	15,965.76	15,560.65	405.11	2.6%
6210 · BENEFITS				
6210.5 · MANDATED				
6212 · OASDI Classified NON PC	4,204.28	3,663.44	540.84	14.76%
Total 6210.5 · MANDATED	4,204.28	3,663.44	540.84	14.76%
Total 6210 · BENEFITS	4,204.28	3,663.44	540.84	14.76%
6700 · CONTRACTED SERVICES				
6710 · SERVICE CONTRACT & REPAIRS				
6711 · SERVICE CONTRACT				
6711.2 · SKYLINE SERVICE CONTRACT	5,066.57	2,748.83	2,317.74	84.32%
6711.3 · CANADA SERVICE CONTRACT	4,568.31	2,082.35	2,485.96	119.38%
6711.4 · CSM SERVICE CONTRACT	5,029.22	3,373.74	1,655.48	49.07%
Total 6711 · SERVICE CONTRACT	14,664.10	8,204.92	6,459.18	78.72%
6712 · REPAIR AND MAINTENANCE				
6712.2 · SKYLINE REPAIR & MAINTENANCE	1,200.80	3,030.34	-1,829.54	-60.37%
6712.3 · CANADA REPAIR & MAINTENANCE	778.73	392.66	386.07	98.32%
6712.4 · CSM REPAIR & MAINTENANCE	1,816.44	978.18	838.26	85.7%
Total 6712 · REPAIR AND MAINTENANCE	3,795.97	4,401.18	-605.21	-13.75%
6714 · UTILITY				
6714.2 · UTILITY-SKYLINE	7,500.00	5,400.00	2,100.00	38.89%
6714.3 · UTILITY-CANADA	8,100.00	6,000.00	2,100.00	35.0%
6714.4 · UTILITY-CSM	9,600.00	7,200.00	2,400.00	33.33%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
 July 2009 through March 2010

	<u>Jul '09 - Mar 10</u>	<u>Jul '08 - Mar 09</u>	<u>\$ Change</u>	<u>% Change</u>
Total 6714 · UTILITY	25,200.00	18,600.00	6,600.00	35.48%
Total 6710 · SERVICE CONTRACT & REPAIRS	43,660.07	31,206.10	12,453.97	39.91%
6750 · OTHER CONTRACT SERVICES				
6751 · CONTRACTED MISC. SERVICE				
6751.1 · BANK CHARGES	-0.01	0.00	-0.01	-100.0%
6751.2 · CONT MISC SER-SKYLINE	927.92	1,531.75	-603.83	-39.42%
6751.3 · CONT MISC SER-CANADA	900.00	1,499.00	-599.00	-39.96%
6751.4 · CONT MISC SER-CSM	900.00	2,098.00	-1,198.00	-57.1%
Total 6751 · CONTRACTED MISC. SERVICE	2,727.91	5,128.75	-2,400.84	-46.81%
6750 · OTHER CONTRACT SERVICES - Other	3,250.00	3,250.00	0.00	0.0%
Total 6750 · OTHER CONTRACT SERVICES	5,977.91	8,378.75	-2,400.84	-28.65%
6760 · EQUIP. & FACILITY REFURBISHMENT				
6761 · EQUIPMENT REFURBISHMENT				
6761.2 · EQUIP. REFURBISHMENT-SKYLINE	0.00	611.11	-611.11	-100.0%
6761.3 · EQUIP. REFURBISHMENT-CANADA	0.00	1,559.45	-1,559.45	-100.0%
Total 6761 · EQUIPMENT REFURBISHMENT	0.00	2,170.56	-2,170.56	-100.0%
6763 · SUPPLIES REFURBISHMENT				
6763.2 · SUPPLIES REFURBISHMENT-SKYLINE	0.00	62.00	-62.00	-100.0%
6763.4 · SUPPLIES REFURBISHMENT-CSM	0.00	20.00	-20.00	-100.0%
Total 6763 · SUPPLIES REFURBISHMENT	0.00	82.00	-82.00	-100.0%
Total 6760 · EQUIP. & FACILITY REFURBISHMENT	0.00	2,252.56	-2,252.56	-100.0%
6770 · EQUIPMENT-NON INVENTORY				
6771.2 · EQUIP-NON INVENTORY/SKYLINE	3,637.81	1,025.46	2,612.35	254.75%
6771.3 · EQUIP-NON INVENTORY/CANADA	645.00	0.00	645.00	100.0%
Total 6770 · EQUIPMENT-NON INVENTORY	4,282.81	1,025.46	3,257.35	317.65%
Total 6700 · CONTRACTED SERVICES	53,920.79	42,862.87	11,057.92	25.8%
6800 · DEPRECIATION EXPENSE				
6801 · DEPRECIATION EXPENSE	16,800.00	22,500.00	-5,700.00	-25.33%
Total 6800 · DEPRECIATION EXPENSE	16,800.00	22,500.00	-5,700.00	-25.33%
6851 · LOSS ON INVESTMENTS	0.00	18,360.81	-18,360.81	-100.0%
6856 · DISPOSAL OF FIXED ASSETS	-643.07	-7,781.60	7,138.53	-91.74%
6899 · Other Operating Expenses	0.00	253.50	-253.50	-100.0%
Total Expense	145,795.39	153,575.32	-7,779.93	-5.07%
Net Income	<u>-12,769.15</u>	<u>-9,482.51</u>	<u>-3,286.64</u>	<u>34.66%</u>

BOARD REPORT NO. 10-6-4C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Mike Celeste, Director of Public Safety 358-6840

UPDATE ON STUDENT PARKING PERMITS

On April 22, 2009, the Board of Trustees approved changes in the student parking permit refund and replacement process (Board Report No. 09-4-102B) so that academic year permits would be replaced on a sliding scale, depending on the point in the academic year.

As of summer 2010, the District is no longer using the services of Prestige Graphics to mail registration statements, to include parking permits, to students. In order to save the cost of postage and avoid returned mail due to incorrect addresses, schedules/bills will now be emailed to students. Since having the parking permits mailed on their own was cost prohibitive, the District looked for vendors that offer an online student parking permit sales system. On March 24, 2010, the Board of Trustees approved a professional services agreement with Credentials Solutions for parking permit management services (Board Report No. 10-3-107B). This will allow students to continue to have the option of purchasing parking permits online and get their permits promptly mailed at any time before or during the semester for their convenience. This recent agreement has also led the District to revisit and streamline the process for student parking permit refunds and replacements.

Per past practice, there will be no refunds or replacements for semester length parking permits. Effective summer 2010, academic year permits will no longer be replaced on a sliding scale. The Department of Public Safety has issued guidelines to the Colleges to assist them in determining when to issue any refunds or replacements. The Director of Public Safety or the Chief of Public Safety at each College will have the discretion to authorize any exceptions to the guidelines.

Credentials Solutions uses a secure online order system that issues and mails permits from the Credentials Solutions offices for a convenience fee to the student of \$3.25 per permit per semester or \$4.00 for an academic year permit. This fee includes the online order form, production of the parking permit, postage, applicable credit card charges, and live telephone customer assistance 24 hours a day, 7 days a week on behalf of the District. This new process has an advantage for students. In the past, students could not purchase permits online after a point in time that was usually about two weeks before the start of classes. From that point through the entire semester, a student would have to stand in line to get a parking permit. Credentials Solutions' 24/7 service will certainly be more convenient for students. Students who choose not to order parking permits online can continue to purchase permits on the College campuses.

The first date that permits were sold online through this new system was June 1. On that day, 238 permits were sold and only 15 of those, or 6%, were sold over the counter. As of June 13, 849 permits have been

sold and only 139 of those, or 16%, were sold over the counter. We believe this is a marked improvement that will also free up cashiers' time for serving students who wish to pay for classes.

Control permits have also been mailed to the District Office in order for us to gauge the lead time for a permit to be received by the student. Lead time is around three days.