

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**October 26, 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 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.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

11-10-2      [Minutes of the Meeting of October 12, 2011](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

11-10-2C      [Student Engagement and the Democracy Commitment at Skyline College](#)

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

11-10-2A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

11-10-3A California School Employees Association (CSEA), Chapter 33 Initial Contract Re-Opener Proposal to the District and the District's Initial Proposal to CSEA

### **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.*

11-10-1CA Ratification of July and August 2011 District Warrants

### **Other Recommendations**

11-10-101B Approval of Revisions to District Rules and Regulations – Policies 2.08, District Shared Governance Process; 5.16, Managers: Evaluation; and 5.64, Confidential Employees: Compensation and Benefits

11-10-102B Contract Award for Districtwide NOx Boiler Burner Replacement Project

11-10-103B Contract Award for Cañada College Building 5 Dining Room Renovation Project

### **INFORMATION REPORTS**

11-10-3C Update on Student Fee Payment Plan and New Drop Procedures

11-10-4C District Facilities Rental Fee Increase

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment: Skyline College – Admissions & Records Assistant II, Enrollment Services (3 positions); Office Assistant II, Enrollment Services (Financial Aid)
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFT, AFSCME and CSEA
  1. Conference with Legal Counsel – Existing Litigation – 2 Cases
    - a. San Mateo County Community College District, Sequoia Union High School District, and San Carlos Elementary School District vs. Redevelopment Agency of the City of San Carlos and Does 1-10; San Mateo Superior Court Case No. 489368
    - b. San Mateo County Community College District vs. Redevelopment Agency of the City of Brisbane and Does 1-10; San Mateo County Superior Court Case No. 497600

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
October 12, 2011, San Mateo, CA**

**The meeting was called to order at 6:01p.m.**

**Board Members Present:** President Richard Holober, Vice President Dave Mandelkern, Trustees Helen Hausman, Patricia Miljanich and Karen Schwarz, Student Trustee Barry Jointer

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the minutes of the September 21, 2011 meeting of the Board. The motion carried, all members 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 (11-10-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 11-10-1A. The motion carried, all members present voting "Aye."

**Other Recommendations**

**ACCEPTANCE OF HSI-STEM GRANT FROM THE DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE (11-10-100B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve acceptance of the grant as detailed in the report. Vice President Mandelkern said this has been widely publicized and it would have been good for the Board to have had the opportunity to review it earlier in case they had questions about the grant. Vice President Mandelkern said he has heard a number of radio ads regarding engineering education at Cañada College and asked if this program is related. President Keller said Cañada College has been awarded a number of grants and this is related. Vice President Mandelkern said there have been questions from members of the public about why the College is advertising to attract more students while there is an enrollment crisis and students are being turned away. President Keller said the purpose of this program is to provide opportunities to underrepresented students to enter the engineering program. Vice President Mandelkern asked if KCBS Radio is the best avenue to reach underrepresented students. Chancellor Galatolo said a number of outlets are being used to reach these students. After this discussion, the motion carried, all members voting "Aye."

Prior to beginning the study session, Chancellor Galatolo asked Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, to discuss the Auxiliary Services Annual Report which was distributed to the Board. Vice Chancellor Bauer said the information in the report highlights things the Auxiliary Services and Enterprise Operations team has done during the year. The information is also contained in the budget report approved in September. This report makes the information more widely available as it was sent to all employees

electronically. While Vice Chancellor Bauer wrote the report, the photographs were taken by students and staff and the report was put together by Skyline College students. Trustee Miljanich said she appreciates receiving the report and said it is good to have this type of transparency. Vice Chancellor Bauer said it is also important to highlight how the vendor partners provide support for students.

## **STUDY SESSION**

### **UPDATE ON CHILD CARE CENTERS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (11-10-1C)**

Chancellor Galatolo said that during a discussion approximately one and one-half years ago, the Board expressed concern about the utilization of general fund monies to support the Child Development Centers (CDCs). At that time, the Board gave a two-year window of opportunity for the CDCs to get to a point of not relying on any general fund support. The two-year time frame will end this coming June. Tonight's presentation will provide a status update and will offer ideas on how the CDCs can continue to operate.

Jennifer Hughes, Vice President of Student Services at College of San Mateo, introduced Mike Williamson, Interim Vice President of Instruction at Skyline College; Tina Watts, Coordinator of Child Development Services at Skyline College; and Louise Piper, Coordinator of Child Care Services at College of San Mateo. Vice President Hughes also acknowledged Kate Browne, an Early Childhood Education faculty member at Skyline who assisted in the preparation of the PowerPoint presentation and Don Carlson, Dean of the Business Division at Skyline who will help facilitate the presentation.

Vice President Hughes said the presentation will focus on several key areas: how the CDCs meet the mission and goals of the Colleges; the status of the CDC budgets; strategies to reduce general fund subsidies; and major benefits of the CDCs.

**Mission and Goals:** Vice President Williamson said Skyline College's mission statement identifies "responsive student services" as a hallmark of the College. The CDC is an example of this as there are a number of students who would not be able to get the education they need without the availability of child care services. The CDC is also integral to instruction, including the Early Childhood Education program.

Vice President Hughes said the CDC at College of San Mateo falls within the College's mission to serve the "diverse educational, economic, social and cultural needs of its students" and to offer "quality programs and services." She added that the CDCs are fully integrated throughout the Colleges and are critical components in a great number of student services and instructional programs.

**Budget Information:** Vice President Hughes said progress has been made to reduce the general fund subsidy. The subsidy for College of San Mateo in 2009-10 was \$68,514. In 2010-11, it was reduced to \$23,928. For 2011-12, it is anticipated that the subsidy will be zero. Historically, the District has covered the cost of benefits for all employees throughout the District; therefore, these costs were not included in the CDC budget information. In 2011-12, these costs are being shifted to the Colleges. The cost of benefits for the CDC at College of San Mateo, totaling \$104,721, is not yet fully covered.

Vice President Williamson said the general fund subsidy for Skyline in 2009-10 was \$54,604. In 2010-11, it was \$67,959. The increase was due to enrollment issues in terms of receiving reimbursements. This issue took time to straighten out and resulted in a larger subsidy. It is anticipated that the subsidy will be zero for 2011-12. The cost of benefits for the CDC at Skyline College, totaling \$127,424, is not yet fully covered.

**Strategies Implemented to Reduce Fund 1 Subsidy:** Ms. Piper said College of San Mateo has put together a diverse array of strategies to close the general fund subsidy. These include: increase non-subsidized family enrollment; increase tuition fees for non-subsidized families; secure higher reimbursement rate for CalWORKs students by contracting with alternative payment programs throughout the County; implement successful fundraising activities; pursue additional grant opportunities; and increase the annual contribution from the Associated Students. Ms. Piper reported that grant funding was recently secured from the Sequoia Healthcare District. She believes this will be an ongoing partnership which will benefit the program greatly. Trustee Miljanich asked if securing a higher

reimbursement rate for CalWORKs students would change the status of current students or replace current students. Ms. Piper said it would change only the reimbursement and no students would lose spots or be replaced.

Ms. Watts said strategies at Skyline include increasing child care capacity by adding additional space with the move to the Loma Chica site (awaiting final regulatory approval); collaborating with the Early Childhood Education program to create workforce development funding opportunities; exploring employee-contracted child care services; and exploring an increase of federal funding sources, such as Head Start.

Child Development Centers Benefits: Ms. Piper said benefits of the CDCs include:

- Serve as an integral part of numerous instructional programs, including Early Childhood Education, Nursing, Cosmetology, Dental Assisting, Language Arts, Middle College High School, Family and Consumer Sciences, Sociology/Psychology, and Athletics
- Provide students with access to culturally, linguistically and economically diverse populations of children and student families
- Generate FTES by serving as a teaching/learning environment for hours by arrangement, practicum hours and supplemental instruction
- Collaborate with other College programs and services

Ms. Watts said other benefits include:

- Provide student-parents with high quality early care and education for their children
- Provide effective parent education and family involvement opportunities
- Increase student-parent retention and success
- Provide a variety of activities that promote diversity on campus
- Support ongoing and expanded partnerships with community programs

Chancellor Galatolo said that over the past ten years, there has been a dramatic change in how the State funds child care at community colleges. Ten years ago, child care was considered a top priority and colleges that wanted a child care center could usually get it built. In addition, there were a number of support mechanisms, subsidies and other factors that allowed child care centers to be successful. Because of the financial issues of the last ten years, there has been a disengagement from child care, resulting in budget difficulties with child care centers throughout the State. At the District, the cost of benefits make up a large portion of the loss each year, due largely to the pay scale offered at the District. While the Colleges have done a good job of reducing the College subsidy (which does not include benefits) to virtually zero, the annual cost of benefits – approximately \$230,000 – is not covered. Given the Board's direction to provide no general fund subsidy from either the District or the Colleges, coupled with the fact that the CDCs have skilled and dedicated faculty and staff servicing the broader needs of students, Chancellor Galatolo recommended that the Board consider using unrestricted redevelopment funds to offset the College and District subsidies with regard to these programs. He recommended using the funds in an amount not to exceed \$400,000 per year to cover the cost of benefits and \$80,000-\$100,000 that the Colleges may not be able to generate through fundraising, etc. He said this is a lawful use of these funds and in line with the Board's direction to use no general fund monies. Chancellor Galatolo said the District has used redevelopment money to replace athletic fields and other community-related services. He said he can think of no better use of the funds than to support the CDCs.

Trustee Miljanich said she sees merit in the idea of using redevelopment monies. She asked if there are drawbacks, e.g. the possibility that redevelopment funds may go away. Chancellor Galatolo said the District currently has several million dollars of redevelopment funds that must be used for a purpose similar to this. In addition, the District is receiving well in excess of seven figures every year. If current lawsuits are successful, the District will receive at least \$500,000 more.

Trustee Schwarz said that last year, the Child Development Centers were given funds to help stay afloat and asked what the source of these funds was. Executive Vice Chancellor Blackwood said the money came from redevelopment funds but was for a period of two years only. Trustee Schwarz said the reductions made by the Colleges were impressive, particularly because 2008-09 was the last year of the Lazarus endowment at College of San Mateo. She said many programs are touched by the CDCs and she has no problem with the proposal to use redevelopment funds. She is confident that both Colleges will continue to try to enhance and improve their programs financially.

Trustee Hausman thanked the presenters for an excellent presentation. She said the CDCs are doing a wonderful job and offer benefits for adults as well as children.

Vice President Mandelkern said he has no philosophical problem with the proposal. However, he is concerned about the future of redevelopment funding. He said there is fairly good evidence about how each city in the County is reacting to the RDA changes and, based on that information, it can be hypothesized which cities will continue with the RDA and what impact that will have on the stream of RDA dollars. He would also like to have some understanding of other potential uses of redevelopment funds. Chancellor Galatolo said this will be provided.

Vice President Mandelkern asked how Cañada College manages its Early Childhood Education program without onsite access to children. President Keller said not having a child development center is a detriment to the program. He said students use the College of San Mateo CDC to complete practicum hours.

Vice President Mandelkern asked if it is possible to quantify the FTES impact both in terms of students who are able to stay in school because of the availability of child care and the FTES generated by the training occurring in the CDCs. Vice President Hughes said this information will be provided.

Vice President Mandelkern said the CDCs have developed some good partnerships. He asked if other opportunities have been explored to partner with local agencies which are also involved in child care, such as cities and continuation high schools. Ms. Piper said the San Mateo County Quality Program Consortium consists of 30-35 agencies which provide child care services. She said the idea of partnering for the purpose of financial benefit is an interesting idea. She said a number of agencies have partnered to reduce costs by sharing a food vendor and this could serve as a good model. Ms. Watts said the Skyline CDC's greatest limiting factor has been the facility. With the opening of the Loma Chica site, staff will be able to actively pursue partnerships and other funding opportunities.

Trustee Miljanich asked what the capacity of the Loma Chica site will be. Ms. Watts said the CDC is currently licensed for 47 and this will be expanded to at least 72. Trustee Miljanich asked what the ratio is of subsidized vs. non-subsidized families. Ms. Watts said she tries to have at least 70% subsidized and 30% full-cost families but this can change depending on community needs. President Stanback Stroud said there is a minimum requirement in connection with the State grant in terms of the number of subsidized families served. The increase in the number of students the CDC will be able to serve will allow for an increase in the number of non-subsidized families. Trustee Miljanich said the work of the CDCs is very important and she looks forward to discussing it in more detail as an action item and, hopefully, provide a sense of security for the CDCs.

President Holoher asked what the enrollment is at the College of San Mateo CDC. Ms. Piper said it is 50.

Trustee Holoher asked why there was a drop in the "cost per adjusted child day" from \$71 to \$52 per day, as shown on a spreadsheet distributed by Chancellor Galatolo. Chancellor Galatolo said this is correlated with the Colleges' subsidies being reduced to virtually zero. Executive Vice Chancellor Blackwood said it is also connected with a change in the way benefits are charged out. Chancellor Galatolo emphasized that, while the cost of benefits (which is a District subsidy) has been shifted but still exists elsewhere in the budget, the College subsidies have actually been reduced to virtually zero and represent a dollar-for-dollar savings.

President Holoher said that early childhood education is, unfortunately, a low-wage industry. He asked if there are options that would allow for a different mix of employees working in the CDCs, i.e. the mix of certificated employees and classroom support staff, and if there are mandated requirements in this regard. Ms. Piper said the CDCs must adhere to adult/child ratios and to teacher/child ratios. The Coordinators are the only two certificated employees, with the remainder being classified. Salaries range from \$14 to \$28 per hour. The CDCs also utilize student assistants and student interns.

President Holoher asked if the number of hours that students' children must be enrolled in the CDCs is aligned with the needs of the students based on their class schedules. Ms. Watts said the CDCs try to align the best they can based on the students' class hours and study time, along with the CDCs' budgetary requirements. Schedules are managed to try to achieve the highest FTES possible. President Holoher asked if a subsidized student must take a minimum number of courses in order to maintain eligibility for child care services. Ms. Piper said that for subsidized families,

the CDCs are required to enroll based on income and need for child care only. Subsidized students must also maintain a GPA of 2.0 or better. They are allowed two hours of study time for every lecture hour.

President Holober asked if there is demand for non-subsidized families and what hourly rate is charged. Ms. Piper said the CDCs conducted a survey before asking the Board to approve the most recent tuition increase. At an average of \$850 per month for an average of 17 days, the tuition charge was not on either the high or low end and was slightly higher than the middle. She said that, historically, tuition fees have been raised every three years and the CDCs can continue to look at increases. Vice President Mandelkern said the academic component may provide some advantage in marketing the District's CDCs.

Trustee Miljanich said she believes that in terms of student success, it is better for students to be taking more units and to be engaged on campus. She asked if counseling is provided to students to encourage them to complete their work. Ms. Watts said the child care contract requires that families be surveyed to determine their needs and that follow-up and monitoring be conducted. She and Ms. Piper said that staff deal with students and their needs on a daily basis and refers them to appropriate campus services. Trustee Miljanich asked if there is a sense among families of being a cohort. Ms. Piper said she sees a climate of belonging and a trust among the families which forms a community.

Dan Kaplan, Executive Secretary of AFT Local 1493, asked what the age range is of the children enrolled in the CDCs. Ms. Piper said the age range at the College of San Mateo CDC is 2.5 to 5 years. Ms. Watts said the Skyline College CDC serves children 2 years up to 5 years old. The contract funding does not allow the CDCs to serve children once they reach elementary school age.

President Holober said he agrees with the general sentiment expressed by Board members. His only concern is with the amount of money being discussed. He acknowledged the fundraising work that has been done and would like to make sure that the CDCs continue to raise money and look for new sources of funding. He said it is important to find the right amount of funding that encourages this without being punitive.

Student Trustee Joints thanked everyone who has put creative thought into providing this benefit for students.

Trustee Hausman said the CDCs are very fitting in a community college, with the emphasis on community.

Trustee Schwarz said she has talked with students who would not be able to be in school without the CDCs. She said she is confident that staff will continue fundraising and looking for other financial resources.

President Holober said there is a clear sense of the Board's response to the proposal to use redevelopment funds to support the CDCs. He said that this is a budget item for the future and he does not believe it requires a separate motion before being folded into the 2012-13 budget, with funding coming from redevelopment funds, which the Board will be asked to approve.

#### **RECESS TO CLOSED SESSION**

President Holober said that during Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B and 1C on the printed agenda, and (2) hold a conference with labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA.

The Board recessed to Closed Session at 7:36 p.m. and reconvened to Open Session at 8:50 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

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

#### **ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:55 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the October 26, 2011 meeting.

Dave Mandelkern  
Vice President-Clerk



# President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ October 26, 2011

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## Transfer Day Breaks Record for Attendance



While CSM's Transfer Day is always popular, students turned out in record numbers for this year's event. Student attendance was estimated at approximately 1,000; halfway through the event all the sign-in sheets had been used and the count was already up to 600 students! As UC and CSU campuses continue to report impacted enrollments, it's no surprise that this event would be well-attended by CSM's transfer-bound students. Students provided steady business for the 42 colleges and universities that were represented. Additionally, the UC Application/Admission/Personal Statement Workshop was filled to capacity with 80 students. According to **Mike Mitchell**, program services coordinator and coordinator of the event, "Every university representative I spoke with marveled at the new event location in College Center and said it was the premiere Transfer Day event that they have attended so far this year!" (Photo credit: Alexis Madayag)

## Learning Center Opens for Business

On October 17, CSM's much anticipated Learning Center officially opened its doors for business. For the remainder of the fall semester, the center is offering limited services with more expanded hours and services scheduled for spring 2012. According to **Jennifer Mendoza**, director of the Learning Center, the Center is open from 8:30 am – 3:30 pm, Monday through Thursday. Services and resources currently available include test proctoring, group study rooms, individual student appointments, scholarship information and a variety of learning resources. A grand opening will be held in January 2012. *(Photo credit: CSM Community Relations and Marketing)*



## Architecture Students Participate in Global PARK(ing) Day



For the third consecutive year, CSM students in **George Sun's** Architecture 210 class took their class project quite literally to the streets. On B and Ellsworth Streets, near Third Avenue in San Mateo, CSM students transformed parking spaces into comfortable outdoor seating areas for pedestrians to relax and mingle. PARK(ing) Day is an annual worldwide project where citizens, artists and activists collaborate to temporarily transform metered parking spaces into PARK(ing) spaces: temporary public places. The event began in 2005 as a way to call attention to the need for more urban open space. Part of the assignment, was to design each space using a zero cost model. Much of the furnishings were loaned by local businesses or borrowed from students' homes. *(Photo credit: George Sun)*

## Accreditation Self Evaluation Process Officially Launched

More than 75 faculty, staff, administrators and students turned out for CSM's kickoff meeting for the 2013 Institutional Self Evaluation. Co-chairs **Laura Demsetz** and **Susan Estes** provided an overview of the two-year process, reviewed the two-year timeline, explained the standards, and demonstrated the college's 2013 self-evaluation Web site. In addition, David Locke, the SLO coordinator reported on the status of student learning outcomes at CSM discussed what needs to be done to meet accreditation requirements. Throughout the month of October, the co-chairs are meeting with each standards committee to discuss resources to prepare for the work that will occur over the next several months.

## Unleash your Inner Scientist at Family Science & Astronomy Festival

On Saturday, November 5, from 2–11 pm, the college will participate in a Bay Area Science Festival event by hosting Family Science & Astronomy Festival. This community event includes planetarium shows, telescope viewing of the night sky, science demonstrations by CSM science faculty and hands-on workshops. There will also be a presentation by keynote speaker **Dr. Alex Filippenko**, professor of astronomy, UC Berkeley, on the topic of "Dark Energy and the Runaway Universe." All events will be held in CSM's Science Building and Planetarium; they are open to the public and free of charge.

CSM's Family Science & Astronomy Festival is part of The Bay Area Science Festival, a collaborative public education initiative that brings together leading academic, scientific, corporate, and non-profit institutions to showcase the region as an international leader in innovation. Professor of Astronomy **Mohsen Janatpour** is coordinating the event.



## Astronomy Department Hosts Project Astro for K-12 Teachers



CSM's Astronomy Department recently hosted Project Astro, a workshop designed to teach elementary and secondary teachers about astronomy. Each teacher received a Galileoscope\* to take back to their school to use in teaching astronomy to their students. During the workshop, the teachers learned how to use the telescope. This is the second year the college has hosted Project Astro and is part of the department's ongoing articulation effort to promote astronomy to local K-8 schools. Funding for the telescopes came from a private donation that was administered by the American Astronomical Society, and the National Optical Astronomy Observatory.

*\*A Galileoscope is a high-quality, low-cost telescope kit developed by a team of leading astronomers, optical engineers, and science educators. It enables a viewer to see the celestial wonders that Galileo Galilei first glimpsed 400 years ago including lunar craters and mountains, four moons circling Jupiter, the phases of Venus, Saturn's rings, and countless stars invisible to the unaided eye.*

*(Photos provided by Mohsen Janatpour)*



## CSM Welcomes New Student Ambassadors



The Community Relations and Marketing Department recently hosted a reception to introduce its new team of Student Ambassadors to the college. CSM's Student Ambassadors assist in promoting the college's services and academic programs and serve as representatives to local high schools and the community. This year's Student Ambassadors are: **Arianna Vega Avendaño, Alexis Madayag, Kelsey Harrison, Jenna Finegold, Melissa Aliu, Janet Barajas, Estela Garcia, Shamariah Jointer, Paola Alunni, Proud Benyasri** and **Sarah Lowe**. *(Photo credit: CSM Community Relations and Marketing)*

## Faculty Service Awards

Thirty-six CSM faculty members were honored for 10, 20, 30 and 40 years of service to the college district at the CSM Service Awards Ceremony & Ice Cream Social. The dining deck of College Center provided a spectacular setting for the event which featured ice cream sundaes served by the managers.

### CSM 2011 Faculty Honorees

#### 10 Years

Elizabeth Barrilleaux  
Diana Bennett  
Sita Bhattacharji  
Susan Cox  
Yelena Feinman  
Frederick Gaines  
Jennifer Hughes  
Colleen Kirby-Banas  
David Locke  
Mansour Kalantar  
Andria Nalls  
Eileen O'Brien  
Behrooz Shahrivini  
Robert Tolmasoff  
Denise Toomer

#### 20 Years

Patricia Appel  
Tania Beliz  
David Danielson  
Kathy Diamond  
Linda Hand  
Jimmy Li  
Dean Manders  
Bruce Maule  
Rory Nakata  
Larry Owens  
Richard Sammons  
John Sewart  
Kathleen Steele  
Ruth Turner  
Barbara Uchida

#### 30 Years

Roy Brixen  
Merle Cutler  
Mohsen Janatpour  
Mary Stegner  
Phil Van Orden

#### 40 Years

Arnett Caviel

## Corporate Panel Shares Secrets of Success

CSM's Transfer Services recently sponsored a Career/Academic Corporate Panel featuring executive leaders discussing their corporate climb through education and what they look for in college students. The panelists included **Ted Tully**, CFO of PepsiCo; **C.J. Johnson**, certified career and life coach; **Mary Bibbs**, human resource director, DeVry University; **Cherie Napier**, marketing director, Serramonte Mall, **John Lord**, senior audit manager, U.S. Accounting Office; and **Jay Petersen**, vice president of sales, Petersen Dean.

## Kudos

~ Two CSM Broadcasting students have been named scholarship winners from the National Academy of Television Arts & Sciences Northern California chapter. **Mario Ayala** received a \$3,000 Steve Davis Undergraduate Overall Excellence Scholarship and **Alex King** was the recipient of a \$2,000 Shelly Fay Videography Scholarship.

~ **Scott Feldman**, CSM alum and relief pitcher for the Texas Rangers made his World Series debut on October 19 when he pitched 1 <sup>2</sup>/<sub>3</sub> innings with one strikeout and one hit (no runs!). In addition, he was near perfect in the American League Championship Series when he threw 5 <sup>1</sup>/<sub>3</sub> innings of shutout baseball which contributed to two Ranger victories. Feldman was drafted by Texas out of CSM following his 2003 All-American season for the Bulldogs.



CSM Trivia: Feldman is the second Bulldog to make an appearance in a World Series. In 1996, CSM alum John Wetteland pitched in relief for the New York Yankees and was named the series MVP. (Photo source: *Texas Rangers [MLB] website*)

~ Internationally renowned musician and CSM instructor **John Santos**, with his band, the John Santos Sextet, were featured performers at the world famous Monterey Jazz Festival this fall. The band's performance featured Santos' latest material, *Filofofia Caribeña, Vol. 1*, a commentary on Afro-Latino history. Santos is a four-time Grammy nominated artist; he teaches Afro-Latin Percussion Ensemble at CSM. (Photo credit: *Cole Thompson/ Monterey Jazz Festival*)

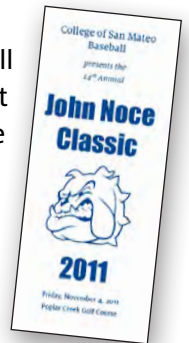


~ **Jane Williams**, an instructor in the Social Science Division, has an exhibit of her paintings on display at the San Mateo Main Library's First Floor Gallery through October 26. Jane's paintings feature faces—young, old, thick, thin, gnarled or model perfect—in rich pigments created with Japanese Sumi-e paints. (Photo source: *City of San Mateo website*)



## Upcoming Events

~ On November 4, CSM's baseball program will host the 14<sup>th</sup> Annual John Noce Golf Classic at Poplar Creek Golf Course in San Mateo. The \$175 registration fee covers lunch, golf, cart and dinner. All proceeds directly benefit the baseball program. Information is available by visiting [collegeofsanmateo.edu/baseball/news/golf.php](http://collegeofsanmateo.edu/baseball/news/golf.php).



~ ASCSM and Office of Student Life will be sponsoring the First Annual Leadership Conference November 18–20 in Santa Cruz. This is a wonderful opportunity for students to learn new leadership skills, conflict resolution techniques, communication strategies, teambuilding exercises and ideas for creating positive social change in their community. Food, transportation and lodging costs will be covered by the ASCSM.

~ On November 16, from 1:30–4:30 pm, the Basic Skills Initiative will host Dr. Kathleen Gabriel, author of *Teaching Underprepared Students: Strategies for Promoting Success and Retention in Higher Education*. Dr. Gabriel will present an interactive seminar and discussion on proven techniques for teaching underprepared students. The seminar takes place in the Health & Wellness Building 5, Room 202.

~ CSM's 15<sup>th</sup> Annual Jazz Festival featuring 18 of the Bay Area's best high school jazz bands will be held on Friday, November 18 from 8 am – 6 pm in the Theatre. More information is available at [collegeofsanmateo.edu/music/jazzfestival](http://collegeofsanmateo.edu/music/jazzfestival).

## CSM's Athletic Hall of Fame: A Championship Event

CSM's Athletic Hall of Fame inaugural celebration held on September 23 was a great success. More than 350 people attended the Hall of Fame Plaza ribbon cutting & unveiling and the awards banquet. CSM's Bayview Dining Room and the outdoor terrace of College Center combined to provide a striking setting for the banquet, which was a sellout. The Hall of Fame also served as a reunion for many guests, as it brought together former coaches and student athletes after many years. Below are some of the images of the events. *(Photo credit: CSM Community Relations and Marketing)*



## SPECIAL POINTS OF INTEREST:

- The men's soccer team rebounded from a poor start to win five of their next six matches.
- A Monopoly Tournament will be held Oct. 29 to raise scholarship money for accounting students. This is the second year of the highly successful tournament.

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## Cañada College Receives \$6 Million Grant from the U.S. Department of Education to Rebuild the Engineering Transfer Pipeline



Cañada College has received a \$6 million grant that will help rebuild the pipeline of engineering students from California's community colleges to the UC and CSU systems while simultaneously increasing the number of minority students studying science, technology, engineering and mathematics.

The principal investigator for the grant, Amelito Enriquez, Professor of Engineering and Mathematics at Cañada College, is one of the nation's foremost experts on community college engineering education. He co-authored a paper, "The Dismantling of the Engineering Education Pipeline"

that details the decline of community college engineering programs brought about by decreasing enrollment due to increasing divergence in lower-division course requirements and recent budget cuts to education. It received a Best Paper Award at the 2011 American Society of Engineering Education National Conference in June.

The grant will fund the California Alliance for the Long-term Strengthening of Transfer Engineering Programs (CALSTEP). It will build on strategies that have been developed through previous federally funded grants awarded to Cañada and have proven to be effective. Those strategies include a summer workshop

that trains community college engineering faculty to use distance-education technologies to increase student enrollment and improve student success. It also builds on a Joint Engineering Program that promotes collaboration among community college engineering programs to maximize their ability to serve students.

The project will solicit involvement from community colleges all over the state while encouraging collaboration to align curriculum, share pedagogies and resources, and develop collaborative programs. It will

**(Continued on Page 3)**

## Plan Ahead - Pay Ahead: College Works to Inform Students of Payment Policy Change

The college is working diligently to get the word out about Plan Ahead—Pay Ahead, the change in the fee payment policy that will require students to pay their fees before the spring semester starts or risk losing their seats in class. Posters have been distributed around campus, emails have been sent to students, and phone calls have been made to students who still owe class fees. “Students are beginning to understand that it’s in their best interests to make sure everyone pays,” said Kim Lopez, Dean of Enrollment Services. “It opens up seats in the most popular classes for students who have paid their fees.”



## From China to Cañada: Cassiopeia Jung’s Story

Cassiopeia “Cassie” Jung is a first-year student at Cañada College. She comes to Cañada from Nanjing, China, where she was raised by her mother, a documentary film producer. Cassie’s passions include traveling, movies, and food.

For college, Cassie considered studying in several countries, but she says, “I decided to come to America for my undergraduate education because there are so many challenges and opportunities here.” Cassie first heard about Cañada College from her mother’s friend who had spoken with SMCCD Vice Chancellor Jing Luan on one of his many trips to China on behalf of the district.

Cassie says she has made a great decision in choosing Cañada. “The environment is amazing! I take pictures of the sky and charming mountains all the time because they seem to change in some way every day. It is beautiful here.” Cassie is taking courses that will matter “for my major and for the life I



want to have.” This semester she is taking English, Statistics, Macroeconomics, and Spanish. “I chose Spanish because I love to travel, and I think that this language will take me to many of the countries I would like to visit, especially Argentina.”

Cassie really loves having the small, personal environment of a community college, and feels that Cañada is a great place to prepare for transferring to a larger four-year University. “Cañada requires you to take control of your education,” she says. “You have to plan out your schedule, get yourself to class, and be responsible for every aspect of your experience, but you can go to your professors and counselors

whenever you need a helping hand.”

She recently received guidance from Economics Professor Paul Roscelli and in the process learned how to become involved in the college Honors Program and serve as a volunteer with Arts & Olives.

Cassie says that participating in clubs and interacting with the community is important to her. She is excited to be the president of the new Cañada College International Communication Club (CCICC). “I am hoping that we can learn about each other’s countries and cultures, and connect with students at other colleges and universities.”

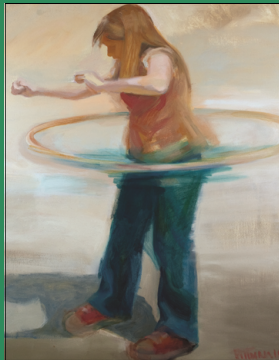
After finishing her first two years at Cañada, Cassie plans to transfer to either Stanford or UCLA. She enjoys working with people and is interested in studying sociology, psychology, and political science. She believes that these fields will allow her to make meaningful changes in her life and in the lives of others.

## Theater Arts Fundraiser Set for Thursday, October 27 in the Main Theater

Join fellow supporters of the Theater Arts Program at Cañada College at the Tenth Annual Theater Arts Fundraiser, Thursday, Oct. 27 from 5 to 7 p.m. in the Main Theater Lobby. Eat hors d’oeuvres, drink wine, and big on fantastic gift baskets at the silent auction. You’ll be entertained by

the Theater Arts students and you buy raffle tickets to help raise money for the program. This is the only fundraiser for the Theater Arts Department. The Theater Arts Fundraiser has grown to become one of the highlights of the season at the college. Members of the

community turn out in large numbers to support the fundraiser. Professor of Theater Arts, Anna Budd, has used the money from past fundraisers to purchase instructional videos for students and video equipment to tape performances and help students perfect their acting techniques.



### Jude Pittman Exhibition at the Main Theater Gallery Through Oct. 28

The Cañada College Art Department is proud to present an exhibition of paintings, drawings and mosaics by the artist Jude Pittman in the Main Theater Gallery. The exhibition runs through October 28. Jude Pittman has been exhibiting paintings, mixed media and mosaics in California since 1980. As a creator of large-scale public and private mosaic art projects in California and Utah, she has recently begun a mosaic mural program in which college students design and make murals for the College of San Mateo and the community. Pittman is a faculty member at the College of San Mateo.



## College Night Informs Students, Parents

Cañada College will host its annual College Night from 5:30 to 7:30 p.m., Wednesday, Oct. 26. The event will be held in the gymnasium.

College Night brings together college and university representatives from around the region to help local high school students as they consider which school is best for them. Students will be informed on a wide variety of topics including freshman and transfer admission requirements, academic programs, cost of attendance, living expenses, distance, size and nature of the student body, and activities.

In addition, workshops will be provided on topics such as



financial aid availability, overview of university requirements, and how to navigate the different college and university systems.

More than 70 colleges from around the region will send representatives to Cañada, including Arizona State University, Oregon State University, the University of Southern California, Colorado State University, the University of Alabama, UCLA and many more.

“Having all of the college representatives in one room is very helpful for both prospective students and their parents,” said event organizer Soraya Sohrabi. “They are able to ask specific questions about cost, campus life, academic programs and other issues.”

Cañada faculty have tables at the event to inform students and parents about the academic and student support service available at the college.

“A large number of students want to take their first two years at a community college because they simply can’t afford four years at a university,” Sohrabi said.

#### THE NUMBER OF COMMUNITY COLLEGE TRANSFER STUDENTS GRADUATING FROM UC AND CSU SCHOOLS IN ENGINEERING HAS DROPPED SUBSTANTIALLY OVER THE LAST 10 YEARS.

**(Continued from Page 1)** develop a Model Transfer Curriculum that will simplify articulation of courses between community colleges and four-year institutions and streamline the transfer process for thousands of community college students in pursuit of careers in engineering. “In developing this curriculum, we will work directly with faculty from community colleges and four-year institutions,” Enriquez said.

Enriquez said the grant will also help colleges recruit and prepare underrepresented students to study in the

STEM fields. “We have developed proven strategies to prepare students academically,” Enriquez said.

Dr. Jose Macedo, Professor and Chair, Industrial and Manufacturing Engineering Department at Cal Poly, and Chair of the American Society of Engineering Education Pacific Southwest Section, said the CALSTEP project will strengthen the critically important pipeline in the engineering education system. “We recognize the increasingly important role that community colleges need to fulfill in order to produce engineers that are needed to address future needs

and challenges,” he said.

In 2002, approximately 48 percent of the engineering graduates from California’s university systems (UC and CSU) began at community colleges and then transferred. By 2008, that figure had dropped to 33 percent.

“By working with our partners at four year universities to establish Model Transfer Curriculum, we can begin to rebuild this pipeline,” Enriquez said. “To fill that pipeline, we need to recruit and academically prepare students for the rigors of an engineering education.”

## Christine Li Hired as New Accounting Instructor at Cañada



Christine Li, a former internal auditor at Oracle and professional in capital management, has been hired to teach accounting at Cañada College. Li is currently teaching Financial Accounting and Accounting Procedures.

Li began her career as a business reporter in China before coming to the United States to earn an MBA and start a career in the financial sector. Li's parents were both university professors and she eventually transitioned into education, teaching the past three years at the College of Marin.

She came to Cañada College to work with colleagues to build an international business program that Li hopes will one day have a four-year partner through the Center for International and University Studies. "We are living in a global environment," she said. "Having a strong international business program in Silicon Valley will be very attractive to students."

## CIETL HOLDS GRAND OPENING, DISCUSSION ON STANDARDS

The Center for Innovation and Excellence in Teaching and Learning held its grand opening today. CIETL is a center dedicated to innovation and excellence, initiated by the Vice President of Instruction (and validated and supported by the administration), as an institutionalized place for directed focus on issues of teaching and learning.

CIETL is committed to the college's core mission of helping all our students move successfully through their academic plan, including basic

skills, transfer, and career/technical education courses. CIETL does this by piloting, evaluating, and supporting innovative teaching and learning practices that encourage collaboration and community building and increase the retention, success, and persistence rates of our students. CIETL promotes sharing of this scholarship of teaching and learning among faculty here and elsewhere.

The center recently sponsored a discussion on standards in the classroom led by Professors Mike Stanford and Paul Roscelli.



This was an inaugural discussion in an ongoing opportunity for all members of the college community to engage in a series of meaningful dialogues about issues concerning all faculty.

The discussion hit topics such as reinstating prerequisites, email etiquette, and what are appropriate classroom standards.

## Michele de Coteau Hired as Director of International Programming

*De Coteau is a UC Berkeley Engineering Graduate and a Rhodes Scholar.*



Michele de Coteau has been hired as the Director of Special International Programs at the Center for International and University Studies at the college. Her primary focus is coordinating the relationship between the CIUS and Tianhua College at Shanghai Normal University, a college of 7,000 students.

Michele was raised in San Francisco and still resides with her sister in the home in which they grew up. Her mother was a school teacher

who completed two master's and a Ph.D. at night, and eventually became the Supervising Educational Psychologist in the San Francisco Unified School District. "I've always loved education," Michele said. "I can't remember a time when I wasn't involved in education."

She graduated from Berkeley with a degree in Materials Science and Engineering (MSE). She was prompted by professors and administrators at the school to apply for the Rhodes Scholarship, which she received. She became the first American woman from Berkeley to win the scholarship and the first Berkeley student to

get it in 25 years.

At Oxford, she earned her Ph.D. in MSE before returning to Berkeley to direct the Charles Tunstall Multicultural Engineering Program at Cal, a program that she participated in as a student.

"I was surprised at how well developed the study abroad program is at Cañada," she said. "I talked with Jessica Einhorn about her trip to Egypt and was amazed at the opportunities Cañada students have. We want to build on that success."

Michelle is anxious to build the program from the ground up.

## CAÑADA PARTICIPATES IN THE 2011 GREAT CALIFORNIA SHAKEOUT WITH DISASTER DRILLS IN BOTH THE MORNING AND THE EVENING TO HELP FACULTY, STAFF, AND STUDENTS PREPARE

"Drop, cover and hold on" was the key phrase as Cañada participated in the Great California ShakeOut.

The Great California ShakeOut drill is held on the third Thursday of October each year. Other states also held ShakeOut drills. More than 8 million Californians participated, practicing

Drop, Cover, and Hold On and other aspects of family, school, and organizational emergency plans. Participants were also encouraged to "Secure Your Space" to reduce potential damage and injuries.

"This is an excellent training

exercise for our staff and students," said Vice President of Student Services Robin Richards. "We've gone through this for the past two years and we've learned something new each time."

Key staff also participated in the

district's recent Emergency Operations Center training. This training brought people together from all three campuses and helped them learn about disaster response. It was sponsored by the State Chancellor's Office.

San Mateo County Community College District

October 26, 2011

**BOARD REPORT NO. 11-10-2C**

**STUDENT ENGAGEMENT AND THE DEMOCRACY COMMITMENT  
AT SKYLINE COLLEGE**

**There is no printed report for this agenda item.**

**BOARD REPORT 11-10-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations  
(650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

**A. CHANGE IN STAFF ALLOCATION**

**Skyline College**

1. Recommend a change in staff allocation to add one temporary full-time (100%) faculty coordinator position to serve as a Career Technician Education – Career Advancement Academy Emergency Medical Technician (EMT) Instructor, effective for the Spring 2012 semester. This temporary position will be funded by a California Community College Chancellor’s Office grant.

**BOARD REPORT NO. 11-10-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The Board is receiving a re-opener proposal from CSEA, Chapter 33 as required by the Educational Employment Relations Act. This re-opener proposal is for the 2010-11 year which is the first year of a three year contract that began July 1, 2010 and expires June 30, 2013.

The District is proposing no changes to the current contract which will expire on June 30, 2013.

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**  
**2010-2011**

August 25, 2011

**Article 8.1.1: Pay and Allowances**

5% Increase to all grades and steps of appendix C.

Restructure of CSEA's Classified Salary Schedule Appendix C will be presented during negotiations. There has never been a restructuring of CSEA's Classified Salary Schedule Appendix C.

**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, 2011 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.
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.

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. 11-10-1CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

**RATIFICATION OF JULY AND AUGUST 2011 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 2011 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2011 through August 31, 2011 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2011  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
023758	07/01/11	Associated Std-CSM	30,000.00	CSM ASB Interbank Transfer
023759	07/01/11	Computerland	10,502.78	Skyline & Cañada Equipment Purchase
023760	07/01/11	Constellation NewEnergy Inc.	23,260.38	Utilities
023762	07/01/11	Evisions, Inc	11,806.00	Annual Software License Fees
023768	07/01/11	Krueger International	99,270.31	Cañada Furniture Purchase
023773	07/01/11	SMC College Ed Housing Corp - Canada Vista	40,350.00	Cañada Vista Monthly Rent Payment
023774	07/01/11	SMC College Ed Housing Corp - College Vista	34,181.00	CSM Vista Monthly Rent Payment
023776	07/01/11	SMCCCD Bookstore	17,247.83	CSM Paper and Special Programs Book Purchase
023778	07/01/11	SMCCCD Bookstore	26,411.04	Cañada Special Programs Book Purchase
023781	07/01/11	Keenan & Associates	18,072.00	Skyline Construction Insurance
023782	07/01/11	VALIC Retirement Services Company	145,238.04	Tax Shelter Annuities
023980	07/07/11	Associated Std-Skyline	80,000.00	Skyline ASB Interbank Transfer
023981	07/07/11	Automatic Door Systems, Inc.	24,900.00	Skyline Construction Project
023983	07/07/11	CIS, Inc	11,725.00	Districtwide DSA Inspection Services
023984	07/07/11	Coulter Construction Inc.	45,365.01	CSM & District Construction Projects
023988	07/07/11	SMCCCD Bookstore	23,290.24	Skyline Special Programs Book Purchase
023990	07/07/11	Urtext	14,925.00	Districtwide Consulting Services
024034	07/14/11	U.S. Bank National Association ND, .	160,346.36	District Procurement Card Payment
024040	07/14/11	Computerland	70,521.04	Skyline & Cañada Computer Purchase
024041	07/14/11	DRB Management Services Corporation	15,417.00	CSM Project Management Services
024042	07/14/11	GRD Energy Inc.	18,900.00	Districtwide Construction/Design Commissioning Services
024044	07/14/11	Intermountain Electric Company	30,045.96	Cañada Electrical Projects
024048	07/14/11	Noll & Tam	59,541.87	Districtwide Architectural Services
024051	07/14/11	SMCCCD Bookstore	13,655.44	Skyline Printer and Supplies Purchases
024053	07/14/11	Keenan & Associates	29,030.00	Cañada Construction Insurance
024117	07/21/11	Atlas/Pellizzari Electric Inc.	49,750.69	Districtwide Electrical Projects
024119	07/21/11	Bunton Clifford Associates, Inc.	28,435.53	Cañada Architectural Services
024120	07/21/11	Computerland	36,344.45	Districtwide Equipment Purchase
024121	07/21/11	Cor-O-Van Moving & Storage Co.	34,883.71	Districtwide Moving Services
024123	07/21/11	Dovetail Decision Consultants, Inc.	12,146.49	Districtwide Furniture Design Standard Consulting Services
024125	07/21/11	Intermountain Electric Company	21,530.98	Cañada Electrical Projects
024127	07/21/11	Midwest Library Service	22,300.00	Skyline Library Books Purchase
024128	07/21/11	NCS Pearson, Inc	13,815.00	Annual Gateway License, Hosting & Maintenance Fees

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2011  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
024129	07/21/11	Noll & Tam	59,864.83	Districtwide Architectural Services
024131	07/21/11	Public Radio International	11,133.00	KCSM PRI Market Base Affiliation Fees and Annual Carriage Fees
024132	07/21/11	Q Builders, Inc.	15,659.35	CSM Construction Projects
024134	07/21/11	SM County Community College District	20,261.69	Flex Spending Account Reimbursement
024138	07/21/11	Keenan & Associates	82,659.00	Skyline & Cañada Electrical Projects
024139	07/21/11	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
024140	07/21/11	VALIC Retirement Services Company	15,800.00	Tax Shelter Annuities
024154	07/26/11	Sallie Mae Inc.	34,640.00	Financial Aid Disbursement
024162	07/28/11	Associated Std-CSM	50,000.00	CSM ASB Interbank Transfer
024164	07/28/11	Computerland	11,956.81	Districtwide Equipment Purchase
024165	07/28/11	Constellation NewEnergy Inc.	36,900.95	Utilities
024168	07/28/11	NetVersant Solution II LP	13,333.34	Districtwide Monthly Monitoring Fees
024172	07/28/11	Siemens Industry, Inc.	32,516.00	Districtwide Fire Alarm Monitoring Services
024175	07/28/11	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
439744	07/01/11	A.C.C.J.C.	14,837.00	CSM Annual Fees
439749	07/01/11	Advance Soil Technology Inc.	12,255.00	CSM Geotechnical & Special Inspections
439753	07/01/11	Apple Computer, Inc	11,978.51	CSM Computer Purchase
439758	07/01/11	Bay View Painting Company	95,858.70	Districtwide Exterior Painting Services
439781	07/01/11	Foundation for California Community College	23,897.32	Districtwide FUSION Annual License Fee
439786	07/01/11	Golden Project Mgmt& Install LLC	23,510.00	CSM Equipment Receiving & Installing Services
439791	07/01/11	John Plane Construction	36,136.00	Cañada Construction Projects
439796	07/01/11	Krueger International	62,638.71	Skyline Furniture Purchase
439819	07/01/11	Robert A. Bothman	40,967.28	Cañada Construction Project
439823	07/01/11	Santa Clarita Community College District	27,230.33	Cañada Grant Contracted Services
439833	07/01/11	American Federation of Teachers	14,404.03	Union Dues
439837	07/01/11	C S E A	11,206.64	Union Dues
439839	07/01/11	CalPERS	455,909.04	Monthly PERS Contribution Advance Payment
439856	07/01/11	Hartford Retirement Plans Service Center	78,495.69	Tax Shelter Annuities
439864	07/01/11	National Beauty Group LLC - DBA KB Beauty	89,884.91	Skyline Cosmetology Equipment Purchase
439870	07/01/11	Public Empl Ret Sys	1,169,631.75	Health Insurance Monthly Premium
439886	07/01/11	U.S. Postal Services	25,000.00	Cañada Postage Purchase
440007	07/07/11	County of Alameda	46,591.41	Skyline Bay Area Clean Energy Careers Project
440008	07/07/11	D & B Power Associates, Inc.	37,504.00	Districtwide APC Warranty Renewal
440009	07/07/11	Dell Computers	37,816.66	Districtwide Video Surveillance Cameras Servers
440016	07/07/11	HMC Architects	31,322.50	Districtwide Architectural Planning Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2011  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
440027	07/07/11	MBS Systems, LLC	24,313.85	CSM Bookstore Retail Equipment Purchase
440034	07/07/11	Nuventive, LLC	17,627.00	Districtwide Annual Maintenance Fee
440037	07/07/11	Pac Gas & Elec Co	13,860.03	Utilities
440042	07/07/11	S.M.C.S.I.G.	148,413.15	Dental Premium Payment
440060	07/07/11	Hartford Life & Accident Insurance Co.	31,694.13	Monthly Insurance Premiums
440077	07/07/11	S.M.C.S.I.G.	18,525.51	Vision Premium Payment
440078	07/07/11	Select Spa Source	32,428.50	Skyline Cosmetology Equipment Purchase
440089	07/07/11	Wells Fargo Bank	294,959.29	District Procurement Card Payment
440092	07/11/11	Alpine Awards, Inc.	11,372.73	District Employee Awards Purchase
440096	07/11/11	BIOPAC Systems, Inc	15,908.92	Cañada Science Equipment Purchase
440140	07/11/11	Pasco Scientific Co.	36,160.36	Cañada Science Equipment Purchase
440187	07/14/11	Bay City Boiler & Engineering Company, Inc.	12,585.32	Districtwide Boilers Repair & Maintenance Services
440190	07/14/11	BiRite Restaurant Supply Co., Inc.	17,847.93	CSM Cafeteria Chinaware Purchase
440200	07/14/11	Commercial Energy of Montana, Inc.	35,820.93	Utilities
440202	07/14/11	Contra Costa Comm Coll Dist.	47,038.17	Skyline Green Innovation Challenge Program
440206	07/14/11	Ellis & Ellis Sign Systems	26,507.13	CSM Entrance Sign Retrofit Work
440216	07/14/11	HMC Architects	45,815.00	Districtwide Architectural Planning Services
440229	07/14/11	Netxperts, Inc.	61,208.94	Skyline Equipment Purchase
440235	07/14/11	Pianos Plus	17,079.33	Skyline Pianos Purchase
440240	07/14/11	R & S Erection North Peninsula	11,213.00	Skyline Repair Project
440245	07/14/11	Robert A. Bothman	230,186.16	Cañada Construction Project
440246	07/14/11	Robert A. Bothman	128,812.00	CSM Construction Project
440247	07/14/11	Robert A. Bothman	157,351.55	CSM Construction Project
440258	07/14/11	Systems and Space, Inc.	15,312.90	Skyline Construction Project
440261	07/14/11	Robert A. Bothman	31,795.95	CSM Construction Project
440281	07/14/11	Robert A. Bothman	25,576.24	Cañada Construction Project
440290	07/18/11	Allana Buick & Bers, Inc.	16,091.90	Districtwide Feasibility Renewable Energy
440297	07/18/11	Bay View Painting Company	32,049.20	Skyline Exterior Painting Project
440319	07/18/11	Hensel Phelps Construction Co.	44,488.20	Skyline Construction Project
440324	07/18/11	Hensel Phelps Construction Co.	400,393.80	Skyline Construction Project
440329	07/18/11	John Plane Construction	29,107.00	Cañada Construction Projects
440333	07/18/11	Krueger International	299,793.38	Cañada Furniture Purchase
440339	07/18/11	McCarthy Building Companies	77,121.00	CSM Construction Project
440351	07/18/11	Peninsula Library System	41,937.00	Districtwide Annual One Book Program Shared Cost
440360	07/18/11	Robert A. Bothman	18,495.13	Skyline Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JULY 1-31, 2011  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
440362	07/18/11	San Francisco State University	34,103.80	Cañada MESA Engineering Program
440363	07/18/11	Schindler Elevator Corporation	13,730.64	Districtwide Elevators Maintenance Services
440368	07/18/11	Strata Information Group	63,769.20	ITS Consulting Services
440376	07/18/11	Western State Design, Inc.	32,623.11	CSM Laundry Equipment Purchase
440380	07/18/11	American Federation of Teachers	12,412.33	Union Dues
440383	07/18/11	CalPERS	16,653.03	Monthly PERS Contribution Final Payment
440424	07/21/11	Ash Equipment Company, Inc.	12,070.16	Cañada Central Duplication Equipment Purchase
440426	07/21/11	Bay View Painting Company	61,443.99	Districtwide Painting Services
440435	07/21/11	Swinerton Management & Consulting	13,044.51	Program Management Services
440448	07/21/11	Hewlett Packard Company	21,764.27	Skyline Computer Purchase
440450	07/21/11	Hewlett Packard Company	29,160.76	Skyline Computer Purchase
440454	07/21/11	Jewish Vocational and Career Counseling Svc	41,625.00	Cañada Computer Purchase
440461	07/21/11	McCarthy Building Companies	468,970.35	Cañada Construction Project
440473	07/21/11	Pankow Special Projects, L.P.	1,405,083.60	CSM Construction Project
440474	07/21/11	Parsons Commercial Technology Group Inc.	12,045.00	Districtwide CIP Professional Services
440482	07/21/11	San Francisco State University	28,368.37	Cañada CIPAIR NASA Program
440483	07/21/11	Santa Clarita Community College District	15,273.36	Cañada Grant Contracted Services
440488	07/21/11	Swinerton Management & Consulting	247,845.92	Program Management Services
440490	07/21/11	McCarthy Building Companies	24,682.65	Cañada Construction Project
440500	07/21/11	Employment Development Department	137,532.13	Quarterly Unemployment Payment
440504	07/21/11	Official Payments Corporation	13,798.33	Student Websmart Monthly Service Fees
440509	07/21/11	Pankow Special Projects, L.P.	156,120.40	CSM Construction Project
440510	07/21/11	State Board of Equalization	13,711.00	Districtwide Monthly Use/Sales Tax
440512	07/21/11	U.S. Postal Services	11,406.46	Community Education Postage Purchase
440598	07/25/11	Advance Soil Technology Inc.	17,595.00	CSM & Cañada Geotechnical & Special Inspections
440623	07/25/11	Emmett W. MacCorkle Inc. Insurance Svcs.	911,385.66	Districtwide Annual Insurance Premium
440628	07/25/11	Golden Project Mgmt& Install LLC	10,930.00	Skyline Equipment Receiving & Installing Services
440632	07/25/11	Governet	24,000.00	District Annual Fees
440641	07/25/11	McCarthy Building Companies	126,350.00	Cañada Construction Project
440647	07/25/11	Pac Gas & Elec Co	31,670.53	Utilities
440656	07/25/11	RGA Environmental, Inc.	12,773.90	CSM Environmental Testing Services
440660	07/25/11	Sedgwick Claims Management Services. Inc.	21,420.00	Districtwide Worker's Comp TPA Service Fee
440668	07/25/11	The Shirley Ware Education Center	14,656.66	Cañada SWEC Grant Contracted Services
440683	07/28/11	Apple Computer, Inc	32,497.90	Cañada Computer Purchase
440685	07/28/11	Associated Std -Canada	12,076.50	Cañada Quarterly Student Fees Reimbursement

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2011  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
440686	07/28/11	Associated Std-CSM	21,261.75	CSM Quarterly Student Fees Reimbursement
440687	07/28/11	Associated Std-Skyline	25,756.60	Skyline Quarterly Student Fees Reimbursement
440694	07/28/11	Comm College League/Calif	15,807.00	CSM Library Periodical Subscriptions
440708	07/28/11	NMTC, Inc.	19,942.84	Skyline Automotive Supplies Purchase
440711	07/28/11	Pac Gas & Elec Co	12,131.73	Utilities
440716	07/28/11	Pacific Lift & Equipment Co.	30,588.95	Skyline Automotive Alignment System Purchase
440719	07/28/11	Robert A. Bothman	34,036.82	Skyline Construction Project
440740	07/28/11	U.S. Postal Services	25,753.40	KCSM Postage Purchase
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1200020	07/01/11	US Treasury - Union Bank	910,991.81	Federal Tax
J1200020	07/01/11	EDD - Union Bank	171,917.48	State Tax
J1200040	07/18/11	US Treasury - Union Bank	231,762.90	Federal Tax
J1200040	07/18/11	EDD - Union Bank	36,742.38	State Tax
J1200146	07/31/11	State Teacher Retirement - County Paid	339,985.41	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
108426	07/12/11	WNL Safety Products	10,628.73	Purchase of Inventory
108427	07/12/11	Xerox Corporation	36,947.48	Purchase of Inventory
108428	07/12/11	Roadway Express	109,197.94	Purchase of Inventory
EFT 83071	07/29/11	Board of Equalization	72,895.00	Sales Tax June 2011
		Subtotal	12,717,336.97	88%
		Warrants Issued ≤ \$10,000	1,743,593.57	12%
		Total Non-Salary Warrants Issued	<u>14,460,930.54</u>	100%
District Accounts Payable		439744-440741,925711-926007,DD23749-24190	12,414,197.63	
District Payroll		71858-72807, DD50019742-50021076	6,331,215.84	
SMCCCD Bookstores		108340-108428, EFT83071	330,115.07	
		Total Warrants Including Salaries - July 2011	<u>19,075,528.54</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
024192	08/02/11	Sallie Mae Inc.	30,321.00	Financial Aid Disbursement
024200	08/04/11	Constellation NewEnergy Inc.	45,947.34	Utilities
024201	08/04/11	Interline Brands Inc.	29,376.85	Skyline & CSM Custodial Supplies Purchase
024202	08/04/11	Krueger International	11,137.80	Cañada Furniture Purchase
024203	08/04/11	NetVersant Solution II LP	13,333.34	Districtwide Monthly Monitoring Fees
024204	08/04/11	Performance Abatement Services, Inc.	51,374.00	CSM & Cañada Hazardous Abatement Services
024205	08/04/11	SMC College Ed Housing Corp - Canada Vista	36,525.00	Cañada Vista Monthly Rent Payment
024206	08/04/11	SMC College Ed Housing Corp - College Vista	28,461.00	CSM Vista Monthly Rent Payment
024209	08/04/11	VALIC Retirement Services Company	140,094.35	Tax Shelter Annuities
024213	08/09/11	Sallie Mae Inc.	156,898.00	Districtwide Financial Aid Refunds
024221	08/11/11	U.S. Bank National Association ND, .	176,620.12	District Procurement Card Payment
024226	08/11/11	SM County Community College District	31,106.28	Replenish Flex Spending Account
024233	08/16/11	Sallie Mae Inc.	1,788,275.60	Financial Aid Disbursement
024237	08/18/11	CIS, Inc	11,740.00	Districtwide DSA Inspection Services
024238	08/18/11	Constellation NewEnergy Inc.	25,011.79	Utilities
024241	08/18/11	Noll & Tam	21,980.00	CSM Architectural Services
024251	08/23/11	Sallie Mae Inc.	486,406.85	Financial Aid Disbursement
024259	08/25/11	Computerland	125,855.38	Districtwide Computer Purchase
024260	08/25/11	Constellation NewEnergy Inc.	39,947.04	Utilities
024262	08/25/11	Coulter Construction Inc.	21,470.00	Skyline & Cañada Construction Projects
024265	08/25/11	DRB Management Services Corporation	17,752.50	CSM Project Management Services
024270	08/25/11	Krueger International	98,957.71	Skyline & Cañada Furniture Purchase
024271	08/25/11	Noll & Tam	17,472.86	CSM Architectural Services
024272	08/25/11	Oracle USA, Inc.	55,493.25	Districtwide Software Update License & Support
024273	08/25/11	Performance Abatement Services, Inc.	34,355.00	Districtwide Hazardous Abatement Services
024276	08/25/11	Q Builders, Inc.	15,318.00	CSM Construction Project
024285	08/30/11	Sallie Mae Inc.	459,049.17	Financial Aid Disbursement
440755	08/01/11	Pac Gas & Elec Co	24,643.64	Utilities
440757	08/01/11	Pac Gas & Elec Co	22,370.58	Utilities
440766	08/01/11	American Federation of Teachers	21,921.93	Union Dues
440767	08/01/11	Calif Water Service Co	21,199.64	Utilities
440785	08/01/11	Hartford Retirement Plans Service Center	26,026.85	Tax Shelter Annuities
440788	08/01/11	Public Empl Ret Sys	1,172,187.71	Health Insurance Monthly Premium

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
440820	08/04/11	El Camino Charter Lines	12,809.00	CSM PE Bus Transportation for 2011-2012 Football Season
440832	08/04/11	JP Instrument Services	32,550.00	CSM Science Equipment Purchase
440849	08/04/11	PAE Consulting Engineers, Inc.	18,000.00	Districtwide Boiler Upgrade Design Services
440852	08/04/11	PeopleAdmin, Inc.	24,300.00	Enterprise Applicant Tracking Service Fee
440859	08/04/11	Robert A. Bothman	188,695.93	CSM Construction Project
440865	08/04/11	Robert A. Bothman	20,966.21	CSM Construction Project
440874	08/04/11	CalPERS	460,240.72	Monthly PERS Contribution Advance Payment
440877	08/04/11	Emmett W. MacCorkle Inc. Insurance Services	11,309.00	Districtwide Annual Worker's Comp Final Audit Fee
440882	08/04/11	Long Beach Co. Comm. College Dist.	30,157.55	Skyline Green Innovation Challenge Program
440894	08/08/11	American Public Television	16,805.00	KCSM APT Program Library Access Fee
440917	08/08/11	Fairbank, Maslin, Moulin, Metz and Associates, Inc.	33,500.00	2011 GO Bond Support Survey Fees
440929	08/08/11	Pac Gas & Elec Co	10,663.53	Utilities
440931	08/08/11	S.M.C.S.I.G.	147,776.62	Dental Premium Payment
440939	08/08/11	Hartford Life & Accident Insurance Co.	31,725.59	Monthly Insurance Premiums
440944	08/08/11	Wells Fargo Bank	275,953.62	District Procurement Card Payment
440984	08/11/11	Turf and Industrial Equipment Company	25,587.03	CSM Facilities Equipment Purchase
440992	08/11/11	County of San Mateo	10,782.40	Monthly Districtwide Parking Income Allocation
440993	08/11/11	County of San Mateo	13,429.00	Monthly Districtwide Parking Income Allocation
440994	08/11/11	S.M.C.S.I.G.	18,445.72	Vision Premium Payment
440998	08/15/11	City of San Bruno	21,314.91	Utilities
441012	08/15/11	Remy, Thomas, Moose, and Manley	28,243.57	District Legal Services regarding CEQA/environmental issues
441013	08/15/11	Robert A. Bothman	28,042.30	Cañada Construction Project
441016	08/15/11	Accel Mail Equipment, LLC	20,203.79	CSM Mailing Machine Purchase
441017	08/15/11	CalPERS	12,415.73	Monthly PERS Contribution Final Payment
441031	08/18/11	City of Redwood City	13,897.43	Utilities
441032	08/18/11	Commercial Energy of Montana, Inc.	42,341.55	Utilities
441048	08/18/11	Klinger Educational Product Corp.	11,994.00	CSM Physics Equipment Purchase
441055	08/18/11	LEED Environments, Inc.	11,097.00	CSM SMAC Construction Project
441065	08/18/11	Netronix Integration, Inc.	37,686.65	CSM Construction Project
441067	08/18/11	Pac Gas & Elec Co	23,942.28	Utilities
441069	08/18/11	Pac Gas & Elec Co	24,092.33	Utilities
441083	08/18/11	SMCCC Foundation	11,095.50	FY11 Tuition Assistance Program Reimbursement
441085	08/18/11	Systems and Space, Inc.	26,634.14	CSM IOPC Workstation & Slat wall Purchase & Installation
441146	08/22/11	Ellis & Ellis Sign Systems	12,426.36	CSM Signs Construction & Installation
441151	08/22/11	Golden Project Mgmt& Install LLC	10,000.00	CSM Equipment Receiving & Installing Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
441156	08/22/11	Health Education Services	37,027.07	District AED Equipment & Accessories Purchase
441158	08/22/11	ISEC, Inc.	24,707.54	Cañada Science Metal Tables Purchase
441159	08/22/11	John Plane Construction	54,073.00	Cañada Construction Projects
441171	08/22/11	Midpoint International Inc.	28,359.00	Skyline Trash/Recycle Stations Purchase
441183	08/22/11	Robert A. Bothman	602,244.05	Cañada Construction Project
441188	08/22/11	Scapes Inc.	11,217.00	Cañada Landscaping Services
441205	08/22/11	Calif Water Service Co	24,568.25	Utilities
441211	08/22/11	Robert A. Bothman	66,916.01	Cañada Construction Project
441223	08/25/11	Barclay Sanitary Supplies	14,512.54	Skyline Janitorial Equipment & Supplies Purchase
441231	08/25/11	Broadcast Supply Worldwide	12,849.80	CSM Equipment Purchase
441242	08/25/11	Cutting Edge Audio Group	10,318.13	CSM Equipment Purchase
441243	08/25/11	Dell Computers	35,591.29	CSM Computer Purchase
441249	08/25/11	FolgerGraphics, Inc.	19,844.00	Community Education Class Schedules Printing Services
441264	08/25/11	McCarthy Building Companies	318,621.60	CSM Construction Project
441275	08/25/11	Pac Gas & Elec Co	39,233.48	Utilities
441283	08/25/11	Pianos Plus	30,275.53	CSM Pianos Purchase
441306	08/25/11	McCarthy Building Companies	35,402.40	CSM Construction Project
441317	08/25/11	Vavrinek, Trine, Day & Co.	15,500.00	Districtwide Annual Audit Fees
441334	08/29/11	Cor-O-Van Moving & Storage Co.	10,926.26	CSM Moving Services
441365	08/29/11	Pac Gas & Elec Co	21,391.80	Utilities
441368	08/29/11	R & S Erection North Peninsula	11,213.00	Skyline Repair Project
441378	08/29/11	U.S. Postal Services	10,000.00	CSM Postage
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1200283	08/01/11	US Treasury - Union Bank	1,047,824.21	Federal Tax
J1200283	08/01/11	EDD - Union Bank	201,664.78	State Tax
J1200283	08/01/11	EDD - Union Bank	16,045.78	State Tax - SDI
J1200197	08/11/11	State Teacher Retirement - Cash Balance	65,048.90	STRS Retirement - Cash Balance
J1200284	08/19/11	US Treasury - Union Bank	97,882.51	Federal Tax
J1200284	08/19/11	EDD - Union Bank	11,799.37	State Tax
J1200381	08/31/11	State Teacher Retirement - County Paid	441,090.74	STRS Retirement - Defined Benefit

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2011  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
108466	08/02/11	McGraw-Hill Companies	13,632.09	Purchase of Inventory
108482	08/02/11	SMCC College District	218,086.99	Salaries & Benefit June 2011
108496	08/10/11	Cengage Learning	15,632.15	Purchase of Inventory
108540	08/24/11	Cengage Learning	67,085.43	Purchase of Inventory
108567	08/24/11	MBS Textbook Exchange	50,226.29	Purchase of Inventory
108568	08/24/11	McGraw-Hill Companies	30,593.10	Purchase of Inventory
108577	08/24/11	Patterson Dental Supply	17,841.05	Purchase of Inventory
108578	08/24/11	Pearson Education Inc.	30,689.78	Purchase of Inventory
108592	08/24/11	SMCC College District	129,558.23	Salaries & Benefit July 2011
		Subtotal	10,867,248.19	94%
		Warrants Issued $\leq$ \$10,000	746,252.61	6%
		Total Non-Salary Warrants Issued	<u>11,613,500.80</u>	100%
District Accounts Payable		440742-441378, 926008-926019, DD24191-24285	8,919,371.55	
District Payroll		72808-73575, DD50021077-50022533	6,393,572.46	
SMCCCD Bookstores		108429-108603	<u>803,591.55</u>	
		Total Warrants Including Salaries - August 2011	<u>16,116,535.56</u>	

**BOARD REPORT NO. 11-10-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS – POLICIES 2.08, DISTRICT SHARED GOVERNANCE PROCESS; 5.16, MANAGERS: EVALUATION; AND 5.64, CONFIDENTIAL EMPLOYEES: COMPENSATION AND BENEFITS**

In the continuing effort to review and update District Rules and Regulations, revisions to the above referenced policies are recommended.

In Policy 2.08, District Shared Governance Process, it is recommended that the required number of members in attendance at meetings to reach a quorum be changed from eleven members to fifty percent plus one of current members. While the policy calls for Council membership to consist of 20 members, there are times when (1) those people designated to make appointments do not do so, and (2) members step down for various reasons during their terms and replacements are not immediately appointed. In those circumstances, it can be difficult to achieve a quorum and, therefore, conduct the important business of the Council. Defining the quorum as fifty percent plus one of current members is in keeping with the original intent of the policy.

The recommended revisions to Policies 5.16 and 5.64 update language and reflect current practice.

These revisions were approved by the District Shared Governance Council at its meeting of October 3, 2011.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to District Rules and Regulations as shown on the attached.

## 2.08 District Shared Governance Process

1. In order to provide an opportunity for students, staff, and faculty to participate effectively in District governance, the Board of Trustees of the San Mateo County Community College District hereby establishes a District Shared Governance Council (DSGC).
2. Governance is defined as those institutional structures and processes for decision-making and communications that engage students, staff, faculty, and administrators relative to the mission and values of the District.
3. The Board of Trustees is committed to a shared governance system which ensures faculty, staff and students the right to participate effectively in district and college governance and the opportunity to express their opinions at the campus and District levels and to ensure that these opinions are given every reasonable consideration.
4. The purpose of the District Shared Governance Council is to advise the Board of Trustees, through its designee, the Chancellor, on the following matters:
  - a. Procedures for faculty, staff, and management hiring and equal employment opportunities
  - b. Periodic review of the District Shared Governance Council policy
  - c. Planning for Districtwide professional development activities
  - d. Oversight of the District Budget and Planning Subcommittee
  - e. Changes to or the addition of locally determined student fees
  - f. Educational and facilities master planning processes
  - g. Board policies that directly affect faculty, staff and students of the District, as determined by the District administrator responsible for Rules and Regulations, in conjunction with the DSGC co-chairs. All other Board policies will be brought to the DSGC as information items.

In addition to these items, any Council member may, after consultation with the DSGC co-chairs, place informational or advisory items on the agenda.

5. The DSGC makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:
  - a. I support the recommendation completely.
  - b. I support the recommendation with reservations.
  - c. I cannot support the recommendation.

A recommendation will be forwarded to the Chancellor when 60% of members present are at any one level. Any member of DSGC can submit a brief rationale for his or her vote which will accompany the recommendation to the Chancellor and the Board of Trustees.

6. The District Shared Governance Council membership is twenty (20) representatives with (5) representatives from Faculty, Administration, Classified, and Student constituencies, and specifically includes:
  - a. Faculty (5): the District Academic Senate President, the three Academic Senate Presidents of each college or designees, and the AFT president or designee.
  - b. Administration (5): one Manager appointed by the President of each college, one appointment from the District office chosen by the Chancellor, and one non-represented member. The non-represented member is appointed by the Chancellor and represents non-union associated employees and can be either classified or administrative.
  - c. Classified (5): the CSEA President or designee, the AFSCME president or designee, and three additional classified representatives appointed by CSEA.

## 2.08 District Shared Governance Process (continued)

- d. Students (5): the three Associated Students Presidents or designees from each college, the Student Trustee, and one at-large member.
  - e. Council Chair: The Council will be served by co-chairs, namely, the District Academic Senate President and the District administrator appointed by the Chancellor in (b.) above.
7. Term of Appointments: Membership appointments for students are for one semester and may be continued from semester to semester. Membership appointments for all other constituent groups are for one year and may be continued.
  8. A quorum for a meeting is as follows:
    - a. ~~Eleven members in attendance~~ Presence of fifty percent plus one of current members, and
    - b. At least one representative from each site (District office and the three colleges), and
    - c. At least one representative from each constituency (faculty, administration, classified staff, and students).
  9. The Board recognizes the Academic Senate as the official body representing faculty in shared governance (Title 5, 53200) and the “the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards”. In academic and professional matters, the Board will rely primarily on faculty expertise through the established Academic Senate processes. The Academic Senate is expected to provide an opportunity for students and staff to participate effectively in the formulation and development of policies and procedures that have or will have a significant effect upon them. (See Rules and Regulations 2.06 for the delineation of authority agreement between the Board and the Academic Senates.) “Academic and professional matters “ include the following:
    - a. curriculum, including establishing prerequisites and placing courses within disciplines;
    - b. degree and certificate requirements;
    - c. grading policies;
    - d. educational program development;
    - e. standards or policies regarding student preparation and success;
    - f. district and college governance structures, as related to faculty roles;
    - g. faculty roles and involvement in accreditation processes, including self-study and annual reports;
    - h. reports;
    - i. policies for faculty professional development activities;
    - j. processes for program review;
    - k. processes for institutional planning and budget development; and
    - l. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate. (Title 5 §53200.c)
  10. The Board recognizes the Associated Students organizations as the official bodies representing students and considers students to be full participants in shared governance on all items pertaining to their interests. District and college policies and procedures that have or will have a “significant effect on students” includes the following (Title 5, §51023.7,4 (b):
    - a. grading policies;
    - b. codes of student conduct;
    - c. academic disciplinary policies;
    - d. curriculum development;
    - e. courses or programs which should be initiated or discontinued;

## 2.08 District Shared Governance Process (continued)

- f. processes for institutional planning and budget development;
  - g. standards and policies regarding student preparation and success;
  - h. student services planning and development;
  - i. student fees within the authority of the district to adopt; and
  - j. any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.
11. The Board recognizes CSEA as the official body representing classified staff and considers classified staff to be full participants in shared governance on all items pertaining to their interests (Education Code §70901.2). The selection of classified representatives to serve on District and/or College committees, task forces, or other governance groups shall be made by CSEA with the expectation that all classified staff will be considered in the process of selecting representatives (Title 5 §51023.5).
12. A copy of the complete and updated text of the District shared governance policy shall be maintained in the Office of the Chancellor.

**References:** Education Code Section: 70901.2; Title 5 Sections 53200 – 53206, 51023.5, 51023.7

(Revised ~~11/2008xx~~/2011)

### 5.16 Managers: Evaluation

1. The purposes of management evaluations are to:
  - a. Recognize excellence.
  - b. Provide objective data for decisions on promotion, retention, non-retention or transfer.
  - c. Identify areas of performance needing improvement.
  - d. Identify areas for general management development training.
2. All ~~persons holding employees in~~ management ~~appointments- positions~~ shall be evaluated annually by their immediate supervisor.
3. Within a three-year period, each manager will undergo a comprehensive evaluation which may include self-assessment, evaluation by peers and others (including those supervised) and evaluation by the supervisor.
4. The annual ~~and triennial~~ evaluations shall be conducted according to adopted procedures which are maintained in the office of ~~Personnel Services~~ Human Resources.
- ~~5. First time managers or managers new to a position will undergo a comprehensive evaluation during the second year of appointment.~~
5. A manager has the right to present a written response to the evaluation and to have it placed along with the evaluation in his/her personnel file.
6. A manager has the right to appeal his/her evaluation to the next level of management.
- ~~8. A manager has the right to appeal his/her evaluation to the Board of Trustees, after the appeal has been appropriately made through all other management levels.~~
7. Decisions on retention, non-retention or transfer of managers are based upon needs of the District and are reserved to the Board of Trustees. These actions need not be based upon performance evaluations and shall not be affected by failure to adhere to specific procedural steps in the evaluation process or by the lack of one or more evaluations required by this section.

(Rev. ~~6/92~~ Revised xx/11)

### 5.64 Confidential ~~Personnel~~ Employees: Compensation and Benefits

1. Salary compensation for confidential employees, **as defined in Government Code Section 3540.1(c)**, will be determined by the Board **of Trustees** and reviewed annually. Because confidential employees are not entitled to representation by collective bargaining agents under the law and because of the nature of confidential work, the District maintain a two (2) percent differential between confidential salaries and the salaries of similar positions in the collective bargaining unit.
2. To the extent that they are not superseded by specific regulations applying to confidential employees, all policies contained in Chapter IV apply to confidential employees who are members of the Classified Service.
3. The following portions of the agreement between the District and the California School Employees Association (CSEA), Chapter 33 will also apply to confidential employees:
  - ~~a.—Hours and Overtime~~
  - ~~b.—Holidays~~
  - ~~c.—Pay and Allowances (except Section 8.7, Salary Survey)~~
  - ~~d.—Health and Welfare Benefits~~
    - ~~e.a. Leaves~~
    - a. Retirement
    - b. Vacations. Confidential employees will receive two (2) additional days of vacation beyond the numbers listed in Appendix B **of the CSEA contract**.
4. ~~Any modification of~~ After meeting and conferring with representatives of management, changes in **pay or** benefits for confidential employees will be recommended to the Board **of Trustees** by the Chancellor ~~Superintendent~~.

**References:** Education Code Sections 70902(b)(4) and 88160;  
Government Code Sections 3540.1(c) and 53200

(~~6/92~~Revised xx/11)

**BOARD REPORT NO. 11-10-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations,  
358-6836

**CONTRACT AWARD FOR DISTRICTWIDE NO<sub>x</sub> BOILER BURNER  
REPLACEMENT PROJECT**

This three phase project will address the District's need to meet Bay Area Air Quality Management District requirements for Regulation 9, Rule 7. This rule mandates that at least one of the hot water heating boilers and heating system at each campus meets a Nitrous Oxide emissions rate of 15 parts per million by January 1, 2012. This project will take place at College of San Mateo and Cañada College. Three boiler burners will be replaced at College of San Mateo and two will be replaced at Cañada College. Replacements at Skyline College will be treated as a separate project due to site logistic challenges. The first boiler burners at CSM and Cañada will be replaced from December 19, 2011-January 6, 2012; the second boiler burners at these two campuses will be replaced from April 2-April 8, 2012; and the third CSM boiler burner will be replaced from May 29-June 8, 2012. All three phases of this project will be completed by June 15, 2012.

Due to the lack of interested existing prequalified C-4 contractors, additional prequalified contractors were pursued. The additional prequalification process provided a list of Bay City Boiler Works, Milestone Contractors, Inc., O.C. Macdonald Co. Inc., San Jose Boiler Works, Inc., and Western Allied Mechanical Inc. as prequalified prospective bidding contractors. This prequalification process took place from July 11-August 4, 2011.

On September 1 and 8, 2011, the District published a legal notice inviting qualified general contractors to bid on this project. Three qualified C-4 contractors attended at least one of two Mandatory Pre-bid Conferences held on September 13 and 15, 2011. On September 29, 2011, two of these firms submitted bids as follows:

General Contractor	Total Bid
Western Allied Mechanical, Inc.	\$510,463
Bay City Boiler & Engineering Co., Inc.	\$566,358

After the bid opening, the District conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, all bidders were evaluated for their conformance with the bidding requirements. This review determined that Western Allied Mechanical, Inc. met all bid requirements and was deemed the lowest responsive, responsible bidder.

This project will be funded by Measure A general obligation bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for the Districtwide NOx Boiler Burner Replacement Project to Western Allied Mechanical, Inc. in an amount not to exceed \$510,463.

**BOARD REPORT NO. 11-10-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations,  
358-6836

**CONTRACT AWARD FOR CAÑADA COLLEGE BUILDING 5  
DINING ROOM RENOVATION PROJECT**

This renovation project completes the large dining room area of the Cañada College Building 5 and 6 modernization effort. The dining room and perimeter areas will be modernized to match the other renovations recently completed in Building 5 and 6.

On August 8 and August 15, 2011, the District published a legal notice inviting pre-qualified general contractors from the District's annual pre-qualified pool to bid on this project. Twenty-four firms, including eleven pre-qualified general contractors, attended the Mandatory Pre-bid Conference held on August 25, 2011. On October 4, 2011, seven of those firms submitted bids as follows:

<b>General Contractor</b>	<b>Total Bid</b>
John Plane Construction, Inc.	\$1,108,134
BNBT Builders, Inc. dba BNBuilders	\$1,153,963
Big-D Pacific Builders L.P.	\$1,197,250
Gonsalves & Stronck Construction Company, Inc.	\$1,198,919
Beals Martin	\$1,226,936
Cal-Pacific Construction, Inc.	\$1,236,000
Coast Side Associates	\$1,262,304

After bid opening, District consultants and staff conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, all bidders were evaluated for their conformance with the bidding requirements. This review determined that John Plane Construction, Inc. met all bid requirements and was deemed the lowest responsive, responsible bidder.

This project will be funded by Measure A general obligation bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for the Cañada College Building 5 Dining Room Renovation Project to John Plane Construction, Inc. in an amount not to exceed \$1,108,134.

**BOARD REPORT NO. 11-10-3C**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Kathy Blackwood, Interim Executive Vice Chancellor, 358-6869

**UPDATE ON STUDENT FEE PAYMENT PLAN AND NEW DROP PROCEDURES**

Effective with registration for spring 2012, the District will be implementing board policy that requires students to pay all fees at the time of registration. Students who do not pay their fees by January 4, 2012 will be dropped from their classes.

In order to make sure that students are able to pay their fees and not be dropped from their classes, they have the opportunity to sign up for an inexpensive payment plan which will allow them to stretch out total fees payment into maximum five installments between their registration date and April 5, 2012.

Many staff from the San Mateo County Community College District and all three Colleges (Cañada College, College of San Mateo and Skyline College) have worked diligently over the past few months to reduce the negative impact that this change might have on students. Districtwide meetings have been held to plan and prepare for implementing this fee policy change. Additionally, weekly meetings are scheduled throughout the rest of the fall semester to ensure that the “drop for non-payment” message is being relayed to the college community. There is a prominent WebSMART message which currently appears each time a student logs into his/her account and outlines the changes and timeline. The following details some of the actions taken at each College to communicate this important change.

**Cañada College:**

- Direct Communication to Students:
  - The VPSS and Dean of Enrollment Services presented information about the new fee policy and sought feedback on the marketing campaign at an Associated Students of Cañada College meeting;
  - Posters and small flyers were distributed around campus and in key locations (café, Welcome Center, Learning Center, Library);
  - Information was posted on the College website, WebSMART and on the College and program Facebook pages;
  - The fee policy information was posted on electronic slides in the Cashier and Admissions & Records area;
  - Two GWAMAILs were sent to all currently enrolled students and their current balance was attached;
  - A phone message via SARS was sent on Friday, October 14 to all students with an outstanding balance who were enrolled in summer or fall 2011;

- Additional activities are planned in the coming weeks, such as staffing tables during the Student Educational Plan campaign and Transfer Day, as well as presenting the fee policy change in classes and at new student orientations.
- **Direct Communication to Faculty and Staff:**
  - Since August 26, more than eleven Districtwide meetings (which have included managers and frontline staff) have taken place to plan and prepare for making this fee policy change;
  - On September 26, a Detail Customer Service Training took place at Cañada College for all frontline staff in the following offices: Cashiers, Financial Aid, Admissions and Records, Welcome Center, and Assessment;
  - On Friday, October 7, the Dean of Enrollment Services provided Cañada faculty with information and a copy of the Fee Policy Q&As at a joint division meeting;
  - Presentations have been conducted at the Administrative Council, Basic Skills Committee, Counseling Department, Financial Aid and Admissions & Records staff meetings, and Student Services Planning Council.

### **College of San Mateo:**

- **Direct Communication to Students:**
  - Jennifer Hughes, VPSS, presented at the September 12, 2011 Associated Students of College of San Mateo (ASCSM) meeting to inform the group about the new policy and get feedback on how to best present the information to the entire student population;
  - Posters have been placed throughout the College campus in key areas such as the Bookstore, library, all lecture halls, and Cashier Office;
  - A link for Plan Ahead Pay Ahead is present in the top story box of the CSM home page that links to the Fee Payment FAQs. This link is available on every page of the College website (via the top story box);
  - A Plan Ahead Pay Ahead promotional slide appears on the digital display board at the 4-way stop entrance to campus;
  - Monitors in College Center (2<sup>nd</sup> floor plaza entrance and 1<sup>st</sup> floor entrance from parking lot) and the Bookstore display Plan Ahead Pay Ahead information;
  - A student email communication was sent to all currently enrolled fall students informing them of the policy and payment options;
  - Phone and email message (via SARS) was sent to all students with an outstanding balance who were enrolled between summer 2010 and fall 2011.
- **Direct Communication to Faculty and Staff:**
  - Jennifer Hughes, VPSS, met with all CSM Student Services staff and provided detailed information about the policy, reviewed the FAQs and provided information specific to Sallie Mae student payment plan options;
  - Jennifer Hughes, VPSS, presented to the Student Services Leadership Team;
  - The CSM Management Team was informed about the policy and payment information;
  - An all employee email was sent out to inform all CSM staff about the policy and student payment options.

**Skyline College:**

- Direct Communication to Students:
  - Presentation at Associated Students of Skyline College (ASSC) meeting to inform the group about the new policy and get feedback on how to best present the information to the entire student population;
  - Posters placed at key locations around campus;
  - Small flyers (buck slips) available at key locations around campus that students can take and keep which include detailed information about signing up for the Fee Payment Plan;
  - Detailed information posted on various pages of the Skyline College website allowing the student to print out and save the information for future reference;
  - Frequent posts (status updates) on the College's Facebook page with a link to detailed information on the Skyline College website;
  - Electronic slides (similar in design to the posters mentioned above) scrolling on video screens in various buildings on campus;
  - Detailed information displayed on WebSMART;
  - GWAMAIL (student messaging via BANNER) sent to Skyline College students with detailed information about the new policy;
  - Phone and email message (via SARS) to all Skyline College students with an outstanding balance who were enrolled between summer 2010 and fall 2011.
  
- Direct Communication to Faculty and Staff (the Financial Aid Office at Skyline College has taken the lead on this):
  - Met with Counselors to provide detailed information about the new policy and requested that they share it with their students;
  - Presentation to the Student Services Leadership Team;
  - Presentation to Management Council;
  - "Pass It On" letters sent to faculty and staff to let them know that staff from the Financial Aid Office is available to do presentations which include information about the new policy and general Financial Aid information as well;
  - Worked closely with the Disabled Students Programs and Services (DSPS) Office to extract information about students who did not complete a FAFSA in order to be able to meet with those students individually and assist them with the processing of filing a FAFSA.

Additional opportunities will occur in the coming weeks to ensure that students, faculty and staff in the District receive updates about the new policy in order to make a smooth transition for everyone involved. Another training for all frontline staff is planned for early November. A Q&A is attached that has been used for presentations to the various groups and is posted in numerous places.

**San Mateo County Community College District  
Fee Payment  
Questions and Answers**

**Q: Why must I pay my fees at the time of registration?**

San Mateo County Community College District policy requires students to pay fees at the time of enrollment. The policy states that students will be dropped from classes for non-payment of fees. If students are unable to pay their fees, they should apply for federal financial aid or enroll in an inexpensive payment plan offered by Sallie Mae in order to prevent being dropped from classes.

**When must I pay my fees?**

Fees are due at the time of registration. You may either pay by credit card, check or cash.

**Q: What should I do if I can't afford to pay my fees at the time of registration?**

You should apply for financial aid, by filling out the FAFSA ([www.FAFSA.gov](http://www.FAFSA.gov)), or sign up for a payment plan (the district payment plan is administered by Sallie Mae) to spread your payments out during the semester. Receiving a BOGG waiver will not cover all your fees. You are responsible for paying any remaining balance.

**Q: What happens if my fees aren't paid and I didn't apply for a payment plan or financial aid?**

You will be dropped from all your classes for non-payment of fees on January 5 for registrations before January 5<sup>th</sup>. After January 5, any new outstanding fees incurred must be paid in full each day.

**Q: What happens if I only owe \$1.00 on January 5 when the drop for non-payment occurs?  
Will I still be dropped from my classes?**

Yes. Students must have paid their fees in full, applied for financial aid by filing a FAFSA at least five days prior to the drop date, or enrolled in a payment plan in order not to be dropped.

**Q: What if I have paid all my fees by January 4, but then later add classes and haven't yet paid for them? Will I be dropped?**

Yes. If you add classes between January 5 and January 16, you must pay the additional fees for the classes you added by 10 pm each evening. If you do not, you will be dropped from ALL your classes at 10 pm that evening during this period.

**Q: What happens if I've been dropped from my classes for non-payment?**

If you are dropped from your classes for non-payment, you will need to try to re-enroll in the classes you were originally enrolled in or select other classes. If you believe you were dropped in error because you 1) paid all your fees, 2) filed a FAFSA at least 5 days before the drop date, 3) enrolled in a payment plan or 4) have your fees paid for by a third party, contact the Admissions Office.

**Q: How do I enroll in a payment plan?**

After you register for your classes in WebSMART, follow the link to "Payment Plan." You'll then be provided additional information about how to complete your enrollment. If you only use cash, you will not be able to participate in the payment plan.

**Q: What are the costs associated with the payment plan?**

A summary of all the fees associated with the payment plan is listed below.

<b>Fees payable by students who sign up for the payment plan</b>		
<b>Description of Fee</b>	<b>Amount</b>	<b>Remarks</b>
Sign-up fee	\$ 20	\$20 per semester.
Late Fee	\$ 10	\$10 for each late payment, maximum is \$20 and plan is canceled when payment is late for the second time.
NSF Fee	\$ 15	\$15 for each check returned due to non-sufficient fund in the bank account.
Interest	\$ -	No interest will be assessed for any balance on the payment plan.
Credit Card Fee	\$ -	Credit card fees are absorbed by the District if students pay by credit card.

**Q: How do I make payments?**

You can make payment plan payments via paper check, electronic debit from your checking or savings account, and credit cards. If you only use cash, you will not be able to participate in the payment plan.

**Q: Is there any minimum amount I need to owe in order to sign up for a payment plan?**

Yes, you must owe at least \$50 in order to sign up for a payment plan.

**Q: What if I add or reduce my total unit load such that my payment plan balances changes?**

You must contact Sallie Mae to inform them that your fee balance has changed. They can assist you in adjusting your payment plan up or down. You can contact Sallie Mae at <https://tuitionpay.salliemae.com>

**Q: What if I default on my payment plan?**

If you default on your payment plan, you will have a hold placed on your record and you will not be able to register for any subsequent terms until the balance is paid in full. You will not be able to request official transcripts until your fees have been paid in full. In addition, you will be sent to collections for the outstanding fees owed to the college.

**Q: Who should I contact if I have a question about my payment plan?**

You should contact Sallie Mae directly at 1-800-635-0120. They are administering the payment plans for the three colleges. The college will not have any detailed information about your payment plan.

**Q: Can I sign up for a payment plan at any time during the semester?**

There will be a deadline date established each semester. After that date you will not be able to sign up for a payment plan. (See website for date.) The later that you sign up for the plan, the fewer payments you'll make but the amounts will be larger.

**Q: When will my last payment be due for the spring, 2012 semester?**

The last payment date is April 5. You must have a \$0 balance at that time in order to register for the next semester.

**Q: Do I have to be determined eligible for financial aid in order not to be dropped from my classes by the deadline?**

No. If you file a FAFSA by December 27, which is 5 business days before the drop date (January 5 for spring, 2012), you will not be dropped. But you must apply early so that your financial aid can be processed.

**Q: I have applied for and received a Board of Governor's Grant (BOGG) waiver. Will this waiver cover all my fees?**

No, the BOGG only covers the enrollment fees. It does not cover additional fees you are assessed (e.g. health fee, student body fee). If you cannot pay these additional fees, you are encouraged to apply for federal financial aid by filling out the FAFSA ([www.FAFSA.gov](http://www.FAFSA.gov)). You must pay all your fees in order not to be dropped.

**Q: What if I have an outstanding balance from a prior semester?**

You are encouraged to pay your outstanding balance from prior semesters before enrolling in the spring 2012 term. Outstanding fees from prior terms will be included in the calculation of fees owed. You may enroll in a payment plan to assist in paying your fees from prior terms. If you do nothing to alleviate your prior debt you will be dropped from all your classes for non-payment of fees on January 5.

**Q: I'm an international student? When will I have to pay my fees?**

International students must meet the same fee deadlines as all other students. You will need to pay your fees by January 4 in order not to be dropped. You should sign up for a payment plan if you cannot pay your fees by January 4.

**Q: My fees are paid by a third party. What do I need to do not to be dropped on January 4?**

We will identify all students whose fees are paid by third parties and not drop them on January 5. You should check with the Cashier's Office to make sure that we know your fees are paid for by a third party (e.g. Veteran's Administration, Department of Rehabilitation, etc.)

**Q: Will I still be able to pay by check?**

Yes, you will be able to pay by check as long as your check arrives by December 15. After that date, you will need to bring your check in person to the Cashier's Office at any of our three colleges in order to prevent being dropped from your classes. NOTE: Canada College will be closed December 19 – January 2. You may take your check to the CSM or Skyline.

**BOARD REPORT NO. 11-10-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Director of General Services, (650) 358-6879  
Tom Bauer, Vice Chancellor, Auxiliary Services, (650) 358-6782

**DISTRICT FACILITIES RENTAL FEE INCREASE**

The San Mateo County Community College District routinely makes its facilities available for rent to the public. Facility rentals include the rental of classrooms, labs, athletic fields, pools, conference rooms, theatre space and parking lots. The facility rental fee is used to recoup actual costs incurred, continually maintain the facility and, when reserves allow, improve current facilities, which directly benefits the students and staff of the San Mateo County Community College District.

The current fee structure has been in place since 2006 with the adjustment of the overtime rates for facilities staff; in actuality, the District has not increased its facility rental fees since 2000. The new schedule of rates was created after the benchmarking of rates for like facility in other community college districts as well as local school districts.

This summer, the District initiated an extensive evaluation process of the District's facilities rental rates for the community. A number of California Community Colleges' facility rental rates were surveyed in this analysis, including several college districts in the Bay Area. Additionally, the facility rates for the local high school districts located in San Mateo County were studied along with facility rental rates published by San Mateo County cities. The new schedule of rates reflects the current rents charged by other community colleges and schools for facility use. The new fees represent an average increase of 33% from the rates established over the last ten years.

There is a very competitive fee structure for the rental of our dining facility, the Bay View Dining Room located at College of San Mateo, and for the pools rented through the San Mateo Athletic Club at College of San Mateo. In order to maintain maximum flexibility, the rental rates for these locations are not published. Rental rates for these facilities are determined after an in-person meeting with the interested party during which numerous determinant factors relative to the rental are discussed.

The District will regularly review rental rates going forward to ensure that we are not only capturing all direct costs but also collecting with an eye toward continually maintaining these facilities for future use and are staying competitive with like facilities in the service area.

**San Mateo County Community College District**

Facilities Rental Fees

Current fee schedule effective July 1, 2011

Direct Cost Fees	Cost Per Hour/Non Profit User	Cost Per Hour/For Profit User
Application Fee	\$20	\$20

Facility	Cost Per Hour/Non Profit User	Cost Per Hour/For Profit User
Classroom 50 and under	\$30 - 3 hour minimum	\$50 - 3 hour minimum
Classroom 51-100	\$50 - 3 hour minimum	\$75 - 3 hour minimum
Classroom > 100	\$75 - 3 hour minimum	\$125 - 3 hour minimum
Conference Room, < 25	\$30 - 3 hour minimum	\$50 - 3 hour minimum
Conference Room, > 25	\$50 - 3 hour minimum	\$75 - 3 hour minimum
Theater Stage Rehearsal only, no lights	\$75 - 3 hour minimum	\$125 - 3 hour minimum
Theater (requires tech to be present; tech charge extra)	\$150 - 3 hour minimum	\$200 - 3 hour minimum

Excluding B10

Athletic Facilities	Cost Per Hour/Non Profit User	Cost Per Hour/For Profit User
Baseball Field	\$85 - 3 hour minimum	\$125 - 3 hour minimum
Dance Studio	\$65	\$90
Football Field	\$85 - 3 hour minimum	\$125 - 3 hour minimum
Gymnasium (no bleachers)	\$100 - 3 hour minimum	\$125 - 3 hour minimum
Soccer Field	\$85 - 3 hour minimum	\$125 - 3 hour minimum
Softball Field	\$85 - 3 hour minimum	\$125 - 3 hour minimum
Tennis Courts	\$25	\$35
Track	\$50	\$75

**Additional fees apply for equipment use (including but not limited to tables, chairs, av equipment, athletic equipment, scoreboards, performing arts equipment), and labor costs for any special set up, custodial, or grounds work**

**Direct Costs will be assessed for custodial services, grounds services, specialized technical support, and District Security personnel as necessary per use of facility.**

All Staff Charges will be at a two-hour minimum:	
Custodial Fee	Current Rate*
Grounds Staff	Current Rate*
On-Site Supervisor	Current Rate*
Security Staff	Current Rate*
Technical Support Staff	Current Rate*
Theater Supervisor/Tech	Current Rate*

\*Assigned employee's current hourly rate