

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION

June 8, 2011, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
 - *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
 - *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements 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 3401CSM Drive, San Mateo, CA 94402.*
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 - *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.*
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6:00 p.m. **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

11-6-1 [Minutes of the Board Meeting of May 16, 2011](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

11-6-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Other Recommendations

11-6-1B [Selection of Board Member to Participate in a Meeting of an Advisory Committee of the Little Hoover Commission](#)

11-6-100B Approval of Revision to District Rules and Regulations: 8.70, Student Fees and Charges

INFORMATION REPORTS

11-6-1C Status Report on KCSM

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment: **Cañada College** – Interim College President, President’s Office; Director of Student Support & TRiO Program, Student Services; **District Office** – Interim Executive Vice Chancellor, Administrative Services; Interim Chief Financial Officer, Administrative Services
 - B. Public Employment: **Cañada College** – Dean of Enrollment Services; Enrollment Services; History Instructor, Humanities & Social Science; **College of San Mateo** – Admissions & Records Assistant II, Admissions & Records; Economics Instructor, Creative Arts/Social Science; English Instructor, Creative Arts/Social Science; **District Office** – Groundskeeper, Facilities Planning, Maintenance & Operations; Custodian (Swing Shift), Facilities Planning, Maintenance & Operations (2 positions); **Skyline College** – Dean of Enrollment Services, Enrollment Services; Automotive Instructor, Business Division; Chemistry Instructor, Math, Science & Technology
 - C. 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 16, 2011, San Mateo, CA**

The meeting was called to order at 1:05 p.m.

Board Members Present: President Richard Holoher, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman and Patricia Miljanich, Student Trustee Barry Jointer

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, District Academic Senate President Diana Bennett

Pledge of Allegiance

CLOSED SESSION ACTIONS TAKEN

President Holoher said that at the end of the open meeting, the Board will reconvene to closed session to continue discussion of the closed session items listed on the printed agenda.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the minutes of the meeting of April 27, 2011. The motion carried, all members present voting "Aye."

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 (11-5-1A)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 11-5-1A. The motion carried, all members present voting "Aye."

Other Recommendations

VACANCY ON SAN MATEO COUNTY SCHOOL BOARDS ASSOCIATION EXECUTIVE BOARD (11-5-1B)

President Holoher said he has held the position of Board of Trustees representative on the San Mateo County School Boards Association Executive Board for some time but has been unable to attend the last few meetings. He said that Trustee Schwarz has expressed interest in the position. After ascertaining that no other Board member wished to assume the position, it was moved by Trustee Hausman and seconded by Trustee Miljanich to appoint Trustee Schwarz. The motion carried, all members present voting "Aye."

ADOPTION OF ADDENDUM TO INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR FACILITY IMPROVEMENTS AT COLLEGE OF SAN MATEO AND APPROVAL OF DEMOLITION OF THE BUILDING 20 COMPLEX AT CSM (11-5-100B)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to adopt the Addendum to the Initial Study and Mitigated Negative Declaration for Facility Improvements at College of San Mateo.

Barbara Christensen, Director of Community/Government Relations, said the California Environmental Quality Act (CEQA) requires that when a negative declaration has been adopted for a project and the project is changed in some way, the environmental impacts of the change need to be studied.

Ms. Christensen said that the CIP2 project at College of San Mateo included renovation of 10 buildings; demolition of 14 buildings; construction of new Buildings 5 and 10; reconstruction of two swimming pools; renovation of parking lots, pedestrian pathways and plazas; a new main entrance; and internal roadway remapping, repaving and enhancement. In 2006-07, the District completed an Initial Study for the complete CIP2 project at College of San Mateo. The Initial Study found no potential significant impacts on the environment from the CIP2 project that could not be mitigated to less than significant. The District then adopted a Mitigated Negative Declaration (MND) which included mitigation and monitoring activities that would be followed throughout the project. The Addendum presented tonight relies on the 2006-07 Initial Study and MND and is an extension of the original Initial Study.

Ms. Christensen said that in the 2006 Facilities Master Plan, the District planned to renovate Building 20. The plan now is to demolish the building because it is in great disrepair, is not ADA compliant and contains hazardous materials. In addition, the one classroom located in Building 20 is no longer needed because more than 40,000 square feet of office and classroom space have been added to College of San Mateo since 2006. The Horticulture program, located in Building 20, has been on hiatus for two years. The two Floristry classes serve approximately 4.3 full time equivalent students, the majority of whom are non-majors.

As part of the project to demolish Building 20 and the associated greenhouse and lath building, the District would also build 125-200 parking spaces and renovate and preserve approximately 37,000 square feet of garden space. Ms. Christensen showed slides of the interior and exterior of Building 20, the greenhouse, lath house and south and north gardens. The Facilities Condition Index (FLI) for Building 20 is 68.36, which indicates it is in very poor condition; not much has been done to the building since it was constructed in 1963. The offices for the EOPS and Multicultural programs were housed in Building 20 but have moved to Building 10. The greenhouse is nearly 50 years old and the lath house is a wooden structure which is in very poor condition.

Ms. Christensen pointed out the areas that will be preserved under the current recommendation. The entire Nettle and native garden, or north garden, will be preserved; this is 16,000-18,000 square feet of garden space. The District is working with a landscape architect and College faculty to identify the plants which are located in areas that will not be preserved and are critical to the science programs. These plants will be either transplanted or replaced within the north garden area. In addition, all of the slope areas, totaling approximately 18,000 square feet, will be cleaned up and preserved. The Building 36 south landscape area of approximately 7,000 square feet will also be set aside for plantings.

Ms. Christensen said the change in the project from a remodel of Building 20 to a demolition required the District to complete an additional study on what potential environmental impacts there might be and whether they are different from what was found in 2006. Ms. Christensen introduced Terry Rivasplata, Technical Director with ICF International, the firm which completed the environmental analysis and Addendum. Mr. Rivasplata said CEQA provides that once a project has had an environmental document adopted – in this case, the Initial Study and MND in 2006 and 2007 – changes in the project are considered to be part of that same project and are examined to see whether they would have new or more severe impacts that either have not been disclosed in the previous environmental document or are more severe than had been previously disclosed. ICF International looked at the new project description, within the context of the prior Initial Study and MND, to see whether or not there would be new or more significant impacts. After examining each issue that was examined in the original document, plus the new issue of greenhouse gases, the conclusion was that there would not be any new or more severe impacts. All of the mitigation measures from the original Initial Study and MND continue to apply to the proposed change in the project.

College of San Mateo student Shawn Kann presented a letter from a preservation lawyer, as well as petitions and other letters to go on record. President Holober said the Board received the letter from the lawyer earlier today. Mr. Kann said it is incorrect to state that the aesthetic characteristics reported in the 2006 Initial Study still apply to the proposed changes. He said that replacing the gardens with a parking lot would produce huge aesthetic effects. He said this area also has historical value, having been created in 1996. He said his opinion is that the original MND does not hold.

Mike Ferreira said he was speaking in his capacity as Conservation Committee Chair of the Loma Prieta Chapter of the Sierra Club. He has served as a council member and planning commissioner in a jurisdiction which had land use issues. Mr. Ferreira said that when students came to the Sierra Club and politely requested help with process, he was hopeful that they would get good training and experience in public processes as they brought their concerns forward. He said he was expecting much more from the Addendum than what he saw; he believes he saw a conclusory statement that more parking is needed and another conclusory statement indicating where the parking is needed. He did not see any analysis

behind these statements. Mr. Ferreira said the process needs improvement and he believes that CEQA is not served by the document which is in front of the Board.

Ken King said the Addendum presented to the Board is not a proper CEQA report because it does not contain analysis. With regard to aesthetics, the Addendum refers back to the 2006 Initial Study, saying there was no impact; however the Initial Study did not cover the demolition of Building 20. He said the report is dishonest to the public and to students.

Linton Bowie, Instructor of Floristry, Horticulture and Biology at College of San Mateo, said she submitted a detailed letter to the Board this morning. She said she sees the gardens as a contiguous space; there are connections between the parts to be preserved, the habitats and the use of the gardens by both people and wildlife. She said the most recent information she had was that part of the north garden would not be preserved and she is pleased if that has changed, as indicated on the slide shown by Ms. Christensen. Ms. Bowie said the area between Buildings 36 and 19 has been graded and does not have well-developed topsoil; therefore, the type and quality of a newly created garden may not mitigate for the loss of the contiguous space of the garden. Regarding aesthetics and the cultural value of the gardens, Ms. Bowie said she sees people using the gardens regularly. She said the area is approximately 50 years old and contains many mature specimens, providing a unique space which cannot be recreated by the landscape plan. Ms. Bowie believes the Addendum should have analyzed the value of the space for people, educational programs and aesthetic quality.

Craig Rush, a volunteer master composter, said he took a master composting class sponsored by the County of San Mateo and taught at College of San Mateo. The program trains people to teach residents how to compost garden waste and kitchen scraps, thereby reducing waste that goes to landfills. Mr. Rush urged the Board to preserve the current space. He said that as a society, we are disconnected from the earth and the soil; in this era of sustainability, we need to work together to become more connected. Gardens provide solitude, solace and time for thinking, as well as homes for native species. Parking lots, on the other hand, are fraught with problems, as people complain about having too much or too little parking. Mr. Rush provided his contact information to the Board and offered to teach any Board member how to compost.

College of San Mateo student Bram Wallace said he discovered the gardens early in his first semester at the College and it is his favorite place on campus to study or relax. He said it is one of the only green places at the College and is filled with life. He said manicured lawns are not the same. He believes that building a parking lot in the space would result in a disconnection to the natural world and would have a very negative aesthetic impact. Mr. Wallace said there is not a need for another parking lot. The Hillside lot is empty and the new lot would simply be for the convenience of people who do not want a longer walk to Building 10.

Gita Dev said she is a member of the District Bond Oversight Committee. However, tonight she is here as a member of the public. Ms. Dev said the District Facilities group is outstanding and their systems are exemplary compared with her experience at any other campus. Their judgment is excellent and they have made excellent use of bond money while dealing with problematic financials. However, in this case, she questions the judgment to convert gardens with a gorgeous view of the Bay to a parking lot. She said the District is already creating a huge parking lot on the other side of Building 36 and there is also some parking associated with Building 10, although most parking is not next to Building 10. Students have two gardens with butterflies and animals and a place to be with friends or study. This is an amenity which the quad, while beautiful, will not have for another 25 years. Ms. Dev said the Horticulture program is important to San Mateo County and she hopes the Board will take a long view of that; however, tonight she is here to advocate on behalf of saving the two gardens in their entirety and to make parking subservient to the gardens.

Violeta Grigorescu, a Physics teacher and member of the classified staff at College of San Mateo, said she was born and raised in the Carpathian Mountains in Romania, where she grew up nurturing a profound respect and love for nature. She has worked at College of San Mateo since 2004. She said that when life and work get to be stressful, she has a secret oasis by Building 20 where she can sit for a few minutes every day. When she gets up and goes back to work, she feels strong and ready to give energy to others. Ms. Grigorescu said there are many others like her, from different places and different backgrounds; it is for them that she asks the Board to spare the gardens from destruction and give up the idea of a new parking lot, which would eliminate the last untainted place on campus, leaving a world of plastic-like grass, insecure trees and endlessly cemented areas. She said many members of the community dislike the heavily landscaped look of the College.

College of San Mateo student Grace Noland said the garden is the first place that made her fall in love with the College. It is a secret place where people can go and feel at peace and this cannot be found anywhere else on campus. While she

enjoys walking around the campus and thinks it is beautiful, she believes it is also sterile. If the garden is removed and replaced with a parking lot, Ms. Noland fears she will no longer love the College as much as does now. She urged the Board to consider people who cherish the garden.

Hearing no further comments from the public, Trustee Holober read the following, in preparation for Board discussion and vote:

“In approving this Addendum, the Board notes that this project was thoroughly analyzed in the Initial Study/Mitigated Negative Declaration (IS/MND) that was developed for the Facility Improvements at College of San Mateo in 2006/2007 and adopted by the Board on January 24, 2007. That study found that this project created no significant impacts on the environment that could not be mitigated to be less than significant. A copy of the MND is included as Attachment 1 to the Addendum. A complete copy of the IS/MND is available for viewing in the Chancellor’s Office, located at 3401 CSM Drive in San Mateo.”

Student Trustee Jinter noted that the analysis by ICF International states that the revised project would have no significant aesthetic impact to the campus, while those who spoke to the issue tonight believe there would be such an impact. He asked if the process for the analysis was done the right way. Mr. Rivasplata said there is no bright line as to what is significant and less than significant with regard to aesthetics, as beauty is in the eye of the beholder. He said that because a change is proposed in a project that has been previously approved, CEQA requires the District to look at the original analysis and how the change in the project may lead to new or more severe impacts that had not been analyzed before. ICF looked at whether or not, in the context of the vast changes that were proposed in 2006, this change would have substantially more severe or new impacts. Given the size and context of the projects that had been already analyzed and approved in 2006, ICF did not see that there would be new or substantially more severe impacts. ICF also looked at the lighting systems in the new parking lot to see whether there were provisions to make sure there would not be an escape of light to the sky at night. They found that there were mitigation measures and also a commitment from the District to reduce the potential for light overflow from the fixtures that would be installed; therefore this also did not produce new or substantially more severe impacts that had not been analyzed before.

Student Trustee Jinter said he understands that the original study included the renovation of Building 20 and this is being altered. He asked if the garden area was scheduled to be removed in the original study. Mr. Rivasplata said the Initial Study did not look specifically at the gardens. Rather, it looked at whether the proposed project would result in significant changes to the aesthetics of the campus. The conclusion in 2006 was that the changes would not be significant. Student Trustee Jinter asked if it is Mr. Rivasplata’s position that the removal of the garden area will not cause a significant aesthetic impact to the campus. Mr. Rivasplata said that is correct; looking at the change in the context of the original plan that was approved, it is not reasonable to conclude that, because of this one change alone, the entire campus facilities project would suddenly have a significant effect on the environment.

Ms. Christensen said that of the 154 acres at College of San Mateo, 86 acres are either landscaped, grass or not developed, and this is another reason that the change is not to be considered as having a significant aesthetic impact.

Vice President Mandelkern asked staff or Mr. Rivasplata to discuss what role aesthetics plays under CEQA, how aesthetics is measured, and how an aesthetics determination was made in the 2006-07 Initial Study. Mr. Rivasplata said that in 2006, they used a commonly used federal methodology which looks at the context, intensity of the views and the number of people who would potentially have a view of the site. Although this is quasi-scientific, the issue of aesthetics always includes some kind of values judgment.

Vice President Mandelkern asked if there is a relative scale to evaluate the aesthetic impact of buildings, particularly those that may be more than 50 years old and in deteriorating condition, such as the greenhouse, vs. the absence of those buildings vs. open space vs. parking and other types of aesthetic impacts. Mr. Rivasplata said that in 2006, they did not look at each building that was proposed for renovation or demolition and probably did not look at Building 20 specifically. Rather, they took a broader look at the entire campus in terms of aesthetics. Vice President Mandelkern asked if ICF did anything different for the Addendum in terms of considering the aesthetic impacts of the removal of these buildings. Mr. Rivasplata said they did and, in context of the larger changes adopted in 2006, this did not seem to have substantially more severe aesthetic impacts.

Trustee Miljanich said she believed the original plan called for filling in some of the garden area in question. Chancellor Galatolo said the original plan included relocating excess dirt from the Gateway project and using it to fill in the new

parking lot to make it closer to the grade of the rest of the campus. The lot would have covered the berm and all of the garden area. When faculty, staff and others brought to the District's attention that these were critical learning areas and their removal would severely disrupt the academic mission of teaching and learning, the decision was quickly made to retain the north garden and the berm areas. Subsequently, the space allocated for parking shrank based on concerns about the north garden and other garden areas.

Trustee Miljanich said she appreciates those who came and expressed their thoughts. She said that, like all important subjects, there will be disagreement and difficult choices will have to be made. The Board asked staff to work closely with all constituents to try to mitigate any impacts of the changes as much as possible, and she believes staff has done so. Trustee Miljanich said people can characterize lawns and landscaping as insignificant, as a few people have done tonight, but she disagrees. She requested information from staff and finds that there is significant green acreage on campus. There will always be a struggle to find balance and the District has been trying to find balance while serving the interests of the students it serves. The District does not have the luxury of not considering the cost of things and what other things the funds could be used for, such as classes for students. Trustee Miljanich said she appreciates that people like to have an area that is pretty to look at and be at. When she saw the area originally, it appeared to her to be overgrown and unkempt; she understands that this is her opinion and that beauty is in the eye of the beholder. Trustee Miljanich said she is convinced that the recommendation before the Board is in keeping with the law and in keeping with the needs of the campus at this point. Therefore, she will support the recommendation.

Student Trustee Jinter asked if this project went through the shared governance process and, if so, what the feelings of the constituencies at College of San Mateo were. President Claire said the focus has always been on the programmatic needs of the College. The College has been working with faculty for more than a year to determine programmatic needs and he is confident those needs will be met with regard to the garden areas. President Claire said the landscape planning went through the shared governance process and was run through multiple iterations. He said that people hear different things; he continually hears how beautiful people think the campus is.

Trustee Hausman said she appreciates everyone who participated, regardless of how they feel about the issue. She said this is not an easy or fast decision, as the issue has been discussed at several meetings and the Board has been provided with a substantial amount of written materials. Ultimately, the Board has the responsibility to make the decision, and will do so after considering everything they have heard, seen and read.

Student Trustee Jinter said it is important that everyone took part in the process, including alumni and members of the community. He said it appears the recommendation will move forward and he hopes that the parking lot will not be limited to use by staff. He believes the probable passage of the recommendation is unfortunate, but said that life goes on and College of San Mateo will still have a beautiful campus and will have garden space. As long as there are students and community members who are passionate about the garden, Student Trustee Jinter believes they can maintain a space that is as good as or better than the current area.

President Holober said he is very comfortable with the process used to prepare the Addendum. Having read the Addendum, he agrees with the conclusion that there are no new significant impacts that cannot be mitigated if the change is made.

After this discussion, the motion to adopt the Addendum to the Initial Study and Mitigated Negative Declaration carried, all regular members present voting "Aye." Student Trustee Jinter cast an advisory "No" vote.

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the demolition of the Building 20 Complex.

College of San Mateo student Bonnie Britton said that as she drove by Building 20 last week, she saw a sign directing the Soroptomist Club to Building 10. She believes that giving up a resource that people treasure in order to provide parking for staff and visitors is a serious and questionable decision.

Mr. Wallace said the College is here to serve students. He said the parking lot is apparently for use by visitors and faculty. He said that faculty get paid to work here while students pay to come here. He believes there is an overemphasis on faculty not wanting to walk the extra distance.

Richard Jones said he noticed that Building 5 would be an excellent building to rent out if needed; therefore, the project could be moved over to Building 5 and it would be unnecessary to demolish the buildings in question.

Trustee Miljanich said it would concern her greatly that Building 20 is not ADA compliant and that it would cost a great deal of money to renovate. It is also disturbing to think that the Board would be locked into making a decision at one point in time without taking into consideration economic changes or the changing needs of the campus, e.g. opportunities to provide classroom space in other buildings. Trustee Miljanich said she cannot imagine who would be put into Building 20, which is not ADA compliant and not as safe as the new buildings or buildings that have been upgraded. She said there is only one classroom in Building 20 and that the space needs can be met in other places; it would concern her to pour funds into remodeling a building that is not needed. Trustee Miljanich said that, given the condition of Building 20 and the greenhouse, they do not look historical to her. They look unsafe and unkempt and, under these circumstances, she believes it would be unfair to put anyone into the building.

Student Trustee Jinter said he agrees that Building 20 should be demolished. When he first came to College of San Mateo in the fall of 2009 and walked around the campus, the first thing he noticed was that Building 20 was run-down and out of place. He toured the area again after being elected Student Trustee. He believes that, given the building's condition, it would have to be flattened and rebuilt and this is not an affordable option. Student Trustee Jinter said that, while he recognizes that the Horticulture program needs a home, Building 20 has few people in it, is not well kept and does not fit in; therefore, he believes it must go.

Vice President Mandelkern thanked students and members of the public for sharing their comments with the Board. He said the issue has generated much interest and commentary, both pro and con, over several months. He said these are difficult economic times and, with limited resources, the District cannot do everything it would like to do in a perfect world. Looking at the condition of the greenhouse and Building 20, he believes that pouring millions of dollars into renovating these buildings would be a poor use of the public's money. Vice President Mandelkern said the Board has the responsibility to be the trustees of the public's money and to make sure the resources are well-spent in serving the educational needs of students. He said he cannot see the point of keeping buildings that are past their useful life, contain hazardous materials and are not ADA compliant. It would be a poor use of time and money to keep the buildings standing and boarded up, simply to say they have been preserved. He believes it would also be a poor decision to completely rebuild these buildings when most of the use in the buildings has been replaced in other areas through new construction.

Vice President Mandelkern said he appreciates that there is sentiment around the greenery and garden spaces. He believes that by preserving the north garden area, the berm and the south landscape slope, the District has tried to do a good job accommodating the needs and perspectives that been expressed. He said that parking lots can be used for other things in the future and provide the flexibility to examine what the needs will be in the area when resources become available for other projects.

Vice President Mandelkern said that the Board has also been hearing the other side of the story, which is that there are programs on the north side of campus which are being impacted by the lack of parking. He commented that, while it is nice to say that people should ride their bikes or take the bus, we are in an environment in which bus service is being cut. He added that College of San Mateo is not a particularly bike-friendly campus. He said the fact is that the College needs to make its places accessible to the community. He said he does not see any realistic option being presented other than to take down Building 20 and the greenhouse.

Trustee Hausman said she feels very sympathetic toward those who have feelings about the buildings and gardens. She said that sometimes difficult decisions must be made and this is one of those times.

President Holoher said he appreciates the comments from students, faculty and members of the public. He said he has attended some end-of-the-year events for the EOPS program which has been located in Building 20. He said EOPS is a wonderful program which provides opportunities for students coming from underprivileged and poor backgrounds to succeed in our community college system. It is a successful and vital program. However, President Holoher said he was appalled that the program was put into the worst, most downgraded and dilapidated facility while these students were trying to move out of that very kind of environment. The EOPS program is now located in the center of campus in a brand new building, and its importance is acknowledged through its new physical location. To think of consigning these students back to the kind of "slum" building that Building 20 symbolizes is something that President Holoher could not do. He said Building 20 has outlived its useful life.

President Holober said he is proud of what has been done at College of San Mateo, as well as at the other campuses. He said he personally would prefer to have a 200 to 300 year old Ivy League-like campus but that is not what we are. We are an institution which serves a huge number of students at a low cost. President Holober said he does not see the campus environment as being sterile, as some have suggested. He sees it as a first-class, high-quality, highly desirable environment, reflected in the fact that enrollments have been up and students have been turned away because demand is increasing. Looking at the bigger picture, President Holober said he believes students are being well served.

President Holober said he understands that there are those who are attached to a particular building. However, when considering the costs involved in trying to make the building safe and ADA compliant, removing asbestos and all of the other costs vs. providing better state-of-the-art buildings, he believes the decision is simple. He said the decision to renovate or demolish and rebuild a building is made for every building, and a number of buildings on campus have been renovated. He would always suggest renovating a building before demolishing and rebuilding it if that is a financially viable choice because it is the more environmental choice. He said he is comfortable with the recommendation to demolish the Building 20 complex.

Addressing those who came to speak specifically on the garden issue, President Holober said their voices have been heard. The current recommendation is significantly different than what was under consideration when the process started a few months ago when the recommendation was to eliminate the gardens entirely. The numbers President Holober saw reflect a net loss of open green or garden space of approximately 13,500 square feet, which is less than one-third of one acre. Given that there are 86 acres of outdoor open space on campus, the loss represents a very small percentage of the open space. President Holober said he hopes the public is looking at the entirety of what the District is doing to provide quality, state-of-the-art facilities and doing so in a way that is respectful to the environment.

After this discussion, the motion to approve the demolition of the Building 20 complex carried, all members present voting "Aye." Student Trustee Jinter cast an advisory "Aye" vote.

AUGMENTATION FOR DISTRICTWIDE INTERIOR AND EXTERIOR PAINTING UNIT PRICE CONTRACT (11-5-101B)

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

CONTRACT AWARD FOR CAÑADA COLLEGE ELECTRICAL INFRASTRUCTURE REPLACEMENT PROJECT (11-5-102B)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the contract award as detailed in the report. The motion carried, all members present voting "Aye." Vice President Mandelkern complimented staff on their success in generating a large number of bidders for this contract and the one that follows.

CONTRACT AWARD FOR SKYLINE COLLEGE ELECTRICAL INFRASTRUCTURE REPLACEMENT PROJECT (11-5-103B)

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

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman said she attended the Skyline Automotive Banquet last Saturday night. This is the 19th time she has attended the banquet in her 20 years as a Board member. She said the feeling in the Automotive Department is incredible and noted that the faculty know and care about each individual student. Among the awards presented were the "Broken Piston" and "Most Inspirational" awards. A group of women students has been formed, called "The Heart Wrenchers." Many women from this group spoke and they are knowledgeable and articulate. The Toyota Corporation, which has been involved with the Automotive program for many years, is phasing out their participation and the Honda Corporation will be coming in to work with the program. Professor Rick Escalambre is loved by students and they presented him with a new iPad.

Trustee Miljanich said she attended the awards ceremony last week for the ESL program at Cañada College and found it very inspirational. There were amazing student and alumni speakers, along with President Mohr and faculty members. She said such events are always a reminder to Board members of why they serve; it is wonderful to play some small role in supporting the future of so many people.

Addressing the students who were still present, Student Trustee Jinter said this will not be the last time the Board will have to make a decision that students may be opposed to. He encouraged them to stay involved and engaged in the shared governance process and to consider the big picture.

Vice President Mandelkern said he and his wife attended the College of San Mateo jazz band concerts last Monday night. It was a wonderful evening as accomplished musicians from four different groups performed, including high school students who are concurrently enrolled and members of the community who come back to participate because of their love of jazz.

Vice President Mandelkern said the State is still undergoing severe cuts to education, but this is the time of year to look back and celebrate successes in spite of tough times. The many awards ceremonies and upcoming commencements are reminders that the District is still able to do a lot for a lot of students. For that, Vice President Mandelkern said he is grateful to faculty, staff, administration and students who put up with hurdles and roadblocks that are in their paths as they work toward achieving their educational goals. Vice President Mandelkern said that, as we reflect on students who are transferring to other institutions and those who are receiving certificates and degrees and moving into the working world, we should be thankful for what we have been able to accomplish and occasionally see that the glass is half or more full rather than half empty.

President Holober said that the Board appointed himself and Vice President Mandelkern to serve as an informal subcommittee to look at public opinion polling regarding public attitudes toward funding of higher education facilities. This was put on hold because at that time there was no election in the near future that would allow for this item. The season is now approaching in which there will be an election. President Holober and Vice President Mandelkern will resume discussions and report back to the Board soon.

COMMUNICATIONS

President Holober said the Board received one letter from a member of the public; 24 emails from faculty, students and members of the public; and one letter from an attorney regarding the Addendum to the Initial Study and Mitigated Declaration and the demolition of the Building 20 Complex at College of San Mateo.

RECONVENE TO CLOSED SESSION

The Board reconvened to Closed Session at 2:40 p.m. and reconvened to Open Session at 3:10 p.m.

CLOSED SESSION ACTIONS TAKEN

President Holober announced that at the Closed Session just concluded, the Board (1) approved the personnel actions listed as 1A and 1B on the printed agenda; (2) held a conference with legal counsel regarding one case of potential litigation; and (3) held a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CESA.

ADJOURNMENT

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to adjourn the meeting. The motion carried, all members present voting "Aye." The meeting was adjourned at 3:15 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 8, 2011 meeting.

Dave Mandelkern, Vice President-Clerk

BOARD REPORT 11-6-1A

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

James Peacock	Bookstore Manager	Auxiliary Services
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Reassigned through the hiring process from a Bookstore Textbook Manager position at the College of San Mateo Bookstore into this full-time 12-month position, effective June 9, 2011, replacing Judy Worster who retired.

B. CHANGE IN STAFF ALLOCATION

Cañada College

Recommend approval of a new classification, "Director of Special International Programs," at Grade AA of the Academic Supervisory Salary Schedule (30), effective June 9, 2011.

Also recommend a change in staff allocation to add one full-time (100%) temporary 12-month per year Director of Special International Programs at Cañada College, effective June 9, 2011 through an indeterminate duration contingent on funding.

College of San Mateo

1. Recommend a change of staff allocation to add one part-time (48%) 11-month per year Cosmetology Aide position at College of San Mateo, effective July 1, 2011. The position will be funded by Measure G.
2. 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 2011, effective June 20, 2011. This temporary increase will cover the six-week Summer Session, ending on July 30, 2011:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Lori Pilster	5 days
Child Development Center Aide II	Yovanka Crossley	11 days
Child Development Center Aide II	Maggie Lam	23 days
Child Development Center Aide I	Clara Valdez Chon	23 days

3. Recommend approval of a temporary increase in staff allocation for two 10.5-month positions at the College of San Mateo Library for Summer Session 2011, effective June 20, 2011. This temporary increase will cover the eight-week Summer Session, ending on August 13, 2011:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Instructional Aide II	Theresa Vigilia	39 days
Library/Media Technician	Huda Shuhaiber	31 days

Skyline College

1. Recommend approval of a temporary increase in staff allocation for one 10-month position at the Skyline College Library for Summer Session 2011, effective June 20, 2011. This temporary increase will cover the eight-week Summer Session, ending on July 30, 2011:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Instructional Aide II	Li-Way Wang	31 days

2. Recommend approval of a temporary increase in staff allocation for two 10-month positions at the Skyline College Cosmetology Program for Summer Session 2011, effective June 20, 2011. This temporary increase will cover a four-week period, ending on July 18, 2011:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Cosmetology Aide	Sonia Cleary-Godwin	16 days
Office Assistant I	Tiffany Evangelista	15 days

3. Recommend a change of staff allocation to add one part-time (80%) 10-month per year Career Resource/Counseling Aide position at the Transfer Center at Skyline College, effective July 1, 2011. The position will be funded by Measure G.
4. Recommend a change of staff allocation to add two part-time (80%) 11-month per year Office Assistant II positions in Counseling Services at Skyline College, effective July 1, 2011. The positions will be funded by Measure G.
5. Recommend a change of staff allocation to add three part-time (80%) 10-month per year Admissions & Records Assistant II positions in the Admissions & Records Office at Skyline College, effective July 1, 2011. The positions will be funded by Measure G.
6. Recommend a change of staff allocation to add one part-time (48%) 10-month per year Instructional Aide II position in the DSPS Program at Skyline College, effective July 1, 2011. The position will be funded by Measure G.
7. Recommend a change of staff allocation to add one part-time (40%) 10-month per year Office Assistant II position in the DSPS Program at Skyline College, effective July 1, 2011. The position will be funded by Measure G.
8. Recommend a change of staff allocation to add one part-time (80%) 10-month per year Office Assistant I position in the EOPS/Counseling Program at Skyline College, effective July 1, 2011. The position will be funded by Measure G.
9. Recommend a change of staff allocation to add one full-time (100%) 10-month per year Office Assistant II position in the Financial Aid Office at Skyline College, effective July 1, 2011. The position will be funded by Measure G.

10. Recommend a change of staff allocation to add one full-time (100%) 10-month per year Financial Aid Technician position in the Financial Aid Office at Skyline College, effective July 1, 2011. The position will be funded by Measure G.

C. 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	7/1/2011	6/30/2012	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	7/1/2011	6/30/2012	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	7/1/2011	6/30/2012	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/Campus Copy & Post Center	1	6/9/2011	6/30/12	Staff Assistant: Assist staff in the daily operation of the newly opened Campus Copy & Post, including pricing, stocking shelves, cashiering, customer services, merchandise preparation, and other duties as assigned.
District	Community Education	1	7/1/2011	12/31/2011	Office Assistant I: Assist with student registration, customer service, preparation and distribution of instructor materials and marketing materials.
Cañada	Enrollment Services	2	8/8/2011 1/9/2012 6/13/2012	9/9/2011 2/10/2012 6/29/2012	Admissions & Records Assistant II Application and registration processing, assist students at counter and by phone during peak registration periods.
Cañada	Humanities/TRiO	2	8/1/2011	12/31/2011	Instructional Aide II: Assist with offering instructional services that meet the needs of developmental and lower level college English and math participants. Positions funded by Federal TRIO.

Cañada	Operations/Budget Office	1	8/8/2011 1/9/2012 6/13/2012	9/9/2011 2/10/2012 6/29/2012	Accounting Technician: Student payment processing, issuance of parking permits, balancing of cash, etc. during peak registration periods.
Cañada	Student Services/Financial Aid	1	7/1/2011	12/31/2011	Financial Aid Assistant: Provide front counter coverage during afternoons and evenings with occasional weekend assistance for FAFSA workshops; participate in outreach events; and supervise student workers.
CSM	Business/Technology	6	7/1/2011	6/30/2012	Instructional Aide II: Assist Fire Technology instructors during manipulative skills exercises; assist EMT instructors during skills practice and testing; assist the Recruit Firefighter Academy directors/instructors for the county academy.
CSM	KCSM	8	7/1/2011	12/31/2011	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	7/1/2011	12/31/2011	KCSM Production Operator (TV): Operate cameras, serve as audio mixer, and operate teleprompters.
CSM	KCSM	1	7/1/2011	12/31/2011	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	PE/Athletics	20	7/1/2011	6/30/2012	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	PE/Athletics	6	7/1/2011	6/30/2012	Equipment Manager: Facilitate events for outside groups renting CSM's physical education or athletic areas.

CSM	PE/Athletics	1	7/1/2011	6/30/2012	Athletic Trainer: Assist with assessing injuries and managing rehabilitation of student-athletes under the supervision of the head athletic trainer.
CSM	Student Services/Child Development Center	2	7/1/2011	6/30/2012	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	7/1/2011	6/30/2012	College Physician: Provide medical advice and treatment in the College Health Center.
Skyline	Business Services	1	7/1/2011	6/30/2012	Accounting Technician: Student payment processing, issuance of parking permits, balancing of cash, etc. during peak registration periods.
Skyline	Business/Cosmetology	3	8/17/2011	12/31/2011	Instructional Aide II: Oversee student performance of massage techniques. The services are provided intermittently at varied days/times for short periods of time.
Skyline	Language Arts/Learning Resources	24	7/1/2011	12/31/2011	Instructional Aide II: Provide tutorial services to students in English, Math, Science, History, Economics and other disciplines; assist students in the use of instructional materials; assist with presentations and study groups. Each will work approximately 7 hrs per week.
Skyline	PE/Athletics/Dance	1	8/17/2011	5/25/2012	Assistant Coach: Assist with ongoing Dance choreography, rehearsals, public relations, day of event management, coordination of student segments, brochure publication, website updates, sponsor solicitation, etc.
Skyline	PE/Athletics/Dance	1	8/17/2011	5/25/2011	Assistant Coach: Provide support for promotion of all athletic programs, including public relations, website updates, coordination of team photos, etc.
Skyline	PE/Athletics/Dance	2	8/23/2011	12/05/2011	Assistant Coach: Provide support for Intercollegiate 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	8/24/2011	12/05/2011	Assistant Coach: Provide support for Intercollegiate Volleyball programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	8/29/2011	12/12/2011	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	10/17/2011	3/12/2012	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	1/17/2012	5/21/2012	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	2/27/2012	5/14/2012	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	8/2/2011	5/7/2012	Athletic Trainer: Assist with assessing injuries and managing rehabilitation of student-athletes under the supervision of the head athletic trainer.

BOARD REPORT NO. 11-6-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**SELECTION OF BOARD MEMBER TO PARTICIPATE IN A MEETING OF AN
ADVISORY COMMITTEE OF THE LITTLE HOOVER COMMISSION**

The Little Hoover Commission is convening an advisory committee meeting with members of community college governing boards to gather input and expertise about ways to improve the governance, finance and accountability of the community college system. The meeting, in the form of a roundtable discussion, will be held in Sacramento on Wednesday, June 22, 2011, the day prior to the Commission's third hearing on the community college system.

The District has been asked if there is a member of the Board of Trustees who would be interested in participating in the meeting to share his or her insight and perspective with the advisory committee.

RECOMMENDATION

It is recommended that the Board select a member of the Board of Trustees to participate in the meeting of the advisory committee of the Little Hoover Commission on June 22, 2011.

BOARD REPORT NO. 11-6-100B

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

**APPROVAL OF REVISION TO DISTRICT RULES AND REGULATIONS:
8.70, STUDENT FEES AND CHARGES**

In the continuing effort to review and update District Rules and Regulations, the above referenced policy is recommended for revision as shown on the attached.

Currently, students may register and attend classes during a semester without paying. The only requirement is to pay enough to reduce the balance to below \$200 prior to registering for the next semester, or prior to obtaining official grades or transcripts. The process of dropping students for non-payment was instituted in 1995 along with the implementation of telephone registration. At that time, the District dropped students as of census date (4th week of classes) who had

- registered prior to the start of classes and
- had not made any sort of payment and
- had not added or dropped a class after the start of classes.

This was an inequitable drop that affected students differently depending on the date of their registration. Students who owed more than \$35 also had a registration hold placed for the next semester. Starting in 2005, in part to boost enrollment, the District stopped dropping students and only placed grade and transcript holds on them if they had any balance. In 2009, the District implemented registration holds for students who owe more than \$200 as well as grade and transcript holds for any balance owed. As a result of this change in policy, student accounts receivable has increased markedly in the last two years. At this point, since the District was 1800 FTES over its state-determined funded cap for 2009-10, it no longer needs to encourage enrollment and, therefore, the Administration is proposing a change in the drop policy.

A payment deadline survey was completed statewide in January, 2009. Sixteen districts and colleges responded. Of them, only two (San Mateo and Contra Costa) did not drop students for non-payment prior to the start of classes. The remaining districts drop students anywhere from 1 day to 2 weeks after registration.

Some of the advantages of dropping students for non-payment include:

- The class roster should be more accurate and not include students who have no intention of attending.
- The District would incur fewer bad debts – which are expenses of the District and not the state.
- Faculty would have to drop fewer students.
- No notification/emails/calls would need to be made to students for fee collection.
- Eliminates authorization codes (with appropriate class sizes for other drops that may occur) as any available seats are really available.

- Facilitates the use of the wait list, as drops will occur sooner in the process.
- Encourages early application for financial aid.

Some of the disadvantages of dropping students for non-payment include:

- Some students who have difficulty paying for classes and/or working the system (applying for aid, etc.) may be dropped.
- The initial term that this is implemented may experience more late adds.

Some of the implementation issues include:

- Changing what we do will require plenty of advance notification to students of the changes.
- Banner needs to be reprogrammed to accommodate the change, which will take time.
- A process for payment plans needs to be developed and implemented.

This proposed change was taken through the shared governance procedure. The District Shared Governance Council makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of response:

- a. I support the recommendation completely
- b. I support the recommendation with reservations
- c. I cannot support the recommendation

On this policy, the following was the result of polling:

Four members were at the a. level
Six members were at the b. level
Two members were at the c. level

Although the District Shared Governance Council did not have unanimous support for the changes, 83% of the Council supported the changes with or without reservations.

RECOMMENDATION

It is recommended that the Board approve the revisions to the above referenced policy, as shown on the attached, and direct staff to implement the new policy as soon as the implementation issues have been resolved.

8.70 Fees and Charges

1. The San Mateo County Community College District recognizes that the mission of community colleges to provide quality postsecondary educational opportunities to all is enhanced by maintaining the lowest possible costs to students. Therefore, the Board is committed to maintaining the lowest possible costs to students, consistent with State requirements, level of support, and local budgetary needs. All fees shall be approved on the basis of providing equity among students enrolled in each of the District's Colleges.
2. Fees and other charges shall be reduced or waived only as provided for by law and Board-adopted policy.
3. To the extent possible, and as provided by the Education Code, full cost shall be recovered for selected student-consumed materials, selected special instructional services, and for nonstudent use of District resources. In the San Mateo County Community College District, the following fees are authorized:
 - a. Fees which are mandated by the State.
 - b. Enrollments fees for credit courses as required by law.
 - c. Auditing fees of \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.
 - d. Health services fees: as authorized by the Education Code.
 - e. Nonresident student tuition fee (see Section 7.07).
 - f. Parking fee: actual cost of parking facilities maintenance and enforcement as determined by the Executive Vice Chancellor, not to exceed the maximum allowed by law.
 - g. Instructional materials fees: students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom.
 - h. Physical Education Facilities: Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.
 - i. Fees for catalogs, special publications deemed necessary by College or District officials, radio and TV guides, etc.: based upon actual cost of preparation, printing and mailing.
 - j. Fees for reimbursement for special services not a part of the District's regular curriculum (GED, College Level Examination Placement, etc.): direct costs only.
 - k. Fees for copies of student records under Section 7.28: not to exceed \$1 per page.
 - l. Fees for copies of other records: not to exceed \$1 per page.
 - m. Student body fees: as authorized by the Education Code.

- n. Student representation fees: as authorized by the Education Code. Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
 - o. Transcript fees: as authorized by the Education Code. The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Executive Vice Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.
4. Students shall be charged for books and other materials on regular loan from the College libraries for each school day beyond the due date specified. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
 5. Students shall be charged for books and other materials on a textbook loan program from the College Bookstore and laboratories for items not returned. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
 6. The State-mandated enrollment fee is due and payable in full at the time of registration. Parking fees are due and payable in full at the time the student purchases a parking permit. **Students whose fees are not paid and who have not enrolled in a payment plan shall be dropped from classes prior to the start of the term.**
 7. All students who enroll in a variable unit course will be required to pay State mandated fees based on the number of units in which the student enrolls and nonresident students will also be required to pay nonresident tuition based on the number of units in which the student enrolls.
 8. Deferral of payment of the State-mandated enrollment fee shall be allowed in accordance with procedures established by the Vice Presidents for Student Services.
 9. ~~A student whose eligibility for financial aid has not been certified prior to the first day of classes shall not be permitted to register until all applicable fees are paid except as covered in "7" above.~~ Students who are certified eligible and awarded financial aid will be permitted to register and must pay all applicable fees at the time they receive their first financial aid check. All applicable fees shall be used in calculating the cost of education for financial aid purposes. Fee payment shall be given first priority in the allocation of funds and the development of payment schedules.
 10. Grades, transcripts, degrees, and/or registration privileges shall be withheld from any student or former student properly charged with owing the District fines, fees, or other charges which remain unpaid.
 11. Credits or debits of \$20 or less incurred by students per fee type will be carried on the District's books for a maximum of five years.
 12. All approved fees and charges shall be collected under procedures established by the District Administrative Services Office and in accordance with audit requirements.

References: Education Code Section 76365; Title 5 Sections 59400-59408

(Revised ~~4/10~~ xx/11)

San Mateo County Community College District

June 8, 2011

BOARD REPORT NO. 11-6-1C

STATUS REPORT ON KCSM

There is no printed report for this agenda item.