

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

December 14, 2011

**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.

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

SWEARING IN OF RE-ELECTED TRUSTEES

ORGANIZATION OF BOARD OF TRUSTEES

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

MINUTES

11-12-1 Minutes of the Board Meeting of November 16, 2011

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

11-12-1A Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

Approval of Consent Agenda

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

- 11-12-1CA [Acceptance of Gifts by the District](#)
- 11-12-2CA [Ratification of September and October 2012 District Warrants](#)

Other Recommendations

- 11-12-1B [Addition of Certificate in Surveying and Computer-Aided Design – Cañada College](#)
- 11-12-100B [Acceptance of Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring to Dr. Amelito Enriquez at Cañada College](#)
- 11-12-101B [Presentation to the Board by College Presidents and Approval of Plans for Measure G Monies at Cañada College, College of San Mateo and Skyline College](#)
- 11-12-102B [Appointment of Directors for the San Mateo County Colleges Educational Housing Corporation](#)
- 11-12-103B [Approval of Additions and Revisions to District Rules and Regulations – Policies 1.15, Officers of the Board; 1.20, Duties of Officers; 1.55, Order of Business and Procedure; 2.06, Rules and Regulations; 2.23, Catastrophic Leave Program; 2.30, Political Activity; 2.52, Local Law Enforcement; 5.26, Academic Supervisors: Evaluation; 5.54, Classified Exempt and Non-Exempt Professionals and Supervisors: Compensation and Benefits](#)
- 11-12-104B [Acceptance of Funding from Walter S. Johnson Foundation to Support Access to Public Benefits for Financial Aid Applicants Who Qualify at Skyline College](#)

INFORMATION REPORTS

- 11-12-1C [District Financial Summary for the Quarter Ending September 30, 2011](#)
- 11-12-2C [First Quarter Report of Auxiliary Operations, 2011-12](#)
- 11-12-3C [2011 ARCC Report – The College Level Indicators](#)
- 11-12-4C [Revision of Policy 8.06, Investment of District Funds](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 15, 2010 Meeting](#)
4. Naming of Officers for 2012
5. Adjournment

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: **Skyline College** – Instructor, EMT, Science, Math & Technology; Counselor, Counseling Services; Web Programmer Analyst, Vice President of Instruction; **College of San Mateo** – Cosmetology Aide, Business/Technology
 - B. Establishment of Equivalency to Minimum Qualifications
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT and CSEA
3. Conference with Legal Counsel – Existing Litigation – 1 Case:
Citizens for a Green San Mateo v. San Mateo County Community College District et al.
(Case # CIV506800)

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 16, 2011, San Mateo, CA**

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

Board Members Present: President Richard Holober, Trustees Helen Hausman, Patricia Miljanich and Karen Schwarz, Student Trustee Patiane Gladstone

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober requested that the swearing in of Student Trustee Patiane Gladstone be added to the agenda as the first item. There were no objections.

SWEARING IN OF STUDENT TRUSTEE

President Holober administered the oath of office to Student Trustee Gladstone. Ms. Gladstone said she will do her best to represent the students at the three Colleges in the manner in which they deserve to be represented.

MINUTES

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the minutes of the meeting of October 26, 2011. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said he believes that education is in jeopardy of suffering from the Tier 1 and Tier 2 triggers set to be effectuated if anticipated State revenues do not materialize. For community colleges, the Tier 1 trigger would result in a \$30 million reduction in apportionment and a fee increase to \$46/unit effective spring semester. The Tier 2 trigger would result in an additional apportionment cut of \$72 million. The Director of Finance is responsible for determining the actual amount of trigger cuts, if any. The Legislative Analyst's Office (LAO) now estimates a \$13 billion budget problem for 2012-13. Chancellor Galatolo said the District must carefully strategize for mid-year as well as next year's budget.

President Stanback Stroud said three Skyline College biology students won prizes for their research at the National Society for the Advancement of Chicanos and Native Americans in Science Annual Conference in October. Also in October, a select group of Skyline MESA students was chosen to hone leadership skills during the MESA Student Leadership Conference. President Stanback Stroud thanked Chancellor Galatolo and Vice President Mandelkern for attending the very successful reception for the President's Council, attended by advisory members as well as President's Council members.

President Claire said that former College of San Mateo student Justin Hoffmann, profiled in the Student Success Story in the written report, first presented the idea for the College to institute an eScrip program. College of San Mateo basketball player Clarissa Mendoza was selected as one of the top five Academic All-State female student athletes for 2011-12. Students in the Phi Theta Kappa Club hosted an event for Commit to Completion, a national initiative with the goal of encouraging students to complete their education. An 8-foot tall by 16-foot wide pledge-signing board, located in front of College Center, was filled with signatures. As part of the Five-in-Five Initiative, the College will examine measures needed to improve transfer rates. There will be a study session on November 18 at 1:00 p.m. in the City View Conference Room. President Claire said College of San Mateo does well in the area of transfers relative to other colleges in the Bay Area.

President Keller said the White House announced yesterday that Cañada College Professor Amelito Enriquez was one of nine individuals chosen to receive a Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring. Professor Enriquez will go to Washington D.C. for presentation of the award at a White House ceremony

during the week of December 11. Cañada College will host a celebration of the award on December 15 from 3:00 to 5:30 p.m.

Executive Vice Chancellor Blackwood said the LAO projects that general fund revenues and transfers in 2011-12 will be \$3.7 billion below the level assumed in the budget passed in June. This would translate into \$2 billion of trigger cuts. The cuts are proportional and would result in a \$1.16 billion cut to K-12 education and a \$102 million cut to community colleges. The Department of Finance will come up with its own projections; the larger of the two projections will be used to determine the actual amount of trigger cuts. The LAO projects that there will still be a \$3 billion deficit at the end of 2011-12 and a \$10 billion shortfall in 2012-13. Executive Vice Chancellor Blackwood said the District received the first period tax report from the County today. The report indicated an Educational Revenue Augmentation Fund (ERAF) deficit of \$110 million. The County uses non-basic aid schools' property taxes to fill the gap; it is divided among the eight non-basic aid school districts in the County and the District. The District's share is \$50 million which would normally be received in the form of property taxes but will be received as State apportionment instead. In general, this will not harm the District but will have an impact on cash flow.

President Bennett thanked the District for approving the purchase of the Adobe Creative Suite; there has been professional development training collaboratively for administration, staff and faculty.

President Bennett said the Student Success Taskforce draft recommendations from the California Community Colleges Board of Governors were discussed last week at the State Academic Senate Plenary Session. They were also discussed at a joint District Academic Senate/VPs meeting. The District Academic Senate has not made a formal recommendation but is in agreement with and supports the recommendation of the State Academic Senate to withhold adoption and defer implementation of the draft recommendations until further dialogue, research and evidence is completed to substantiate the proposed actions. The District Academic Senate is concerned that the taskforce recommendations were made without consultation with faculty and said that faculty insists on primacy in 10+1 issues. There are also concerns regarding strengthening support for entering students, a single mandated assessment for all students, and the cost of implementing recommendations such as testing/assessment. President Bennett said the District Academic Senate believes that all constituencies should work in partnership on this issue.

Chancellor Galatolo said the taskforce recommendations were discussed in the Chancellor's Cabinet which agrees with the concerns expressed by President Bennett, including standardized testing. Chancellor Galatolo said the Board has shared concerns as well and he asked that the Board provide direction on how to proceed. The Board agreed unanimously to communicate to the State Chancellor's Office their support for withholding adoption and deferring implementation of the draft recommendations. The Board also agreed unanimously to hold a study session on the taskforce recommendations on January 11, 2012.

In the student report, Heidi Hansen, President of the Associated Students of Skyline College, said there is a full Student Council and students serve on shared governance and other committees. There are 31 active clubs on campus, including the new Heart Wrenchers Club and Quantitative Science Club. Fall activities included Welcome Week, Club Rush, a special election, Latino Heritage Month, Skylooween, and a Veterans Day Fundraiser. Students were able to attend leadership training and development conferences. Current activities include an ongoing canned food drive and the expansion of Associated Students office hours in order to be available to students whom they represent. Upcoming events include the Great American Smokeout, an educational film showing, and Native American Heritage Month. Trustee Hausman asked what the Hearth Wrenchers Club does. Ms. Hansen said it provides a support network for women in the Auto Technology program.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: COLLEGE FOR WORKING ADULTS – A MEASURE G INITIATIVE AT CAÑADA COLLEGE (11-11-1C)

Vice Chancellor Jing Luan introduced Sarah Perkins, Vice President of Instruction at Cañada College. Vice President Perkins said that this program is funded through Measure G and she thanked the Board and Chancellor Galatolo for their leadership in getting the measure passed. She introduced Dr. Sara Cooper, an adjunct faculty member in the Biology Department and Faculty Coordinator of the project; Project Coordinator Jeri Eznekier; Dr. David Johnson, Dean of Humanities and Social Sciences; and Dr. Janet Stringer, Dean of Science and Technology.

Dr. Cooper said the College for Working Adults was developed over the last year and is focused on serving an underrepresented population. The program has a designated curriculum to fulfill degree requirements as well as general education transfer requirements. Students can earn an AA degree in Interdisciplinary Studies with emphasis in either Social and Behavioral Sciences or Humanities. It is focused on busy adults, offering hybrid classes (online and in class) with meeting times on Thursday evenings and every other Saturday. Students in the program are offered priority registration, dedicated counseling support which is available on Thursday evenings and Saturday afternoons, a learning community environment, and a class schedule that is consistent from semester to semester. The current cohort consists of 26 students. The average age is 38 and 85% of the students are female. Dr. Cooper said the students in the cohort are very supportive of one another and offer motivation and reinforcement. There have been more than 80 inquiries for the spring 2012 cohort, as well as more than 3,000 page views of the website. There are more than 45 interested, motivated and well-prepared applicants. Student reaction to the program has been very positive.

Looking forward, Dr. Cooper said they are looking at expanding the AA degree program to multiple cohorts. She said there is a curriculum designed for an AA degree in Business Administration and a Pre-allied Health Care program is being discussed. They are also looking at accelerating some of the classes.

Trustee Hausman asked if there is an indication of why the students are primarily female. Dr. Cooper said many of the students are busy, working mothers who were looking for programs that fit into their schedules. She said there are significantly more male applicants for the spring semester.

Student Trustee Gladstone noted that the first math course listed in the curriculum is Math 110. She asked if this is a problem with any students coming back to school and, if so, whether they receive remedial help. Dr. Cooper said several of the students are taking a Math 811 class that fits into their schedule and they will still have time to complete Math 110 and 120.

Trustee Schwarz asked if the program is still being advertised. Dr. Cooper said they are advertising and have received free marketing. There is also great word of mouth. An email blast was sent to students at the three Colleges. Trustee Schwarz asked if there is a cap on the number of students accepted into the program. Dr. Cooper said there is no cap at this time. Trustee Schwarz said she believes the Measure G funding used for this program is money well spent.

President Holober asked if the courses offered in this program are courses that already exist at Cañada. Dr. Cooper said they are. President Holober asked if the courses would be open to a student not in the program who wants to attend the class on Thursday evening. Dr. Cooper said the consensus is to leave priority registration to the cohort and fill in only if there are spaces left. President Holober asked if students have choices among the classes. Dr. Cooper said they do not; there is a designated curriculum and the intention is to keep the cohort together. President Holober said this is an exciting program and fits with the purpose of Measure G and the Board's statement of values.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Lucy Tolmach of Woodside read a letter addressed to the Board, a copy of which is attached to the official minutes of record.

Vice Chancellor José Nuñez said the District Office and the three Colleges all participated in the Statewide "Great California Shakeout" on October 20. More than 70 employees of the District Office and Colleges also participated in emergency operations training sponsored by the State Chancellor's Office.

NEW BUSINESS

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

President Holober said there is a request to remove item A, Reassignment, from the agenda. There was also a request to remove the IT Support Technician II position from item C, Short-Term, Non-Continuing Positions. It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the actions in the revised Board Report No. 11-11-1A. The motion carried, all members voting "Aye."

HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND ADOPTION OF CSEA'S INITIAL PROPOSAL (11-11-2A)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to hold the public hearing. President Holober declared the public hearing open and asked for questions and/or comments. Hearing none, President Holober declared the public hearing closed.

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the adoption of CSEA's initial proposal. The motion carried, all members voting "Aye."

APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2012 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (11-11-1B)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the classes as detailed in the report. Trustee Schwarz said the report contains an impressive list of online classes, particularly at College of San Mateo. President Holober asked if instructors of horticulture and floristry have expressed interest in offering classes through Community Education. Jan Roecks, Director of General Services, said horticulture classes have been offered through Community Education in the past. She said such classes would certainly be entertained if there is faculty interest. Professor Diana Bennett said she has been in conversation with, Lily Lau, Jan Roecks and instructors about transferring Italian courses to Community Education. After this discussion, the motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 11-13 IN SUPPORT OF SENATE CONSTITUTIONAL AMENDMENT 5 (11-11-100B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the adoption of Resolution No. 11-13. President Holober said the Board has previously considered the issue of requiring a 55 percent majority vote to pass a parcel tax and has expressed support. He said passage of Amendment 5 would represent a move toward majority rule. The motion carried, all members voting "Aye."

APPROVAL OF CONTRACT WITH INTELLIRESPONSE FOR ONLINE SELF-SERVICE KNOWLEDGEBASE (11-11-101B)

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the contract as detailed in the report. Trustee Schwarz asked if the Board will have access to the questions and answers in the knowledgebase. Ms. Roecks said the Board will be given access. President Claire recognized Dr. Henry Villareal, Dean of Admissions and Records, and Bev Madden, Director of College Development and Marketing, who originally brought the concept forward. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS – POLICIES 1.65, COMMUNITY RELATIONSHIPS; 2.20, EQUAL EMPLOYMENT OPPORTUNITY; 2.52, LOCAL LAW ENFORCEMENT; 8.05, DISTRICT AUDIT; 8.48, TRAFFIC REGULATIONS; 8.56, IN-DISTRICT CONFERENCES AND MEETINGS; AND 8.70, FEES AND CHARGES (11-11-102B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the revisions as detailed in the report. President Holober said that items 4 and 5 in policy 2.52, regarding reporting of crimes, seem to go in different directions and are not clear. Barbara Christensen, Director of Community/Government Relations, said this policy will be removed from consideration and taken back for further clarification.

President Holober asked for clarification on policy 8.48, section 7(b) regarding fuel efficient car parking. Vice Chancellor Nuñez said this item encourages the use of low energy vehicles. There are two spaces set aside at each campus. Vehicles parked in these spaces are subject to the same regulations as other vehicles.

Trustee Schwarz asked what disability would require a miniature horse as described in policy 2.20. Chancellor Galatolo said a miniature horse does largely the same things as a service dog. Ms. Christensen said this language is legally required, according to the Community College League of California.

After this discussion, the motion to approve the revised policies, with the exception of policy 2.52, carried, all members voting "Aye."

INFORMATION REPORTS

UPDATE ON REDEVELOPMENT REVENUES (11-11-2C)

Ms. Christensen said that the Board requested a report on Redevelopment Agency (RDA) funds during a previous discussion on the possibility of supporting the Child Development Centers with RDA dollars. The spreadsheets which are attached to the board report provide detailed information on which dollars come from “33676” (Health and Safety Code which describes monies that are given to local school districts) and basic aid payments received from certain agencies. These monies are unrestricted and account for \$1.5 million of the \$2.8 million that the District expects to receive this year. The \$2.8 million total will decrease next year because Foster City is winding down a large redevelopment project from which the District received \$500,000-\$600,000 annually. Instead, \$1.1 million will be added to the District’s property tax base next year.

Ms. Christensen said that at the time the agreement was made with the Menlo Park RDA, there was a need to have educational programs in East Menlo Park. The Menlo Park RDA gave both the space and revenue stream for the programs described in the board report and the monies are restricted for funding of these programs.

Ms. Christensen said that each year, Don Fraser of Fraser & Associates, who represents and advises approximately one-fourth of the RDAs in the State, prepares projections for the District and calculates payments from RDAs to make sure the District is paid what it is owed.

Chancellor Galatolo said that Vice President Mandelkern had asked two specific questions about RDA funds: (1) the amount of unrestricted revenues that could be used to support the Child Development Centers (\$1.5 million), and (2) the future of RDAs. Chancellor Galatolo said the answer to this question is unknown as issues surrounding the RDAs make their way through the courts. Ms. Christensen said that the RDAs in San Mateo County control \$150 million in property taxes and the District’s share of that, if the RDAs were to be eliminated, is approximately \$10.5 million in unrestricted monies.

CONTINUING DISCUSSION OF AT-LARGE AND DISTRICT ELECTIONS (11-11-3C)

Chancellor Galatolo said the Board discussed this issue briefly at the Board meeting of April 28, 2010. Given that this is under review by many districts throughout the State and that there is current litigation in San Mateo County, Chancellor Galatolo suggested that the Board study the issue in more detail, perhaps at a formal study session. All Board members agreed with this suggestion. President Holober said that communication from the Community College League of California advised that after a census is conducted, districts should look at the census results in terms of the conduct of their elections. Chancellor Galatolo said the issue will be the topic of a study session early in the new year and consultants and experts will be brought in.

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman welcomed Student Trustee Gladstone and said she looks forward to working with her. She also congratulated her colleagues on the Board who were reelected and said she believes much of the success of the District is due to continuity. Trustee Hausman said she will be unable to attend the Chancellor’s Circle event tomorrow because she will be speaking on the Red Cross Holocaust and War Victim Tracing Center at a national meeting in San Francisco.

Trustee Miljanich welcomed Student Trustee Gladstone. She expressed appreciation for her colleagues’ reelection and disappointment that Measure H was not successful.

Trustee Schwarz welcomed Student Trustee Gladstone and said she looks forward to her input from the student community. Trustee Schwarz noted that at the last Board meeting, she requested a future report on the DSPS program; she subsequently read the article in *Skyline Shines* regarding the visually impaired students in the program. Trustee Schwarz attended an excellent performance of the play “Doubt” at Cañada College; an enjoyable football game at College of San Mateo; the Honors Transfer Program Induction Ceremony at Cañada College, which gets bigger and better every year; and the “World Beat Groove” presentation by Rudy Ramirez, who is both a professor at College of San Mateo and a musician. Trustee Schwarz said that at the October 26 Board meeting, she asked staff to follow up on questions posed to her and Trustee Miljanich by CSEA; she asked if this has been done. Chancellor Galatolo said it is in progress.

Student Trustee Gladstone she is pleased to be a member of the Board. She congratulated the reelected Board members. She said the lack of success of Measure H was disastrous, stating that “if you build the buildings, they will come.”

President Holober welcomed Student Trustee Gladstone. He congratulated the reelected trustees; he said they had an aggressive challenger and he believes their reelection is a statement of support by the community for the leadership and overall direction of the Board. President Holober said he is disappointed about the failure to Measure H, even though a majority of voters approved the Measure. He said there are a number of factors that could have made a difference, e.g. by personalizing the message with student stories in the mailers. He said part of the opposition’s position was that the District has done a good job with its buildings and the sense of urgent need was no longer perceived. He believes the passage of Measure G reflected the perception by the community that the day-to-day offering of courses is a more urgent concern. Trustee Holober said he is grateful to the community for showing tremendous support to the District over and over again. He said he believes it is a community that supports and will continue to support higher education.

COMMUNICATIONS

President Holober said the Board received an email from a member of the public regarding KCSM-TV, an email containing a copy of the letter read by Ms. Tolmach at this meeting, and an email from the Community College League of California regarding a meeting on November 17 on success, equity and access. Board members also received a letter from Sustainable San Mateo County regarding its annual report.

President Holober said he will not be present at the December 14 Board meeting as he will be out of the country.

RECESS TO CLOSED SESSION

President Holober announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, (2) hold a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA, and (3) hold a conference with legal counsel regarding two cases of existing litigation and one case of anticipated litigation as shown on the printed agenda.

The Board recessed to Closed Session at 8:00 p.m. and reconvened to Open Session at 9:25 p.m.

CLOSED SESSION ACTIONS TAKEN

President Holober reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the personnel items listed as 1A and 1B.

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting “Aye.” The meeting was adjourned at 9:28 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the December 14, 2011 meeting.

SPECIAL POINTS OF INTEREST:

- Raffle tickets for the annual Holiday Gift Basket fundraiser are available. Proceeds help fund student scholarships.
- A group of Cañada students made a difference for immigrant youth in the community at a local event held at Sequoia High School.

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Fresh Off His Visit to the White House, Engineering Professor Amelito Enriquez Will be Honored by Cañada College on December 15

Following his return from a three-day visit to Washington, D.C. where he was honored for his mentoring activities by President Obama, Engineering Professor Amelito Enriquez will be the Guest of Honor at a special reception at the college on Thursday, Dec. 15,

The reception will be held from 3:30 to 5 p.m. in downstairs reception area of Building 8. Several of Amelito's former students will be in attendance to explain how his mentoring helped shape their lives.

"While this pales in comparison to being honored by the White House, the campus community wanted an opportunity to congratulate Amelito," said Interim President Jim Keller. "This reception will give his co-workers and former students the opportunity to celebrate his success."

U.S. Rep. Jackie Speier's Office is preparing a document that will be read into the Congressional Record.

Three former students, Juan Quant, Roozbeh Parsa, and Claudia Espino, will describe how Amelito's work with them not only helped them in



school but also guided their professional lives.

Amelito Enriquez, was one of nine individuals to receive the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring. He was the only community college professor to receive the honor.

The Presidential Award for Excellence in Science, Mathematics, and Engineering, awarded by the White House to individuals and organizations, recognizes the crucial role that mentoring plays in the academic and personal development of students studying science and engineering – particularly those who belong to groups that are underrepresented in these fields. By offering their expertise and encouragement, mentors help pre-

pare the next generation of scientists and engineers while ensuring that tomorrow's innovators reflect and benefit from the diverse talent of the United States.

Enriquez has attracted more than \$10 million in state and federal grants to the Redwood City community college over the past three years. He has developed a series of programs designed to help underrepresented students achieve success in science, technology, engineering and mathematics programs. Enriquez has established an intensive six-week summer math program aimed at helping students improve their math test scores; he's established a Summer Engineering Institute for underrepresented students; he's partnered with the National Aeronautics and Space Administration to establish an internship program for students; and he's partnered with San Mateo County to help veterans transition from the military into engineering careers.

Candidates for the award are nominated by colleagues, administrators, and students in their home institutions. Dean Janet Stringer nominated Amelito for the award.

Joint College Planning Council and Budget Committee Meetings Set to Discuss 2012-13 Budget Scenarios

With the college facing up to a \$1 million reduction for the 2012-13 fiscal year, the College Planning Council and Budget Committee have agreed to hold joint meetings beginning spring semester to work through possible scenarios.

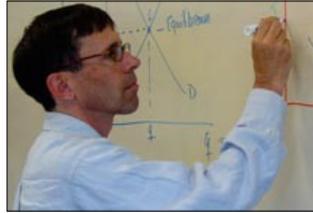
“We want to be prepared,” said Interim President Jim Keller. “There is a lot of uncertainty surrounding the 2012-13 budget but it’s important for the campus to analyze its options.”

If the college does have to reduce its budget by \$1 million, it would be about a 7.5 percent cut. The administration is committed to an open process and discussion of ideas to prepare the 2012-13 budget.



Paul Roscelli Named PTK Faculty Scholar

For the seventh time in his career, Cañada College Professor of Economics Paul Roscelli has been selected as a faculty scholar by Phi Theta Kappa, the international honors society for two-year and community college campuses. Every year, about 20 chapter advisors and regional coordinators are selected to serve as faculty scholars. The Faculty Scholars serve as seminar leaders during the annual Honors Institute. In preparation for their role as seminar leaders, the Faculty Scholars participate in the Faculty Scholar Conference. The Faculty Scholar Conference will be held at the Center for Excellence in Jackson, Mississippi, Feb. 1-5. The Honors Institute



will be held in Denver June 18-22.

The purpose of the Faculty Scholar Conference is to prepare the Faculty Scholars for their role as seminar leaders at the summer Honors Institute. Sponsored in part by the National Endowment for the Humanities, the Conference will feature a series of presentations on Phi Theta Kappa’s 2012/2013 Honors Study Topic, “The Culture of Competition”, from interdisciplinary, humani-

ties-based perspectives.

The Conference will educate the Faculty Scholars about issues of vital importance to the Honors Study Topic and the concept of Honors in Action, and familiarize them with their fellow Faculty Scholars. “It is an honor to work with other faculty members from a variety of disciplines,” Roscelli said. “I especially value the diversity of thought that these individuals bring to the discussion of the honors topic. Being a faculty scholar is an opportunity to truly play the role of facilitator in a discussion among students of very different backgrounds who may hold very different views,” Roscelli said.

Response is “Overwhelming” For Free Medical Administrative Assistant Program

The Cañada College Career Advancement Academy is offering a free Medical Administrative Assistant certificate program beginning Jan. 17. The program is limited to 30 students and all students must qualify for English 836.

“The response to this program has been overwhelming,” said Linda Hayes, Dean of Business, Workforce and Athletics. “We’ve had hundreds of inquiries but, unfortunately, we only have funding for 30 students.”

Students will earn the certificate in two terms, taking 18.5 units in Spring 2012 and 12 units in summer 2012. All tuition, textbook, health, materials

and student rep fees are paid through a federal grant.

The field of medical administrative assistant is one of the fastest growing occupations of the decade. Career opportunities for the well-trained medical administrative assistant are plentiful. Graduates of Cañada’s program secure employment in physician’s offices, clinics, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Applicants should have strong written and oral communication skills, typing, and basic mathematics.



“Graduates of this program will process the paperwork in the office,” Hayes said. “They are not medical assistants but they need to have specific training to understand how to function in this setting. Our industry partners have told us they need a specific skill set and our graduates will have that.”

The program offers Veterans Preference for qualifying U.S. Veterans and their spouses.

IF YOU OWE \$1
even
YOU WILL BE DROPPED FROM YOUR CLASSES ON 1/4/2012, UNLESS 

Because so many students are waiting to take care of their previous balance, Cañada College is launching a last-minute blitz to remind them that a zero balance is needed by spring semester. Faculty and staff will be delivering the above bookmark during finals to remind students that the "Plan Ahead, Pay Ahead" program begin in January. In addition, emails and phone calls are going out to students.

Students Visit UCLA Honors Transfer Conference

On November 20th Vanessa Bain, William Cativo, Nikita Michelsen and Shane McCarthy joined Lezlee Ware, Sandra Mendez and Patty Dilko on a visit to the UCLA Honors Transfer Conference. Their participation was funded by the Associated Students of Cañada College. The one day conference began with a "programs fair" at which dozens of programs in the UCLA College of Letters and Science introduced their programs to students. In the College of Letters and Sciences there are over 110 programs that are wide-ranging and include: Physics, Business/Econ, Anthropology and History, Math, Spanish



etc. Next up came a variety of workshops designed to assist honors students who are interested in transferring to UCLA. Our students found these workshops to be informative and inspiring. Additionally there were workshops designed to help Honors Faculty and Coordinators in designing their Honors Transfer Programs and advising students. The group ended the day with a stroll through the Sculpture Garden

and an activity in which each student chose a sculpture with which to be photographed.

Cañada will apply for UCLA Transfer Alliance Program (UCLA TAP) approval early in 2012. During one workshop, the UCLA TAP Coordinator illustrated just how powerful participation in an approved community college program can be. 12,617 students applied for admission for fall 2011 and 3,473 were accepted - a 27.5% acceptance rate. However, 1,461 students from UCLA TAP approved programs applied, and 1,086 of them were accepted - a 74.3% acceptance rate!

Students to Discuss Ways to Make Campus More Environmentally Friendly

Students in Lisa Palmer's English 100 Honors class and the Associated Students of Cañada College will discuss ways to make the campus more environmentally sustainable at a special forum on Thursday, Dec. 15 from 9 to 10:40 a.m. in the Center for Innovation and Excellence in Teaching and Learning Center, Building 9, Room 154.

Students will present their ideas on changes that can be made to lighten Cañada's carbon footprint, including implementing a ride-sharing program, planting edible landscaping, bringing the subject of sustainability into

mainstream courses, increasing overall environmental awareness, and installing solar panels. Everyone is welcome to attend and bring ideas and questions. Refreshments will be served. Please RSVP to

palmer@smccd.edu.

"The students have some excellent ideas that can be incorporated into our planning that will help reduce the carbon footprint at Cañada," Palmer said.



**Holiday Gift Baskets
Are Available
Through Bookstore**



The annual holiday gift basket raffle, organized by the Classified Senate, is underway at the college.

Gift baskets are created by staff and the raffle benefits student scholarships at the school.

This year, there are nine gift baskets and they can be viewed at the college bookstore website at:

bookstore.canadacollege.edu.

Tickets are \$1 each or six tickets for \$5. Tickets can be purchased at any Division Office, Instruction Office, Student Services Office, Enrollment Services Office, President's Office or the Bookstore. The baskets are being displayed in the Bookstore.



Snow Falls at Cañada on a Sunny Day

It was a bright sunny day last Thursday but snow fell at Cañada. Approximately five tons. "We wanted to give the students something fun to end the semester," said Student Activities Coordinator Victoria Worch. "A lot of our students had never seen snow." The event was organized by ASCC and was repeated for evening students. "They had a great time," Worch said.



Cañada Students Play a Key Role in Event to Benefit Immigrant Youth

Members of the student club Bridging Hispanic Minds to Success helped with a recent event at Sequoia High School

Members of the Cañada College student club, Bridging Hispanic Minds to Success, are continuing their efforts to help immigrant youth succeed in college. On Friday, Nov. 18 club members helped with the second annual Making Dreams Come True: The Time is Now! event at Sequoia High School. The community event benefits immigrant youth in Redwood City and North Fair Oaks.

On campus, club members have worked with MESA, ESL, and the Math Focused Inquiry Group to encourage ESL students to take math and

computer classes while they complete the ESL sequence. In addition, they are raising funds for ESL scholarships.

"Members of the club came to the



Transfer Discipline Parade and also did presentations in five ESL classes about taking math classes," said Jenny Castello, ESL Professor. "They have also made a connection to the Sequoia High School Dream Club and the Immigrant

Youth Action Team through Redwood City 2020. Several of the club members have come to on-campus and off-campus ESL classes to help students activate their MySMCCD email accounts."

The idea came from Mayra Rios, the current club president. "This is an excellent example of the difference our students can make when they organize," said Cathy Lipe, MESA coordinator. "They have been extremely active on campus and in the community helping students understand the importance of acquiring additional skills while they are learning English at Cañada."



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ December 14, 2011

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New Exhibit Showcases Environmental Awards



A stunning new LEED display exhibit is the latest addition to the Health & Wellness Building. The permanent exhibit, located on the second floor, contains all of the environmental commendations and awards the building has received. The Health and Wellness Building was awarded LEED gold certification by the United States Green Building Council and it was the recipient of the 2011 Sustainable San Mateo County Green Building Award for Non Residential. Commendations were presented by the House of Representatives (Congresswoman Jackie Speier), the California Assembly (Assemblyman Jerry Hill), the California Senate (Senator Leland Yee) and the San Mateo County Board of Supervisors. The exhibit also includes descriptions about the building's sustainable design, construction and resource conservation and management. In keeping with the sustainability theme, the display itself is constructed of recycled materials. *(Photo credit: CSM Community Relations and Marketing)*

Resource Center Welcomes Veterans

CSM's Veteran's Services recently hosted a "sneak preview" of the college's new Veterans Resource and Opportunity Center. Located in Central Hall (Building 16), the center will assist veterans in the transition from military to civilian life. Its features include a Skype room, several study areas with computers, office space, a lounge and a Zen room. It is currently open on a limited basis; a grand opening is scheduled for Wednesday, February 15, 2012 at 11 am. (Photo credit: CSM Community Relations and Marketing)



Journalism Students Earn Top Honors at Professional Events



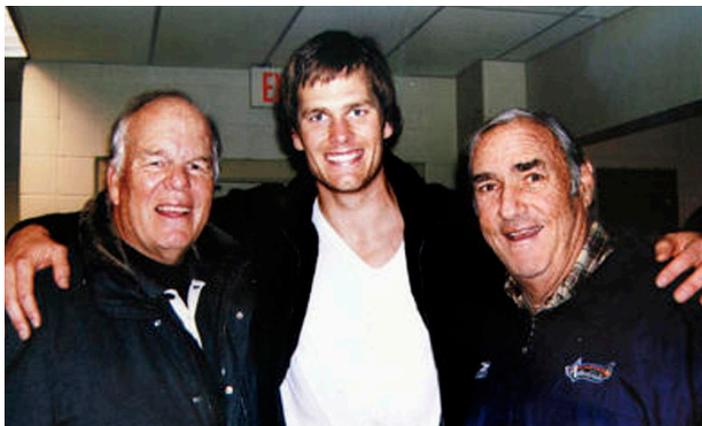
College of San Mateo journalism students captured highest honors for their newspaper and website, along with individual awards, at a regional conference in Sacramento, just days before the presentation of another honor for their coverage of the San Bruno pipeline fire.

During the annual Northern California Conference for the Journalism Association of Community Colleges, the student newspaper and website, *The San Matean*, were honored with General Excellence, the highest awards possible. The awards result from detailed assessments of the newspaper and website in numerous categories, including writing, editing, photography and graphics. Staff writer **Jeffrey Gonzalez** captured the first place award in the individual, on-the-spot contest for Opinion Writing and he also garnered a second place for Photo Illustration; **Kayla Figard**, editor of *The San Matean*, was honored with second place in the On-the-Spot News category; and **Yasmine Mahmoud**, managing editor of *The San Matean*, received an Honorable Mention in the On-the-Spot Copy Editing contest.

CSM journalism students were also honored by the Society of Professional Journalists (SPJ) Conference, Northern California Chapter, with an Excellence in Journalism Award for their coverage of last year's San Bruno pipeline fire coverage. "This multimedia package, produced in the midst of a difficult-to-report disaster, demonstrates tenacity, accuracy and fairness," the SPJ judges wrote about *The San Matean's* entries. "The photographs and video captured the impact

of the moment, and the reporting was thorough and highly detailed.” The students who produced the coverage were **Margaret Baum, Alex Farr, Raymond Cheung, Mario Ayala, Tyler Huffman, Sylvia Vasquez, Jeffery Gonzalez, Bruno Manrique, Jason Pun, Roger Boucher, Khiry Crawford, Petero Qauqau and Shine Gao.** (Photo credit: David Sharpe)

NFL Today Show Featured Tom Brady’s Coach & Mentor Tom Martinez



As part of its Thanksgiving pre-game show, *NFL Today* presented a memorable story about **Tom Martinez** and the impact he has had on the career of New England Patriots quarterback Tom Brady. The segment highlighted their close relationship that began over 20 years ago when Brady was a 12-year old middle school student. Over the years, Martinez’s role as passing coach has evolved into that of mentor and friend to the three-time Super Bowl champion and two-time NFL Most Valuable Player. According to Brady’s father, “Without Tom Martinez, Tom Brady would not have been the quarterback of the New England Patriots.” The story poignantly described how Brady is spending time with Martinez whose health continues to deteriorate. Martinez retired in 2007 after 32 years of service to the college district; he amassed more than 1,100 wins in football, basketball and softball, a record in California community colleges that remains today.

Copy photo provided by Tom Martinez, Tom Brady Senior, Tom Brady, Tom Martinez. (Karen T. Borchers/Mercury News)

College Begins In-Depth Review of Transfer

As a kickoff to the college’s transfer initiative, the Institutional Planning Committee has sponsored two all-college study sessions on the topic of transfer. The sessions have included a presentation of transfer data, including student focus group information and student surveys. From the dialogue that resulted from the meetings, key areas of focus emerged; these areas will serve as starting points for identifying college efforts that would increase transfer opportunities for students.

Kudos

~ Congratulations to CSM cross-country athlete **Kelly Claire** for being honored as one of the top Academic All-State female student athletes for 2011-12. Kelly earned a 3.85 grade point average. (Photo provided by Mike Claire)



~ Former CSM quarterback Julian Edelman, currently playing for the New England Patriots is now the Patriots’ all-time leader in career yards per punt return with 12.4.

~ **Kathy Ross**, dean of business and technology, reports that graduates of CSM’s new Electrical Power Systems program are finding gainful employment in a wide spectrum of local companies. Of the 34 graduates, eight are working at the Tesla car company while others are employed at Lawrence Livermore Labs, AT&T, PG&E, Loral Space Systems, Lam Research, and several small green energy companies.

~ **Vince Rascon**, professor emeritus of art, has an exhibit of his work, “Vicente Rascon Retrospective” featured in the Coastal Arts League Museum in Half Moon Bay. The exhibit included paintings and etchings that Rascon created over the past 40 years. Rascon also presented a lecture in Spanish, “Una conversación con el Gran Artista.” While at CSM, he taught ceramics, glass blowing, drawing and etching from 1963 to 1988.

~ **John Lucchesi**, adjunct faculty member in architecture, has been selected secretary of the San Mateo County Chapter of the American Institute of Architects. He has taught at CSM since 1986.

~ DSPS held an Assistive Technology Equipment Scholarship fundraiser which generated \$1,295 in donations and exceeded its goal of \$1,000. In addition, the program will receive \$1,000 in matching funds plus five SmartPens donated by the Student Academic Enhancement Committee and Associated Students of CSM.

~ The EOPS Club invited the campus community to “move and groove for a good cause” by hosting a Zumbathon fundraiser for the EOPS Program and Club. Participants in this “ultimate Zumba fitness party” had a great time moving to the exotic rhythms of high-energy Latin and international beats. The Zumbathon was led by Jojn Vehikite, program services coordinator in EOPS and a licensed Zumba instructor, along with other Bay Area Zumba instructors. Approximately \$600 in contributions was collected from the event.

~ The ASCSM and Office of Student Life teamed up to sponsor the 2nd Annual Holiday Angels Toy Drive. Between November 10 and December 7, they collected new, unwrapped toys that will be presented as gifts to the children of families in need who are enrolled in the Child Development Center, EOPS and CARE. In addition, CalWORKs, is joining all of the previously mentioned programs in sponsoring a holiday basket drive. The group is collecting items and gift certificates to fill baskets, stockings, boxes and bags, each worth \$75 and distributed to thirty CSM students and families.

Sports Update

Football News



(Photo credit: CSM Community Relations and Marketing)

CSM capped off a successful football season by winning the Bothman Bulldog Bowl in record-breaking fashion—by defeating Diablo Valley College 62-24. It’s not surprising that the Bulldogs broke numerous records including number of points scores (62), yards rushing (422) and yards of total offense (581). The Bulldogs concluded the season at 8-3 for the second year in a row. It was also CSM’s sixth straight bowl victory.

The following CSM football players have been named 1st Team, All-Conference Players:

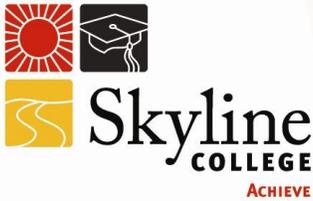
Hoko Fanaika (Florin High School)
Jerrell Brown (Hillsdale High School)
Barrett Wangara (Capuchino High School)
Justin Sagote (Wilcox High School)
Tevita Lataimua (Mills High School)
Alex Hubbard (Fairfield High School)
Nate Jackson (Terra Nova High School)

Baseball News

Two CSM baseball players accepted scholarship offers from universities during the November early-signing period. Pitcher **Clay Bauer** has signed with Oregon State University. He was selected in the 48th round of the 2011 Major League Baseball First-year Player Draft by the Colorado Rockies but did not sign. At CSM, Bauer was named Coast Golden Gate Conference Co-Pitcher of the Year and All-Northern California in his freshman year. Shortstop **Mike Kathan** has signed a letter of intent with University of San Francisco.

CSM Head Baseball Coach **Doug Williams** was a participant on a panel on the college recruitment process, hosted by Serra High School. The panel consisted of five college and university coaches representing different levels of baseball programs (NCAA, Division 1, Division 2, NAIA and CCCAA) as well as a professional coach and two professional players. (Photo source: CSM Athletics website)





President's Report to the Board of Trustees

Dr. Regina Stanback Stroud
December 14, 2011

Skyline College Bookstore Adds Coffee Concession



Quite a bit of work has been taking place in Building 6 in the cafeteria server area at Skyline College. The College is very excited to announce that the Bookstore will be adding a yet to be named coffee concession that will be housed in the area of the cafeteria server area that has gone virtually unused since opening in 2007. Operating as a part of the Skyline College Bookstore using classified and student staff, the coffee concession will open for business at the beginning of the Spring 2012 semester. The contract for the current coffee vendor, KJ's Coffee operating the Skyline College Coffee Company, expired in August 2011. Operating on a contract extension, KJ's will complete their service to the District at the close of the fall semester. KJ's Coffee has been a valued partner of the District and leaves with great appreciation for all of their efforts.

The addition of the coffee concession as part of the Skyline College Bookstore operation completes what began in 2008 with the opening of Pony Espresso at Cañada College. This was the first coffee concession opened and operated by bookstore classified and student staff. It was so successful that the District duplicated that success opening PAWS for Coffee at College of San Mateo in April 2011. The last in the trio to open, the Skyline College concession has been designed taking into account what the District has learned at the other locations providing what it believes will be the best equipped of the three concessions Districtwide. The concession will be partnering with Starbucks Coffee as do the other two concessions in the District. Although the concession will not carry everything that a standard retail Starbucks carries, it will carry many of the same drinks made the same way using the same ingredients as your local Starbucks. In addition, the Skyline College concession will be partnering with Peninsula-based vendors to provide the pastries and food items that are also sold at CSM and Cañada College.

The coffee concession at Skyline College will open to the public on the first day of classes in spring 2012. There will be an extensive training period beginning January 4, 2012 when Skyline College's classified and student staff will learn how to use the equipment and prepare the menu items. The staffs from CSM and Cañada College Bookstores will be on hand to help with this transition. An e-mail will be sent to the Skyline College community in early January publicizing the menu and the pricing.

The District is looking forward to opening the new concession this spring as it continues to provide exceptional and indispensable services to the Skyline College community. As always, we look forward to your feedback and suggestions. *Article submitted by Tom Bauer.*

Skyline College Bookstore and the Children of the Child Development Center Wish Everyone a Happy Holiday Season!



The winter holidays are on the way and the Skyline College Bookstore is creating festive displays to evoke the holiday spirit! Gifts, reindeer, sleds and giant bows create a holiday atmosphere as you enter the bookstore. If the beautiful displays inside weren't enough, check out what's created outside in the windows. Created by Skyline College Bookstore classified and student employees, the window displays include a white winter complete with two Christmas trees and a snowman. You will not be able to help but notice one window has a little more sparkle as you walk by. In the smaller of the two windows, the Bookstore staff has created something special with the help of some little artists from the Skyline College Child Development Center (CDC).

For the third consecutive year, the talented children in the CDC use their imagination and art supplies donated by the Bookstore to create holiday ornaments. These very special, adorable ornaments are then delivered by the children to the Bookstore. Bookstore employees put the ornaments on the Christmas tree, located in the Bookstore display window, for all of Skyline College to view and enjoy. Take a little extra time to look at the ornaments – not every snowman or penguin ornament is made the same, which makes them look that much more special.

A special thank you goes out to Marta Cuellar of Skyline College Bookstore and Martina Center of the Skyline College CDC for their cooperation and help in developing and executing this wonderful idea and making holidays at Skyline College a little more special. *Article submitted by Tom Bauer / Photo courtesy of Amanda Bortoli.*

SKYLINE SHINES

Skyline College Receives 2011 College Innovator Award

In ceremonies held November 3, 2011, in Des Moines, Iowa, Skyline College received an award from MDC on behalf of Annie E. Casey Foundation's Center for Working Families (CWF) initiative. SparkPoint at Skyline College is modeled on the CWF model.

Colin Austin of MDC provided this information about the award.

"The "2011 College Innovator Award" is awarded by MDC to recognize exemplary practices that increase student success. This year Skyline College received the award for their groundbreaking efforts to establish the Center for Working Families approach through a SparkPoint Center and help low-income students receive income supports and financial services that help students stay in school and graduate. Skyline College is also a leader in the Center for Working Families College Network, managed by MDC with support from the Annie E. Casey Foundation (AECF)."



Pictured (L-R) are Susan Gewirtz, AECF; Adolfo Leiva, Dr. William Watson, Dr. Regina Stanback-Stroud, Andrea Anyanwu, Julie Lamson, all from Skyline College; and Colin Austin from MDC.

(Article submitted by William Watson - Photo by Dan Ivis)

Dr. Chris Case Wins Bank of America Local Hero Award

On November 8, Bank of America recognized Dr. Christine Case with the 2011 Local Hero Award. Chris advocates the importance of science education to society and works to help young people achieve science literacy. She has worked to foster awareness of science in girls through Expanding Your Horizons, which she and her SMT colleagues started 32 years ago. The award recognizes loyalty and service to the local community. To help extend that service, the Bank of America Charitable Foundation contributed \$5000 to Expanding Your Horizons. Pat Carter and Kylin Johnson attended the award ceremony to accept on behalf of Chris and Expanding Your Horizons. Congratulations to Dr. Case. *Article submitted by Don Biederman. Photo taken from Faculty Web Page.*



Performing Arts Showcase a Huge Success

The Third Annual Performing Arts Showcase on November 19, 2011 was an inspiring and joyful evening highlighting student talent. With nineteen different acts including dance, instrumental and choral music, theatre and spoken word performances and over five hundred audience members packing the house, it was one of the most successful events that has taken place in the Skyline College Theater in the past few years. This Showcase would not have been possible without the continuing support of the Skyline College President's Innovation Fund that "provides seed money that encourages Skyline College's faculty and staff to dream out loud."

The goal of the Performing Arts Showcase has been to provide a professional production experience for our students. In our modern media age, having experience in lighting and sound design, performance skills, teamwork and organizational planning are increasingly valued. Our students go on to become professional artists and technicians, inspiring and uniting our community.



Alan Ceccarelli's talents as Theater Director were essential in making this show run smoothly as were Amber Steele's deft coordination skills. Jude Navari's vocal students performed beautifully, both during their choral performance of the *Gospel Magnificat* and during the collaborations with the Skyline College Concert and Jazz Band and the Skyline College Dancers. The new member of the PAS team, Zachary Bruno, directed the Concert Band, Jazz Band and Jazz Quintet, which all gave lively and inspiring performances, full of energy and spirit. Frank Markovich's Guitar Ensembles played an original number and a song by Stevie Wonder, all talented and very professional. Katharine Harer's creative writing students provided the spoken word performances, two of them in collaboration with live, student musicians.



These inspired, motivated writer/performers provided work that expands the dimensions of our variety show. Amber Steele's dancers performed two exciting dance pieces in collaboration with the music department for our closing number, as well as performing two student-choreographed works. Videos of the performances can be seen online: <http://www.youtube.com/SkylineCollegeDance#p/a/u/1/TVStGXEHfHA>



(Article and photos by Amber Steele)

CLASP, AACC and the Ford Foundation Visit Skyline College

In response to a Letter of Inquiry about a \$350,000 - \$500,000 grant, Skyline College was selected to host a site visit from the [Center for Law and Social Policy](#), (CLASP) the [American Association of Community Colleges](#), (AACC) and the [Ford Foundation](#) to our campus on November 7, 2011. The site visit provided this national team with an opportunity to explore how Skyline College is working to connect financial aid recipients to public benefits to increase available resources and to consider whether the college will be invited to submit a grant application to take part in a national initiative to connect participants to public benefits. The Financial Aid Office and SparkPoint at Skyline College collaborate to ensure that students take advantage of all resources and services leading to educational achievement. Bundling traditional college resources such as financial aid with additional resources available through public benefits is central to the ongoing policy work that CLASP conducts. For more information about CLASP please [view a brief video](#).

A highlight of the site visit included presentations from Skyline College students Fadwa Mustafa and Shamika Wilson who impressively recounted how SparkPoint financial coaching and related services had supported their educational success. Thanks to the site visit team and additional faculty staff and partners who participated in the site visit including: President - Dr. Regina Stanback Stroud; Vice President, Instruction – Mike Williamson; Vice President, Student Services - Joe Madrigal; Dean of Research and Planning - Dr. Rob Johnstone; Dean of Counseling - Rick Wallace; Director of the SparkPoint Center – Dr. William Watson; Academic Senate Vice President, Professor Leigh Anne Shaw; Dean of Student Services and Programs, California Community Colleges Chancellor's Office – Sarah Tyson; Director of Financial Aid - Regina Morrison; Research Analyst – Dr. David Ulate; Director of San Mateo County Works, San Mateo County Human Services Agency, John Joy.

Pictured are: Chauncy Lennon, Ford Foundation; Shamika Wilson, Skyline College student, Abigail Newcomer, CLASP; Jean Petty, AACC; and Sarah Tyson, Dean of Student Services and Programs, California Community Colleges Chancellor's Office

Photo and Article submitted by William Watson



PROGRAMS

Skyline College Leadership Academy



On October 19, 2011, the Skyline College Leadership Academy (SCLA) opened its doors to thirty-eight students. The program was established in the Fall semester of 2011 with a focus on cultivating and motivating students to become empowered, socially aware global citizens. The SCLA is the first of its kind at Skyline College to bring students and communities together to discuss and explore leadership in unique and innovative ways. It was designed around the “Seven C’s”: A Social Change Model of Leadership Development including topics such as Consciousness of Self, Congruence, Commitment, Collaboration, Common Purpose, Controversy with Civility, and Citizenship—to facilitate student leadership development on the campus.

This academy is structured as a two semester-long commitment and incorporates workshops with meaningful volunteer services to promote civic engagement in community and

on campus. The SCLA is a Learning Center project in partnership with Divisions such as Math/ Science/ Technology, Language Arts, Counseling, Student Activities, and the Center for Student and Community Civic Engagement.

We are excited to have very exceptional students who bring a variety of experience and potential. Also, we want to thank everyone for their interest and support in this program. The SCLA facilitators and staff are proud to be a part of students’ leadership journey as they strive to become one of the tomorrow’s global leaders.

Article and Photos submitted by Olena Mykhaylichenko



TRiO Takes the Ropes Course Challenge

On Friday, November 4, 2011 approximately twenty TRiO students participated in a leadership development activity at Fort Miley in San Francisco. Throughout the afternoon, TRiO students engaged in multiple challenges, activities, and group work that ranged in level of difficulty. Students were asked to challenge themselves and step beyond their comfort zone to push their limits physically, emotionally, and mentally.



Through this fun, safe, and positive environment, TRiO students encouraged one another as they faced their fears and completed the various challenges designed to foster self-confidence and build leadership and communication skills. Furthermore, students worked together to build trust, support, cooperation, and promote a sense of community.

The event was a tremendous success among TRiO students who walked away with greater confidence and with the realization that with the right support system, they can face their challenges and conquer their fears, just as they did at the Ropes Course. *Article and photo submitted by Jessica Lopez.*

EOPS Students: Yes, You Can!

On Friday, November 18, 2011 a dozen EOPS students participated in a fieldtrip to the University of California, Berkeley. The group was welcomed by Gina Morris, UC Berkeley representative. The day continued with a panel of three former Skyline College students who are now enrolled at UC Berkeley: Yamileth Verdin, Victor Diniz and Swesha Govil. (Yamileth and Victor are also former Skyline College EOPS students). Guillermo Alonzo, current EOPS Office Assistant and Berkeley alum, also provided encouragement. The afternoon concluded with a campus tour.



This event empowered these EOPS students to take their dreams higher and reminded them that if former EOPS students could do it, then they can too! This is a partial listing of Skyline College EOPS students who either are currently attending or recently graduated from the University of California, Berkeley: Shahrzad Afghani, Seabrien Arata, Hoang Cao, Carmen Castro, Christelle Etienne, Denisse Gonzalez, Anthony Gracia, Barbara Hughes, Dennis Ivanchenko, Karen Kwong, Erika Maida, Leticia Mendoza, Gabriel Molieri, Sara Quinto and Win Tun. *Article submitted by Imelda Hermosillo and Jeffrey Acidera. Photos submitted by Maira Delgado Laurens, EOPS Club Secretary.*

Fashion Merchandising Students Learning on Site at Hillsdale Mall

Students from the "Creating a Personal Image" course in Skyline College's Fashion Merchandising program went to Hillsdale Mall recently to participate in a personal image consultant shopping simulation with Professor Suzanne Newcome. Students were asked to put together a professional work wardrobe for two male clients and three female clients of various backgrounds to match their lifestyles and image. The instructor then reviewed the student's work and made suggestions on how to optimize the situation to make a potential client happy. Business Division Dean, Don Carlson also attended the field trip with the class, assisting in the process since he has a background in clothing retail.

Having students work onsite in a department or specialty store for a classroom project is invaluable to their education. This hands on experience makes the class interesting and exciting for the students and the instructor and greatly enhances student success. *Article and photos submitted by Don Carlson*



Professor Nate Nevado Attends Hip-Hop Ed Center at NYU



Nate Nevado, shown at left in the photo below, had the honor of being invited to the first Hip-Hop Education Think Tank held at the Hip-Hop Education Center at New York University (NYU) on behalf of Skyline College's Rock The School Bells. He was among the 50+ scholars, artists, innovators, visionaries, educators, and administrators from areas such as the Bay Area, New York City, Minnesota, Canada, Germany, Alaska, and Russia, who had attended this conference to discuss strategies and best practices in which we can analyze and harness the skill sets, praxis, and philosophy of hip-hop to catapult students and teachers to higher levels of success within both primary, secondary, and institutions of higher education.



More than 150 programs and schools, including Rock The School Bells at Skyline College, took part in a study that focused on hip-hop's inherent value it has on education. These were derived on self-awareness, determination, and expression. As stated in the study, true hip-hop education is founded on hip-hop pedagogy that procures alternative learning processes and multiple teaching and learning theories and praxis. Many of the theories and methods used by many of these programs are aligned with theories rooted in Critical Pedagogy.

You can view the entire report on <http://steinhardt.nyu.edu/metrocenter/hiphopeducation/> titled Re-Imagining Teaching and Learning: A Snapshot if Hip-Hop Education.

Nate says, "I am proud to say that in my discussions with many of my hip-hop colleagues that Skyline College is the only community college in the United States, to date, that has a program or event dedicated to hip-hop education. Many of the programs that use hip-hop pedagogies are found in high schools, universities, community-based organizations, afterschool programs, and non-profit organizations I was deeply humbled by many colleagues who praised our work with Rock The School Bells. We are looking at bringing some hip-hop educators from New York to share their work with our youth and students for Rock The School Bells 5 in 2012. "

Hip-hop is a global phenomenon, a universal language and lifestyle, that can be effectively used to create curriculum that promotes community activism, critical thinking, and creative expression. Hip-hop education, rooted



in critical pedagogy, provides the catalyst to empower youth and students to have a voice and responsibility in their own education and ultimately, their future. In a society where we are competing against Xbox, Facebook, and Twitter, we are constantly challenged to explore alternate ways in which we can reach and teach our students of today. Hip-hop education is not meant to replace current educational pedagogies but to add to it. Hip-hop was born by a generation of youth and students who sought change in their own communities. How can we use hip-hop education effectively and align it with the ever-changing educational landscape?

Nate says, "This conference reaffirmed the power and importance of hip-hop pedagogies illustrated by programs such as the High School of the Recording Arts also known as Hip-Hop High, Urban Science Education for the Hip-Hop Generation, and Beats, Rhymes, and Life based out of Oakland, CA. It also provided me with anticipated challenges such as funding, program effectiveness, and other institutional issues."

Science in Action at the Bay Area Science Festival

On November 6, 2011, Skyline College students and faculty met early in the morning to begin a full day of activities with the First Annual Bay Area Science Festival, which took place at AT&T Park. The 2011 Bay Area Science Festival was a smashing success with 70,000 people participating in over 100+ events! Only a handful of community colleges participated at the event, making Skyline College shine.

A group of energetic students from SACNAS, SHPE, the Environmental Club, and general chemistry students from Skyline College hosted a booth, "The Science of Glowing and Aftershock!" Many thanks to all of those who volunteer: Rebeca Belloso, Elaine Talle, Brandy Wagner, Diana Cordero, Zorin Carlos, Phillip Cho, Patricia Portillo, Michael Murphy, Rachel Panganilan, Ma Shein, Jazmeng Bannang, Jenny Connors, Damien Leclerc, Amber Lincoln, Wynn Kwan, April Sherfy, Mae Calamucha, Jessica Jose, William Solano, Vince, Victor Zheng, and Victoria Mesa. The group was chaperone by Stephen Fredricks and Carmen Velez.

Student feedback was very positive. "I thought the science festival was a wonderful experience for us. I know that my peers and I truly found satisfaction and fulfillment in sparking interest in science and engineering for the children and families at the festival. At the park, we demonstrated a Shake Table that we built with SHPE club here at Skyline College for testing and experimenting with model designs against simulated seismic movement. We felt proud being able to go out there and show our chops to the Bay Area. Also, we were very happy showing families the principles of power generation and storage following Faraday's Law of Induction. It felt very good seeing both children and their parents' were astonished and curious asking questions. I feel very fortunate that we were able to participate in such a community event advocating education," said Phillip Cho, physics student from Skyline College.

Special thanks to MESA for sponsoring the event. AJ Bates and Ilka Koskelo also attended the event. *Article and photos submitted by Dr. Carmen Velez. For more pictures of the event visit the [SACNAS Newsletter](#)*



Pictured here are (Left to Right): Stephen Fredricks, Brandy Wagner, Damien LeClerc, Amber Lincoln, Elaine Talle, Rebecca Belloso, Bardo Castro, Phillip Cho, and Professor Carmen Velez. Photo taken by Damien LeClerc.

Center for International Trade Development Forms Partnership with South Africa

At the invitation of the Center for International Trade Development (CITD), South African business leader, Nombuso Ndumo visited Skyline College on October 20, 2011. Based in Durban, South Africa, Ms. Nombuso Ndumo is also renowned for her community work and leadership skills across the Kwa-Zulu Natal province of South Africa.

CITD's invitation of Ms. Ndumo was part of the African Diaspora Program at Skyline College and it provided an opportunity to further expose Skyline College to various international partnerships for program development.



Pictured above: Nohel Corral, Jomuke Akin-Taylor, Nombuso Ndumo, Don Carlson and Pcyeta Jackson

While at the college, Ms. Ndumo had profound discussions with various administrators of the college to establish partnerships for Leadership Programs, International Student Recruitment and for the development of Culture-based Study-Abroad Programs. Ms. Ndumo's visit was an off-shoot of Skyline College's CITD's collaboration with the South African Consulate General in Los Angeles for various programs of mutual benefit. In addition to discussing trade matters with the CITD, Ms. Nombuso's visit included meetings with the Dean of Business, the Director of the Learning Center, a tour of the Cosmetology department and a visit with the President, Dr. Regina Stanback Stroud.

Skyline College stands to benefit a great deal from this partnership, as this will surely be a boost the International Studies Program, the African Diaspora Program at Skyline College, as well as, benefit the business clients of the Center for International Trade Development due to the trade potentials of such partnerships. For more information please contact: melloa@smccd.edu. *Article and photo submitted by Richard Soyombo.*

Respiratory Therapy Program Receives Continued CoARC Accreditation Status

Annually the Respiratory Therapy Program at Skyline College must assess and meet external accreditation standards through the Committee on Accreditation for Respiratory Care (CoARC). There are many thresholds and goals involved which include program completion, attrition, job placement, credentialing, and graduate and employer satisfaction. The process is very similar to the Student Learning Outcomes Assessment Cycle and Program Review. This collaborative effort, between the College, health care community, and our students, helps ensure the program maintains high standards for student competency and job placement in this difficult economy. Graduates are highly sought after by employers throughout the bay area. Many thanks to all who are involved in this annual accreditation process. The program began at Skyline College in 1970 and will be celebrating the graduation of its 40th cohort in 2012. *Article submitted by Ray Hernandez.*



Respiratory Therapy Program students during 2011 Commencement: (left to right) Lynette Aitcheson, Michelle McCrum, Kimberly Whitlow, Lance Pangilinan, Fabian Miranda, Earl Mangalindan, Marifi Buensalido

Youth Entrepreneurship Program (YEP)

Skyline College congratulates Students from Hunters Point Family! YEP's first cohort has successfully completed the 8-week Entrepreneurship Training course. The graduation was held at Skyline College on November 14.

Spearheaded by YEP, this cohort was a result of collaborative efforts between Skyline College, The Youth Entrepreneurship Program (YEP) and Hunters Point Family (a community-based Non-Profit Organization located in the Bayview - Hunters Point area of San Francisco). This course was developed through a partnership between the Business Division at Skyline College and the CITD.



As part of the graduation ceremony, the students were given a tour of Skyline College including visits to the SparkPoint Center, the Cosmetology Department and the Automotive Department. According to Richard Soyombo, Executive Director, CITD & YEP, "the tour of these departments was to further encourage the participants to attend Skyline College and to take advantage of the valuable opportunities provided through each of the departments visited.

Some of the students filled out applications for additional entrepreneurship courses at Skyline College that have been developed by the Business Division, in collaboration with the Center for International Trade Development.

Following the tour the students were visited by Skyline faculty, staff, counselors as well as President, Dr. Regina Stanback Stroud. After fulfilling all of their graduation requirements, Dr. Stanback Stroud handed out Certificates of Completion to the participants.

YEP has started a new 4-week Entrepreneurship Training Program with the Young Community Developers, another community-based organization located in the Hunters Point-Bayview Area of San Francisco.

"It is encouraging to see the YEP Grant attract the community to the Skyline College campus and to showcase some of our programs to the participants." said Dr. Stroud.

For more information about the Youth Entrepreneurship Program (YEP), and/or the CITD, please contact Ms. Pcyeta Jackson: 650-738-7097 or at jacksonp@smccd.edu. *Article and photos submitted by Richard Soyombo.*



ESL Registration Day Brings New Students to Skyline College

The English Language Institute's semi-annual Skyline College ESL Registration Day, also known as Super Saturday, was a great success. On Saturday, October 29, 2011, fifty-four new ESL students were able to avail themselves of a variety of matriculation services including the Skyline College application, the placement test, the mandatory orientation, learning about financial aid, and making an appointment with a counselor for registration. TLC director Nohel Corral graciously allowed the Learning Center to be used once again to host this very important event. "ESL Registration Day is a way to reach out to the nonnative speaker community to say, 'We're



going to do what it takes to make college possible for you,'" says English Language Institute Coordinator Leigh Anne Shaw. "We provide child care, snacks, and a well-coordinated experience that allows people to do most of the steps of the matriculation process all in one day." If not for the convenience of one-day, all-in-one services, many potential students would have to return to campus several times; in that process, many nonnative speakers lose motivation or become intimidated by the difficulties of enrolling in college. ELI Instructional Aide Amber Wolak adds, "The personal connection that people feel is often just what makes them commit to studying here."

The ELI is indebted to the following dedicated Skyline College staff and faculty who made ESL Registration Day possible: Goldie Lee and her student assistants for conducting the placement test; Rayna Rodriguez and Martina Center for opening and operating the Child Care Center; Garry Nicol and Leigh Anne Shaw for donating their time; Kenny Gonzalez for conducting the orientations; Minerva Velasquez and Kennya Ruiz for their assistance in processing G-numbers for all students; Tiffany Ong for providing Financial Aid information; Amber Wolak and Claudia Paz for their excellent planning, coordination and assistance prior to and during the event; Glenda Benavides for providing information about SparkPoint Skyline College; and the students of ESOL 804 and 852 who donated their time to assist students through every stage of the process.

The ELI would also like to thank Rick Wallace for his cooperation in detailing staff as well as the SparkPoint Skyline College for sponsoring the event. Finally, a big thank you to Edgar Coronel for helping with Banner and Dave Jorgensen for getting the day running and keeping it going. The next ESL Registration Day will take place in spring 2012.



Thank you to Leigh Anne Shaw for the article and photos.

SparkPoint at Skyline College Celebrates Partnership



Photo: Alex Martinez

SparkPoint at Skyline College held a celebration on Wednesday, November 30, 2011, to recognize community organizations that partner with SparkPoint. The *Partnership Recognition Awards* honored the partnering organizations for their contributions leading to the recent award that Skyline College received from MDC on behalf of the Annie E. Casey Foundation, the 2011 College Innovator Award. This award recognized exemplary practices that increase student success. According to Colin Austin from MDC, *"This year Skyline College received the award for groundbreaking efforts to establish the Center for Working Families approach through a SparkPoint Center and help low-income students receive income supports and financial services that help students stay in school and graduate."*

In addition to those who are represented in the award photo below, the following attended from partner organizations: Ed Center, Ena Yasuhara, Leah Staub-Delong from United Way of the Bay Area; Jenny Carreno, California Employment Development Department. Several members of the extended SparkPoint at Skyline College network joined the celebration: John Miller, Volunteer Income Tax Assistance Center; Virginia Padron, Nadia Tariq, Career Center; Jocelyn Vila, Financial Aid Office, Leigh Anne Shaw, Amber Wolak, Kenny Gonzalez, Claudia Paz, English Language Institute; Tim Dupre, Lorraine DeMello, Nate Nevado, Counseling; Steve Cooney, Lavinia Zanassi, Cooperative Work Experience; Sylvia Martinez, Admissions and Records - Veterans Services; Nohel Corral, Learning Center; Jeff Acidera, Imelda Hermosillo, EOPS, Linda Allen, DSPS; Sandra Hatzistratis, Kinesiology Physical Education and Dance; Adolfo Leiva, Glenda Benavides, Julie Lamson, Heather Smith, Akillah Wali, Raymond Jones, Andrea Anyanwu, Melanie Espinueva, Patty Kwok, and William Watson, SparkPoint Center. *Article submitted by William Watson.*



Photo: Adolfo Leiva

L-R: United Way of the Bay Area, Leah Staub-deLong; Jewish Vocational Service, Susan Wofsy; David Tam, California Employment Development Department; Akillah Wali accepting on behalf of EARN; Opportunity Fund, Laura MacArthur; Community Financial Resources, Rhea Serna; Second Harvest Food Bank, Mark Kokoletsos; Melanie Espinueva accepting on behalf of San Mateo Credit Union.

CDC Has New Home!

The Skyline College Early Learning and Child Development Center recently moved into the newly renovated Loma Chica Building. This move provides an increased opportunity for students, staff, faculty, and community members to access child care and development services, teacher training facilities, and Early Childhood Education workforce development opportunities. An open house for faculty, staff and students was held on Wednesday, December 7. The ribbon cutting and community celebration will occur early in the spring semester – please stay tuned! For more information contact Tina Watts at 738-7071, or wattst@smccd.edu.



Article and Photo submitted by Don Carlson

Theatre Club and Honors Club Present the First “Culture in the Quad” Event at Skyline College



“Culture in the Quad” was a collaborative project between the Honors Club and Theatre Club. On November 22 members from both organizations pitched in together and set up an outdoor stage in front of building six in an attempt to expose Skyline College students to the performing arts and the poetry of Shakespeare. The set is a miniature adaptation of the traditional Globe Theatre’s thrust stage and was built by members of Theatre Club and Skyline College’s DRAM 680 class (technical production). The students from the class also set up a portable sound system for the two clubs to make the experience easy to hear for all who attended.

Both Theatre Club and the Honors Club were pleased with the event, as were all those who attended. There were a good number of audience goers. Some planned on attending, and some just happened by as they crossed the quad and stayed for the performance. Both clubs are hoping to make the event a regular occurrence in the future. *Article and photos submitted by Alan Ceccarelli.*

TRiO and Puente Visit SFSU

On November 9, 2011, 45 TRiO and Puente students participated in the 6th annual Community College Transfer Day, an event hosted by Project Connect at San Francisco State University. The event was designed to expose community college students from around the Bay Area to university and campus life and to network with faculty, staff, and SFSU students.

During the event, students had the opportunity to attend a number of workshops to learn more about various resources, including Financial Aid, EOP, and the Study Abroad program. Additional workshops addressed the basic transfer requirements to SFSU and the admission requirements to the Nursing major. At the event, students also heard from a panel of recent transfer students share their personal experiences at the university level.



The event ended with a campus tour of the university where students learned in great depth about SFSU’s academic departments and various student resources on campus designed to help students accomplish their educational goals.

The event was a great success, which helped promote the goal of transferring to a four-year university among TRiO and Puente students! *Article submitted by Jessica Lopez and picture taken by Nohel Corral.*

Transfer Time in the Learning Center

The months of October and November brought students into the Learning Center, not only for tutoring, but also for assistance with personal statements as many are applying to four-year universities. For the past two months, the Center staff has coined each Friday as Transfer Fridays, for which each employee wore items representing their alma maters. Having students see these different institutions sparked questions about each college and our experiences attending them, and promoted a transfer feel among students and staff.

Students were able to receive assistance on their personal statements through one of six personal statement workshops in the Learning Center. Additionally, students brought in their personal statements individually seeking assistance. On average, the Writing and Reading Lab (WRL) in the Learning Center assisted five to seven students per day with their personal statements. Many of our students are first-generation college students and do not have people at home to help them with college applications, so our students appreciated this service. A special thank you goes out to the Learning Center staff and faculty who helped connect students with four-year colleges and universities. *Article and photo submitted by Nohel Corral.*

*Learning Center Staff: Front Row, L to R – Judy Cheung, Jessica Lopez, Leigh Anne Shaw
Back Row, L to R – Nohel Corral, John Chavez, John Saenz*



Skyline College Ceramics Club Holds Empty Bowl Fundraiser



Shown here are Faculty Advisor Tiffany Schmierer and the members of Skyline College & Capuchino High Ceramics Clubs

The Ceramics Club hosted its second Empty Bowls Project fundraiser Wednesday evening, November 2, 2011, in the College Dining Hall. Skyline College ceramics students made 350 bowls for the event and Capuchino High School Ceramics students brought 30 more for a total count of 380 bowls. Attendees of the event got to select a handmade bowl and fill it with a soup of their choice provided by Pacific Dining. During the dinner there were music performances by Professor Jude Navari's voice class students, and by Assistant Professor Zach Bruno's student Jazz Quintet. Guests were also entertained by Al-Hambra Tribal Dance, a San Francisco-based troupe whose members included ESL Professor Leigh-Anne Shaw, who performed American Tribal Style belly dance. This year's event also included art drawings for chances to win pottery and sculptural artwork.

The 2011 Skyline College Empty Bowls Project raised \$2530.00, and the proceeds will be donated to the Skyline College Sparkpoint Center. The Sparkpoint Center offers a food pantry, financial services, employment services, and counseling to our students and local community.

The Empty Bowls Project is a grassroots movement that takes place at community centers, grade schools, and colleges throughout the US and internationally. The goal is to raise money to help to fight hunger and the bowl that is kept becomes a reminder of those in need.



Club Members selling tickets for the Art Drawing and rinsing off bowls so attendees could take them home.



*Tribal Voice Student
Jan De La Cruz Dance
Troupe*



*Assistant Professor Zach Bruno and the
Skyline College Jazz Quintet*



*ESL Professor Leigh-Anne Shaw (left) dances
in the Al-Hambra*

BOARD REPORT 11-12-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

Cañada College

Mario Mihelcic Program Services Coordinator Center for International & University Studies

Reassigned through the managed hiring process from an Admissions & Records Assistant III position (Grade 24 of Salary Schedule 60) at the College of San Mateo Admissions & Records Office into this position (Grade 27 of Salary Schedule 60), effective December 13, 2011.

Danni Redding Lapuz Project Director Science & Technology

Reassigned through the managed hiring process from a part-time (70%) Assistant Project Director position (Grade 26 of Salary Schedule 60) in the Science & Technology Division into this position (Grade 175S of Classified Professional/Supervisory Salary Schedule 40), effective December 1, 2011.

District Office

Christopher Smith Web Programmer Analyst Information Technology Services

Reassigned through the managed hiring process from a part-time (60%) Web Programmer Analyst position (Grade 37 of Salary Schedule 60) at the College of San Mateo President's Office into this full-time position at the same level, effective December 13, 2011.

B. CHANGE IN STAFF ALLOCATION

Cañada College

1. Recommend a temporary increase in staff allocation to add one part-time (75%) Project Director position (Grade 175S of Salary Schedule 40), effective December 15, 2011. This position will be partially funded by the California Community College Chancellor's Office CTE Career Advancement Academy grant and partially by Measure G funding.

2. Recommend a change in staff allocation to add one temporary full-time (100%) faculty position to serve as a Career Technician Education – Career Advancement Academy Medical Assisting Instructor, effective for the Spring 2012 semester. This temporary position will be funded by a California Community College Chancellor’s Office grant.
3. Recommend a change in staff allocation to add one temporary full-time (100%) faculty Librarian position, effective for the Spring 2012 semester. This temporary position will be funded by Measure G.
4. Recommend a change in staff allocation to add one part-time (48%) Assistant Project Director position (Grade 26 of Salary Schedule 60) for the Center for International and University Studies, effective December 15, 2011. This position will be funded by a Department of Education FIPSE grant.

College of San Mateo

1. Recommend a change in staff allocation to add one full-time Instructional Aide II position (Grade 22 of Salary Schedule 60), effective December 15, 2011. This position will support the new Learning Center.
2. Recommend creation of a new classified position classification, “Learning Center Coordinator,” at Grade 27 of Salary Schedule 60, effective December 15, 2011.

Also recommend a change in staff allocation to add one full-time Learning Center Coordinator, effective December 15, 2011. This position will support the new Learning Center.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Business/Operations	1	12/15/2011	2/29/2012	Accounting Technician: Additional staff support to process student payments as a result of the implementation of the new District student payment plan requirements. Position will be filled on an as needed basis.
Cañada	Business, Workforce & Athletics/Upward Bound	2	1/9/2012	6/8/2012	Instructional Aide I: Provide individual and group tutoring to Upward Bound high school students; assist in developing effective study skills and habits; conduct weekly tutorials at Sequoia High School; facilitate pre-college workshops.
Cañada	Counseling Services/EOPS	1	1/3/2012	6/30/2012	Program Services Coordinator: Serve as a liaison between student participants and instructional and student services departments; refer students to specific resources, conduct follow-up to determine student needs; make presentations; and schedule workshops and tours. This is an approximate 18 hour per week position.

Cañada	Enrollment Services/Admissions & Records	1	12/15/2011	2/29/2012	Admissions & Records Assistant II: Additional support staff to process student applications and conduct phone banks to inform students about the implementation of the new District student payment plan requirements and assist with in-person and telephone inquiries. Position will be filled on an as needed basis.
Cañada	Enrollment Services/Financial Aid	1	1/3/2012	6/30/2012	Financial Aid Assistant: Provide front counter coverage during afternoons and evenings with occasional weekend assistance for FAFSA workshops; participate in outreach events; and supervise student workers. This is an approximate 15 to 20 hour per week position.
Cañada	Instruction Office	1	12/15/2011	6/1/2012	Office Assistant II: Provide clerical assistance with CurricUNET data integrity.
Cañada	Instruction/Library	1	1/3/2012	6/30/2012	Library Support Specialist: Assist with extended hours for the Library, including weekend hours; perform technical processing of library materials; staff library circulation service desk, and collect payments of fines and fees.
CSM	Business/Operations	3	12/15/2011	2/29/2012	Accounting Technician: Additional staff support to process student payments as a result of the implementation of the new District student payment plan requirements. Positions will be filled on an as needed basis.
CSM	Business Services	6	12/15/2011	6/30/2012	Athletic Equipment Manager: Facilitate events for outside groups renting the athletic facilities.
CSM	Business/Technology	4	1/3/2012	4/1/2012	Office Assistant I: Provide support for Volunteer Income Tax Assistance program, which provides free income tax services to low income residents in San Mateo County.
CSM	Enrollment Services/Admissions & Records	6	12/15/2011	2/29/2012	Admissions & Records Assistant II: Additional support staff to process student applications and conduct phone banks to inform students about the implementation of the new District student payment plan requirements and assist with in-person and telephone inquiries. Positions will be filled on an as needed basis.
CSM	KCSM	8	1/3/2012	6/30/2012	Staff Announcer/Producer (FM): Select music, maintain music library and computer database, host radio programs, produce promotional announcement, and operate specialized station equipment.

CSM	KCSM	5	1/3/2012	6/30/2012	KCSM Production Operator (TV): Operate cameras, serve as audio mixer, and operate teleprompters.
CSM	KCSM	1	1/3/2012	6/30/2012	KCSM Floor Director (TV): Set up, monitor and adjust camera angles, cues, lighting and sound performance quality, supervise scripts, placement and performance of on-air talent.
District	Administrative Services	1	2/1/2012	5/15/2012	Office Assistant I: Provide assistance with data entry and retrieval, scanning, routine correspondence, duplicating, and mailing.
Skyline	Business/Cosmetology	3	1/17/2012	5/24/2012	Instructional Aide II: Oversee student performance of massage techniques, body mechanics, ergonomic principles, palpation, and kinesiology skills. The services are provided intermittently at varied days/times for short periods of time.
Skyline	Business Division/Early Childhood Education	1	1/3/2012	6/29/2012	Program Services Coordinator: Serve as liaison between ECE student program participants and college departments on an intermittent schedule during peak periods; research and compile information for reporting.
Skyline	Business/Operations	3	12/15/2011	2/29/2012	Accounting Technician: Additional staff support to process student payments as a result of the implementation of the new District student payment plan requirements. Positions will be filled on an as needed basis.
Skyline	Counseling/CARE & CalWORKS	1	1/3/2012	2/29/2012	Program Services Coordinator: Serve as liaison between student program participants and various instructional and student services departments; make referrals and conduct follow-up to determine student needs; enter, modify and retrieve online data; make presentations; and conduct workshops and tours.
Skyline	Enrollment Services/Admissions & Records	5	12/15/2011	2/29/2012	Admissions & Records Assistant II: Additional support staff to process student applications and conduct phone banks to inform students about the implementation of the new District student payment plan requirements and assist with in-person and telephone inquiries. Positions will be filled on an as needed basis.
Skyline	Language Arts/Learning Resources	1	1/17/2012	6/30/2012	Program Services Coordinator: Assist intermittently with orientations, classroom visits, workshops, and new innovative programs being implemented in 2011-12 as part of the Basic Skills Initiative.

Skyline	Language Arts/Learning Resources	20	1/17/2012	3/31/2012	Instructional Aide II: Provide tutorial services to students in English, Math, ESOL, Chemistry, Biology, Accounting, Social Science, and other disciplines; assist students in the use of instructional materials; assist with presentations and study groups.
Skyline	President's Office	1	1/3/2012	6/30/2012	Office Assistant II: Clerical support for President's Office. Permanent position has been Board approved, but the hiring process will be delayed until the Spring semester.
Skyline	Science/Mathematics/Technology	4	1/3/2012	6/30/2012	Instructional Aide I: Assist students with skills testing during specific EMT labs as required by accrediting agency.
Skyline	Science/Mathematics/Technology	4	1/3/2012	6/30/2012	Instructional Aide II: Oversee skills testing during specific EMT labs and provide supervision for Instructional Aide I positions as required by accrediting agency.
Skyline	Science/Mathematics/Technology/MESA Program	2	1/3/2012	6/30/2012	Instructional Aide II: Provide intermittent assistance in the areas of physics and chemistry to students in the MESA Center. Days/hours will vary with student need and will be primarily during midterm and final exam preparation.
Skyline	Science/Mathematics/Technology	2	1/3/2012	6/30/2012	Laboratory Technician: Assist full-time lab technicians during intense instructional periods, such as lab tests, complex experiments, and student check in and check out. Persons performing these functions often change throughout the year depending on individual's availability and workload.
Skyline	Workforce Development/SparkPoint Center	1	1/3/2012	6/30/2012	Program Services Coordinator: Assist in planning and coordination of student financial aid applications (FAFSA) with online public benefits applications; provide financial coaching services to support student success and retention; support financial aid workshops and orientations; and coordinate services with the San Mateo County Human Services Agency and other support agencies. Funded by the Walter J. Johnson Foundation.

Skyline	Workforce Development/SparkPoint Center	2	1/3/2012	6/30/2012	Program Services Coordinator: Assist with data collection, planning, coordination, and implementation of CTE program services for the English Language Institute, Grove Scholars Program, and select CTE Pathways, including student recruitment, orientation, sector-based job skill assessments, employment services, special events, tours, and financial education. Funded by the Community Collaboration Project.
Skyline	Workforce Development/SparkPoint Center	1	1/3/2012	6/30/2012	Program Services Coordinator: Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, and implementation of CTE program services for Grove Scholars Program and select CTE Pathways, including student recruitment, orientation, sector-based job skill assessments, employment services, special events, tours, and financial education. Funded by the United Way.
Skyline	Workforce Development/Green Innovation Challenge	1	1/3/2012	6/30/2012	Program Services Coordinator: Develop content, create structure and format and assist with web content such as solar technology, building performance, green transportation, and clean energy high school programs, advanced hybrid automotive repair, and Career Advancement Academies in Automotive and Health Care. Position will conclude as websites are launched. Funded by the California EDD Green Innovation Fund.
Skyline	Workforce Development/Green Innovation Challenge	1	1/3/2012	6/30/2012	Program Services Coordinator: Assist in planning and implementation of services such as student recruitment, orientation, enrollment, job skill assessments, and job placement for grant funded cohorts. Funded by the California EDD Green Innovation Fund.
Skyline	Workforce Development	1	1/3/2012	6/30/2012	Office Assistant II: Clerical assistance to input student information into Efforts to Outcome software; maintain monthly budget and expenditure statistics; and data entry and retrieval. Funded by the United Way.

Skyline	Workforce Development	1	1/3/2012	6/30/2012	Office Assistant II: Exchange information with students, staff, and general public, along with maintaining relationships with educational institutions and outside agencies; data entry and retrieval; maintain financial budgets; and maintain data files. Funded by the Community Collaboration Project.
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BOARD REPORT NO. 11-12-1CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$250 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following gifts were received since the last report.

GIFT

DONOR

Cañada College

Mammography unit, Lorad M-IV
To be used for education in mammography
Donor's estimated value: \$6,000.00

Sequoia Hospital
170 Alameda de las Pulgas
Redwood City, CA 94062

College of San Mateo

Medical equipment and supplies:
gurney, monitors, crash carts, datascopes Accutor 4,
Collins NIBP, IV poles, light source, patient scale,
Tyco Sphygs, burn packs, pictures, overbed tables,
physicians' stools, chairs, wall clocks
Donation to be used to perform medical services for
students at the health center
Donor's estimated value: \$8,015.00

Mills-Peninsula Medical Center
1501 Trousdale Drive
Burlingame, CA 94010

Monetary Donation of \$1,600.00 in the name of
the Don Leed family
To be used for instructional equipment/materials for
Fire Technology

Peninsula Fire Buff Club
P.O. Box 5465
Redwood City, CA 94063

Skyline College

88 MasterWork chorale musical scores
Donation to be added to Music Library
collection for students
Donor's estimated value: \$2,000.00

Robert Way
417 Seville Way
San Mateo, CA 94402

BOARD REPORT NO. 11-12-2CA

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

RATIFICATION OF SEPTEMBER AND OCTOBER 2011 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of September and October 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 September 1, 2011 through October 31, 2011 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2011
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
024290	09/01/11	Associated Std -Canada	52,652.38	Cañada ASB Interbank Transfer
024292	09/01/11	Coulter Construction Inc.	24,882.00	Skyline Construction Project
024296	09/01/11	NetVersant Solution II LP	13,333.34	Districtwide Monthly Monitoring Fees
024299	09/01/11	SMC College Ed Housing Corp - Canada Vista	57,913.89	Cañada Vista Monthly Rent Payment
024300	09/01/11	SMC College Ed Housing Corp - College Vista	41,878.00	CSM Vista Monthly Rent Payment
024301	09/01/11	SMCCCD Bookstore	17,757.17	Loan to own and Book rental and bad check collection Payments
024302	09/01/11	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
024303	09/01/11	VALIC Retirement Services Company	184,385.54	Tax Shelter Annuities
024306	09/06/11	Sallie Mae Inc.	274,536.94	Financial Aid Disbursement
024314	09/08/11	U.S. Bank National Association ND, .	333,259.98	District Procurement Card Monthly Payment
024320	09/08/11	NetVersant Solution II LP	11,627.91	Software Support Annual Payment
024327	09/14/11	Sallie Mae Inc.	3,522,346.79	Financial Aid Disbursement
024336	09/15/11	Constellation NewEnergy Inc.	23,725.94	Utilities
024337	09/15/11	Cor-O-Van Moving & Storage Co.	16,487.07	Districtwide Construction Moving Services
024342	09/15/11	Intermountain Electric Company	13,607.10	Cañada Electrical Projects
024343	09/15/11	Krueger International	14,824.71	Skyline Furniture Purchase
024346	09/15/11	SM County Community College District	12,346.18	Flex Spending Account Reimbursement
024348	09/15/11	SMCCCD Bookstore	60,035.29	Cañada Special Programs Book Purchase
024510	09/20/11	Sallie Mae Inc.	557,696.59	Financial Aid Disbursement
024514	09/22/11	Associated Std-Skyline	80,000.00	Skyline ASB Interbank Transfer
024517	09/22/11	Constellation NewEnergy Inc.	29,461.67	Utilities
024519	09/22/11	Coulter Construction Inc.	26,310.00	CSM Construction Projects
024524	09/22/11	Intermountain Electric Company	29,779.36	Cañada Electrical Projects
024525	09/22/11	Krueger International	68,563.98	CSM Furniture Purchase
024529	09/22/11	Performance Abatement Services, Inc.	30,000.00	CSM Hazardous Abatement Services
024535	09/22/11	SMCCCD Bookstore	54,809.32	Skyline Special Programs Book Purchase
024536	09/22/11	SMCCCD Bookstore	38,285.79	Skyline Special Programs Book Purchase
024537	09/22/11	Beijing Zhongshihaiqiao Culture Promotion	20,000.00	International Education Recruitment Service in China
024545	09/27/11	Sallie Mae Inc.	620,328.32	Financial Aid Disbursement
024550	09/29/11	Associated Std -Canada	13,378.44	Cañada ASB Interbank Transfer
024551	09/29/11	Associated Std-CSM	25,000.00	CSM ASB Interbank Transfer
024553	09/29/11	CIS, Inc	17,730.00	Skyline & Cañada DSA Inspection Services
024554	09/29/11	Computerland	89,924.29	Districtwide Equipment Purchase
024555	09/29/11	Constellation NewEnergy Inc.	24,853.44	Utilities

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024556	09/29/11	Coulter Construction Inc.	48,800.45	CSM & Skyline Construction Projects
024561	09/29/11	Schneider Electric Buildings Americas, Inc.	18,876.00	Districtwide UPS Monitoring Systems Programming & Training Fees
024565	09/29/11	Sutro Tower Inc.	17,247.00	KCSM Transmitter Leasing Fee
441390	09/01/11	Bayside Heating & Air Conditioning	59,661.00	Skyline AC Services
441409	09/01/11	EBSCO	13,677.58	Skyline Subscription Purchase
441449	09/01/11	Pac Gas & Elec Co	11,886.31	Utilities
441450	09/01/11	Pankow Special Projects, L.P.	991,629.00	CSM Construction Project
441451	09/01/11	Preston-Borg, Inc.	18,141.00	Skyline Loma Chica Flooring Project
441455	09/01/11	S.M.C.S.I.G.	149,317.39	Dental Premium Payment
441456	09/01/11	Siemens Enterprise Communications, Inc.	96,267.29	Districtwide Siemens Maintenance Services
441459	09/01/11	Superior Coring & Cutting Inc.	11,500.00	CSM Sewer Trenching Services
441471	09/01/11	American Federation of Teachers	32,490.71	Union Dues
441473	09/01/11	CalPERS	480,434.10	Monthly PERS Contribution Advance Payment
441499	09/01/11	Hartford Retirement Plans Service Center	62,726.85	Tax Shelter Annuities
441508	09/01/11	Public Empl Ret Sys	1,168,173.16	Health Insurance Monthly Premium
441510	09/01/11	S.M.C.S.I.G.	18,928.71	Vision Premium Payment
441514	09/01/11	Pankow Special Projects, L.P.	110,181.00	CSM Construction Project
441548	09/08/11	Barclay Sanitary Supplies	14,967.19	Cañada Janitorial Supplies Purchase
441596	09/08/11	James Middleton and Associates, Inc.	17,160.00	Districtwide Parking Meters Annual Extended Warranty & Maintenance
441702	09/08/11	Wells Fargo Bank	210,170.09	District Procurement Card Payment
441730	09/12/11	HMC Architects	16,362.50	Districtwide Architectural Planning Services
441732	09/12/11	John Plane Construction	59,119.00	Cañada Construction Projects
441737	09/12/11	Park West Landscape Inc.-PNO	40,413.00	Skyline Landscaping Services
441742	09/12/11	Robert A. Bothman	265,402.22	Cañada Construction Project
441754	09/12/11	Brandt-Hawley Law Group	16,250.00	Attorney Fees for lawsuit settlement
441766	09/12/11	Robert A. Bothman	29,489.14	Cañada Construction Project
441770	09/14/11	Hartford Life & Accident Insurance Co.	32,921.08	Monthly Insurance Premiums
441774	09/14/11	Profiles Television Productions, LLC	27,900.00	Skyline Profiles Series Project Fee
441783	09/15/11	Bay View Painting Company	71,672.92	CSM and Skyline Painting Services
441789	09/15/11	BNBuilders	115,263.90	Skyline Construction Project
441791	09/15/11	Brunswick Corporation	10,655.97	Cañada PE Equipment Purchase and Installation
441796	09/15/11	City of Redwood City	11,648.28	Utilities
441798	09/15/11	Commercial Energy of Montana, Inc.	47,243.62	Utilities
441800	09/15/11	Cumming Corporation	14,000.00	CPD Project Coordinator Services
441804	09/15/11	Emmett W. MacCorkle Inc. Insurance Services	299,482.00	Districtwide Insurance Premiums
441824	09/15/11	Lloyd F. McKinney Associates, Inc.	10,643.70	Cañada AV Cabling Services

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441843	09/15/11	Pac Gas & Elec Co	26,573.94	Utilities
441851	09/15/11	Pianos Plus	51,230.23	CSM Pianos Purchase
441852	09/15/11	Plantscapers, Inc	13,441.05	CSM Faux Plants and Pottery Purchase
441854	09/15/11	Professional Personnel Leasing	10,838.18	Skyline Professional Consulting Services
441859	09/15/11	Remy, Thomas, Moose, and Manley	13,691.53	District Legal Services
441863	09/15/11	Robert A. Bothman	89,521.97	CSM Construction Project
441864	09/15/11	Rosendin Electric, Inc.	27,474.00	CSM Electrical Projects
441867	09/15/11	Schools Excess Liability Fund	44,660.16	Districtwide SELF Annual Premium Payment
441913	09/15/11	Employment Development Department	18,843.46	Quarterly Unemployment Payment
441927	09/15/11	Official Payments Corporation	26,624.02	Student Websmart Monthly Service Fees
441930	09/15/11	BNBuilders	12,807.10	Skyline Construction Project
441931	09/15/11	Sedgwick Claims Management Services. Inc.	21,420.00	Districtwide Worker's Comp TPA Service Fees
442064	09/19/11	Carrier Corporation	45,440.00	Cañada Chillers Repairs
442067	09/19/11	Comm College League/Calif	26,351.00	Districtwide CCLC Annual Dues
442108	09/19/11	Pac Gas & Elec Co	24,432.51	Utilities
442132	09/19/11	CalPERS	12,860.25	Monthly PERS Contribution Final Payment
442134	09/19/11	Comm College League/Calif	13,350.00	Districtwide CCCAA Annual Dues
442141	09/22/11	Advance Soil Technology Inc.	15,905.00	Cañada Geotechnical & Special Inspections
442153	09/22/11	Automotive Electronics Services, Inc.	12,242.33	Skyline Automotive Equipment Purchase
442154	09/22/11	B & H Photo Video	55,769.08	CSM Equipment Purchase
442185	09/22/11	Goombah's Embroidery	14,274.03	Facilities and Public Safety Uniforms Purchase
442190	09/22/11	John Plane Construction	583,691.40	Cañada Construction Project
442195	09/22/11	Landscape Forms	11,977.48	Cañada Benches Purchase
442227	09/22/11	John Plane Construction	64,854.60	Cañada Construction Project
442264	09/26/11	Apple Computer, Inc	18,884.53	Cañada and Skyline Computer Purchases
442276	09/26/11	Dennis Woliver Kelley	14,510.01	Districtwide Legal Services
442284	09/26/11	Full Compass	11,907.42	CSM Audio Equipment Purchase
442294	09/26/11	Moodlerooms, Inc.	51,040.00	eCourses Power Hosting Package
442299	09/26/11	Robert A. Bothman	165,982.50	CSM Construction Project
442308	09/26/11	McCarthy Building Companies	17,435.90	CSM Construction Project
442315	09/26/11	Calif Water Service Co	25,495.58	Utilities
442320	09/26/11	McCarthy Building Companies	156,923.10	CSM Construction Project
442322	09/26/11	Pac Gas & Elec Co	24,222.39	Utilities
442323	09/26/11	Robert A. Bothman	18,442.50	CSM Construction Project
442337	09/29/11	Cutting Edge Audio Group	19,714.30	CSM Audio Equipment Purchase
442358	09/29/11	Nordvik Designs Inc.	15,414.24	CSM Furniture Purchase

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Check Number	Check Date	Vendor Name	Check Amount	Description
442388	09/29/11	U.S. Postal Services	20,000.00	CSM Postage
442389	09/29/11	U.S. Postal Services	10,000.00	CSM Postage
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1200406	09/01/11	US Treasury - Union Bank	1,100,822.86	Federal Tax
J1200406	09/01/11	EDD - Union Bank	213,913.85	State Tax
J1200406	09/01/11	EDD - Union Bank	11,335.61	State Tax - SDI
J1200638	09/13/11	State Teacher Retirement - Cash Balance	41,371.62	STRS Retirement - Cash Balance
J1200756	09/21/11	US Treasury - Union Bank	60,721.88	Federal Tax
J1200976	09/30/11	State Teacher Retirement - County Paid	605,299.67	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
108615	09/08/11	Cengage Learning	131,756.86	Purchase of Inventory
108642	09/08/11	John Wiley & Sons Inc	17,964.44	Purchase of Inventory
108648	09/08/11	MBS Textbook Exchange	176,361.39	Purchase of Inventory
108649	09/08/11	McGraw-Hill Companies	65,424.04	Purchase of Inventory
108651	09/08/11	MPS	27,065.04	Purchase of Inventory
108659	09/08/11	Nebraska Book Company Inc.	28,865.52	Purchase of Inventory
108663	09/08/11	Pearson Education Inc.	93,907.29	Purchase of Inventory
108682	09/08/11	Vista Higher Learning	14,595.68	Purchase of Inventory
108695	09/19/11	BVT Publishing	12,681.86	Purchase of Inventory
108698	09/19/11	Cengage Learning	27,485.01	Purchase of Inventory
108711	09/19/11	Elsevier Publishing Co.	55,355.42	Purchase of Inventory
108732	09/19/11	MBS Textbook Exchange	203,374.50	Purchase of Inventory
108733	09/19/11	McGraw-Hill Companies	15,672.00	Purchase of Inventory
108746	09/19/11	Pearson Education Inc.	337,389.59	Purchase of Inventory
108758	09/19/11	SMCC College District	164,937.06	Salaries & Benefits August 2011
108771	09/19/11	XYZ Textbooks	11,769.20	Purchase of Inventory
108784	09/28/11	Cengage Learning	46,693.80	Purchase of Inventory
108820	09/28/11	Kilgore International Inc.	13,862.96	Purchase of Inventory
108841	09/28/11	Pearson Education Inc.	55,754.06	Purchase of Inventory
108847	09/28/11	ReadyCare/Frio	13,183.79	Purchase of Inventory

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Check Number	Check Date	Vendor Name	Check Amount	Description
EFT96050	09/23/11	Board of Equalization	178,407.07	Sales Tax August 2011
		Subtotal	16,573,888.45	92%
		Warrants Issued ≤ \$10,000	1,421,574.43	8%
		Total Non-Salary Warrants Issued	<u>17,995,462.88</u>	100%
District Accounts Payable		441379-442390, 926020-926024, DD24286-24567	13,962,754.57	
District Payroll		735763-74364, DD50022534-50023966	7,652,338.38	
SMCCCD Bookstores		108604-108858, EFT19904, EFT96050	<u>1,985,833.59</u>	
		Total Warrants Including Salaries - September 2011	<u>23,600,926.54</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 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>				
024571	10/03/11	SMC College Ed Housing Corp - Canada Vista	63,363.89	Cañada Vista Monthly Rent Payment
024572	10/03/11	SMC College Ed Housing Corp - College Vista	47,188.00	CSM Vista Monthly Rent Payment
024575	10/03/11	VALIC Retirement Services Company	212,474.04	Tax Shelter Annuities
024576	10/04/11	Sallie Mae Inc.	372,814.78	Financial Aid Disbursement
024582	10/06/11	Romero-Arias, Debora A.	10,000.00	CSM Contracted Services
024585	10/06/11	U.S. Bank National Association ND, .	248,031.94	District Procurement Card Monthly Payment
024592	10/06/11	GRD Energy Inc.	18,224.00	Districtwide Commissioning Services
024594	10/06/11	Krueger International	22,735.98	Districtwide Furniture Purchase
024595	10/06/11	Noll & Tam	19,398.01	CSM Architectural Services
024598	10/06/11	Xerox Corporation	24,187.20	CSM Equipment Purchase and District Monthly Fees
024601	10/11/11	Sallie Mae Inc.	472,252.37	Financial Aid Disbursement
024616	10/13/11	Casey Printing, Inc.	26,187.21	Cañada Schedules Printing Services
024617	10/13/11	Computerland	82,022.96	Districtwide Computer and Software Purchase
024624	10/13/11	Krueger International	100,976.02	Districtwide Furniture Purchase
024629	10/13/11	SM County Community College District	26,330.13	Flex Spending Account Reimbursement
024645	10/18/11	Associated Std-CSM	100,000.00	CSM ASB Interbank Transfer
024646	10/18/11	CIS, Inc	12,295.00	Districtwide DSA Inspection Services
024648	10/18/11	Sallie Mae Inc.	314,629.25	Financial Aid Disbursement
024657	10/20/11	Cor-O-Van Moving & Storage Co.	31,548.33	Districtwide Moving Services
024658	10/20/11	Coulter Construction Inc.	10,539.60	Districtwide Construction Projects
024663	10/20/11	Interline Brands Inc.	12,324.89	CSM Janitorial Supplies Purchase
024664	10/20/11	Intermountain Electric Company	27,903.85	Cañada Electrical Project
024667	10/20/11	Noll & Tam	28,020.26	CSM Architectural Services
024670	10/20/11	Siemens Industry, Inc.	43,986.00	Districtwide Fire Alarm Monitoring Services & CSM Equipment Purchase
024683	10/25/11	CIS, Inc	12,357.50	Districtwide DSA Inspection Services
024687	10/25/11	GRD Energy Inc.	12,935.00	Districtwide Commissioning Services
024688	10/25/11	Krueger International	16,459.02	CSM Furniture Purchase
024692	10/25/11	Sallie Mae Inc.	217,414.37	Financial Aid Disbursement
024699	10/27/11	Constellation NewEnergy Inc.	87,602.41	Utilities
024704	10/27/11	Intermountain Electric Company	45,397.48	Cañada Electrical Projects
024712	10/27/11	Turbo Data Systems, Inc.	28,479.05	Districtwide Citation Dispensing Units and Supplies Purchase
442392	10/03/11	American Federation of Teachers	55,176.26	Union Dues
442394	10/03/11	Bay View Painting Company	39,364.25	CSM and Skyline Exterior Painting Services
442398	10/03/11	CalPERS	502,258.67	Monthly PERS Contribution Advance Payment

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442402	10/03/11	County of San Mateo	22,556.73	Skyline Bay Area Clean Energy Careers Project
442413	10/03/11	National Public Radio	12,000.00	NPR Yearly Membership Dues
442424	10/03/11	Strata Information Group	101,008.00	ITS Consulting Services
442433	10/03/11	C S E A	12,273.91	Union Dues
442463	10/03/11	Hartford Retirement Plans Service Center	48,883.13	Tax Shelter Annuities
442471	10/03/11	Public Empl Ret Sys	1,194,998.97	Health Insurance Monthly Premium
442494	10/06/11	Atlas/Pellizzari Electric Inc.	21,317.00	CSM Electrical Projects
442500	10/06/11	Board of Governors	11,700.00	Districtwide Subscription Agreement
442509	10/06/11	Chouinard & Myhre, Inc.	66,782.76	Districtwide ITS Equipment and Software Purchase
442510	10/06/11	Swinerton Management & Consulting	12,978.90	Program Management Services
442511	10/06/11	City of San Bruno	21,105.99	Utilities
442512	10/06/11	County of Alameda	23,908.54	Skyline Bay Area Clean Energy Careers Project
442513	10/06/11	Cutting Edge Audio Group	19,671.98	CSM Audio Equipment Purchase
442528	10/06/11	James Middleton and Associates, Inc.	31,879.13	CSM Parking Meters Purchase
442530	10/06/11	John Plane Construction	44,281.00	Cañada Construction Projects
442547	10/06/11	PAE Consulting Engineers, Inc.	19,460.70	Districtwide HVAC Consulting Services
442549	10/06/11	Pitney-Bowes Inc.	17,753.00	Cañada Postage Machine Purchase
442550	10/06/11	Pro-Plumbing	18,650.00	CSM Plumbing Project
442563	10/06/11	Swinerton Management & Consulting	246,599.04	Program Management Services
442582	10/06/11	Marriott Walnut Creek	14,555.94	3CBG Conference Facilities Rental Services
442590	10/06/11	Wells Fargo Bank	171,553.37	District Procurement Card Payment
442654	10/11/11	Pac Gas & Elec Co	12,351.57	Utilities
442662	10/11/11	S.M.C.S.I.G.	162,697.97	Dental Premium Payment
442663	10/11/11	San Francisco State University	62,450.73	Cañada MESA and CIPAIR Engineering Programs
442666	10/11/11	Schindler Elevator Corporation	13,730.64	Districtwide Elevators Maintenance Services
442672	10/11/11	Strata Information Group	11,344.45	ITS Consulting Services
442694	10/11/11	S.M.C.S.I.G.	19,388.11	Vision Premium Payment
442701	10/13/11	A.C.C.J.C.	17,453.00	Skyline Annual Membership Fees
442711	10/13/11	BNBuilders	36,515.70	Skyline Construction Project
442715	10/13/11	Swinerton Management & Consulting	13,645.28	Program Management Services
442716	10/13/11	City of Redwood City	13,765.98	Utilities
442731	10/13/11	James Middleton and Associates, Inc.	15,771.00	CSM Parking Meters Purchase
442734	10/13/11	Krueger International	54,252.08	CSM Furniture Purchase
442737	10/13/11	Long Beach Co. Comm. College Dist.	12,615.75	Skyline Green Innovation Challenge Program
442756	10/13/11	Rosendin Electric, Inc.	14,860.00	CSM Electrical Project
442762	10/13/11	Swinerton Management & Consulting	259,260.23	Program Management Services

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442780	10/13/11	Hartford Life & Accident Insurance Co.	34,484.21	Monthly Insurance Premiums
442791	10/17/11	Ad Age Broadcast Network	15,557.50	Cañada Marketing Advertising Campaign
442792	10/17/11	AEDIS Inc.	39,618.40	Cañada Design Services
442793	10/17/11	Allana Buick & Bers, Inc.	46,909.76	Districtwide feasibility renewable energy
442815	10/17/11	Commercial Energy of Montana, Inc.	23,092.90	Utilities
442844	10/17/11	Netronix Integration, Inc.	30,963.62	Districtwide ACAMS System Installation
442849	10/17/11	Pac Gas & Elec Co	39,283.16	Utilities
442873	10/18/11	SMCCC Foundation	30,000.00	1st Time Homeowners Closing Costs Assistance
442882	10/20/11	B.T. Mancini Co. Inc.	15,500.00	Skyline Carpet Installation Services
442886	10/20/11	BNBuilders	72,505.80	Skyline Construction Project
442894	10/20/11	Commercial Energy of Montana, Inc.	11,542.20	Utilities
442909	10/20/11	JH Technologies, Inc.	44,437.48	CSM Math and Science Equipment Purchase
442910	10/20/11	John Plane Construction	233,102.79	Cañada Construction Projects
442913	10/20/11	Kimbia Inc	12,143.39	KCSM Internet Credit Card Processing Service Fees
442925	10/20/11	Netronix Integration, Inc.	12,500.00	Districtwide ACAMS System Maintenance Fess
442930	10/20/11	Pac Gas & Elec Co	17,595.81	Utilities
442932	10/20/11	Pac Gas & Elec Co	29,531.43	Utilities
442934	10/20/11	Pasco Scientific Co.	40,749.25	Cañada Science Equipment Purchase
442936	10/20/11	Perfect Sky, Inc.	54,900.00	Skyline Green Innovation Challenge Program
442941	10/20/11	Robert A. Bothman	127,057.50	Skyline Construction Project
442942	10/20/11	Robert A. Bothman	66,532.22	CSM Construction Project
442943	10/20/11	Robert A. Bothman	263,974.50	CSM Construction Project
442973	10/20/11	County of San Mateo	15,272.30	Districtwide Monthly Parking Income
442974	10/20/11	County of San Mateo	16,482.50	Districtwide Monthly Parking Income
442975	10/20/11	Employment Development Department	332,602.09	Quarterly Unemployment Payment
442990	10/20/11	Robert A. Bothman	14,117.50	Skyline Construction Project
442991	10/20/11	Robert A. Bothman	29,330.50	CSM Construction Project
442993	10/20/11	John Plane Construction	25,900.31	Cañada Construction Project
443008	10/24/11	Bay View Painting Company	19,817.00	CSM Exterior Painting Services
443014	10/24/11	Ellis & Ellis Sign Systems	12,968.61	CSM Exterior Signs Purchase and Installation
443019	10/24/11	Hensel Phelps Construction Co.	78,469.20	Skyline Construction Project
443034	10/24/11	Plantscapers, Inc	13,441.04	CSM Faux Plants and Pottery Purchase
443045	10/24/11	Calif Water Service Co	24,032.08	Utilities
443052	10/24/11	Ryan, Margaret H.	10,000.00	Settlement Payment
443056	10/27/11	Allana Buick & Bers, Inc.	22,862.90	Districtwide feasibility renewable energy
443079	10/27/11	Foothill Air Conditioning & Heating , Inc	27,900.00	Cañada Construction Project

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

Check Number	Check Date	Vendor Name	Check Amount	Description
443093	10/27/11	McCarthy Building Companies	11,970.00	CSM Construction Project
443103	10/27/11	Pac Gas & Elec Co	23,805.74	Utilities
443105	10/27/11	Pankow Special Projects, L.P.	978,767.10	CSM Construction Project
443144	10/27/11	Pankow Special Projects, L.P.	61,729.00	CSM Construction Project
443146	10/27/11	Pankow Special Projects, L.P.	47,022.90	CSM Construction Project
443147	10/27/11	Seabury and Smith, Inc.	21,019.00	Districtwide Student Professional Insurance Premium
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1200982	10/04/11	US Treasury - Union Bank	1,425,073.25	Federal Tax
J1200982	10/04/11	EDD - Union Bank	293,222.14	State Tax
J1200982	10/04/11	EDD - Union Bank	22,357.24	State Tax - SDI
J1201220	10/12/11	State Teacher Retirement - Cash Balance	65,086.74	STRS Retirement - Cash Balance
J1201319	10/07/11	US Treasury - Union Bank	10,219.31	Federal Tax
J1201320	10/19/11	US Treasury - Union Bank	49,662.02	Federal Tax
J1201460	10/31/11	State Teacher Retirement - County Paid	607,476.97	STRS Retirement - Defined Benefit
<u>SMCCCD Bookstores</u>				
108860	10/03/11	SMCCD	17,597.56	Purchase of Inventory
108873	10/12/11	Cengage Learning	41,647.30	Purchase of Inventory
108906	10/12/11	MBS Textbook Exchange	10,454.54	Purchase of Inventory
108907	10/12/11	McGraw -Hill Companies	28,028.78	Purchase of Inventory
108910	10/12/11	MPS	10,473.49	Purchase of Inventory
108918	10/12/11	Nebraska Book Company, Inc.	20,847.04	Purchase of Inventory
108923	10/12/11	Pearson Education, Inc.	83,457.59	Purchase of Inventory
108926	10/12/11	Pepsi-Cola	12,072.50	Purchase of Inventory
108937	10/12/11	Skyline Bookstore GAP	13,132.61	Purchase of Inventory
108991	10/28/11	Nebraska Book Company, Inc.	13,432.88	Purchase of Inventory
108996	10/28/11	Pearson Education, Inc.	14,362.51	Purchase of Inventory
108998	10/28/11	Pepsi-Cola	13,002.70	Purchase of Inventory
109014	10/28/11	SMCC College District	244,726.02	Salaries & Benefits September 2011

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

Check Number	Check Date	Vendor Name	Check Amount	Description
EFT70226	10/31/11	Board of Equalization	47,272.00	Sales Tax September 2011
		Subtotal	12,291,995.18	91%
		Warrants Issued ≤ \$10,000	1,176,111.45	9%
		Total Non-Salary Warrants Issued	<u>13,468,106.63</u>	100%
District Accounts Payable		441391-443150, DD24568-24714	10,227,587.82	
District Payroll		74365-75153, DD50023967-50025451	8,143,832.21	
SMCCCD Bookstores		108859-109025, EFT 70226	<u>758,898.20</u>	
		Total Warrants including Salaries - October 2011	<u>19,130,318.23</u>	

BOARD REPORT NO. 11-12-1B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Sarah Perkins, Vice President, Instruction, Cañada College

**ADDITION OF CERTIFICATE IN SURVEYING AND COMPUTER-AIDED DESIGN–
CAÑADA COLLEGE**

The addition of a 36-unit Certificate in Surveying and Computer-Aided Design is proposed by Cañada College. The Certificate in Surveying and Computer-Aided Design (CAD) prepares students for continued study in engineering, with a focus on civil engineering. Upon completion of the certificate, students will be two semesters away from completing the lower-division coursework needed to transfer as a junior to a four-year engineering program. Should students choose not to transfer, they are prepared for an entry level position surveying land for construction projects, as well as preparing technical drawings, designs, diagrams and specifications for a wide variety of commercial, industrial, and government projects.

Although available to all students, this certificate has been developed for the Veteran's Bridge to Engineering Program funded by a grant from the State of CA. It is brought to the Board for approval at this time so that we can pursue state approval of the certificate in a timely fashion for grant outcomes reporting.

The proposed certificate has been reviewed by the appropriate Division Dean and approved by the Cañada College Curriculum Committee, acting on behalf of the local Academic Senate.

RECOMMENDATION

It is recommended that the Board approve the Certificate in Surveying and Computer-Aided Design at Cañada College.

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION
Certificate in Surveying and Computer-Aided Design
Cañada College

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

The Certificate in Surveying and Computer-Aided Design (CAD) prepares students for continued study in engineering, with a focus on civil engineering. Upon completion of the certificate, students will be two semesters away from completing the lower-division coursework needed to transfer as a junior to a four-year engineering program. Should students choose not to transfer, they are prepared for an entry level position surveying land for construction projects, as well as preparing technical drawings, designs, diagrams and specifications for a wide variety of commercial, industrial, and government projects.

Upon successful completion of this program, students will be able to:

- Utilize survey equipment and apply mathematical techniques in performing surveying work involving differential leveling, traverses, areas, property/boundary surveys, topographic surveys, volume/earthwork, and horizontal and vertical curves.
- Design and perform simple experiments, analyze and interpret data, and prepare a report summarizing the results of the experiments.
- Demonstrate the use of CAD programs, including solid modeling, for engineering applications.
- Apply the engineering design process to develop original solutions to engineering problems.
- Communicate effectively and perform on multi-disciplinary teams.
- Formulate a plan of study to obtain a Bachelor's degree in engineering and describe the processes needed to become an engineer and maintain a license.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.

2. Catalog Description

The Certificate in Surveying and Computer-Aided Design (CAD) prepares students continued study in engineering. Students learn the practice of using land surveying equipment and gain proficiency in using computers and computer software (AutoCAD and SolidWorks). Upon completion of the certificate, students will be two semesters away from completing the lower-division coursework needed to transfer as a junior to a four-year engineering program.

3. Program Requirements

**Core Courses
(required):**

<u>Subject Course</u>		<u>Title</u>	<u>Units</u>
#			
Math	130	Trigonometry	4.0
Math	222	Precalculus	5.0
Math	251	Calculus 1	5.0
Math	252	Calculus 2	5.0
Chem	210	General Chemistry 1	5.0

Phys	250	Physics with Calculus 1	4.0
Engr	111	Surveying	4.0
Engr	210	Engineering Graphics	4.0

**Total Units of Core Courses
(required):**

36.0

4. Background and Rationale

A very small percentage (less than 20%) of community college engineering students obtain an AS degree before transferring to a four-year. The transfer requirements for all engineering majors include a large number of units (more than 60) in math, physics, engineering, chemistry and computer science, leaving no room to complete the general education courses that are required for an AS degree but are not needed to transfer. Additionally, most of these courses are foundational courses that do not emphasize readily marketable job skills, and as a result, a two-year degree in engineering is of little value to employers. The proposed certificate program focuses on two courses that develop industry-valued skills in surveying and computer-aided design, and allows students to obtain a certificate while completing their transfer requirements. Upon receiving the certificate, students also have the option of taking the Certified SolidWorks Associate Exam or the AutoCAD Associate Exam.

Criteria B. Need

5. Enrollment and Completer Projections

We estimate 20 students will complete the certificate in each of the first 2 years.

6. Place of Program in Curriculum/Similar Programs

There are currently no similar programs at Cañada College. It will be in the Engineering Department within the Division of Science and Technology

7. Similar Programs at Other Colleges in Service Area

There are no similar programs that combine surveying and CAD at other colleges in the area.

8. Labor Market Information & Analysis (CTE only) – not applicable

9. Employer Survey (CTE only) – not applicable

10. Explanation of Employer Relationship (CTE only) – not applicable

11. List of Members of Advisory Committee (CTE only) – not applicable

12. Recommendations of Advisory Committee (CTE only) – not applicable

Attachment: Labor / Job Market Data (CTE only) – not applicable

Attachment: Employer Survey (CTE only) – not applicable

Attachment: Minutes of Key Meetings - not applicable

Criteria C. Curriculum Standards

13. Display of Proposed Sequence

Spring 2012:

MATH 130/222 Accelerated trigonometry and precalculus 9 units

Fall 2012

MATH 251 Calculus I 5 units

ENGR 210 Engineering Graphics 4 units

ENGR 111 Surveying	4 units
Spring 2013	
MATH 252 Calculus II	5 units
PHYS 250 Physics with Calculus	4 units
CHEM 210 General Chemistry	5 units

14. Transfer Documentation (if applicable)

Attachment: Outlines of Record for Required Courses should be separately attached to each course

Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan

As all of these classes are currently offered and not fully enrolled, the students in this program can be absorbed with no need for additional library or learning center resources.

16. Facilities and Equipment Plan

The equipment needed for the classes in this certificate program are currently available.

17. Financial Support Plan

This program is being initiated with funding from a Dept. of Labor grant targeting veterans returning to the workforce.

18. Faculty Qualifications and Availability

The faculty teaching the courses in this certificate program meet state minimum qualification to teach in their subject areas (physics, math, chemistry and engineering). The surveying instructor is a surveyor, who has passed the Land Surveyor in Training Exam and is - Past President of the N. Cal GPS User's Group and is a Geodetic Engineer for UNVACO-University NavSTAR Consortium, an NSF facility.

Criteria E. Compliance

19. Based on model curriculum (if applicable) - Not applicable

20. Licensing or Accreditation Standards - There are no licensing or accrediting standards that apply to this program

21. Student Selection and Fees – not applicable

BOARD REPORT NO. 11-12-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Janet L. Stringer, Dean, Science & Technology, Cañada College, 306-3322

**ACCEPTANCE OF PRESIDENTIAL AWARD FOR EXCELLENCE IN SCIENCE,
MATHEMATICS, AND ENGINEERING MENTORING TO DR. AMELITO ENRIQUEZ
AT CAÑADA COLLEGE**

Dr. Amelito Enriquez of Cañada College has been chosen to receive a Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring. This award comes with \$25,000 awarded through the National Science Foundation for unrestricted use by the recipient for furthering the mentoring activities and to cover travel to Washington D.C. for the presentation of the award at a White House ceremony.

RECOMMENDATION

It is recommended that the Board of Trustees accept the funds related to the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring, awarded to Dr. Amelito Enriquez of Cañada College.

BOARD REPORT NO. 11-12-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: James Keller, President, Cañada College, 306-3238
Michael Claire, President, College of San Mateo, 574-6222
Regina Stanback Stroud, President, Skyline College, 738-4110

**PRESENTATION TO THE BOARD BY COLLEGE PRESIDENTS AND APPROVAL
OF PLANS FOR MEASURE G MONIES AT CAÑADA COLLEGE,
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

In June 2010, voters passed Measure G, the District's parcel tax measure which provides approximately \$7,000,000 per year for a period of four years. On December 15, 2010, the Board approved the three Colleges' initial plans for utilization of the Measure G funds. The College Presidents will now present and discuss their plans for 2011-12 with the Board, along with the expended amounts for 2010-11.

In the process of working with faculty and staff, each of the Colleges has developed a plan that responds to the needs reflected in the Measure G ballot. The plans at each of the Colleges:

- Add class sections to the College schedule that enable students to progress toward the completion of their majors, degrees, and certificates.
- Develop student support programs that ensure the presence of necessary counseling, tutoring, and other forms of support that are fundamental to high levels of student success.
- Develop programs that address identified student needs and enable the College to move forward toward meeting its mission and goals.

The plans are attached to this report as follows:

Exhibit A – Cañada College
Exhibit B – College of San Mateo
Exhibit C – Skyline College

RECOMMENDATION

It is recommended that the Board of Trustees approve the plans for the use of Measure G funds for 2011-12 and direct the Chancellor to prepare budget revisions necessary to reflect these plans.

**Cañada College Measure G
Plan for 2011-12 and Report for 2010-11
Summary Page**

Resource Plan & Accomplishments/Activities	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended
	2011-12		2010-11	
<p>Instruction Plan: One of the largest reductions the College had to make in 2009-2010 was in the number of sections. Measure G allowed the College to increase the number of sections each fiscal year. We plan to increase the number of sections by 142 last fiscal year. These sections would provide opportunity for students to take needed basic skills and general education courses. Having this access to courses increased opportunity for students to complete educational goals. In addition to these extra sections, we are developing programs through Neighborhood College that can be offered both Bayside and Coastside. Some classes will be offered in hybrid formats. In addition, distance education is increasing and we will be expanding this area of instruction as well as well as workforce curriculum.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Funded 142 sections that served approximately 3500 students. • Used funding to coordinate and improve basic skills, distance education and workforce development offerings. • Hired a Workforce Development Specialist • Launched College for Working Adults and Neighborhood College 	\$1,140,795	*Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$957,350	\$885,440
<p>Student Support Plan: The additional student support will expand our library hours, increase the limited counseling services, address a critical need to improve our articulation with other colleges, expand our new student orientation program, provide necessary support for veterans, increase the number of students who complete the FAFSA and thus receive financial aid, expand tutoring, and further develop student communication.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Expanded academic counseling with 6,400 drop-in appointments utilized by students • Launched a new Peer Mentoring Program • Added services for veterans and financial aid students • Library and Learning Center expanded its evening and weekend hours, serving an additional 1200 students • Offered Math and English tutoring on Saturdays • Hired a Director of Articulation and Orientation (Began work Sep 2011) 	\$842,691	*Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs *Keeping libraries open and maintaining library services	\$612,175	\$384,398
<p>Course and Program Innovation Plan: The MATH JAM and WORD JAM programs, Workforce Development, Basic Skills Success Programming, Leadership Development, and Adjunct Faculty Professional Development are all necessary programs to improve access and success for our students.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Increased by nearly 50% the number of associated degrees and occupational certificates awarded in 2010-2011 • Funded PEP (Priority Enrollment Program) • Leadership Training • Partially funded MATH JAM • Funded WORD JAM 	\$416,514	*Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting *Preparing students to transfer to four-year colleges & universities *Maintaining Core Academics	\$345,080	\$48,362
Total Measure G	\$2,400,000		\$1,914,605	\$1,318,199

Cañada College Measure G
1310 Instructional Salaries

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2011-12		2010-11	
Sections: The largest budget reduction was reducing the number of sections. We increased the number of sections by over 21 for Fall 2010 and are planning to increase the number of sections for Spring 2011 and increase sections in the summer. These sections added will open opportunity for students to take needed basic skills and general education courses and will provide them with the access to complete their educational goals.	\$1,021,210	Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$819,250	\$830,551
CAC - Canada Accelerated College/CWA-College for Working Adults: to better serve our student needs regarding scheduling (particularly working adults), we are developing a Friday night/Saturday college. Classes will be offered in 8 weeks using a hybrid format (e.g. 4 hours in-person instruction and 2 hours on-line). This programming will allow greater access for students into general education courses and into pathways for transfer certification. It will also facilitate decreasing time to completion and will support students' ability to finish a transfer certificate or degree.	\$46,185	Maintaining core academics including science, English and mathematics; Restoring funding to offer an adequate number of classes and labs to meet growing student demand	\$38,700	\$15,715
Distance Education: distance education is increasing - particularly high quality coursework. In order to improve our offerings, including online degrees and certificates, it is essential to have both coordination of the activities and training for faculty. The access to course offerings on-line will be increased significantly which will assist students who cannot make traditional schedules work.	\$73,400	Maintaining core academics including science, English and mathematics; Restoring funding to offer an adequate number of classes and labs to meet growing student demand	\$99,400	\$39,174
Total for 1310	\$1,140,795		\$957,350	\$885,440

**Cañada College Measure G
Student Support**

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2011-12		2010-11	
Library Hours: Added hours to assist students with research projects will improve access and success.	\$84,626	Keeping libraries open and maintaining library services	\$38,000	\$42,084
Adjunct Counseling/Case Management: Through careful planning, we will be able to improve our counseling services to students in various groups where they have been reduced significantly. This includes counseling for basic skills students, disabled students and athletes, as well as high school outreach and early alert interventions. Research indicates that more intensive counseling services, particularly with first generation students, has a positive impact on their success.	\$288,065	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$247,912	\$212,837
Articulation and Orientation: There is a critical need to improve both the articulation and orientation services provided for students. There are many courses which do not articulate to our primary feeder universities as we have not had the resources to work in this area. The improved articulation and orientation services will provide more complete information to students (i.e. about attending college, transferring) and will help them be more successful. (50% funded by grant)	\$70,316	Preparing students to transfer to four-year colleges and universities		
Veterans Support Services: With additional veterans attending college, it is necessary for the campus to improve the services provided. This includes both coordination of services and benefits at the campus veterans center (V-ROC) and providing additional psychological services.	\$38,390	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$53,789	\$9,305
100% FAFSA Initiative: Through specific services targeted at students seeking financial aid, our goal is to increase the number of students (financial aid eligible) to 100%. A number of outreach and promotion efforts will be made and specific counseling services for financial aid students will be provided. This initiative will increase accessibility to college through pairing students with appropriate aid.	\$20,430	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$50,474	\$1,988
Tutoring/Student Success: The expansion of tutoring and creation of a peer mentoring program along with the addition of instructional aides to help coordinate the program essential for student success. Tutoring supports access by providing academic support needed by students and the development of the peer mentoring program will be beneficial to the success of our students.	\$300,864	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$162,000	\$100,371
Student/College Communication Structure: It is critical that we maintain effective communications with our students and staff. This project will increase the ability for students to access information about college processes. Clear communication that is "user friendly" is crucial for student access to the college.	\$40,000	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$60,000	\$17,813
Total for Student Support	\$842,691		\$612,175	\$384,398

**Cañada College Measure G
Course and Program Innovation**

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2011-12		2010-11	
Instruction/Bridge Programs: The MATH JAM and WORD JAM programs have proven to significantly improve student success by providing more intensive orientation to students prior to the beginning of the semester. There has been concern about improving writing skills as well and plans are underway to create a WORD JAM. These types of programs improve access to math courses for students who need some refreshing - for example MATH JAM helps students place into higher math courses thus decreasing their time to completion.	\$100,000	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs; Maintaining core academics including Science, Math and English	\$125,000	\$39,570
Workforce Development: The college is missing out on numerous opportunities to expand workforce and internship training for our students. This will provide a focus on the development of job training programs and create partnerships with area businesses. This will also assist in the development of curriculum for these courses. Because of the high demand in CTE areas, increasing student access to courses and programs is essential. Student success increases when programming meets both the student's needs and the community needs and students are able to obtain jobs as a result of their education. The opportunities for students to expand their experience by participating in internships and career workshops will be important to their success.	\$185,114	Preserving job training programs in nursing, healthcare, computers, engineering, green technology, and digital arts	\$85,080	\$548
Basic Skills Success: The funding for our basic skills activities has been significantly reduced from our original allocation. It is important to maintain support services directed at improving the basic skills students - particularly those who are first generation. Counseling and academic support are for student success.	\$75,000	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$75,000	\$0
Student Leadership Program: Student engagement is an important aspect of student success. This Leadership Program will encourage our first generation students to become active in the campus community and provide skill development workshops where they can become successful.	\$7,000	Preparing students to transfer to four-year colleges & universities	\$10,000	\$3,647
Trustees Funds Projects	\$12,170		\$12,170	\$0
Faculty Participation: Many programs need the involvement of faculty including adjunct but there are no resources to support their participation. This request would include stipends for faculty to meet with and work with the departments and divisions on various initiatives that require their participation and input, such as curriculum development, professional development, student learning outcomes, assessment cycle work, and program review.	\$37,230	Attracting and retaining qualified instructors	\$37,830	\$4,597
Total for CAN Innovation	\$416,514		\$345,080	\$48,362

Resource Plan	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended
	FY 2011-12		FY 2010-11	
<p>Instruction Plan: The college will use Measure G funds to maintain its 2010/11 level of course offerings and also expand offerings in well-documented, high-demand areas that are consistent with Board core values. Expanded course offerings will include online sections to replace the telecourse offerings that have been eliminated. Some library services will be restored to meet student demand at peak times. Funds will be used to continue to support classified staff increases in instructional support areas. Finally, funds will be used to support instructional learning labs and centers.</p> <p>Activities/Accomplishments 2010-11:</p> <ul style="list-style-type: none"> Funded 275 sections in math, English, science and other high-demand disciplines. Added sections for online offerings. Added library staff hours. Added 1.0 FTE Instructional Aids in high-demand instructional areas. 	\$1,522,202	<p>Restore funding to offer an adequate number of classes and labs to meet growing student demand.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>Maintaining core academics including Science, English, and Mathematics.</p> <p>Attracting and retaining qualified instructors.</p> <p>Keeping libraries open and maintaining library services.</p>	\$1,471,576	\$1,319,867
<p>Student Support Plan: The college has implemented many changes to its student support model. However, funding is needed to offer adequate counseling hours and provide appropriate classified staff support in high-demand areas. Finally, funding will be used to provide operational support for the college's Learning Center.</p> <p>Activities/Accomplishments 2010-11:</p> <ul style="list-style-type: none"> A new counseling model was implemented which is based upon a triage approach. Additional counseling hours enabled the college to add drop-in appointments as well as expanded veterans and DSPS services. 1.0 FTE classified staff position restored to DSPS. 	433,726	Maintain academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs.	219,424	127,144
<p>Course and Program Innovation Plan: The college will continue to fund existing innovation activities. In addition the college will fund professional development activities as well as initiatives to further the college's "Five in Five" goals in transfer, CTE, and basic skills.</p> <p>Activities/Accomplishments 2010-11:</p> <ul style="list-style-type: none"> Innovation grant criteria established and fully implemented. Distance Education plan completed and implementation of the plan started. Math Boost implemented. 	444,072	<p>Preparing students to transfer to four-year colleges and universities.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p>	169,000	11,135
Total Measure G Request	\$2,400,000		\$1,860,000	\$1,458,146

**College of San Mateo
2011-12 Measure G Plan**

Instruction

Resource Plan	Planned Amount	Planned Amount	Amount Expended
	FY 2011-12	FY 2010-11	
Course offerings: The college will use Measure G funds to maintain its 2010/11 level of course offerings and also expand offerings in well-documented, high-demand areas that are consistent with Board core values. Expanded course offerings will include online sections to replace the telecourse offerings that have been eliminated.	\$1,330,000	\$1,329,870	\$1,269,122
Library Hours: Funds will be used to help the library maintain and increase service hours	60,000	41,000	26,152
Instructional Aid Positions: The college approved two part-time instruction aid positions in FY 2011 to support high-demand programs. Funding will continue for these positions in the current fiscal year.	62,202	58,706	0
Labs and Centers: The college offers comprehensive support services in a variety of labs and centers. Funding will be used to provide operational support to labs and centers	30,000	0	0
Instructional Supplies: The college's budget for instructional supplies has been reduced. Critical instructional supply needs will be funded with Measure G funds.	40,000	42,000	24,593
Total Measure G Plan: Instruction	\$1,522,202	\$1,471,576	\$1,319,867

**College of San Mateo
2011-12 Measure G Plan
Student Support**

Resource Plan	Planned Amount	Planned Amount	Amount Expended
	FY 2011-12	FY 2010-11	
Counseling Hours: With additional funding, the college will be able to expand counseling and advising services to students to support their retention and success in meeting their educational goals. A portion of the funds will be used to provide additional intrusive, counseling services for students in the MultiCultural Center (MCC) and to support the Student Connections initiative. MCC provides support services to ethnically and culturally underrepresented students, including Foster Youth, while the Student Connections Initiative partners counseling and basic skills instructional faculty in providing support activities for students in their classes.	\$92,000	\$92,000	\$85,330
DSPS Classified Staff Support: Direct support services for disabled students will be delivered in a more timely and effective manner with the reinstatement of two previously unfunded positions. Students will be able to receive their accommodation services in a timelier manner which increases their retention and success.	145,572	62,060	18,961
Enrollment Services Classified Support: Admissions had a reduction in staff at the same time that the need for admission and admission-related services increased. The additional staffing will help update and maintain the technology that is used to meet student needs (e.g. DegreeWorks, IntelliResponse) and provide personalized services to students.	126,154	65,364	22,853
Learning Center Initiatives: The Learning Center will be fully operational in spring, 2012 and will offer a variety of services to meet the learning needs of students. The Center will also coordinate test proctoring services. The seed money will be used to acquire learning software, establish a tutoring program, hire student tutors and expand hours of operation.	70,000	0	0
Total Measure G Plan: Student Support	\$433,726	\$219,424	\$127,144

**College of San Mateo
2011-12 Measure G Plan
Course and Program Innovation**

Resource Plan	Planned Amount	Planned Amount	Amount Expended
	FY 2011-12	FY 2010-11	
<p>Five in Five Initiative: The Five in Five Initiative identifies and implements specific strategies to improve student success in the three central foci of the college’s mission: transfer, career and technical education (CTE), and basic skills.</p> <ol style="list-style-type: none"> 1. Transfer: The college will increase transfer rates by enhancing transfer services, implementing a pilot Honors Program, establishing “themed and/or integrated learning communities, and implementing additional model transfer programs such as Puente.” 2. CTE: CTE programs will be revitalized and expanded by developing and supporting industry partnerships, coordinating and integrating master CTE planning (including predictable schedule patterns), and increasing CTE outreach and community collaborations. 3. Basic Skills: Basic skills curriculum and student support services will focus on preparing students for the transfer and/or CTE curriculum by providing early intervention in high schools through collaborative, ongoing initiatives with high school administrators and faculty, using the new Learning Center for peer mentoring and for integration between instruction and student services, establishing transition bridge programs and services, and developing accelerated, fast-track programs leading to CTE and transfer. 	\$118,045	\$0	\$0
	78,427	0	0
	40,000	0	0
<p>Math Boost: Math Boost institutionalizes an initiative to raise the level of students’ placements in mathematics so that they so that they begin their sequence of Math courses at a higher level, reducing time to completion</p>	30,000	44,000	11,135
<p>Veterans Center: The new Center will open in spring, 2012 and will provide a central location from which to deliver comprehensive services for the increasing number of veterans attending CSM. Funds will be used to help staff the Center and provide academic and social activities, workshops and seminars designed to increase the retention and success of student veterans.</p>	20,000	0	0
<p>Distance Education: The college has developed a comprehensive Distance Education Plan. Measure G funding will be used to implement this plan.</p>	100,000	110,000	0
<p>Sojourn to the Past: This is a project to connect students to the Civil Rights Movement in American history and offer classes to students at both the community college and high school level.</p>	7,600	0	0
<p>Scholarship of Teaching and Learning: In order to implement fully all initiatives outlined in this document, CSM will expand faculty and staff development offered in the Center for the Scholarship of Teaching and Learning.</p>	20,000	0	0
<p>Innovation Grants: The college will continue to offer innovation grants to support program and course-based innovative efforts.</p>	30,000	15,000	0
Total Measure G Plan: Course and Program Innovation	\$444,072	\$169,000	\$11,135

**Skyline College Measure G
Plan for 2011-12 and Report for 2010-11
Summary Page**

2011-12 Resource Plan & 2010-11 Accomplishments/Activities	Planned Amount	Measure G Criteria	Planned Amount	Amount Expended
	2011-12		2010-11	
<p>Instructional Plan for Increased Sections 2011-12: Funding to maintain class sections in 2011-12 that would otherwise not be able to be supported from the general fund. The College was able to support 90 class sections to the Fall 2011 semester and will be able to retain most sections in Spring and Summer 2012. These include important transfer, CTE, and basic skills classes.</p> <p>Accomplishments/Activities for 2010-11:</p> <ul style="list-style-type: none"> • Funded 205 sections that served approximately 6000 students. • Course offerings included 120 classes for transfer, 58 Career Technical classes and 24 basic skills classes preparing students for transfer level classes • Additional class sections were offered in Healthcare and Administration of Justice • Healthcare offerings included Sterile Processing, Emergency Medical Technician and CPR 	\$1,225,000	*Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$1,200,000	\$1,098,475
<p>Student Services plan for 2011-12: meet student demand in areas of (1) registration and admission services so students may enroll in classes, (2) Counseling services, and (3) Financial Aid services. Expanded Library hours and electronic library media. In addition, a new transfer initiative, articulation assistance and the support for Degree Works.</p> <p>Accomplishments/Activities 2010-11:</p> <ul style="list-style-type: none"> • Expanded academic counseling to assist students during peak times and process prerequisite forms • Increased the number and areas of expertise of tutors in the Learning Center • Added services and outreach for financial aid students • Library and Learning Center expanded its evening and weekend hours • Purchased additional databases and on line media for the Library • Additional staff hired in Admissions and Records to process increased College applications 	\$586,654	*Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs *Keeping libraries open and maintaining library services	\$394,125	\$403,993
<p>Course and Program Innovation Plan for 2011-12: Innovative programs that include - supplemental Instruction, business program accreditation, learning communities, Math Academy, tutoring services, math and English acceleration project, prep for placement test, Leadership Academy, and Adjunct Faculty participation</p> <p>Accomplishments/Activities for 2010-11:</p> <ul style="list-style-type: none"> • ASTEP Math Academy with over 80% successful course completion • Business Program Accreditation in first year of a two year process • Digital Communication Certificate completed • Math Academy and Hermanos/nas Learning Community continued • First Year Experience learning community pilot completed 	\$597,985	*Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting *Preparing students to transfer to four-year colleges & universities *Maintaining Core Academics	\$478,486	\$72,265
Total Measure G	\$2,409,639		\$2,072,611	\$1,574,733

**Skyline College Measure G
1310 Instructional Salaries**

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2011-12		2010-11	
1310-Class Sections: Funding to maintain class sections that would otherwise not be able to be supported from the general fund. The College was able to add 90 class sections to the Fall 2011 semester and will be able to retain most sections in Spring and Summer 2012.	\$1,225,000	Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$1,200,000	\$1,098,475
Total for 1310	\$1,225,000		\$1,200,000	\$1,098,475

Skyline College Measure G
Student Support

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2011-12		2010-11	
Library: Expand hours and offer services to meet student demand. Increase the use of technology and on-line resources for students.	\$106,374	Keeping libraries open and maintaining library services	\$13,960	\$5,800
Student Services: The college is responding to increased numbers of students accessing student services and a decrease in staff. To meet this need positions were added in Spring 2011 and need to continue through 2011-12. This will continue to enable the college to provide (1) registration and admission services so students may enroll in classes, (2) EOP&S and Transfer Center Services, and (3) Financial Aid services.	\$354,237	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$380,165	\$398,193
Articulation Support: Request is for Articulation Support to assist the Articulation Officer in reviewing/developing/collaborating with the Instructional Faculty to create/update/maintain both current articulation agreements and to develop the New Transfer Degrees mandated by SB1440.	\$18,000	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	N/A	N/A
Transfer Initiative-2011/12: Increase the number of students transfer ready and transferring. Expand resources for evening transfer students, veteran transfer services, develop transfer conferences, College transfer night and intensify services to help students indentify transfer major earlier.	\$50,000	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	N/A	N/A
Degree Works: Program Service Coordinator to implement DegreeWorks across the District and Colleges	\$58,043	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	N/A	N/A
Total for Student Support	\$586,654		\$394,125	\$403,993

**Skyline College Measure G
Course and Program Innovation**

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
	2011-12		2010-11	
Attracting Adjunct Faculty Participation: Many programs need the involvement of the adjunct faculty but there are no resources to support their participation. This request would provide stipends for adjunct faculty to meet with and work with the departments and divisions on various initiatives that require their participation and input such as, student learning outcomes, assessment cycle work and program review.	\$11,998	Attracting and retaining qualified instructors	\$50,000	\$0
Business Program Accreditation: Currently, no business program in the California Community Colleges is accredited by the Accreditation Council for Business Schools and Programs. This is a request to undergo the process for Accreditation. It is a two-year process that includes a self-study and a site visit. The College is in the second year of the process and will need to undergo a site visit in 2011-12. The cost would cover dues and membership application and faculty hours for the application process. There are multiple benefits of accreditation for the institution, programs, students and faculty. Accreditation reinforces a commitment to continuous improvement, innovation, and scholarship. Accreditation will also have an impact on the ACCJC accreditation and program review in that it is a confirmation of quality programming in specific divisions. Accredited status creates greater visibility for the institution and accreditation provides prestige and credibility when seeking funding resources from donors, foundations and governments.	\$19,735	Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting Attracting and retaining qualified instructors	\$7,335	\$3,935
Business Entrepreneurship Certificate: The Business faculty in working with the CITD began developing a general certificate during the Spring 2011 semester in Entrepreneurship. The Entrepreneurship Program would be both a certificate and an AS degree designed for students to understand how to start a small business and grow it. The capstone course is development of a business plan. The Business Division will now use that curriculum to create entrepreneurial courses in Automotive, Cosmetology, ECE and Environmental Technology. In this current economic situation there is a great demand for entrepreneurial focused programs.	\$30,097	Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting Preparing students to transfer to four-year colleges & universities	\$6,167	\$6,167

Skyline College Measure G
Course and Program Innovation

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
<p>Basic Skills/College Success Initiative: funding has been significantly reduced from our original Basic Skills Initiative allocation. The coordinating committee has recommended that the following programs be preserved to meet student demand and success in the basic skills courses: (1) Prep for Placement Test - \$14,000 (2) Hermanos/Hermanos learning community – \$15,000 (3) First Year Experience Learning Community- \$24,611 (4) OnCourse faculty coordination and development – \$15,000; (5) Summer Counseling Institute – \$13,000; (6) Early Alert - \$18,000; (7) ASTEP Math Academy Counseling – \$48,218, (8) Tutoring - \$75,000; (9) Tutor training initiative - \$4488, (10) Graphing Calculators for Developmental Education - \$25,000, (11) Supplemental instruction in math and English - \$16,629,(12) Math and English acceleration - \$11,968 (13) ESOL healthcare certificate - \$6,166</p>	\$287,082	Preparing students to transfer to four-year colleges & universities	\$199,200	\$38,328
<p>Innovation Projects: These projects will provide direct benefits to students by enhancing student learning and student success.</p>	\$58,145	All Criteria	\$35,000	\$0
<p>Early Childhood Education Program: The ECE Program is in need of additional opportunities in student internships for on the job training. This funding will provide for additional staff oversight of these internships.</p>	\$12,485	Maintaining core academics, including Science, English & Mathematics Preparing students to transfer to four-year colleges & universities	\$7,294	\$0
<p>Distance Education Coordination, training, development and support to increase online degrees and certificates. Components of this initiative will include coordination, training for online instruction, instructional design and support.</p>	\$105,000	Attracting and retaining qualified instructors	\$95,000	\$5,951
<p>Construction/Project Management Certificate: A Construction Management Certificate would provide training for individuals interested in taking on management responsibilities in the construction industry. According to CNNMoney.com (July 24, 2009), Construction Management is among the top 15 lucrative jobs in the nation. Currently, no community college offers the certificate. Skyline will develop in 2011-12 a general Project Management Certificate</p>	\$11,572	Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting Preparing students to transfer to four-year colleges & universities	\$12,334	\$3,640

Skyline College Measure G
Course and Program Innovation

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
<p>Learning Community: The Math Academy has been successful in increasing student success in moving through the Algebra sequence to transfer. The cost for the counseling is included in the CSI/BSI request.</p>	\$10,300	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	\$12,150	\$0
<p>The Leadership Academy – the Learning Center: Continued development of the Leadership Academy as an innovative program designed to facilitate leadership skills amongst students. Using the concept of Theory to Practice, this initiative will be founded on the Social Change Model of Leadership Development (7 C's). This program will serve as a resource for students to build on their out-of-class experiences that many of the UC's, CSU's and private schools look for. Having service learning be a component of the program will help create collaborative relationships on campus and in the community.</p>	\$11,340	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	\$9,650	\$0
<p>Physical Education: This will be for tutoring the scholar athletes.</p>	\$2,500	<p>Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs</p>	\$3,000	\$1,345
<p>On-Line Support Center for Distance Education (Now requested in Distance Education Request)</p>	N/A		\$15,345	\$9,899
<p>Supplemental Instruction for English (now requested in Basic Skills)</p>	N/A		\$10,511	\$0
<p>English for Speakers of Other Languages Certificates (now requested in Basic Skills)</p>	N/A		\$12,500	\$0
<p>Digital Communications Certificate: The Computer Applications Office Technology faculty would like to develop a Digital Communications Certificate Program in response to workforce demand. Digital Communications allows people to learn computer graphics software and utilize it on a basic level in the office. They will be more prepared to create and updating information on an office webpage, designing an office newsletter, developing presentations for professionals, preparing marketing pieces.</p>	N/A		\$3,000	\$3,000

Skyline College Measure G
Course and Program Innovation

Resource Request	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
<p>Paralegal Program Accreditation: Currently, our Paralegal Program is not ABA (American Bar Association) Accredited. This hurts students in an increasingly competitive job market. This is a request to undergo the process for accreditation. It is a two-year process. Funding requested in this cycle is to pay for faculty release time to prepare the self study, the accreditation, membership fees, and travel.</p>	\$10,000	<p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting</p> <p>Attracting and retaining qualified instructors</p>	N/A	N/A
<p>Asian Studies Program: to develop an Asian Studies Center for the Asian Studies and Study Abroad program at Skyline College. The Asian Studies Center will serve to support the College's initiative in promoting multicultural and international awareness.</p>	\$3,584	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	N/A	N/A
<p>Weekend College for Working Adults: modeled after other successful programs the College will increase degree and transfer awards to those adults that typically work and unable to attend college on the usually offered schedules. This is typically a weekend college.</p>	\$6,166	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	N/A	N/A
<p>Student Engagement and Communication Project: this project will establish a student engagement center on campus and provide a central place for students to participate in areas such as democracy, model its processes and address evolving campus and community issues.</p>	\$10,351	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	N/A	N/A
<p>Sojourns to the Past: project to connect students to the civil rights movements in American history and offer classes to students at both the community college and high school level</p>	\$7,630	<p>Maintaining core academics, including Science, English & Mathematics</p> <p>Preparing students to transfer to four-year colleges & universities</p>	N/A	N/A
Total for SKY Innovation	\$597,985		\$478,486	\$72,265

BOARD REPORT NO. 11-12-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPOINTMENT OF DIRECTORS FOR THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION

According to the bylaws of the San Mateo County Colleges Educational Housing Corporation, the District Board of Trustees appoints members of the Housing Corporation Board. The Bylaws state that a Director may serve a maximum of two consecutive four (4) year terms. The terms of two Directors – Helen Hausman and Michael Pierce – will expire on December 31, 2011 and they are not eligible to be reappointed at this time.

It is recommended that Ron Granville be appointed to a new four-year term effective January 1, 2012, replacing Michael Pierce. Ron is a College of San Mateo graduate, president of Woodmont Real Estate Services (a real estate and property management company in Belmont) and is a former president and current board member of the Housing Industry Foundation, which helps low income people stay in their homes. He also taught real estate classes at College of San Mateo.

In addition, it is recommended that the Board appoint a member of the Board of Trustees to replace Trustee Hausman, who currently serves as Vice President of the Board of Directors.

Members of the Housing Board who will continue to serve include:

<u>Name</u>	<u>Term Expires</u>
Karen Schwarz (President), Member of the Board of Trustees	12/31/2012
Jim Keller, Interim President of Cañada College	12/31/2012
Miguel Marquez, County Counsel’s Office, Santa Clara County	12/31/2012
Art Michael, Real Estate Broker/General Contractor	12/31/2012 (1 st term)
Annette Perot, CSEA Chapter 33 President (appointed by CSEA)	12/31/2013 (1 st term)
Huy Tran, Professor, College of San Mateo (appointed by Academic Senate)	12/31/2013 (1 st term)
Tom Vocker, CPA	12/31/2012

RECOMMENDATION

It is recommended that the Board appoint Ron Granville as a Director of the San Mateo County Colleges Educational Housing Corporation for a four-year term of office beginning January 1, 2012. It is further recommended that the Board appoint a member of the Board of Trustees to serve for the same four-year term.

BOARD REPORT NO. 11-12-103B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

APPROVAL OF ADDITIONS AND REVISIONS TO DISTRICT RULES AND REGULATIONS – POLICIES 1.15, OFFICERS OF THE BOARD; 1.20, DUTIES OF OFFICERS; 1.55, ORDER OF BUSINESS AND PROCEDURE; 2.06, RULES AND REGULATIONS; 2.23, CATASTROPHIC LEAVE PROGRAM; 2.30, POLITICAL ACTIVITY; 2.52, LOCAL LAW ENFORCEMENT; 5.26, ACADEMIC SUPERVISORS: EVALUATION; 5.54, CLASSIFIED EXEMPT AND NON-EXEMPT PROFESSIONALS AND SUPERVISORS: COMPENSATION AND BENEFITS

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

Policy 2.23, Catastrophic Leave Program, was added because the Education Code requires a district to have such a policy if the district offers a catastrophic leave program.

Policy 2.52, Local Law Enforcement, was brought to the Board for action on November 16, 2011, at which time there were questions about reporting requirements. The revised item number 5 clarifies reporting obligations required by the Clery Act, as outlined in the Code of Federal Regulations.

The revised Policy 5.26, Academic Supervisors: Evaluation, is aligned with the policy on evaluation of managers.

Other changes are minor and reflect current language and/or practice, or are recommended by the Community College League's Policy & Procedure Service, to which the District subscribes.

All revisions were approved by the District Shared Governance Council at its meeting of December 5, 2011, after consultation with constituency groups on the campuses and at the District Office.

RECOMMENDATION

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

1.15 Officers of the Board

1. At its annual organizational meeting, the Board shall elect one of its members as President, a second as Vice President-Clerk, and a third as County Committee Representative. The Board shall also appoint a Secretary for the Board. **The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.**
2. Any officer of the Board may be removed from the office by the majority vote of the membership of the Board.

Reference: Education Code 72000

(Revised ~~2/09xx/xx~~)

1.20 Duties of Officers

1. President

It shall be the duty of the President of the Board to preside at Board meetings; to represent, as appropriate, the Board at special events or ensure Board representation; to consult with the Chancellor on Board meeting agendas; to call special or emergency meetings as required; to assure Board compliance with policies on Board education, self-evaluation and Chancellor evaluation; and to perform such other duties as may be prescribed by law or by action of the Board.

2. Vice President-Clerk

The Vice President-Clerk shall serve as President Pro Tempore in the absence of the President. It shall be the duty of the Vice President-Clerk to ~~approve and~~ sign the ~~approved~~ minutes of all special and regular meetings of the Board and to sign other official documents of the Board.

3. ~~County Committee~~ Representative of the Board to the County Committee on School District Organization

It shall be the duty of the County Committee Representative to attend a meeting called by the County Superintendent of Schools to elect members to the San Mateo County Committee on School District Organization.

4. Representatives of the Board to the San Mateo County Community Colleges Foundation Board

Two members of the Board of Trustees shall be appointed as representatives to the Foundation Board and shall each serve a two-year term. It shall be the duty of the representatives to attend Foundation Board meetings and to keep the Board of Trustees informed about Foundation matters.

4.5. Other Representatives

The Board may appoint such other representatives to groups and organizations as deemed appropriate.

Reference: Education Code Section 72000

(Revised ~~2/09xx/xx~~)

1.55 Order of Business and Procedure

1. Three **publicly elected Board** members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all **publicly elected** Board members will be required for the passage of a motion except where otherwise provided by law. **No action shall be taken by secret ballot.**
2. The order of business at a regular meeting of the Board shall be:
 - a. Roll Call (6:00 p.m.)
 - b. Pledge of Allegiance
 - c. Discussion of the Order of the Agenda
 - d. Minutes
 - e. Presentations to the Board by Persons or Delegations (subject to advance arrangement with the Chancellor)
 - f. Statements from Executives **and Student Representatives**
 - f.g. Board Series Presentation – Innovations in Teaching, Learning and Support Services**
 - ~~g~~-h. Statements from the Public on Non-Agenda Items
 - ~~h~~-i. Unfinished Business
 - ~~i~~-j. New Business
 - i. Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel; **other personnel items**
 - ii. Approval of Consent Agenda
 - iii. Other Recommendations
 - ~~j~~-k. Information Reports
 - ~~k~~-l. Statements from Board Members
 - ~~l~~-m. Communications
 - ~~m~~-n. Recess to Closed Session (when needed)
 - ~~n~~-o. Reconvene to Public Session
 - ~~o~~-p. Closed Session Actions Taken
 - ~~p~~-q. Adjournment
3. The President of the Board may rearrange the agenda during a meeting of the Board if there is no objection from a majority of the members present.

Reference: Education Code Section 72000(d)(3)

(Revised ~~2/09~~xx/xx)

2.06 Rules and Regulations

1. The Rules and Regulations adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as District employees.
 2. Any rule or regulation may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
 3. The Rules and Regulations governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
 - ~~4. Additions, amendments, or deletions in Rules and Regulations which directly affect students or staff members are ordinarily introduced for first reading at one Board meeting and acted on at a subsequent meeting.~~
 - ~~5.4.~~ The administration, in conjunction with the appropriate constituencies, will review each ~~chapter of policy in~~ Rules and Regulations on ~~the following two-year~~ a six-year schedule in accordance with the accreditation cycle:
 - ~~Fiscal Year 1, Quarter 1: Chapter 6~~
 - ~~Fiscal Year 1, Quarter 2: Chapter 7~~
 - ~~Fiscal Year 1, Quarter 3: Chapter 5~~
 - ~~Fiscal Year 1, Quarter 4: Chapter 4~~
 - ~~Fiscal Year 2, Quarter 1: Chapter 3~~
 - ~~Fiscal Year 2, Quarter 2: Chapter 2~~
 - ~~Fiscal Year 2, Quarter 3: Chapter 1~~
 - ~~Fiscal Year 2, Quarter 4: Chapter 8~~
- Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.
- ~~6.5.~~ District Rules and Regulations Section 2.06 assigns responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Rules and Regulations changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
 - ~~7.6.~~ District Rules and Regulations Section 2.09 assigns responsibility to the District Shared Governance Council (DSGC) to advise the Board on nine different governance matters. Rules and Regulations changes which impact any of these nine areas will be reviewed by the DSGC before being sent to the Board for approval.
 - ~~8.7.~~ District Rules and Regulations will be posted on the District's website.
 - ~~98.~~ Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

Reference: Education Code Section 70902

(Revised ~~2/11xx/xx~~)

2.23 Catastrophic Leave Program

The Board of Trustees authorizes the District's catastrophic leave program to permit employees of the District to donate eligible sick leave credits to an employee when that employee suffers from a catastrophic illness or injury. The Chancellor shall establish administrative procedures to administer the program in compliance with the requirements established by the Education Code and in accordance with the provisions identified in collective bargaining agreements. The administrative procedures shall assure that the program is administered in a non-discriminatory manner.

Reference: Education Code Section 87045

xx/xx

2.30 Political Activity

1. District employees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time, provided the following conditions are met:
 - a. Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is prohibited.
 - b. District resources may not be used to campaign for or against a candidate or issue. District resources include such things as computers, copying equipment, telephones, mailboxes, E-mail, PhoneMail, faxes, staff time, etc.
 - c. Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.
 - d. A careful accounting of the time used in campaigning must be maintained so that there is no question of impropriety.
 - e. All other restrictions imposed by the Political Reform Act of 1976 and other provisions of law are followed.
 - f. All College regulations relating to time, place and manner are observed.
2. District employees may utilize District resources to disseminate factual information regarding candidates or ballot propositions during work hours provided the following conditions are met:
 - a. The information disseminated relates exclusively to the San Mateo County Community College District and the educational programs and activities thereof.
 - b. The information disseminated provides a fair presentation of relevant facts in a manner which is objective, full, and impartial.
 - c. The information disseminated does not directly or indirectly advocate the passage or defeat of a ballot proposition or the election of a candidate.
 - d. The employee has obtained appropriate permission from his/her supervisor.
3. In certain academic disciplines, classroom discussion of political issues, ballot measures and candidates may take place provided the discussion is conducted in a fair and impartial manner and is directly related to the course matter being taught.
4. Candidates for office may be invited to address a class provided the following conditions are met:
 - a. All candidates for a particular office are offered the same opportunity to address the class, although not necessarily at the same time.
 - b. The discussion or debate of the candidates is directly related to the course matter being taught.
5. District employees, employee organizations, or student organizations are encouraged to invite declared candidates for office to address groups on campus provided the following conditions are met:
 - a. The presentation does not interfere with the educational programs or processes of the College.
 - b. All candidates for a particular office are offered the same opportunity to address groups on a campus, although not necessarily at the same time.
6. Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations related to time, place, and manner are respected. Candidates or proponents or opponents of specific issues may not use District resources as described in 1(b) above to prepare or distribute materials on campus.
7. Violations of this policy may be forwarded to the County of San Mateo District Attorney's Office for prosecution.

Reference: Education Code Sections 7054, 7056; Government Code Section 8314

(Revised xx/xx)

2.52 Local Law Enforcement

1. Each College in the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
2. The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.
4. The District encourages accurate and prompt reporting of all crimes to campus public safety officers and the appropriate police agencies.
- ~~5. Each College shall establish procedures that encourage employees, if and when they deem it appropriate, to inform the persons they are advising of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.~~
5. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Reference: Education Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4)

(Revised ~~11~~xx/xx)

5.26 Academic Supervisors: Evaluation

- ~~1. Academic supervisors are evaluated annually in a manner appropriate to the assignment.~~
- ~~2. Procedures for the evaluation of academic supervisors shall be maintained by the Office of Personnel Services.~~
1. The purposes of academic supervisor 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 employees in academic supervisory positions shall be evaluated annually by their immediate supervisor.
3. Within a three year period, each academic supervisor 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 evaluations shall be conducted according to adopted procedures which are maintained in the Office of Human Resources.
5. An academic supervisor 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. An academic supervisor has the right to appeal his/her evaluation to the next level of management.
7. Decisions on retention, non-retention or transfer of academic supervisors are based upon the 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.

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

5.54 Classified ~~Exempt and Non-Exempt Professionals /Supervisory Employees and Supervisors:~~ Compensation and Benefits

1. Salary compensation for members of the classified ~~exempt and non-exempt~~ professional/supervisory group will be determined by the Board of ~~Trustees~~ and reviewed annually.
2. To the extent that they are not superseded by specific regulations applying to ~~personnel- employees~~ in the classified professional/supervisory group, all policies contained in Chapter IV apply to members of the classified professional/supervisory group.
- ~~3.~~—The following portions of the agreement between the District and the California School Employees Association (CSEA), Chapter 33 will also apply to classified professional and supervisory group members:
 - ~~a.—Hours and Overtime~~
 - ~~b.—Holidays~~
 - ~~c.—Pay and Allowances (except Section 8.7, Salary Survey)~~
 - ~~d.—Health and Welfare Benefits~~
 - a. Retirement
 - ~~e.—Leaves~~
 - b. ~~Vacations:~~ Classified professional/supervisory ~~group members- employees~~ will receive two (2) additional days of vacation beyond the numbers listed in Appendix B of the ~~CSEA contract~~.
- 4.3. Any modification of ~~pay or~~ benefits for classified professional/supervisory employees will be ~~recommended to the Board by the Chancellor-Superintendent~~ determined through a meet and confer with representatives of the classified exempt or non-exempt professional/supervisory group and the Vice Chancellor-Human Resources. The results shall be presented to the Chancellor and recommended by the Chancellor to the Board of Trustees.

References: Education Code Sections 70902(b)(4) and 88160; Government Code Section 53200

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

BOARD REPORT NO. 11-12-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Michael Williamson, Interim Vice President, Instruction, Skyline College,
738-4321

**ACCEPTANCE OF FUNDING FROM WALTER S. JOHNSON FOUNDATION TO SUPPORT
ACCESS TO PUBLIC BENEFITS FOR FINANCIAL AID APPLICANTS WHO QUALIFY AT
SKYLINE COLLEGE**

Students applying for financial aid who represent the greatest need may be eligible for public benefits in addition to their financial aid awards. Currently, these students under-utilize public benefits, which could support financial stability and improve student success and retention. The Walter S. Johnson Foundation (WSJF) has provided funding (\$87,670 from January 1, 2012 - December 31, 2012) to coordinate student financial aid applications (Free Application for Federal Student Aid - FAFSA) with online public benefits applications through BenefitsCalWin.org. BenefitsCalWin.org offers a user-friendly portal to an online application for:

- 1) Cash aid for families with children (or pregnant women in their third trimester),
- 2) County Medical Services Program,
- 3) Food Assistance (CalFresh), and
- 4) Medi-Cal.

WSJF funding enables the Financial Aid Office and SparkPoint at Skyline College to support a Program Services Coordinator (PSC) who will coordinate financial aid applications with online public benefits applications using BenefitsCalWin.org. The project also funds an internet access station, which will be equipped with 8 computers where groups of eight students (project total = up to 490 students) will apply online with the support of the PSC.

The PSC will coordinate this work with SparkPoint to add financial coaching services available through the SparkPoint Center. Financial coaching will include: budget planning, credit report review, and access to banking services with the goal of achieving self-sufficient income, reducing debt to income ratio to under 40%, and creating a safety net of savings equal to three-six months' income and increasing credit scores.

RECOMMENDATION

It is recommended that that the Board accept the Walter S. Johnson Foundation award to Skyline College of \$87,670 for the period of January 1, 2012 - December 31, 2012, with the project beginning in January, 2012.

BOARD REPORT NO. 11-12-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2011

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2011, which were forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on November 15, 2011.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2010 and September 30, 2011.

	Amount		Difference	
	9/30/2010	9/30/2011	Amount	Percentage
INCOME:				
Enrollment Fees	\$ 4,049,956	\$ 5,051,426	\$ 1,001,470	24.73%
State Aid	261,935	7,584,136	7,322,201	2795.43%
Non-Resident Tuition	1,084,274	1,146,469	62,195	5.74%
Property Taxes	80,987	(1,496,791)	-1,577,778	-1948.19%
Inter-Fund Transfer	0	0	0	N/A
Other Income	1,060,675	992,909	-67,766	-6.39%
Total Income	\$ 6,537,827	\$ 13,278,149	\$ 6,740,322	103.10%
% of Budget	5.83%	12.39%		
EXPENSES:				
Academic Salaries	\$ 9,048,675	\$ 9,053,303	\$ 4,628	0.05%
Classified Salaries	4,859,027	5,406,392	547,365	11.26%
Administrative Salaries	1,583,016	1,608,757	25,741	1.63%
Fringe Benefits	6,235,967	6,594,350	358,383	5.75%
General Supplies	506,855	423,745	-83,110	-16.40%
Operating Expenses	3,182,386	2,996,681	-185,705	-5.84%
Capital Outlay	3,362	1,891	-1,471	-43.77%
Transfer Accounts	71,838	64,772	-7,066	-9.84%
Total Expenditures	\$ 25,491,126	\$ 26,149,891	\$ 658,765	2.58%
% of Budget	20.87%	20.15%		

Total General Fund Income increased by 103.10% over last year, mainly due to the on time payment of State Apportionment Funds. Bills and salaries increased by 2.58% because of increase in classified salaries and fringe benefits and decrease in operating expenditure overall.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2010-2011 and 2011-2012, are listed below:

Restricted General and Other Funds	Amount		Difference	
	<u>9/30/2010</u>	<u>9/30/2011</u>	<u>Amount</u>	<u>Percentage</u>
Total Income	\$ 13,552,538	\$ 13,289,214	\$ -263,324	-1.94%
Total Expenditures	57,933,057	47,162,938	-10,770,119	-18.59%

Revenue from Other Funds decreased by 1.94% mainly due to decrease in interest earned from Capital Outlay Fund. The total expenditure decreased by 18.59% primarily because most of the Capital Outlay Projects were completed.

REPORT ON INVESTMENTS: As of September 30, 2011, the District had a deposit of \$40,001,472 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with local banks were 0.38%, 1.31%, 1.10% and 0.15%, respectively. These deposits consisted of the following sources:

	LAIF	County Pool	Money Market	Special Deposit	Total
<u>Investment Type</u>	<u>Investment</u>	<u>Investment</u>	<u>Investment</u>	<u>Bond</u>	<u>Investment</u>
General Fund	\$6,069,082	0	\$13,083,016	0	\$19,152,098
Capital Outlay Fund	0	0	0	5,000	5,000
Agency Fund	7,730,626	\$13,113,748	0	0	20,844,374
Total Investment	\$13,799,708	\$13,113,748	\$13,083,016	\$5,000	\$40,001,472

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

[CHANGE THE PERIOD](#)

Fiscal Year: 2011-2012

Quarter Ended: (Q1) Sep 30, 2011

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	114,207,833	113,826,726	118,163,257	107,017,151
A.2	Other Financing Sources (Object 8900)	641,061	7,518	328,985	150,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	114,848,894	113,834,244	118,492,242	107,167,151
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,011,567	104,367,092	102,184,745	113,490,146
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,618,477	8,019,675	11,659,746	1,412,104
B.3	Total Unrestricted Expenditures (B.1 + B.2)	110,630,044	112,386,767	113,844,491	114,902,250
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,218,850	1,447,477	4,647,751	-7,735,099
D.	Fund Balance, Beginning	10,311,553	14,530,403	15,977,880	20,625,632
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,311,553	14,530,403	15,977,880	20,625,632
E.	Fund Balance, Ending (C. + D.2)	14,530,403	15,977,880	20,625,631	12,890,533
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.1%	14.2%	18.1%	11.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	22,374	23,405	21,713	22,240
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		9,564,607	2,162,525	3,082,558
H.2	Cash, borrowed funds only		29,530,000	14,415,000	19,945,000
H.3	Total Cash (H.1+ H.2)	20,538,157	39,094,607	16,577,525	23,027,558

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,914,526	107,017,151	13,127,102	12.3%
I.2	Other Financing Sources (Object 8900)	0	150,000	151,047	100.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	106,914,526	107,167,151	13,278,149	12.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	128,124,180	128,376,805	26,085,118	20.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,412,104	1,412,104	64,772	4.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	129,536,284	129,788,909	26,149,890	20.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-22,621,758	-22,621,758	-12,871,741	
L.	Adjusted Fund Balance, Beginning	20,625,632	20,625,632	20,625,632	
L.1	Fund Balance, Ending (C. + L.2)	-1,996,126	-1,996,126	7,753,891	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	-1.5%	-1.5%		

V. Has the district settled any employee contracts during this quarter?

NO

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *						
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING SEPTEMBER 30, 2011

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
Beg. Cash Balance in County Treasury	10,138,002.56	2,926,697.72	9,305,034.62	32,182,533.85	148,797,881.47	2,726,003.24	599,401.94	-
Cash inflow from operations:								
Year-to-date Income	13,278,149.44		4,687,990.15	444,645.84	18,874.77	256,655.18	7,611,453.85	269,594.52
Accounts Receivable	9,020,288.77	1,047.99	1,753,022.74	57,825.04	2,818,508.41	147,131.62	351,871.05	11,339.06
Deferred Income	(5,997,661.06)	(295.63)	(913,900.24)		(45,351.00)	(11,183.00)	(157,917.00)	(656.00)
Cash awaiting for deposit	457,409.48							
Total Income	26,896,189.19	2,927,450.08	14,832,147.27	32,685,004.73	151,589,913.65	3,118,607.04	8,404,809.84	280,277.58
Cash outflow for operations:								
Year to date expenditure	26,149,890.35		4,599,334.26	20,965,826.53	6,547,147.62	1,606,878.71	8,443,750.40	5,000,000.00
Advances / Prepaid	(24,977.32)		(1,131.48)	-	(539,963.26)	-	-	
Account Payable	1,524,205.47	(461,423.40)	724,338.71	11,309.00	7,673,228.81	15,924.78	(178,097.43)	3,267.06
Cash Balance From Operations	(752,929.31)	3,388,873.48	9,509,605.78	11,707,869.20	137,909,500.48	1,495,803.55	139,156.87	(4,722,989.48)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	19,945,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	6,061,887.45							7,721,462.77
County Pool Balance	-							17,845,901.60
Special Bond					-	5,000.00		-
C.O.P. & Others	4,027,218.69				197.38			
Total Beg. Balance	10,089,106.14				197.38	5,000.00		25,567,364.37
Y.T.D. Investment Balance								
LAIF Balance	6,069,081.68							7,730,626.57
County Pool Balance	-							13,113,748.32
Special Bond					-	5,000.00		-
C.O.P./Bank CD	13,083,016.08				197.38	-		
Y.T.D. Balance	19,152,097.76				197.38	5,000.00		20,844,374.89
Net Cash changes from Investment	(9,062,991.62)				-	-		4,722,989.48
Net changes from unrealized gain / (loss)	-							-
Cash Balance in County Treasury	10,129,079.07	3,388,873.48	9,509,605.78	11,707,869.20	137,909,500.48	1,495,803.55	139,156.87	0.00
Net Cash (Excluding TRANS & Trusts)	(9,815,920.93)	3,388,873.48	9,509,605.78	11,707,869.20	137,909,500.48	1,495,803.55	139,156.87	0.00

BOARD REPORT NO. 11-12-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790
Tom Bauer, Vice Chancellor, Auxiliary Services & Enterprise Operations,
358-6782

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2011-12

The following report covers the period July 1, 2011 through September 30, 2011 for Associated Student Bodies, Bookstores, Cafeterias and San Mateo Athletic Club and Aquatic Center. The District Auxiliary and Commercial Operations, including the three campus bookstores, cafeterias, vending operations and the San Mateo Athletic Club and Aquatic Center at College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

ASSOCIATED STUDENTS (Exhibits A, B, C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the first quarter of 2011-12 are listed below:

ASB Total Income	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$27,361	\$15,403	\$11,958	77.64%
College of San Mateo ASB	\$23,022	\$21,634	\$1,389	6.42%
Skyline College ASB	\$26,431	\$22,745	\$3,686	16.21%

ASB Total Expenditures	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$4,695	\$5,888	(\$1,193)	(20.26%)
College of San Mateo ASB	\$19,484	\$11,733	\$7,751	66.06%
Skyline College ASB	\$10,014	\$22,262	(\$12,249)	(55.02%)

Activity card sales are the major source of income for the Associated Students. The increase in activity card sales at all three campuses is due to adoption of a full accrual accounting method this year; activity card sales that were not recognized in previous years are reflected in the current year.

Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

Both Canada and Skyline had decreases in program expenses as well as all other operating expenses. CSM went the opposite direction; it held more program events this year and has purchased \$2,272 of small office equipment.

Below is a comparison of the first quarter Net Income (Loss) from ASB Operations:

ASB Net Income	2011-12	2010-11	\$ Change	% Change
Cañada College ASB	\$22,666	\$9,515	\$13,151	138.22%
College of San Mateo ASB	\$3,538	\$9,901	(\$6,362)	(64.26%)
Skyline College ASB	\$16,417	\$482	\$15,935	3303.19%

Please also refer to Exhibits A, B, and C for detail financial information of this period.

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the fiscal year beginning July 1, 2011 through September 30, 2011. It includes summer 2011 and the first half of fall 2011 semester sales.

Bookstore Sales	2011-12	2010-11	\$ Change	% Change
Regular Merchandise Sales	\$ 2,979,560	\$ 2,995,774	(\$16,214)	(0.54%)
Computer Products Sales	41,965	57,440	(15,475)	(26.94%)
Total Merchandise Sales	\$ 3,021,525	\$3,053,214	(\$31,689)	(1.04%)

Regular merchandise sales have decreased only slightly this year compared to last year despite a continuing drop in textbook sales. Textbook sales are down significantly over last year due to a number of factors including the decline in enrollment and the growth of the textbook rental program. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would on the sale of a new book on the rental of any book. Textbook rental fees increased 27% this fall over last fall as the program continues to grow and is operational at all three Colleges with a wide range of support from each College administration.

Comparative figures are shown below:

Bookstore Recap	2011-12	2010-11	\$ Change	% Change
Total Merchandise Sales	\$ 3,021,525	\$ 3,053,214	(\$31,689)	(1.04%)
Total Textbook Rental Fees	129,437	101,625	27,811	27.37%
Cost of Goods Sold	1,894,305	2,035,691	(\$141,386)	(6.95%)
Gross profit	\$ 1,256,656	\$1,119,148	\$137,508	12.29%
Total Operating Expenses	\$ 736,895	\$ 726,337	\$10,558	1.45%
Net Income from Operations	\$ 519,761	\$ 392,811	\$126,950	32.32%
Interest and Other Income	\$ 57,084	\$ 52,941	\$4,143	7.83%
Net Income Before Other Expenses	\$ 576,846	\$ 445,752	\$131,093	29.41%
District Support				
Other Expense: Admin Salary/Benefits	26,093	29,547	(3,454)	(11.69%)
Other Expense: District Support	54,677	46,064	8,613	18.70%
Net Change in Fund Balance	\$ 496,076	\$ 370,141	\$125,935	34.02%

Textbook sales overall were down Districtwide with total unit sales down by 5% or \$136,000. The increase in textbook rentals is significant. The retail value of the books we rented this fall is \$517,748 saving students \$388,311 this semester alone on textbook purchases. Since the program's inception in 2001, the textbook rental program has saved students in this District over \$3 million dollars in textbook costs and has helped to provide access to thousands of students who would not otherwise be able to afford their textbooks.

Despite the decrease in textbook sales, overall merchandise sales decreased only slightly and the net profit over last year is up 32% due in large part to the addition of the coffee concession, *PAWS for Coffee*, and the convenience store, *The Market*, opened at College of San Mateo in the College Center building (B10) in April 2011. Food and beverage sales at CSM Bookstore alone are up 454% or \$88,765 dollars over last year. We have had a very successful coffee and convenience operation at Cañada College operating the *Pony Espresso* since 2008 and plan to add the third and final coffee concession at Skyline College opening this spring semester, 2012. The other area where the stores have seen strong growth is in the sale of course supplies, namely course kits. The store managers and buyers work closely with programs like nursing, dental assisting, art and physical education to create kits that contain a variety of required products including a textbook assembled and priced to provide the student a greater value than if the items were purchased separately. These sales have increased 23% or \$26,000 over last year. These innovations have resulted in a 12.2% increase in our gross margin and a 32% increase in net income (before interest, other income and District expenses) despite the drop in textbook sales. The addition of the coffee concession at Skyline, operating under the bookstore, will significantly increase sales and net profit at Skyline Bookstore.

Another significant change this year is the addition of a copy shop at College of San Mateo, *Campus Copy & Post*, a new enterprise to the College added as part of the CSM Bookstore and the assimilation of the existing Skyline Graphic Arts operation into the bookstore operation there. The CSM operation is brand new and will

take some time to establish. The operation at Skyline was well established. With the focus on operating it as a retail enterprise, we expect that it will not only provide exceptional service to the Skyline community but add to the overall financial performance of the bookstores. A further update on performance will come later in the year as the two operations develop.

Cost of goods sold decreased this year due to the continued decrease in computer sales, the increase in textbook rentals and the low cost of convenience items that have increased sales significantly. Total direct operating expenses increased only slightly by 1.45% over this same period in 2009-10. Interest and other income increased slightly due to slightly higher interest rates.

It is expected that this will continue to be a very challenging time for bookstores in California in general as the state of the budget continues to require enrollment reductions at some campuses. This reduction, coupled with the added competition from now numerous outside organizations, particularly in terms of textbook sales, will put added pressure on the bookstores' overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions as well as the addition of the copy center at CSM and the merging of the copy center at Skyline College into the bookstore there are examples of the proactive measures we are taking to insure the financial stability of the bookstore operations in these turbulent economic times. We will continue our commitment to focus on all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo Community College District.

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2007, ending on June 30, 2012.
- The District's snack vending partner is Canteen. The contract was awarded on January 1, 2007, ending on December 31, 2011. By mutual consent, the contract has been extended under the same terms and conditions until June 30, 2012, bringing it in line with the District's fiscal year end closing.
- The District has a contract with KJ's Café to operate the coffee concession stands at both Skyline College, operating as El Capitan Espresso, and College of San Mateo, operating as Drip Coffee. The contract was awarded on August 16, 2006 and expired on August 16, 2011. The operation at College of San Mateo ceased to operate at the close of the contract. By mutual consent, the operation at Skyline College was extended through December 16, 2011 while the new coffee concession is built. The District operated coffee concession will open in January 2012.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2007, ending on June 30, 2010 with an option for two one-year renewals thereafter. The District has renewed the contract for the 2011-12 year as per the option to renew in the contract.

Pacific Dining, under the leadership of Rick McMahon along with Sonia McMahon, Octavio Amezcua and Hugo Ramos, operate the food service at the three District campuses after being awarded the contract in June 2007.

College of San Mateo had a mobile kitchen procured to augment operations after the demolition of Building 5 (where the CSM cafeteria was previously housed). The CSM campus was served by the mobile kitchen and the newly opened Le Bulldog (located in the Health and Wellness Building (B5) for the majority of 2010-11 academic year until the grand opening of College Center (B10) on April 8, 2011. The Bayview Dining Room in College Center is the premier eatery and gathering space on campus. On the first day of operation, the dining area was crowded with students who immediately made themselves at home. The servery boasts two serving stations. The first, with a brick oven, serves handmade pizzas, calzones, all things Italian, Mexican as well as our daily special which includes Indian, Chinese, Italian, Mexican and American dishes. The other station, Rick's American Grill, serves up all grill items including burgers, chicken, pork as well as paninis, soup and a full sandwich shop. The salad bar is fully stocked with over 40 items to create your own special salad. The addition of this new building has indeed changed the campus physically as well as giving the students, faculty and staff a renewed sense of pride. The dining area has exceeded all sales expectations and continues to work closely with the students and staff to refine the menu and attend to the culinary tastes of our community.

Skyline College's Pacific Café continues to thrive. Located in the Student Services Building (B6) and opened in 2007, Pacific Café has long been "the place to be" at the Skyline campus. There is seldom an hour of the day when the area is not packed with students studying, eating, socializing or cozying up in front of the signature fireplace located in the center of the dining area. There have been menu changes at Pacific Café this year after consultation with students and staff as well as changes to the servery itself. The District will be working with the Skyline students and staff on a facelift to the dining area to include new dining furniture in the spring 2012 timeframe.

The cafeteria at Cañada College, located in B5, was closed after classes in December 2009 to renovate that building. Cañada College continues being served by a mobile kitchen located adjacent to B9 as well as the bookstore and the Pony Espresso operated by the bookstore. Despite the challenges of working in such a small environment with limited menu opportunities, the campus community continues to patronize the Farm Hill Grill regularly. Part of the success is due to the fact that the students are actively engaged with the staff and have regular meetings with Rick and his team to let them know what they are craving. While the construction of the cafeteria and dining room is still underway, the Farm Hill Grill is further supported by the efforts of the bookstore team who have increased the amount of sandwiches, paninis and other prepared foods they sell in the bookstore and at the Pony Espresso, operated by bookstore staff.

First quarter comparisons are noted below:

CAFETERIA FUND	2011-12	2010-11	\$ Change	% Change
Food Service Income	\$29,995	\$28,614	\$ 1,382	4.83%
Vending Income	10,488	15,899	(5,411)	(34.03%)
Interest Income	1,062	832	231	21.75%
Other Income	1,200	-	1,200	100.00%
Expenditures	42,077	44,483	(2,407)	(5.41%)
Net Change in Fund Balance	\$669	\$861	\$ (192)	(22.31%)

Compared to the first quarter 2009-10, food service income has increased by 4.83%. Owing to a slow summer, the sales at Skyline and Cañada were down this summer resulting in lower commission payments at these locations. We expect that food service income will be up significantly at the close of the second quarter. Since

assuming the contract in June 2007, Pacific Dining has made numerous operational improvements including upgrades in the cafeteria menu, catering and the overall customer service focus of the company.

Vending income has decreased by 34% (income from Pepsi, Action Vending and KJ's Coffee) as the contract with KJ's Coffee has come to an end. We will continue to see this comparative drop this fiscal year as a result of that contract closure. We have added a number of new vending machines in newly opened buildings that will help augment this decrease.

Expenditures decreased over the prior year due to the selection of a new equipment maintenance contract. The total change in fund balance shows a slight decrease over last year despite the drop in vending income.

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

SAN MATEO ATHLETIC CLUB AND THE SAN MATEO AQUATIC CENTER (EXHIBIT F)

In spring 2010, the District opened a state-of-the art fitness and aquatic center on the campus of College of San Mateo in the newly constructed Health and Wellness Building. This incredible new building provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness, and dental hygiene (when state funding permits).

The San Mateo Athletic Club is a professionally managed enterprise program sharing the state-of-the-art fitness facility. The San Mateo Athletic Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool and a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. The San Mateo Athletic Club and its members enjoy this multi-use College of San Mateo facility that provides credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise, the San Mateo Athletic Club is a community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and create a revenue stream that will supplement the College budgetary needs including equipment maintenance and replacement. The San Mateo Athletic Club provides the community broader access to College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a broad spectrum of educational and training opportunities. The concept of multi-use facilities has gained much attention from other community colleges up and down the state.

Operating as an enterprise through District Auxiliary Services and Commercial Operations, the San Mateo Athletic Club is self-sustaining with no contribution from the General Fund. Like the other enterprise operations in the District (bookstores, food services and campus vending), the San Mateo Athletic Club is expected to generate revenue sufficient to meet all of its operational expense needs and, as we mature, develop a surplus that will aid the District and College in other mutually agreeable endeavors.

Through September 30, 2010, key accomplishments include:

- 2,547 memberships (well above 201/12 projected levels)
- 3,494 members
- Average dues per membership is \$60.35; per member \$43.81
- 16,500 member visits per month with a peak of nearly 1000 visits per day
- 9,235 course enrolled student visits per month
- 52% of SMAC staff are College students, staff or faculty
- More than 65 group exercise classes per week
- More than 4,500 group exercise attendees per month
- More than 200 Master Swim program enrollees
- Successful pool rental program for local schools and community-based swim programs
- 100% of SMAC staff are AED and CPR certified
- 100% of SMAC staff meet or exceed MediFit/District employment standards and criteria
- High level of customer satisfaction as witnessed by lower than projected levels of membership attrition and high levels of membership referral. More than half of our new members are referral based.

CSM Fitness Center financial summary:

CSM Fitness Center	9/30/2011	9/30/2010	\$ Change	% Change
Operating Revenues				
Registration & Membership	\$ 471,157	\$ 297,423	\$ 173,734	58.4%
Personal Training	54,921	20,390	34,531	169.4%
Aquatics	102,320	65,727	36,593	55.7%
Parking	15,370	11,260	4,110	36.5%
Group Exercise	6,712	8,030	(1,318)	(16.4%)
Retail	3,868	-	3,868	100.0%
Other Income	2,368	1,416	952	67.2%
Total Operating Revenue	\$ 656,716	\$ 404,246	\$ 252,470	62.5%
Operating Expenses	\$ 536,085	\$ 412,031	\$ 124,054	30.1%
Net Operating Income/(Loss)	\$ 120,632	\$ (7,785)	\$ 128,416	1649.6%
District Support				
District Support Income	17,044	1,711	15,333	896.2%
District Support Expense	22,648	11,380	11,268	99.0%
Net Change in Fund Balance	\$ 115,028	\$ (17,454)	\$ 132,482	759.0%

The financial performance of SMAC has been outstanding this year. Total operating revenue has exceeded expectations and is 62.5% or \$252,470 ahead of last year. Our net operating income is 1649% ahead of last year at this time; at this time last year, the operation was showing a small loss of \$7785 compared to positive revenue of \$120,632 this year.

SMAC was actually not projected to begin making money until its third year of operation and not break even until the end of the fourth year. Due to the first class facility, as well as the professionally managed operation, we have experienced explosive membership growth this year. As we enter our second full year of operation, we expect membership to remain strong. We do not anticipate that we will be able to continue growing at the same

rate due to the size of our facility but we will continue to maximize our membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

The mission of SMAC is more than providing a revenue stream to the District. The mission of SMAC is to create a healthy environment that engages students, staff and community members in the pursuit of health and physical fitness. With a facility such as this, the emphasis is on enjoying exercise for its own sake and learning fitness habits for life. This means that students have a place where they can focus on lifetime fitness goals and individual achievement, and community members can find opportunities to improve their health and well-being.

SMAC also engages the community in a way that we have never done before. The interaction between community members and students sharing the same space in pursuit of similar goals has been an invaluable asset for both groups. The engagement of members of the community in life at the College has been equally important. SMAC has attracted many of our neighboring schools to partner with us in the use of the facility. With much excitement and as a result of significant collaboration, the College academic team and the SMAC team have worked to brand SMAC as a “teaching health club.” This is certainly an innovative concept for a college and a health club! This partnership will offer students at College of San Mateo who are pursuing a career in the still growing fitness industry (despite the current economic conditions) to work as interns in SMAC, perform field work and team teach with certified instructors to earn certificates that will qualify them to work in the community as fitness professionals. The synergy between the academic program and our program represents fully the vision of what a professionally managed health club in our District could do, not only for revenue generation but also for workforce development. SMAC is successfully addressing the District’s strategy to make the entire Health and Wellness building a premier Career-Technical Education facility in the County of San Mateo and in the State. SMAC provides a vital ingredient to this endeavor.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.



Date: November 9, 2011

To: San Mateo County Community College District

From: Victoria Worch, Coordinator of Student Activities, Cañada College

Re: Office of Student Activities and Associated Students of Cañada College, *Budget Report for the Quarter July, Aug, Sept 2011-2012*

The following is a summary highlighting goals, ASCC, clubs, events, activities and current projects, from July to September 2011.

ASCC

ASCC Goals 2011-2012

ASCC Benchmark Goals

- Leadership-Will attend retreats and conferences.
- Community-Will plan & volunteer at Spirit Thursdays.
- Change-Will attend ASCC, District & Campus Committees meetings.
- Mentorship-Will listen and help other ASCC Officers complete their term in ASCC.

ASCC Club Goals

- Will retain 50% of the clubs from previous year.
- Will increase new club formation by 10 new clubs.

ASCC Recruitment of Officers: the number of new ASCC Board members has increased due to having the 1st ASCC meeting of the month be “Club” focused and asking that clubs send 1 member to this meeting. Since this has started, ASCC has recruited 3 new members.

Status: As of Nov. 5, 14 out of 22 Board positions are filled.

ASCC meetings weekly, Wednesdays, 3pm-4:30pm, Building 5, Room 350

Executive Board

President: Sandra Robles

Vice President: Jose Mayen

Secretary: Jolani Chun-Moy

Treasurer: Tristan Sheldon

Commissioner of Publicity: Brenda Herlihy

Commissioner of Activities: Matthew Abad

Senators

Ivan Evans

Esperanza Barragan

Francisco Contreras

Dennis Jung

Martin Moreno

Jithan Tennakoon

Zhanna Oleshko

Jessica M. Reyes

Shared Governance: The students continue to serve on the following committees at Cañada College and the District:

Campus Committees:

Academic Senate Representative- Sandra Robles and Katie McKee
 ASCC Budget Committee- Tristan Sheldon
 ASCC Elections Committee- Tristan Sheldon, Ivan Evans, Sandra Robles, Zhanna Oleshko
 Basic Skills Committee- Jessica M. Reyes
 Campus Auxiliary Services Advisory Committee – Jose Mayen
 Campus Grievance Committee-Ivan Evans, Matthew Abad
 Committee for Student Equity- Tristan Sheldon
 College Planning Council (CPC) - Sandra Robles and Tristan Sheldon
 College Site Planning Task Force- TBA
 College Budget Committee- Tristan Sheldon
 Curriculum Committee- Jithan Tennakoon
 Distance Education Advisory Committee- Steven Bradley, Dee Spidell
 District Auxiliary Services Advisory Committee- Jolani Chun-Moy, Matthew Abad, and Brenda Herlihy
 District Committee on Budget and Finance- Martin Moreno
 District Shared Governance- Sandra Robles
 District Student Council – Sandra Robles
 Facilities Master Planning Committee- TBA
 Instructional Planning Council- Sandra Robles and Esperanza Barragan
 Inter-Organizational Council: Jose Mayen
 President’s Selection Committee- Jose Mayem
 Region 3 Meetings- Brenda Herlihy
 Safety Committee- Jithan Tennakoon
 Student Services Planning Council (SSPC)- Dennis Jung and Jose Mayen
 Transfer Advisory Committee- Alee Reyna

ASCC Conference and Retreat Attendance**July-September**

-September 9-September 11, ASCC Fall Leadership Retreat, Alliance Redwoods. *10 ASCC students attended*

Events and Activities:

	Event	<i>Student Participation:</i>
1	Sun. June 26, Cañada College Spectrum Alliance joins the District to sponsor a float in the San Francisco Pride Parade	20 students and staff
2	Mon. July 4, Cañada ASCC and Clubs are invited to walk in the Redwood City 4 th of July Parade.	4 students, 14 staff
3	Tues. Aug. 30, ASCC hosts 1 st day of Welcome Back Week, “Fair day” 12:30-2pm	144 Passports turned in
4	Wed. Aug. 31, ASCC hosts 2 nd day of Welcome Back Week, “Night Life” 6pm-7:30pm	60 Passports turned in
5	Thurs. Sept. 1, ASCC hosts 3 rd day of Welcome Back Week, “Spirit Thursday” 12:30-2pm	200 pieces of pizza given out.
6	Thurs. Sept. 8, Cañada Remembers, a noon-time remembrance to reflect on the 10 th Anniversary of 9/11, 12:30-1pm	75 Ribbons given out, received press in San Jose paper and the online paper Patch
7	Fri. Sept. 9-Sun. Sept. 11, ASCC Fall Leadership Retreat, Alliance Redwoods, Occidental, CA	10 students attended
8	Fri. Sept. 15-Sun. Sept. 17, ASCC co-sponsors TSAC	9 students, 2 staff attended

	Westop Leadership Conference in Arizona	
9	Tues. Sept. 20, ASCC Hosts Constitution Day Voter Registration Drive	75 mini constitutions out of 250 were given out

Upcoming Events and Activities

- Mondays, 1pm-2pm, Building 5, Room 350**, Weekly CLUB HOUR with Victoria
- Saturday, Oct. 15, 9am-3pm, Building 6**, SHPE hosts “Bomba Blast Resume and Mock Interview Workshop”
- Wednesday, October 19, 2pm, Building 22 patio area**, Beating the Odds hosts BBQ/Team Building Workshop
- Tuesday, October 18 and Wednesday, October 19, 7:45am-1pm, near Pony Espresso**, Photon Masters hosts T-shirt and Candy Fundraiser
- Thursday, October 20, 1pm, near Pony Espresso**, Express Yourself with Graphic Design hosts a Candy Necklace Fundraiser
- Friday, October 21-October 23**, 6 ASCC board members and 1 advisor attend CCCSAA Fall Student Leadership Conference
- Wednesday, October 26, 8am to Noon near Pony Espresso**, Bridging Hispanic Minds to Success hosts a Burrito, Coffee, Donuts and Bagels fundraiser
- Thursday, October 27, Noon, Quad**, ASCC Spooky Spirit Thursday. Free Pappusas for the first 200 students and staff wearing Cañada Gear or showing their Cañada Student Photo ID. Pumpkin patch, magician and more.
- Thursday, October 27, 4pm, Building 13, Room 112**, Spectrum Alliance hosts free showing of “Rocky Horror Picture Show”
- Thursday, October 27-Sun. October 30**, SHPE Conference in Los Angeles, 25 students attend, ASCC co-sponsors bus
- Monday, October 31, 12:20, Outdoor Amphitheatre**, ASCC Halloween Costume Contest
 - Category 1: Best in Show for Faculty and Staff- Winner, Runner up
 - Category 2: Best in Show for Students- Winner, Runner up
 - Category 3: Most Original- Winner, Runner up,
 - Category 4: Best Group/ensemble- Winner, Runner up,
 - Category 5: Best Famous Person- Winner, Runner up
- Tuesday, November 1-Thursday, November 3, Learning Center**, Day of the Dead Altar
- Friday, November 4-Sunday, November 6**, Fall Student Senate General Assembly, 4 ASCC and 1 advisor attend
- Tuesday, November 8, 11-1pm, Upper Quad area**, WISE Club Burrito Sale for Epilepsy Awareness
- Thursday, November 10, Noon-2pm, Upper Quad area**, Veterans Club hosts a BBQ for Veterans Day
- Thursday, November 17, 12:30 and 6pm, Upper quad area**, ASCC hosts Thanksgiving Spirit Thursday. First 200 students wearing Cañada gear or show Cañada Student ID get free Thanksgiving meal

Student ID Card Report

Regular	846
Medical	4
Rad Tech	10
Faculty	6
Sticker	54
Total	920

Total number of ID's taken from August 15 to September 8, 2011

Total number of Regular ID's provided- 490
 Total number of Medical Assistant ID's provided- 0
 Total number of Rad Tech ID's provided- 10
 Total number of Faculty ID's provided- 5
 Total number of Sticker ID's provided- 39
 Total- 544.

Total number of ID's taken from September 9 to October 6, 2011

Total number of Regular ID's provided- 296
 Total number of Medical Assistant ID's provided- 4
 Total number of Rad Tech ID's provided- 0
 Total number of Faculty ID's provided- 1
 Total number of Sticker ID's provided- 11
 Total - 312

Total number of ID's taken October 10 to October 25 2011

Total number of Regular ID's provided- 60
 Total number of Medical Assistant ID's provided-
 Total number of Rad Tech ID's provided-
 Total number of Faculty ID's provided-
 Total number of Sticker ID's provided- 4
 Total- 64

CLUBS**Recruiting, Coordinating and Training Cañada College Student Clubs and Organizations.**

Status: Active. I have updated the Club Handbook for the 2011-2012 school year. It is available on the website. It even has its own section on the website. Here is the link:

http://www.canadacollege.edu/student/student_life/clubhandbook/index.html

Create a requisition separate from ASCC for clubs to use.

Status: Done. I updated the ASCC requisition and made it easier for clubs to use.

Develop an advisor newsletter to build better communication to advisors.

Status: Active. Have started a weekly Newsletter email. I am very proud to say that for the last 4 weeks, clubs, club advisors and ASCC have been receiving a Club Newsletter.

Here is an example of a club newsletter:

“Please read and forward to fellow club members!

Cañada College Weekly Club Newsletter!

DATE: November 3, 2011

Message from Student Activities Coordinator

Greetings Cañada College Club and ASCC Leaders and Advisors,

I've moved the newsletter around. I have important stuff for you! I will be out of the office Thursday, Nov. 3 afternoon to Monday, Nov. 7. I will be back Tues. Nov. 8.

Best, Victoria

New on the Website

-“Like” the ASCC Facebook Page! We now have 122 Friends on the ASCC Facebook page, 1 more from last week. **Help us reach 150 by Thanksgiving!** All you need to do is “Like” the ASCC Facebook page right from the ASCC webpage: http://www.canadacollege.edu/student/student_life/ASCC.html

New at the Center

-**Give Thanks! We are starting a Thanksgiving ‘give thanks’ wall outside our office.** Come by next week and write down someone you would like to thank. It could be a professor, friend, family member.

-Coming up...Phi Theta Kappa is planning a canned food drive competition. So we will be collecting canned food soon.

New in ASCC

-Have you picked up your Student ID Yet? You will need it for the November Give Thanks Spirit Thursday, Nov. 17. To get your ID, bring your receipt showing you have a zero balance and you can get your free Campus Student ID.

Location: Building 9, 1st floor across from the Welcome Desk. Hours: Mondays and Wednesdays, 9am-4:30pm, Tuesdays, 9am-7pm, Thursdays, 9am to 3pm.

-ASCC still has 8 open senator positions. Come join the team or let a club member or friend know!

Requirements are they must be enrolled in 5 units at Cañada, have a GPA of 2.0 or higher and be able to attend the weekly ASCC meetings which are on Wednesdays, 3pm-4:30 in the Student Activities Center Conference Room, Building. 5, Room 350.

Upcoming Club and ASCC Events

-Tuesday, Nov. 8, WISE Club Burrito Sale for Epilepsy Awareness. 11-1pm, Upper Quad area

-Thursday, Nov. 10, Veterans Club will be hosting a BBQ for Veterans Day, noon-2pm, Upper Quad area

-Thursday, Nov. 17, ASCC Host Thanksgiving Spirit Thursday! First 200 students wearing Cañada Gear or show Cañada Student ID get Free Thanksgiving meal. 12:30 and 6pm, Upper quad.

Club President Leadership Tip of the Week

-Successful Club Presidents and club officers do what they say they are doing to do. **Are you following your club officer responsibilities?** If you have questions, ask? If you can't do something, let your advisor know.

Club Advisor Tip of the Week

-Successful Club Advisors also **play the "coach" role.** Be a mentor to your students, listen and care, help them stay motivated, provide them examples of what being successful looks like.

Upcoming ASCC Agenda!

-At the next ASCC meeting, ASCC will be reporting back from their Statewide Leadership Conferences. They picked up some leadership great tips to share!

-If you missed this week's mtg, which was the first meeting of the month, please come to our next one. Clubs need to report in at least once a month!

Club Status

The following clubs have turned in their 2011-2012 Club Application and are approved. If you do not see your name, it means you still need to do your paperwork! Attached to this email is a club application.

1. ASID
2. Beating the Odds Community (BTOC)
3. Bridging Hispanic Minds to Success (BHMS)
4. People of the Pacific (POP)
5. Phi Theta Kappa
6. Photon Masters
7. Robotics Club
8. Russian Club
9. SHPE
10. TSAC
11. Christian Club

12. Express Yourself with Graphic Design (EYWGD)
13. Spectrum Alliance
14. Women in Science and Engineering (WISE)
15. Cañada Veterans Club!
16. Art Club!
17. Cañada College International Communications Club!

No New Clubs this week!

Still waiting on the past active clubs, (who I believe is active), to turn in their paperwork. Remember, you cannot reserve space or fundraise until your paperwork is turned in!

- Creative Civics Club
- Premed Club
- EOPS Club
- Fashion Club”

Update on Current Projects

Student Handbook and Academic Planners: At Cañada College EOPS and TRiO programs provide students with free Academic Planners. As for a Student Handbook that focuses on College Policies and Procedures, it is only available online at http://canadacollege.edu/student/student_life/policies.html. Recently, the Vice Presidents of Student Services and Coordinators from all 3 campuses are meeting to see if a District Student Handbook would be possible.

Status: *CSM Student Activities Coordinator Aaron Shafer has taken lead.*

Updating Student Learning Outcomes: Working on updating SLO's for the Student Life department. I am also a team leader for developing Service Area Objective (SAO) for Student Support projects such as Student Life, Academic Support and Wellness.

Status: *Active SAO learning outcomes in Tracdat.* Team 6 is rewriting SLO's for the Student Services program. Considering moving to name our program “Student Engagement and Support” and working more closely with other student support programs and developing SLO and SAOs.

District Student Identification Cards: The Student Activities Office continues to work with the Cashier Window to provide Student ID Cards for the student body with assistance from the ASSC. We are in need of updating the ID card machine and software; however, there is talk among the district to consider use of SMART Cards.

Status: *No Action-* No discussions have taken place at this time.

Staff/Professional Development

-Leading 2 Advisor workshops at the CCCSAA Fall Student Leadership Conference Oct. 21-Oct. 23, San Jose Doubletree

-Teaching lessons from the Phi Theta Kappa Leadership Development Studies Curriculum Oct. 25, Managerial Accounting, Nov. 15, Child Development

ASB CANADA
BALANCE SHEET

	<u>Sep 30, 11</u>	<u>Sep 30, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	424,137.64	373,591.61	50,546.03	13.53%
Total Checking/Savings	<u>424,137.64</u>	<u>373,591.61</u>	<u>50,546.03</u>	<u>13.53%</u>
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-8,907.08	-7,157.13	-1,749.95	24.45%
Total Accounts Receivable	<u>-8,907.08</u>	<u>-7,157.13</u>	<u>-1,749.95</u>	<u>24.45%</u>
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA	91,479.59	76,859.68	14,619.91	19.02%
1220 · EMERGENCY LOANS RECEIVABLE	8,508.01	7,890.41	617.60	7.83%
1310.2 · MARK TO MARKET	15.06	0.00	15.06	100.0%
Total Other Current Assets	<u>100,002.66</u>	<u>84,750.09</u>	<u>15,252.57</u>	<u>18.0%</u>
Total Current Assets	<u>515,233.22</u>	<u>451,184.57</u>	<u>64,048.65</u>	<u>14.2%</u>
Fixed Assets				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>515,233.22</u>	<u>451,184.57</u>	<u>64,048.65</u>	<u>14.2%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 · EMERGENCY LOANS PAYABLE	9,565.00	9,565.00	0.00	0.0%
2030 · OTHER LOANS PAYABLE	8,480.23	8,480.23	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%
2050 · CLUBS	19,490.91	22,282.83	-2,791.92	-12.53%
2060 · TRUSTS	205,528.00	197,095.49	8,432.51	4.28%
Total Other Current Liabilities	<u>243,136.14</u>	<u>237,495.55</u>	<u>5,640.59</u>	<u>2.38%</u>
Total Current Liabilities	<u>243,136.14</u>	<u>237,495.55</u>	<u>5,640.59</u>	<u>2.38%</u>
Total Liabilities	243,136.14	237,495.55	5,640.59	2.38%
Equity				
3010 · Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 · Retained Earnings	107,677.56	62,420.99	45,256.57	72.5%
Net Income	22,666.08	9,514.59	13,151.49	138.22%
Total Equity	<u>272,097.08</u>	<u>213,689.02</u>	<u>58,408.06</u>	<u>27.33%</u>
TOTAL LIABILITIES & EQUITY	<u>515,233.22</u>	<u>451,184.57</u>	<u>64,048.65</u>	<u>14.2%</u>

ASB - CANADA
INCOME STATEMENT

	<u>Jul - Sep 11</u>	<u>Jul - Sep 10</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	23.00	42.50	-19.50	-45.88%
4050 · MISCELLANEOUS	492.00	20.00	472.00	2,360.0%
4080 · STUDENT BODY CARD	26,254.50	14,689.00	11,565.50	78.74%
4090 · VENDING-ACTION	450.99	339.10	111.89	33.0%
Total 4000 · INCOME	<u>27,220.49</u>	<u>15,090.60</u>	<u>12,129.89</u>	<u>80.38%</u>
Total Income	27,220.49	15,090.60	12,129.89	80.38%
Expense				
5000 · EXPENSES				
5021 · BANK SERVICE CHARGE	0.00	-20.00	20.00	100.0%
5033 · CONFERENCE	1,687.50	0.00	1,687.50	100.0%
5080 · HOSPITALITY	125.99	18.60	107.39	577.37%
5130 · MISCELLANEOUS	23.86	0.00	23.86	100.0%
5140 · OFFICE SUPPLIES	29.85	1,199.70	-1,169.85	-97.51%
5145 · OPERATION	179.00	0.00	179.00	100.0%
5150 · PROGRAMS	1,670.45	4,011.71	-2,341.26	-58.36%
5171 · REPAIR & MAINTENANCE	500.44	0.00	500.44	100.0%
5182 · STUDENT ACTIVITY CARD	478.03	428.23	49.80	11.63%
5210 · VENDING INCOME TRANSFER	0.00	250.00	-250.00	-100.0%
Total 5000 · EXPENSES	<u>4,695.12</u>	<u>5,888.24</u>	<u>-1,193.12</u>	<u>-20.26%</u>
Total Expense	4,695.12	5,888.24	-1,193.12	-20.26%
Net Ordinary Income	22,525.37	9,202.36	13,323.01	144.78%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	140.71	312.23	-171.52	-54.93%
Total 6000 · OTHER INCOMES	<u>140.71</u>	<u>312.23</u>	<u>-171.52</u>	<u>-54.93%</u>
Total Other Income	140.71	312.23	-171.52	-54.93%
Net Other Income	140.71	312.23	-171.52	-54.93%
Net Income	<u><u>22,666.08</u></u>	<u><u>9,514.59</u></u>	<u><u>13,151.49</u></u>	<u><u>138.22%</u></u>

**Associated Students of College of San Mateo
1st Quarter Report, July 2011 – October 2011**

The Associated Students of College of San Mateo (ASCSM) has had a very productive 1st quarter. ASCSM has been able to successfully continue to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights from the first quarter of the school year:

Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Academic Enhancement Committee, the Finance & Administration Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, and the Legislative & Governmental Affairs Committee.

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, Faculty Academic Senate, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Shared Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council. Additionally, representatives of the Student Senate have been involved with the college's planning process for new construction.

The ASCSM, in cooperation with the Student Activities Office, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to students, faculty, staff and administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

Events and Activities:

July/August/September 2011: During the month of July, the Student Senate began to meeting as a group to plan goals and events for the upcoming semester. During July the AS also participated in their Summer Leadership Retreat. During August the Students Senate helped plan and implement CSM's "Welcome Day" for new students. Over the course of the day Student Senate officers gave tours, helped students get ID cards, and set up for a Student Services Fair. More than 350 students with friends and family attended this event. Additionally, in conjunction with "Operation Welcome Mat" the Student Senate hosted a "Welcome Week." Over the course of the week the Senate gave out food, had music in the quad, and hosted a variety of activities for students to engage in.

ASB CSM
BALANCE SHEET

	<u>Sep 30, 11</u>	<u>Sep 30, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	56,778.24	57,303.31	-525.07	-0.92%
Total Checking/Savings	<u>56,778.24</u>	<u>57,303.31</u>	<u>-525.07</u>	<u>-0.92%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	122,813.62	113,409.04	9,404.58	8.29%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-2,159.83	-1,954.41	-205.42	10.51%
1220 · EMERGENCY LOANS RECEIVABLE	3,030.00	3,200.00	-170.00	-5.31%
1230 · OTHER LOANS RECEIVABLE	1,532.88	1,075.27	457.61	42.56%
Total Accounts Receivable	<u>125,216.67</u>	<u>115,729.90</u>	<u>9,486.77</u>	<u>8.2%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	664,763.80	699,134.76	-34,370.96	-4.92%
1310.2 · INVEST. MARKET TO MARKET ADJ.	1,611.69	2,405.41	-793.72	-33.0%
Total Other Current Assets	<u>666,375.49</u>	<u>701,540.17</u>	<u>-35,164.68</u>	<u>-5.01%</u>
Total Current Assets	848,370.40	874,573.38	-26,202.98	-3.0%
Fixed Assets				
1500 · FIXED ASSETS	2,880.40	4,699.60	-1,819.20	-38.71%
Total Fixed Assets	<u>2,880.40</u>	<u>4,699.60</u>	<u>-1,819.20</u>	<u>-38.71%</u>
TOTAL ASSETS	<u>851,250.80</u>	<u>879,272.98</u>	<u>-28,022.18</u>	<u>-3.19%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	5,707.44	3,798.33	1,909.11	50.26%
Total Accounts Payable	<u>5,707.44</u>	<u>3,798.33</u>	<u>1,909.11</u>	<u>50.26%</u>
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,998.95	9,998.95	0.00	0.0%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
2050 · CLUBS	80,126.12	131,574.64	-51,448.52	-39.1%
2060 · TRUSTS	357,110.52	391,565.28	-34,454.76	-8.8%
Total Other Current Liabilities	<u>457,046.65</u>	<u>542,949.93</u>	<u>-85,903.28</u>	<u>-15.82%</u>
Total Current Liabilities	<u>462,754.09</u>	<u>546,748.26</u>	<u>-83,994.17</u>	<u>-15.36%</u>
Total Liabilities	462,754.09	546,748.26	-83,994.17	-15.36%

ASB CSM
BALANCE SHEET

Equity				
3010 - OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 - RETAINED EARNINGS	122,672.27	60,338.12	62,334.15	103.31%
Net Income	3,538.49	9,900.65	-6,362.16	-64.26%
Total Equity	<u>388,496.71</u>	<u>332,524.72</u>	<u>55,971.99</u>	<u>16.83%</u>
TOTAL LIABILITIES & EQUITY	<u><u>851,250.80</u></u>	<u><u>879,272.98</u></u>	<u><u>-28,022.18</u></u>	<u><u>-3.19%</u></u>

ASB - CSM
INCOME STATEMENT

	<u>Jul - Sep 11</u>	<u>Jul - Sep 10</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	51.50	24.00	27.50	114.58%
4030 · CAFE COMMISSION	453.73	848.16	-394.43	-46.5%
4050 · MISCELLANEOUS	0.00	20.00	-20.00	-100.0%
4065 · RECREATION/GAMES	0.00	220.75	-220.75	-100.0%
4070 · SPACE RENTAL-VENDOR	0.00	550.00	-550.00	-100.0%
4080 · STUDENT BODY CARD	18,760.00	16,256.00	2,504.00	15.4%
4090 · VENDING-ACTION	825.41	1,260.43	-435.02	-34.51%
4091 · VENDING-PEPSI	856.52	91.98	764.54	831.2%
Total 4000 · INCOME	<u>20,947.16</u>	<u>19,271.32</u>	<u>1,675.84</u>	<u>8.7%</u>
Total Income	20,947.16	19,271.32	1,675.84	8.7%
Expense				
5000 · EXPENSES				
5020 · BAD DEBTS	37.23	-70.57	107.80	-152.76%
5021 · BANK SERVICE CHARGE	0.00	-20.00	20.00	100.0%
5031 · CLUB ASSISTANCE/ICC	1,363.49	0.00	1,363.49	100.0%
5040 · DEPRECIATION	454.80	454.80	0.00	0.0%
5080 · HOSPITALITY	431.35	17.46	413.89	2,370.5%
5140 · OFFICE SUPPLIES	2,242.03	1,220.73	1,021.30	83.66%
5145 · OPERATION	409.16	277.85	131.31	47.26%
5150 · PROGRAMS	4,471.92	917.06	3,554.86	387.64%
5151 · PUBLICITY	1,211.47	1,406.72	-195.25	-13.88%
5181 · SMALL F.F. & EQUIP	2,271.38	0.00	2,271.38	100.0%
5182 · STUDENT ACTIVITY CARD	489.74	1,668.83	-1,179.09	-70.65%
5183 · STUDENT ASSISTANT-SALARY	3,888.00	3,588.00	300.00	8.36%
5184 · STUDENT ASSISTANT-BENEFITS	77.76	71.76	6.00	8.36%
Total 5000 · EXPENSES	<u>17,348.33</u>	<u>9,532.64</u>	<u>7,815.69</u>	<u>81.99%</u>
Total Expense	<u>17,348.33</u>	<u>9,532.64</u>	<u>7,815.69</u>	<u>81.99%</u>
Net Ordinary Income	3,598.83	9,738.68	-6,139.85	-63.05%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	2,075.32	2,362.54	-287.22	-12.16%
Total 6000 · OTHER INCOMES	<u>2,075.32</u>	<u>2,362.54</u>	<u>-287.22</u>	<u>-12.16%</u>
Total Other Income	2,075.32	2,362.54	-287.22	-12.16%

ASB - CSM
INCOME STATEMENT

Other Expense

7000 - OTHER EXPENSES

7020 - VENDING INC. EXP TO V.P. TRUST	2,135.66	2,200.57	-64.91	-2.95%
Total 7000 - OTHER EXPENSES	<u>2,135.66</u>	<u>2,200.57</u>	<u>-64.91</u>	<u>-2.95%</u>
Total Other Expense	<u>2,135.66</u>	<u>2,200.57</u>	<u>-64.91</u>	<u>-2.95%</u>
Net Other Income	<u>-60.34</u>	<u>161.97</u>	<u>-222.31</u>	<u>-137.25%</u>
 Net Income	 <u><u>3,538.49</u></u>	 <u><u>9,900.65</u></u>	 <u><u>-6,362.16</u></u>	 <u><u>-64.26%</u></u>

Associated Students of Skyline College
2011-2012: Budget Report for the 1st Quarter
Summary of Programs and Activities
November 7, 2011

The following is a summary highlighting the events and activities of this quarter.

Shared Governance

The students continue to serve on the following committees at Skyline College and the District:

- Accreditation Committee
- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget Council
- College Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Budget Committee
- District Shared Governance Council
- District Strategic Planning
- District Students Council
- Ed Policy committee
- Fresh Look/Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning
- Program Improvement Viability committee
- Skyline College VPSS Search Committee
- Student Recognition and Awards Program Committee
- Technology Advisory Committee

Student Handbook and Academic Planners

Due to budget cuts, the Student Handbook is only available online in a downloadable format.

Recruitment of Students

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled.

Student Identification Cards

The Student Activities Office continues to produce Student ID Cards for the student body with assistance from the ASSC. The ASSC is delaying purchasing another ID machine and encouraging district wide discussion of the use of SMART cards.

Skyline Organizations and Clubs (SOCC)

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. This Fall, SOCC has two new clubs: Quantitative Science Club and the Heart Wrenchers Club

Programs and Events

- **Welcome Week Planning Meetings**
 - 7/14/11; 7/26/11; 8/4/11
 - Students met to discuss and plan for the upcoming Welcome Week festivities.
- **Welcome Week (August 17, 2011 – August 24, 2011)**
 - 8/17/11: Information Table
 - Distributed information about Skyline College and the A.S.S.C.
 - 8/18/11: Information Table
 - Distributed information about Skyline College and the A.S.S.C.
 - 8/19/11: Welcome Week BBQ
 - A.S.S.C. catered a BBQ for students
 - 8/22/11: Program Services Fair
 - Departments and Programs distributed materials in the Quad
 - 8/23/11: Club Rush
 - Members of student groups and community volunteer organizations distributed information and recruited new members and volunteers.
 - 8/24/11: Pancake Breakfast
 - Administrators, faculty, and staff assisted in serving breakfast to students. Catering provided by Pacific Dining.
- **ASSC Special Elections**
 - 9/14/11-9/16/11
 - Elections filled all positions on the ASSC Governing Council, for a final number of 21 voting members.
- **ASSC Meetings**
 - 8/25/11-Present
 - ASSC weekly meetings on Thursdays from 2-4pm
- **ASSC Leadership Retreat**
 - 9/23/11-9/25/11
 - Members of the ASSC participated in leadership and team building exercises at the Asilomar Conference Center in Pacific Grove, CA.

If you need additional information please contact:

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Coordinator of Student Activities
Skyline College
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ASB SKYLINE
BALANCE SHEET

	<u>Sep 30, 11</u>	<u>Sep 30, 10</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 - CASH AND BANK	78,306.35	52,188.09	26,118.26	50.05%
Total Checking/Savings	<u>78,306.35</u>	<u>52,188.09</u>	<u>26,118.26</u>	<u>50.05%</u>
Accounts Receivable				
1210.2 - ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 - EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	<u>-4,130.14</u>	<u>-4,130.14</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Assets				
1210.1 - ACCOUNT RECEIVABLE SKYLINE	901,033.48	816,714.89	84,318.59	10.32%
1310 - COUNTY INVESTMENT CONTROL	737,599.53	701,210.77	36,388.76	5.19%
1310.2 - MARK TO MARKET	1,770.65	1,976.80	-206.15	-10.43%
Total Other Current Assets	<u>1,640,403.66</u>	<u>1,519,902.46</u>	<u>120,501.20</u>	<u>7.93%</u>
Total Current Assets	<u>1,714,579.87</u>	<u>1,567,960.41</u>	<u>146,619.46</u>	<u>9.35%</u>
Fixed Assets				
1500 - FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>1,714,579.87</u></u>	<u><u>1,567,960.41</u></u>	<u><u>146,619.46</u></u>	<u><u>9.35%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 - ACCOUNTS PAYABLE	1,099.28	1,099.28	0.00	0.0%
Total Accounts Payable	<u>1,099.28</u>	<u>1,099.28</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Liabilities				
2030 - OTHER LOANS PAYABLE	3,182.66	3,182.66	0.00	0.0%
2050 - CLUBS	123,409.08	128,890.79	-5,481.71	-4.25%
2060 - TRUSTS	1,016,535.45	936,413.55	80,121.90	8.56%
Total Other Current Liabilities	<u>1,143,127.19</u>	<u>1,068,487.00</u>	<u>74,640.19</u>	<u>6.99%</u>
Total Current Liabilities	<u>1,144,226.47</u>	<u>1,069,586.28</u>	<u>74,640.19</u>	<u>6.98%</u>
Total Liabilities	<u>1,144,226.47</u>	<u>1,069,586.28</u>	<u>74,640.19</u>	<u>6.98%</u>
Equity				
3010 - Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 - Retained Earnings	214,276.54	158,232.17	56,044.37	35.42%
Net Income	16,417.31	482.41	15,934.90	3,303.19%
Total Equity	<u>570,353.40</u>	<u>498,374.13</u>	<u>71,979.27</u>	<u>14.44%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,714,579.87</u></u>	<u><u>1,567,960.41</u></u>	<u><u>146,619.46</u></u>	<u><u>9.35%</u></u>

ASB - SKYLINE
INCOME STATEMENT

	<u>Jul - Sep 11</u>	<u>Jul - Sep 10</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4050 · MISCELLANEOUS	0.00	0.00	0.00	0.0%
4065 · RETURNED CHECK FEE - UNION BAN	0.00	20.00	-20.00	-100.0%
4070 · SPACE RENTAL-VENDOR	0.00	475.00	-475.00	-100.0%
4080 · STUDENT BODY CARD	20,272.00	16,916.00	3,356.00	19.84%
4090 · VENDING-NORTH COUNTY	969.16	1,017.00	-47.84	-4.7%
4091 · VENDING-PEPSI	672.72	993.56	-320.84	-32.29%
Total 4000 · INCOME	<u>21,913.88</u>	<u>19,421.56</u>	<u>2,492.32</u>	<u>12.83%</u>
Total Income	21,913.88	19,421.56	2,492.32	12.83%
Expense				
5000 · EXPENSES				
5021 · BANK SERVICE CHARGE	0.00	48.12	-48.12	-100.0%
5031 · CLUB ASSISTANCE/ICC	1,500.00	675.98	824.02	121.9%
5032 · COLLEGE PROGRAM ASSISTANCE	0.00	250.00	-250.00	-100.0%
5033 · CONFERENCE/RETREAT/TRAINING	5,695.71	5,809.14	-113.43	-1.95%
5040 · DEPRECIATION	0.00	2,700.55	-2,700.55	-100.0%
5140 · OFFICE SUPPLIES	1,030.14	1,600.14	-570.00	-35.62%
5145 · OPERATION	0.00	161.42	-161.42	-100.0%
5150 · PROGRAMS	1,787.73	4,323.53	-2,535.80	-58.65%
5151 · PUBLICITY	0.00	3,848.73	-3,848.73	-100.0%
5183 · STUDENT ASSISTANT-SALARY	0.00	4,147.00	-4,147.00	-100.0%
5184 · STUDENT ASSISTANT-BENEFITS	0.00	82.94	-82.94	-100.0%
Total 5000 · EXPENSES	<u>10,013.58</u>	<u>23,647.55</u>	<u>-13,633.97</u>	<u>-57.66%</u>
Total Expense	10,013.58	23,647.55	-13,633.97	-57.66%
Net Ordinary Income	11,900.30	-4,225.99	16,126.29	-381.6%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	4,517.01	1,346.45	3,170.56	235.48%
6011 · INVESTMENT GAIN-UNREALIZED	0.00	1,976.80	-1,976.80	-100.0%
Total 6000 · OTHER INCOMES	<u>4,517.01</u>	<u>3,323.25</u>	<u>1,193.76</u>	<u>35.92%</u>
Total Other Income	4,517.01	3,323.25	1,193.76	35.92%
Other Expense				
7000 · OTHER EXPENSES				
7011 · INVESTMENT LOSS-UNREALIZED	0.00	-1,385.15	1,385.15	100.0%
Total 7000 · OTHER EXPENSES	<u>0.00</u>	<u>-1,385.15</u>	<u>1,385.15</u>	<u>100.0%</u>
Total Other Expense	0.00	-1,385.15	1,385.15	100.0%
Net Other Income	4,517.01	4,708.40	-191.39	-4.07%
Net Income	<u><u>16,417.31</u></u>	<u><u>482.41</u></u>	<u><u>15,934.90</u></u>	<u><u>3,303.19%</u></u>

SMCCCD - Bookstores Operation
Consolidated Balance Sheet
As at September 30, 2011

	9/30/2011		9/30/2010		Difference	
Assets						
Cash	\$ 33,765.63	0.41%	\$ 28,324.40	0.37%	\$ 5,441.23	0.1921
Investments	5,456,808.26	67.02%	5,369,318.64	69.32%	87,489.62	1.63%
Receivables	254,538.96	3.13%	162,739.43	2.10%	91,799.53	0.5641
Inventories & Prepaid Items	2,226,544.41	27.34%	1,933,624.57	24.96%	292,919.84	15.15%
Fixed Assets & Accum Depreciation	170,803.18	2.10%	251,482.63	3.25%	(80,679.45)	32.08-%
Total Assets	\$ 8,142,460.44	100.00%	\$ 7,745,489.67	100.00%	\$ 396,970.77	5.00%
Liabilities						
Current Liabilities	\$ 686,246.17	88.80%	\$ 596,522.01	85.51%	\$ 89,724.16	15.04%
Salaries & Benefits Payable	-	0%	-	0%	-	0%
Other Current Liabilities	86,561.01	11.20%	101,089.05	14.49%	(14,528.04)	14.37-%
Total Liabilities	\$ (772,807.18)	100.00-%	\$ (697,611.06)	100.00-%	\$ (75,196.12)	10.78-%
Equity						
Contributed Capital	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Retained Earnings	6,873,577.71	100.00%	6,677,737.73	100.00%	195,839.98	2.93%
Prior Years Adjustment	-	0.00%	-	0.00%	-	0.00%
Total Equity	\$ (6,873,577.71)	100.00-%	\$ (6,677,737.73)	100.00-%	\$ (195,839.98)	2.00-%
Year to Date Net Profit (Loss)	\$ 496,075.55	6.00%	\$ 370,140.88	4.00%	\$ 125,934.67	34.00%
Total Liabilities & Fund Equity	\$ (8,142,460.44)	100.00-%	\$ (7,745,489.67)	100.00-%	\$ (396,970.77)	5.13-%

SMCCCD - Bookstores Operation
YTD Summary Income Statement
For Period Ending September 30, 2011

	YTD 09-30-11		YTD 09-30-10		Difference	
Income						
Gross Sales	\$ 3,021,524.62	100.00%	\$ 3,053,213.55	100.00%	\$ (31,688.93)	1.04-%
Cost of Sales	(1,894,305.09)	62.69-%	(2,035,690.77)	66.67-%	141,385.68	6.95%
Gross Margin	\$ 1,127,219.53	37.00%	\$ 1,017,522.78	33.00%	\$ 109,696.75	10.00%
Operating Expenses						
Salaries & Benefits	\$ 474,907.92	64.45%	\$ 446,212.73	61.43%	\$ 28,695.19	6.43%
Other Inventory Expenses	118,244.92	16.05%	116,238.97	16.00%	2,005.95	0.0173
Other Service Expenses	32,701.52	4.44%	39,558.37	5.45%	(6,856.85)	17.33-%
Travel & Mileage Expenses	632.50	0.09%	1247.54	0.17%	(615.04)	49.30-%
Dues & Membership	625.00	0.08%	3,450.00	0.47%	(2,825.00)	81.88-%
Insurance Expense	1,800.00	0.24%	1,050.00	0.14%	750.00	0.7143
Utilities	11,516.10	1.56%	10,833.28	1.49%	682.82	0.063
Equipment Maintenance & Rental	9,267.25	1.26%	7,960.53	1.10%	1,306.72	16.41%
Legal, Audit & Bad Debt Expenses	2,320.28	0.31%	10192.16	1.40%	(7,871.88)	77.23-%
Other Operating Expenses	84,879.48	11.52%	89,593.19	12.33%	(4,713.71)	5.26-%
Total Operating Expenses	\$ 736,894.97	24.39%	\$ 726,336.77	23.79%	\$ 10,558.20	1.45%
Other Income	\$ 186,521.06	100.00%	\$ 154,566.29	100.00%	\$ 31,954.77	20.67%
Total Other Income	\$ 186,521.06	6.17%	\$ 154,566.29	5.06%	\$ 31,954.77	20.67%
Net Operation Profit / (Loss)	\$ 576,845.62	19.00%	\$ 445,752.30	14.00%	\$ 131,093.32	29.00%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Non Operational Expense						
Salaries - Dist Admin	\$ 15,742.41	19.49%	\$ 19,542.39	25.85%	(3,799.98)	19.44-%
Salaries - Dist Supervisor	4,297.88	5.32%	3,686.45	4.88%	611.43	16.59%
Salaries - Dist Student	-	0.00%	-	0.00%	-	0.00%
Benefits - All Dist Staff	6,053.09	7.49%	6,318.40	8.36%	(265.31)	4.20-%
Rent Expense	16,890.00	20.91%	16,890.00	22.34%	-	0.00%
Donations	37,786.69	46.78%	29,174.18	38.58%	8,612.51	29.52%
Depreciation Expense - Rental Text	-	0.00%	-	0.00%	-	0.00%
Total Non Operational Income/Expenses	\$ 80,770.07	2.67%	\$ 75,611.42	2.48%	\$ 5,158.65	6.82%
Year to Date Net Profit (Loss)	\$ 496,075.55	16.42%	\$ 370,140.88	12.12%	\$ 125,934.67	34.02%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2011

	YTD 09-30-11		YTD 09-30-10		Difference	
Gross Sales						
Income - Books	\$ 2,418,813.79	0.00%	\$ 2,633,509.56	0.00%	\$ (214,695.77)	8.15-%
Income - Supplies	227,381.22	0.00%	188,867.24	0.00%	38,513.98	20.39%
Income - Food & Beverages	249,118.13	0.00%	138,151.62	0.00%	110,966.51	80.32%
Income - Electronics	41,964.55	0.00%	57,439.73	0.00%	(15,475.18)	26.94-%
Income - Gifts	31,668.37	0.00%	31,032.26	0.00%	636.11	2.05%
Income - Sundries	4,519.15	0.00%	4,414.60	0.00%	104.55	2.37%
Income - Production Services	48,264.18	0.00%	-	0.00%	48,264.18	100.00%
Sales Over/Short Adjustment	(204.77)	0.00%	(201.46)	0.00%	(3.31)	1.64-%
Total Gross Sales	\$ 3,021,524.62	0.00%	\$ 3,053,213.55	0.00%	\$ (31,688.93)	1.04-%
Cost of Goods Sold						
COGS - Books	\$ (1,562,619.85)	0.00%	\$ (1,771,601.08)	0.00%	\$ 208,981.23	11.80%
COGS - Supplies	(137,904.33)	0.00%	(117,235.08)	0.00%	(20,669.25)	17.63-%
COGS - Food & Beverages	(136,501.50)	0.00%	(78,123.82)	0.00%	(58,377.68)	74.72-%
COGS - Electronics	(33,493.11)	0.00%	(50,072.11)	0.00%	16,579.00	33.11%
COGS - Gifts	(17,182.51)	0.00%	(16,176.11)	0.00%	(1,006.40)	6.22-%
COGS - Sundries	(3,760.79)	0.00%	(2,482.57)	0.00%	(1,278.22)	51.49-%
COGS - Production Services	(2,843.00)	0.00%	-	0.00%	(2,843.00)	100.00%
Total Cost of Goods Sold	\$ (1,894,305.09)	0.00%	\$ (2,035,690.77)	0.00%	\$ 141,385.68	6.95%
Gross Profit	\$ 1,127,219.53	0.00%	\$ 1,017,522.78	0.00%	\$ 109,696.75	10.00%
Operating Expenses						
Salaries & Benefits						
Salaries - Administrative	\$ 22,473.00	0.00%	\$ 32,496.82	0.00%	\$ (10,023.82)	30.85-%
Salaries - Supervisor	65,218.82	0.00%	64,098.24	0.00%	1,120.58	1.75%
Salaries - Classified	178,624.74	0.00%	163,238.93	0.00%	15,385.81	9.43%
Salaries - Students	93,812.70	0.00%	77,981.26	0.00%	15,831.44	20.30%
Salaries - Shrt Term Hourly	12,988.15	0.00%	-	0.00%	12,988.15	100.00%
Accrued Vacation Exp-Supervisor	-	0.00%	-	0.00%	-	0.00%
Accrued Vacation Exp-Classified	-	0.00%	-	0.00%	-	0.00%
Benefits - All Stores	101,790.51	0.00%	108,397.48	0.00%	(6,606.97)	6.10-%
Total Salary & Benefits	\$ 474,907.92	0.00%	\$ 446,212.73	0.00%	\$ 28,695.19	6.43%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2011

	YTD 09-30-11		YTD 09-30-10		Difference	
Other Inventory Expenses						
Freight In	\$ 81,651.79	0.00%	\$ 76,882.29	0.00%	\$ 4,769.50	6.20%
Service Fees Expense	1,422.45	0.00%	193.47	0.00%	1,228.98	635.23%
CRV Tax Paid	2,337.02	0.00%	1,188.45	0.00%	1,148.57	96.64%
Buyback Expense	-	0.00%	-	0.00%	-	0.00%
Invoice Balancing Over/Short	52.42	0.00%	(34.44)	0.00%	86.86	252.21%
Restocking Fees	18.56	0.00%	328.54	0.00%	(309.98)	94.35-%
Imprint Fees	2,544.95	0.00%	-	0.00%	2,544.95	100.00%
Shrinkage Expense	30,217.73	0.00%	37,680.66	0.00%	(7,462.93)	19.81-%
Total Other Inventory Expenses	\$ 118,244.92	0.00%	\$ 116,238.97	0.00%	\$ 2,005.95	1.73%
Other Service Expenses						
Computer System Support - Software	\$ 12,457.98	0.00%	\$ -	0.00%	\$ 12,457.98	100.00%
Computer System Support - Hardware	14,513.72	0.00%	29,393.63	0.00%	(14,879.91)	50.62-%
Training Fees	1,812.48	0.00%	8,002.58	0.00%	(6,190.10)	77.35-%
Contract Personnel	-	0.00%	-	0.00%	-	0.00%
Armored Car Service	3,917.34	0.00%	2,162.16	0.00%	1,755.18	81.18%
Security System Service	-	0.00%	-	0.00%	-	0.00%
Total Other Service Expenses	\$ 32,701.52	0.00%	\$ 39,558.37	0.00%	\$ (6,856.85)	17.33-%
Travel & Mileage Expenses						
Conference Expense	\$ 450.12	0.00%	\$ 962.73	0.00%	\$ (512.61)	53.25-%
Conference Fees Out of State	-	0.00%	-	0.00%	-	0.00%
Travel Expenses	-	0.00%	-	0.00%	-	0.00%
Mileage	182.38	0.00%	284.81	0.00%	(102.43)	35.96-%
Total Travel & Mileage Expenses	\$ 632.50	0.00%	\$ 1,247.54	0.00%	\$ (615.04)	49.30-%
Dues & Membership Expenses						
Dues & Membership	\$ 625.00	0.00%	\$ 3,450.00	0.00%	\$ (2,825.00)	81.88-%
Total Dues & Membership	\$ 625.00	0.00%	\$ 3,450.00	0.00%	\$ (2,825.00)	81.88-%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2011

	YTD 09-30-11		YTD 09-30-10		Difference	
Insurance Expense						
Insurance Expense	\$ 1,800.00	0.00%	\$ 1,050.00	0.00%	\$ 750.00	71.43%
Total Insurance Expense	\$ 1,800.00	0.00%	\$ 1,050.00	0.00%	\$ 750.00	71.43%
Utilities						
Utilities - Gas	\$ 1,513.36	0.00%	2,010.00	0.00%	\$ (496.64)	24.71-%
Utilities - Electric	7,571.71	0.00%	5,310.00	0.00%	2,261.71	42.59%
Utilities - Water	791.86	0.00%	780.00	0.00%	11.86	1.52%
Utilities - Phone	-	0.00%	-	0.00%	-	0.00%
Utilities - Garbage	1,639.17	0.00%	2,733.28	0.00%	(1,094.11)	40.03-%
Total Utilities	\$ 11,516.10	0.00%	\$ 10,833.28	0.00%	\$ 682.82	6.30%
Equipment Maintenance & Rental						
Equipment - Non Inventory	\$ 3,978.19	0.00%	4,576.24	0.00%	\$ (598.05)	13.07-%
Repairs & Maint Contract Equip	3,748.30	0.00%	693.23	0.00%	3,055.07	440.70%
Contract Misc Services	1,540.76	0.00%	2,691.06	0.00%	(1,150.30)	42.75-%
Total Equipment Maintenance & Rental	\$ 9,267.25	0.00%	\$ 7,960.53	0.00%	\$ 1,306.72	16.41%
Legal, Audit & Bad Debt Expense						
Audits	\$ 592.00	0.00%	\$ 3,000.00	0.00%	\$ (2,408.00)	80.27-%
Bad Debt - Customer	-	0.00%	(312.87)	0.00%	312.87	100.00%
Bad Debt - Vendor	1,728.28	0.00%	7,505.03	0.00%	(5,776.75)	76.97-%
Total Legal, Audit & Bad Debt Expense	\$ 2,320.28	0.00%	\$ 10,192.16	0.00%	\$ (7,871.88)	77.23-%
Other Operating Expenses						
Depreciation	\$ 20,820.00	0.00%	\$ 23,585.88	0.00%	\$ (2,765.88)	11.73-%
Fixed Asset Disposal	-	0.00%	-	0.00%	-	0.00%
Postage	-	0.00%	-	0.00%	-	0.00%
Store & Office Use Supplies	6,815.17	0.00%	11,355.39	0.00%	(4,540.22)	39.98-%
Advertising	-	0.00%	12.30	0.00%	(12.30)	100.00-%
Credit Card Commissions	53,400.27	0.00%	51,183.10	0.00%	2,217.17	4.33%
Bank Charges - Returned Checks	-	0.00%	-	0.00%	-	0.00%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2011

	YTD 09-30-11		YTD 09-30-10		Difference	
Bank Charges - Other	3,333.72	0.00%	3,248.18	0.00%	85.54	2.63%
Miscellaneous Expenses	510.32	0.00%	208.34	0.00%	301.98	144.95%
Other Operating Expenses	-	0.00%	-	0.00%	-	0.00%
Total Other Operating Expenses	\$ 84,879.48	0.00%	\$ 89,593.19	0.00%	\$ (4,713.71)	5.26-%
Total Operating Expenses	\$ 736,894.97	0.00%	\$ 726,336.77	0.00%	\$ 10,558.20	1.45%
Other Income						
Interest Income	\$ 12,098.11	0.00%	\$ 17,808.64	0.00%	\$ (5,710.53)	32.07-%
Commission Income	4,432.57	0.00%	6,723.25	0.00%	(2,290.68)	34.07-%
Miscellaneous Income	5,581.17	0.00%	5,866.69	0.00%	(285.52)	4.87-%
Catalog Income	186.00	0.00%	236.00	0.00%	(50.00)	21.19-%
Shipping & Postage Income	6,847.30	0.00%	6,819.44	0.00%	27.86	0.41%
Stamp Income	215.00	0.00%	202.79	0.00%	12.21	6.02%
Ticket Sales Income	50.00	0.00%	-	0.00%	50.00	100.00%
LTO Interest Income	282.87	0.00%	513.49	0.00%	(230.62)	44.91-%
Calif Recycle Fee Collected	-	0.00%	-	0.00%	-	0.00%
NG Check Fee Collected	40.00	0.00%	100.00	0.00%	(60.00)	60.00-%
NG Check Collection	-	0.00%	-	0.00%	-	0.00%
Late Rental Return Fee	24,066.74	0.00%	9,668.37	0.00%	14,398.37	148.92%
Photocopy Fee	232.03	0.00%	33.90	0.00%	198.13	584.45%
Textbook Re-wrap Fee	236.29	0.00%	160.15	0.00%	76.14	47.54%
Return Restocking Fee	2,193.44	0.00%	3,570.93	0.00%	(1,377.49)	38.58-%
VA Handling Fee	193.21	0.00%	92.95	0.00%	100.26	107.86%
Textbook Rental Fee	90,161.79	0.00%	60,561.25	0.00%	29,600.54	48.88%
First Five Rental Fee	38,884.96	0.00%	40,564.20	0.00%	(1,679.24)	4.14-%
Supplies Rental Fee (Funded)	(30.00)	0.00%	-	0.00%	(30.00)	100.00%
Supplies Rental Fee (Store)	420.00	0.00%	270.00	0.00%	150.00	55.56%
Computer Rental Fee	-	0.00%	230.00	0.00%	(230.00)	100.00-%
Grad Announcement Fee	-	0.00%	-	0.00%	-	0.00%
Notary Fee	-	0.00%	-	0.00%	-	0.00%
Grad Rental Income	-	0.00%	-	0.00%	-	0.00%
Closeout Books	7.20	0.00%	211.23	0.00%	(204.03)	96.59-%
Fax Fee Income	36.10	0.00%	58.50	0.00%	(22.40)	38.29-%
Consignment Sales	-	0.00%	-	0.00%	-	0.00%
Vendor Discounts	386.28	0.00%	874.51	0.00%	(488.23)	55.83-%
Total Other Income	\$ 186,521.06	0.00%	\$ 154,566.29	0.00%	\$ 31,954.77	20.67%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2011

	YTD 09-30-11		YTD 09-30-10		Difference	
Net Operation Profit (Loss)	\$ 576,845.62	0.00%	\$ 445,752.30	0.00%	\$ 131,093.32	29.00%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Non Operational Expenses						
Salaries - District Admin	\$ 15,742.41	0.00%	\$ 19,542.39	0.00%	\$ (3,799.98)	19.44-%
Salaries - Dist Supervisor	4,297.88	0.00%	3,686.45	0.00%	611.43	16.59%
Salaries - Dist Students	-	0.00%	-	0.00%	-	0.00%
Benefits - All Dist Staff	6,053.09	0.00%	6,318.40	0.00%	(265.31)	4.20-%
Rent Expense	16,890.00	0.00%	16,890.00	0.00%	-	0.00%
Donations	37,786.69	0.00%	29,174.18	0.00%	8,612.51	29.52%
Depreciation Expense - Rental Text	-	0.00%	-	0.00%	-	0.00%
Total Non Operational Income/Expenses	\$ 80,770.07	0.00%	\$ 75,611.42	0.00%	\$ 5,158.65	6.82%
Year to Date Net Profit (Loss)	\$ 496,075.55	0.00%	\$ 370,140.88	0.00%	\$ 125,934.67	34.02%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of September 30, 2011

	<u>Sep 30, 2011</u>	<u>Sep 30, 2010</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 · CASH & INVESTMENTS				
1112 · INVESTMENTS				
1112.10 · CASH IN COUNTY	\$ 300,364.90	\$ 263,268.56	\$ 37,096.34	14.09%
1112.11 · LAIF	33,772.85	33,576.41	196.44	0.59%
1112.21 · MARK TO MARKET ADJ	683.09	923.07	-239.98	-26.0%
Total 1112 · INVESTMENTS	<u>\$ 334,820.84</u>	<u>\$ 297,768.04</u>	<u>\$ 37,052.80</u>	<u>12.44%</u>
Total 1100 · CASH & INVESTMENTS	<u>\$ 334,820.84</u>	<u>\$ 297,768.04</u>	<u>\$ 37,052.80</u>	<u>12.44%</u>
Total Checking/Savings	\$ 334,820.84	\$ 297,768.04	\$ 37,052.80	12.44%
Accounts Receivable				
1200 · ACCOUNTS RECEIVABLE				
1211 · MISC RECEIVABLE	\$ 17,683.52	\$ 27,910.62	\$ (10,227.10)	-36.64%
1212 · INTEREST RECEIVABLE	254.05	788.43	-534.38	-67.78%
Total 1200 · ACCOUNTS RECEIVABLE	<u>\$ 17,937.57</u>	<u>\$ 28,699.05</u>	<u>\$ (10,761.48)</u>	<u>-37.5%</u>
Total Accounts Receivable	<u>\$ 17,937.57</u>	<u>\$ 28,699.05</u>	<u>\$ (10,761.48)</u>	<u>-37.5%</u>
Total Current Assets	\$ 352,758.41	\$ 326,467.09	\$ 26,291.32	8.05%
Fixed Assets				
1400 · FURNITURE, EQUIPMENT & FIXTURES				
1410 · FURN., FIXTURE & EQUIP	\$ 17,342.32	\$ 167,746.47	\$ (150,404.15)	-89.66%
1415 · ACCUMULATED DEPRECIATION	-17,342.32	-32,911.08	15,568.76	-47.31%
Total 1400 · FURNITURE, EQUIPMENT & FIXTURES	<u>\$ -</u>	<u>\$ 134,835.39</u>	<u>\$ (134,835.39)</u>	<u>-100.0%</u>

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of September 30, 2011

	<u>Sep 30, 2011</u>	<u>Sep 30, 2010</u>	<u>\$ Change</u>	<u>% Change</u>
Total Fixed Assets	\$ -	\$ 134,835.39	\$ (134,835.39)	-100.0%
TOTAL ASSETS	<u>352,758.41</u>	<u>461,302.48</u>	<u>-108,544.07</u>	<u>-23.53%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2116 · SMCCCD PAYABLE	\$ 9,460.73	\$ 29,157.97	\$ (19,697.24)	-67.55%
2126 · MISC PAYABLE	7,983.19	15,781.84	-7,798.65	-49.42%
Total Accounts Payable	<u>\$ 17,443.92</u>	<u>\$ 44,939.81</u>	<u>\$ (27,495.89)</u>	<u>-61.18%</u>
Total Current Liabilities	<u>\$ 17,443.92</u>	<u>\$ 44,939.81</u>	<u>\$ (27,495.89)</u>	<u>-61.18%</u>
Total Liabilities	\$ 17,443.92	\$ 44,939.81	\$ (27,495.89)	-61.18%
Equity				
3900 · Retained Earnings	\$ 334,645.33	\$ 415,501.31	\$ (80,855.98)	-19.46%
Net Income	669.16	861.36	-192.20	-22.31%
Total Equity	<u>\$ 335,314.49</u>	<u>\$ 416,362.67</u>	<u>\$ (81,048.18)</u>	<u>-19.47%</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 352,758.41</u>	<u>\$ 461,302.48</u>	<u>\$ (108,544.07)</u>	<u>-23.53%</u>

DISTRICT CAFETERIAS

Profit & Loss Prev Year Comparison-Summary Statement

July 2011 through September 2011

	Jul '11 - Sep 11	Jul '10 - Sep 10	\$ Change	% Change
Income				
5100 · VENDING INCOME	\$ 10,487.92	\$ 15,899.07	\$ (5,411.15)	-34.03%
5200 · FOOD SERVICE INCOME	29,995.36	28,613.60	1,381.76	4.83%
5310 · INTEREST INCOME	1,062.41	831.79	230.62	27.73%
5400 · EVENT RENTAL	1,200.00	0.00	1,200.00	100.0%
Total Income	\$ 42,745.69	\$ 45,344.46	\$ (2,598.77)	-5.73%
Expense				
5500 · COLLEGE SUPPORT	\$ 10,353.58	\$ 19,083.46	\$ (8,729.88)	-45.75%
6000 · SALARIES	14,716.96	5,734.73	8,982.23	156.63%
6210 · BENEFITS	4,341.05	1,663.53	2,677.52	160.95%
6700 · CONTRACTED SERVICES	12,614.94	14,343.81	-1,728.87	-12.05%
6800 · DEPRECIATION EXPENSE	0.00	3,657.57	-3,657.57	-100.0%
6899 · Other Operating Expenses	50.00	0.00	50.00	100.0%
Total Expense	\$ 42,076.53	\$ 44,483.10	\$ (2,406.57)	-5.41%
Net Income	\$ 669.16	\$ 861.36	\$ (192.20)	-22.31%

DISTRICT CAFETERIAS

Profit & Loss Prev Year Comparison-Detail Statement

July 2011 through September 2011

	<u>Jul '11 - Sep 11</u>	<u>Jul '10 - Sep 10</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 · VENDING INCOME				
5100.6 · VENDING INCOME - ACTION VENDING				
5100.61 · VENDING INCOME - N COUNTY - FOOD	\$ 5,307.51	\$ 6,257.21	\$ (949.70)	-15.18%
Total 5100.6 · VENDING INCOME - N COUNTY	<u>\$ 5,307.51</u>	<u>\$ 6,257.21</u>	<u>\$ (949.70)</u>	<u>-15.18%</u>
5100.7 · VENDING INCOME - PEPSI				
5100.70 · VENDING COMM CLEARING - PEPSI	\$ 97.65	\$ 129.30	\$ (31.65)	-24.48%
5100.72 · SKY - VENDING INC - PEPSI - BEV	1,080.20	1,322.78	(242.58)	-18.34%
5100.73 · CAN - VENDING INC - PEPSI - BEV	1,037.35	2,597.14	(1,559.79)	-60.06%
5100.74 · CSM - VENDING INC - PEPSI - BEV	2,965.21	5,592.64	(2,627.43)	-46.98%
5100.79 · SPECIAL INCOME - PEPSI	-	-	-	0.0%
Total 5100.7 · VENDING INCOME - PEPSI	<u>\$ 5,180.41</u>	<u>\$ 9,641.86</u>	<u>\$ (4,461.45)</u>	<u>-46.27%</u>
Total 5100 · VENDING INCOME	<u>\$ 10,487.92</u>	<u>\$ 15,899.07</u>	<u>\$ (5,411.15)</u>	<u>-34.03%</u>
5200 · FOOD SERVICE INCOME				
5205 · FOOD SERVICE - KJ'S CAFE				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	\$ 3,702.70	\$ 4,827.39	\$ (1,124.69)	-23.3%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	1,134.32	7,960.98	(6,826.66)	-85.75%
Total 5205 · FOOD SERVICE - KJ'S CAFE	<u>\$ 4,837.02</u>	<u>\$ 12,788.37</u>	<u>\$ (7,951.35)</u>	<u>-62.18%</u>
5206 · FOOD SERVICE - PACIFIC DINING				
5206.2 · Pacific Dining - Skyline	\$ 14,471.44	\$ 7,394.59	\$ 7,076.85	95.7%
5206.3 · Pacific Dining - Canada	2,203.05	2,762.92	(559.87)	-20.26%
5206.4 · Pacific Dining - CSM	7,863.68	4,478.88	3,384.80	75.57%

DISTRICT CAFETERIAS

Profit & Loss Prev Year Comparison-Detail Statement

July 2011 through September 2011

	Jul '11 - Sep 11	Jul '10 - Sep 10	\$ Change	% Change
5206.4K · Pacific Dining - CSM Kiosk	620.17	1,188.84	(568.67)	-47.83%
5206 · FOOD SERVICE OTHERS	-	-	-	0.0%
Total 5206 · FOOD SERVICE - PACIFIC DINING	\$ 25,158.34	\$ 15,825.23	\$ 9,333.11	58.98%
Total 5200 · FOOD SERVICE INCOME	\$ 29,995.36	\$ 28,613.60	\$ 1,381.76	4.83%
5310 · INTEREST INCOME	\$ 1,062.41	\$ 831.79	\$ 230.62	27.73%
5400 · EVENT RENTAL	\$ 1,200.00	\$ -	\$ 1,200.00	100.0%
Total Income	\$ 42,745.69	\$ 45,344.46	\$ (2,598.77)	-5.73%
Expense				
5500 · COLLEGE SUPPORT				
5500.12 · COLLEGE SUPPORT - SKY - N COUNTY	\$ 1,716.11	\$ 1,407.52	\$ 308.59	21.92%
5500.13 · COLLEGE SUPPORT - CAN - N COUNTY	1,165.47	1,367.81	(202.34)	-14.79%
5500.14 · COLLEGE SUPPORT - CSM - MN COUNTY	2,425.93	3,481.88	(1,055.95)	-30.33%
5500.21 · COLLEGE SUPPORT - PEPSI	97.65	129.30	(31.65)	-24.48%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	1,080.20	1,322.78	(242.58)	-18.34%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	1,037.35	2,597.14	(1,559.79)	-60.06%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	2,965.21	5,592.64	(2,627.43)	-46.98%
5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE	(134.34)	3,184.39	(3,318.73)	-104.22%
5500 · COLLEGE SUPPORT - Other	-	-	-	0.0%
Total 5500 · COLLEGE SUPPORT	\$ 10,353.58	\$ 19,083.46	\$ (8,729.88)	-45.75%
6000 · SALARIES				
6110 · REGULAR SALARIES				
6111 · MANAGEMENT SALARY	\$ 14,716.96	\$ 5,734.73	\$ 8,982.23	156.63%

DISTRICT CAFETERIAS

Profit & Loss Prev Year Comparison-Detail Statement

July 2011 through September 2011

	Jul '11 - Sep 11	Jul '10 - Sep 10	\$ Change	% Change
6115 · CLERICAL O/T SALARIES	-	-	-	0.0%
Total 6110 · REGULAR SALARIES	\$ 14,716.96	\$ 5,734.73	\$ 8,982.23	156.63%
Total 6000 · SALARIES	\$ 14,716.96	\$ 5,734.73	\$ 8,982.23	156.63%
 6210 · BENEFITS				
 6210.5 · BENEFITS				
6212 · BENEFITS	\$ 4,341.05	\$ 1,663.53	\$ 2,677.52	160.95%
Total 6210.5 · BENEFITS	4,341.05	1,663.53	2,677.52	160.95%
Total 6210 · BENEFITS	\$ 4,341.05	\$ 1,663.53	\$ 2,677.52	160.95%
 6700 · CONTRACTED SERVICES				
 6710 · SERVICE CONTRACT & REPAIRS				
6711 · SERVICE CONTRACT				
6711.2 · SKYLINE SERVICE CONTRACT	\$ 2,324.16	\$ 1,154.24	\$ 1,169.92	101.36%
6711.3 · CANADA SERVICE CONTRACT	889.67	-	889.67	100.0%
6711.4 · CSM SERVICE CONTRACT	889.67	-	889.67	100.0%
Total 6711 · SERVICE CONTRACT	\$ 4,103.50	\$ 1,154.24	\$ 2,949.26	255.52%
6712 · REPAIR AND MAINTENANCE				
 6712.2 · SKYLINE REPAIR & MAINTENANCE	\$ 1,125.57	\$ 261.03	\$ 864.54	331.2%
6712.3 · CANADA REPAIR & MAINTENANCE	-	261.03	(261.03)	-100.0%
6712.4 · CSM REPAIR & MAINTENANCE	-	261.03	(261.03)	-100.0%
Total 6712 · REPAIR AND MAINTENANCE	\$ 1,125.57	\$ 783.09	\$ 342.48	43.73%
6714 · UTILITY				

DISTRICT CAFETERIAS

Profit & Loss Prev Year Comparison-Detail Statement

July 2011 through September 2011

	<u>Jul '11 - Sep 11</u>	<u>Jul '10 - Sep 10</u>	<u>\$ Change</u>	<u>% Change</u>
6714.2 · UTILITY-SKYLINE	\$ 1,975.71	\$ 1,600.00	\$ 375.71	23.48%
6714.3 · UTILITY-CANADA	-	750.00	(750.00)	-100.0%
6714.4 · UTILITY-CSM	1,188.63	1,197.98	(9.35)	-0.78%
Total 6714 · UTILITY	\$ 3,164.34	\$ 3,547.98	\$ (383.64)	-10.81%
Total 6710 · SERVICE CONTRACT & REPAIRS	\$ 8,393.41	\$ 5,485.31	\$ 2,908.10	53.02%
6750 · OTHER CONTRACT SERVICES				
6751 · CONTRACTED MISC. SERVICE				
6751.2 · CONT MISC SER-SKYLINE	\$ -	\$ 297.50	\$ (297.50)	-100.0%
6751.3 · CONT MISC SER-CANADA	-	-	-	0.0%
6751.4 · CONT MISC SER-CSM	-	-	-	0.0%
Total 6751 · CONTRACTED MISC. SERVICE	\$ -	\$ 297.50	\$ (297.50)	-100.0%
6750 · OTHER CONTRACT SERVICES - Other	\$ 4,086.53	\$ 8,255.15	\$ (4,168.62)	-50.5%
Total 6750 · OTHER CONTRACT SERVICES	\$ 4,086.53	\$ 8,552.65	\$ (4,466.12)	-52.22%
6760 · EQUIP. & FACILITY REFURBISHMENT				
6761 · EQUIPMENT REFURBISHMENT				
6761.2 · EQUIP. REFURBISHMENT-SKYLINE	\$ -	\$ -	\$ -	0.0%
6761.3 · EQUIP. REFURBISHMENT-CANADA	-	-	-	0.0%
Total 6761 · EQUIPMENT REFURBISHMENT	\$ -	\$ -	\$ -	0.0%
6763 · SUPPLIES REFURBISHMENT	\$ 35.00	\$ 223.89		
6763.2 · SUPPLIES REFURBISHMENT-SKYLINE	-	-	-	0.0%
6763.4 · SUPPLIES REFURBISHMENT-CSM	-	-	-	0.0%

DISTRICT CAFETERIAS

Profit & Loss Prev Year Comparison-Detail Statement

July 2011 through September 2011

	Jul '11 - Sep 11	Jul '10 - Sep 10	\$ Change	% Change
Total 6763 · SUPPLIES REFURBISHMENT	\$ 35.00	\$ 223.89	\$ (188.89)	-84.37%
Total 6760 · EQUIP. & FACILITY REFURBISHMENT	\$ 35.00	\$ 223.89	\$ (188.89)	-84.37%
6770 · EQUIPMENT-NON INVENTORY	\$ 100.00	\$ 81.96	\$ 18.04	22.01%
6771.2 · EQUIP-NON INVENTORY/SKYLINE	-	-	-	0.0%
6771.3 · EQUIP-NON INVENTORY/CANADA	-	-	-	0.0%
Total 6770 · EQUIPMENT-NON INVENTORY	\$ 100.00	\$ 81.96	\$ 18.04	22.01%
Total 6700 · CONTRACTED SERVICES	\$ 12,614.94	\$ 14,343.81	\$ (1,728.87)	-12.05%
6800 · DEPRECIATION EXPENSE				
6801 · DEPRECIATION EXPENSE	\$ -	\$ 3,657.57	\$ (3,657.57)	-100.0%
Total 6800 · DEPRECIATION EXPENSE	\$ -	\$ 3,657.57	\$ (3,657.57)	-100.0%
6850 · UNREALIZED P/L ON INVESTMENTS			-	0.0%
6851 · LOSS ON INVESTMENTS	-	-	-	0.0%
6856 · DISPOSAL OF FIXED ASSETS	-	-	-	0.0%
6899 · Other Operating Expenses	\$ 50.00	\$ -	\$ 50.00	100.0%
Total Expense	\$ 42,076.53	\$ 44,483.10	\$ (2,406.57)	-5.41%
Net Income	\$ 669.16	\$ 861.36	\$ (192.20)	-22.31%

SMCCCD
CSM Fitness Center (San Mateo Athletic Club & Aquatic Center)
Balance Sheet
As at September 30, 2011

	<u>9/30/2011</u>	<u>9/30/2010</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Current Assets				
Cash				
Bank of America-Checking	\$ 227,001	\$ 617,307	\$ (390,305)	-63.2%
Cash on hand	200	-	200	100.0%
Investment				
Cash in County	1,010,265	457,040	553,225	121.0%
Unrealized Gain	1,016	2,489	(1,473)	-59.2%
Total Cash	\$ 1,238,482	\$ 1,076,836	\$ 161,646	15.0%
Accounts Receivable				
Accounts Receivable	17,873	285	17,588	6166.3%
Interest Receivable	1,868	1,711	157	9.2%
Total Accounts Receivable	\$ 19,741	\$ 1,996	\$ 17,745	889.0%
Inventory				
ProShop Inventory	7,162	-	7,162	100.0%
Total Inventory	\$ 7,162	\$ -	\$ 7,162	100.0%
Total Current Assets	\$ 1,265,385	\$ 1,078,832	\$ 186,554	17.3%
Fixed Assets				
Computer Equipment	-	9,448	(9,448)	-100.0%
Accumulated Depreciation - Equip	-	(945)	945	-100.0%
Total Fixed Assets	\$ -	\$ 8,503	\$ (8,503)	-100.0%
Total Assets	\$ 1,265,385	\$ 1,087,335	\$ 178,050	16.4%
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 169,339	\$ 279,502	\$ (110,163)	-39%
Sales Tax Payable	102	-	102	100%
Unapplied payments (annual dues)	12,062	2,479	9,583	387%
Deferred Incomes				
Deferred dues	161,736	125,180	36,556	29%
Deferred parking	5,052	3,785	1,268	33%

Deferred PT	13,401	9,149	4,252	46%
Deferred Master Swim	3,740	3,220	520	16%
Total Deferred Incomes	<u>\$ 183,929</u>	<u>\$ 141,334</u>	<u>\$ 42,596</u>	<u>30%</u>
Gift Certificates	909	-	909	100%
Referral Credit	-	2,978	(2,978)	-100%
Total Current Liabilities	<u>\$ 366,341</u>	<u>\$ 426,293</u>	<u>\$ (59,952)</u>	<u>-14%</u>
Other Liabilities				
Loan from District	1,000,000	1,000,000	-	0%
Total Liabilities	<u>\$ 1,366,341</u>	<u>\$ 1,426,293</u>	<u>\$ (59,952)</u>	<u>-4%</u>
Fund Balance				
Beginning Balance	(215,984)	(321,504)	105,520	33%
Profit/(Loss) for the period/year	115,028	(17,454)	132,482	759%
Balance carry forward	<u>\$ (100,956)</u>	<u>\$ (338,958)</u>	<u>\$ 238,002</u>	<u>70%</u>
Total Liabilities and Fund Balance	<u><u>\$ 1,265,385</u></u>	<u><u>\$ 1,087,335</u></u>	<u><u>\$ 178,050</u></u>	<u><u>16%</u></u>

SMCCCD
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Quarter Ended September 2011

	<u>Quarter ended 09/30/11</u>	<u>Quarter ended 09/30/10</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Registrations	\$ 25,713	\$ 8,570	\$ 17,143	200.0%
Member Dues	439,036	288,853	150,183	52.0%
Day Pass	6,409	-	6,409	100.0%
Parking	15,370	11,260	4,110	36.5%
Replacement Card Fee	350	180	170	94.4%
Personal Training	54,921	20,390	34,531	169.4%
Group Exercise	6,712	8,030	(1,318)	-16.4%
Aquatics	102,320	65,727	36,593	55.7%
Retail	3,868	-	3,868	100.0%
Decline Fees	2,018	1,236	782	63.3%
Total Revenues	\$ 656,716	\$ 404,246	\$ 252,470	62.5%
Operating Expenses				
Aquatics Supplies	\$ 8,784	\$ 1,945	\$ 6,839	351.6%
Bank Fees and Credit Card Fee	15,772	10,298	5,474	53.2%
Direct Marketing	-	8,701	(8,701)	-100.0%
Insurance	7,088	10,469	(3,381)	-32.3%
Janitorial Maintenance/Pool	19,595	13,278	6,318	47.6%
Maintenance/Locker Room Supplies	8,518	5,078	3,440	67.8%
Marketing Design/Management	6,231	7,761	(1,530)	-19.7%
MediFit Management Fee	41,250	25,000	16,250	65.0%
Miscellaneous	4,463	460	4,003	870.2%
Non-capitalized Equipment	2,533	-	2,533	100.0%
Office Supplies	2,789	6,655	(3,866)	-58.1%
Payroll	326,194	254,324	71,870	28.3%
Payroll Taxes & Benefits	78,716	55,951	22,765	40.7%
Printing	340	290	50	17.3%
Pro Shop COGS	2,065	-	2,065	100.0%
Software License fees	1,646	1,628	18	1.1%
Telephone & Pager	-	26	(26)	-100.0%
Towel, Laundry and Cleaning	5,158	7,737	(2,579)	-33.3%

Uniforms	4,943	2,431	2,512	103.3%
Total Operating Expenses	\$ 536,085	\$ 412,031	\$ 124,054	30.1%
Income/(Loss) from Operation before District Support	\$ 120,632	\$ (7,785)	\$ 128,416	1649.6%
District Support				
District Support Income				
Equipment reimbursed by District				
Interest Income - County Investment	\$ 1,868	\$ 1,711	\$ 157	9.2%
Operating Expenses charge back to District	15,177	-	15,177	100.0%
Total District Support Income	\$ 17,044	\$ 1,711	\$ 15,333	896.2%
District Support Expense				
Administrator Salary and Benefits	\$ 8,240	\$ 7,398	\$ 842	11.4%
Clerical Support Salary and Benefits	2,513	586	1,927	328.8%
Equipment Use Fee	3,000	472	2,528	535.0%
Miscellaneous Expenses	1,351	1,323	28	2.1%
Total District Support Expense	\$ 22,648	\$ 11,380	\$ 11,268	99.0%
Net Income/(Loss)	\$ 115,028	\$ (17,454)	\$ 132,482	759.0%

BOARD REPORT NO. 11-12-3C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jing Luan, Vice Chancellor, Educational Services and Planning, 358-6880

**2011 ARCC REPORT
THE COLLEGE LEVEL INDICATORS**

In 2004, AB 1417 mandated the creation of a performance measurement system for the California Community Colleges System. In 2007, the System Office (called the Chancellor's Office until 2008) collaborated with the System colleges to develop a comprehensive performance measurement report called Accountability Report for the Community Colleges (ARCC). As required by law, local governing boards should review the annual ARCC report and provide the meeting minutes to the State Chancellor's Office showing such review took place.

Attached is a brief explanation of the ARCC report (Exhibit A). Also attached are the individual reports for Cañada College (Exhibit B), College of San Mateo (Exhibit C) and Skyline College (Exhibit D).

There is an ARCC contact on each college campus and an ARCC contact at the district office in multi-college districts. The contacts are responsible for reviewing ARCC data, interpreting the data, and compiling self-assessments.

The ARCC contacts in our District are:

Gregory Stoup – Cañada College
John Sewart – College of San Mateo
Rob Johnstone – Skyline College
Jing Luan – District Office

The Accountability Reporting for the Community Colleges (ARCC) framework specifies that community college performance data should be aggregated, analyzed, and reported at two levels: the individual college level (college level indicators) and across the community college system (systemwide indicators). Results for the college level indicators for each of the District Colleges are shown in the attached tables. In order to give proper context to the college level indicators, each District College also attaches a one page self assessment report, which is submitted to the System Office by the Colleges on a yearly basis.

The tables present the following data for each College:

1. Student Progress and Achievement Rate (Table 1.1)
2. Percent of Students Who Earned at Least 30 Units (Table 1.1a)
3. Persistence Rate (Table 1.2)
4. Annual Successful Course Completion Rate for Credit Vocational Courses (Table 1.3)
5. Annual Successful Course Completion Rate for Credit Basic Skills Courses (Table 1.4)
6. Improvement Rates for Credit ESL and Credit Basic Skills Courses (Table 1.5)
7. Career Development and College Preparation (CDCP) Progress and Achievement Rate (Table 1.6)
8. College Profile Summaries (e.g., headcounts, percentages of student enrollments by various demographics) (Tables 1.7, 1.8, 1.9, 1.10)
9. Summary of the Colleges' Peer Groups for Each Indicator (Table 1.11)

Tables 1.1 to 1.11 are organized under three main categories: College Performance Indicators, College Profiles, and College Peer Grouping. College Performance Indicators are further categorized as Degree/Certificate/Transfer, Vocations/Occupational/Workforce Development, and Pre-Collegiate Improvement (Basic Skills, ESL, and Enhanced Noncredit).

Because analysts of state level policy often need to know how the entire system has performed on specific indicators, the total system rates on the ARCC college level indicators are reported, and are shown in the table below. The rates in this table use the total number of students in the state that qualified for a specific cohort as the denominator.

The rates in this table should not be used to evaluate the performance of an individual college because these overall rates ignore the local contexts that differentiate the community colleges. Evaluation of individual college performance should focus on the college level information that appears on the separate pages that are attached. On those pages, Tables 1.1 to 1.11 for each college and the college's self-assessment explicitly enable analysts to evaluate a college in an equitable manner.

College Level Performance Indicator	State Rates		
	2009	2010	2011
1. Student Progress & Achievement	51.8%	52.3%	53.6%
2. Completed 30 or More Units	71.2%	72.4%	72.8%
3. Fall to Fall Persistence	69.2%	68.7%	67.6%
4. Vocational Course Completion	77.7%	77.5%	77.0%
5. Basic Skills Course Completion	60.5%	61.5%	61.4%
6. Basic Skills Course Improvement	50.1%	50.1%	54.6%
7. ESL Course Improvement	51.2%	53.2%	58.6%

Note that these systemwide indicators are not simply statewide aggregations of the college level indicators presented elsewhere in this report. Some systemwide indicators cannot be broken down to a college level or do not make sense when evaluated on a college level. For example, students may transfer

or attend courses across multiple community colleges during their studies and their performance outcomes must be analyzed using data from several community colleges rather than from an individual college.

The Career Development and College Preparation (CDCP) Progress and Achievement Rate (Table 1.6) is included in each of the individual college reports as a result of legislation (SB 361, Scott, Chapter 631, Statutes of 2006) that increased funding for specific noncredit courses at those community colleges and schools of continuing education that have applied for and received approval for enhanced noncredit programs. None of the District Colleges have CDCP courses.

ARCC 2011 Report: College Level Indicators

Canada College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	53.5%	48.5%	45.8%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	74.0%	73.7%	73.1%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	65.1%	68.9%	63.6%



ARCC 2011 Report: College Level Indicators

Canada College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	77.1%	77.3%	77.0%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	58.3%	56.1%	56.2%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	49.6%	50.6%	46.8%
Basic Skills Improvement Rate	58.6%	57.9%	60.0%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



ARCC 2011 Report: College Level Indicators

Canada College

San Mateo County Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	10,355	10,865	11,566
Full-Time Equivalent Students (FTES)*	4,018	4,703	5,063

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	20.3%	22.2%	22.6%
20 - 24	22.8%	22.8%	23.4%
25 - 49	43.8%	42.9%	42.0%
Over 49	13.1%	12.0%	12.0%
Unknown	.%	.%	.%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2007-2008	2008-2009	2009-2010
Female	62.5%	63.1%	63.3%
Male	34.7%	34.7%	34.7%
Unknown	2.7%	2.2%	2.0%

Source: Chancellor's Office, Management Information System



ARCC 2011 Report: College Level Indicators

Canada College

San Mateo County Community College District

College Profile

Table 1.10:
 Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	3.4%	3.4%	3.8%
American Indian/Alaskan Native	0.3%	0.4%	0.4%
Asian	7.8%	7.2%	8.6%
Filipino	3.9%	3.7%	3.6%
Hispanic	40.4%	41.4%	39.2%
Pacific Islander	1.6%	1.7%	1.7%
Two or More Races	.%	.%	1.2%
Unknown/Non-Respondent	9.4%	10.6%	8.3%
White Non-Hispanic	33.1%	31.7%	33.3%

Source: Chancellor's Office, Management Information System



ARCC 2011 Report: College Level Indicators

Canada College

San Mateo County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	45.8	43.9	30.3	57.3	A6
B	Percent of Students Who Earned at Least 30 Units	73.1	74.8	70.4	80.5	B6
C	Persistence Rate	63.6	73.1	59.6	80.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	77.0	73.8	59.7	89.8	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	56.2	63.0	49.6	72.8	E1
F	Improvement Rate for Credit Basic Skills Courses	60.0	57.3	42.5	67.0	F5
G	Improvement Rate for Credit ESL Courses	46.8	43.0	0.0	67.2	G1

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



ARCC 2011 Report: College Level Indicators

Canada College

San Mateo County Community College District

College Self-Assessment

Students Served

Cañada College is a steadily growing community college located in the San Francisco Bay Area, and now serving approximately 11,700 students per year. Despite its location in one of the most affluent communities in the state, Cañada serves a diverse and largely underserved student population. Given our service area demographics, Cañada enrolls disproportionately high levels of both Hispanic and Filipino students as well as first generation college students and those from low income households. Cañada supports the needs of these students through high quality, adaptive instruction and robust service support.

Mission and Programs

Cañada's mission remains tightly focused on student learning. The college has established a planning system designed to integrate and align institutional planning process toward the goal of achieving sustained improvements in student learning. Program innovation is a big part of this strategy. Cañada has developed several creative learning community programs designed to leverage unique capabilities in both instruction and student services. In recent years the college has developed a fast growing Honors Program and enjoyed steady growth in transfers to CSUs and UCs. In response to students with developmental needs, Cañada has made innovations to its Basic Skills and ESL curriculum, creating formal linkages to vocational programs as a model to increase student persistence and success. It also recently embarked on an innovative placement test preparation program called Math Jam that has yielded impressive results in just its first year of implementation.

ARCC Metrics

Cañada's performance in the 2011 ARCC Report highlights continued gains in the improvement rate for students taking credit bearing basic skills courses and a noteworthy jump in fall to fall persistence over last year. Cañada scores above the peer group average in both metrics. Increasing the persistence rate for first-time students has been a point of emphasis for the college. The college continues to investigate the forces impacting student persistence to help identify warning signs that can alert college professionals that students may be facing challenges and to help them respond to those challenges in an effective and timely manner.

One area of concern in the ARCC report is the one year decline in the student progress and achievement rate. Over the last year the college has worked to strengthen its general education program offerings and improve sequence completion rates for students in basic skills courses. Last year the college created the Center for Innovation and Excellence in Teaching and Learning (CIETL) with the primary purpose of creating a time and space for faculty and staff to regularly convene and share best practices. CIETL focuses on practitioner level research and best practice sharing and has begun to stimulate a campus wide dialogue on the forces impacting student success.

The report identifies a drop in improvement rates for ESL students. As a Hispanic Serving Institution, the college pays close attention to ESL measures. Shaped by local research findings, Canada has introduced program innovations to link ESL courses with courses in other programs.



ARCC 2011 Report: College Level Indicators

College of San Mateo

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	60.6%	62.9%	58.4%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	74.1%	75.2%	73.5%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	71.7%	77.9%	77.8%



ARCC 2011 Report: College Level Indicators

College of San Mateo

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	80.4%	80.9%	79.6%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	56.3%	59.9%	56.8%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	57.0%	54.1%	54.1%
Basic Skills Improvement Rate	56.6%	56.7%	57.6%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



ARCC 2011 Report: College Level Indicators

College of San Mateo

San Mateo County Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	18,094	18,647	18,566
Full-Time Equivalent Students (FTES)*	7,795	9,071	9,154

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	27.8%	27.7%	28.3%
20 - 24	24.7%	24.3%	25.3%
25 - 49	36.8%	36.5%	35.5%
Over 49	10.7%	11.5%	10.9%
Unknown	0.1%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2007-2008	2008-2009	2009-2010
Female	50.6%	50.7%	51.5%
Male	46.8%	46.7%	45.9%
Unknown	2.6%	2.5%	2.6%

Source: Chancellor's Office, Management Information System



ARCC 2011 Report: College Level Indicators

College of San Mateo

San Mateo County Community College District

College Profile

Table 1.10:
 Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	3.6%	3.6%	3.4%
American Indian/Alaskan Native	0.5%	0.5%	0.4%
Asian	18.3%	16.9%	17.3%
Filipino	6.4%	6.1%	6.3%
Hispanic	18.4%	18.7%	20.9%
Pacific Islander	2.1%	2.2%	2.2%
Two or More Races	.%	.%	1.7%
Unknown/Non-Respondent	13.5%	15.6%	11.2%
White Non-Hispanic	37.2%	36.5%	36.7%

Source: Chancellor's Office, Management Information System



ARCC 2011 Report: College Level Indicators

College of San Mateo

San Mateo County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	58.4	56.8	44.3	66.1	A4
B	Percent of Students Who Earned at Least 30 Units	73.5	74.8	70.4	80.5	B6
C	Persistence Rate	77.8	73.1	59.6	80.1	C6
D	Annual Successful Course Completion Rate for Credit Vocational Courses	79.6	75.7	61.6	88.0	D4
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	56.8	63.0	49.6	72.8	E1
F	Improvement Rate for Credit Basic Skills Courses	57.6	57.3	42.5	67.0	F5
G	Improvement Rate for Credit ESL Courses	54.1	49.4	9.6	83.3	G2

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



ARCC 2011 Report: College Level Indicators

College of San Mateo

San Mateo County Community College District

College Self-Assessment

College of San Mateo, the oldest of the three colleges in the San Mateo County Community College District, opened in 1922 with 35 students. Located in a County with minimal population growth, CSM's enrollment has slowly declined over the past few decades. More recently, student enrollments have stabilized. Between 2008-2009 and 2009-2010, the number of students enrolled (annual unduplicated headcount) decreased slightly: - 0.4%. During the same period of time, however, the number of Full-Time Equivalent students (FTES) at CSM increased: +0.9%. These figures indicate that CSM students who enrolled in 2009-2010 carried slightly higher unit loads, on average, than their counterparts in 2008-2009. During this time, the demographic profile of CSM students has remained stable.

In terms of student success, CSM's performance on 6 of the 7 ARCC indicators remains consistently healthy in relation to both Statewide averages and its CCC peer groups. (1) The "first-time student progress and achievement rate" is considerably greater than Statewide and peer group averages. (2) The "percent of first-time students who have earned at least 30 units" is above the Statewide average and approximately one point below our comparative peer group. (3) The "fall-to-fall persistence rate" is significantly greater than the Statewide average (10.2 points) and peer group averages (4.7 points). (4) The "annual successful course completion rate for vocational courses" exceeds the Statewide average by 2.6% and our peer groups average by nearly 4%. (5) The "annual successful course completion rate for credit basic skills courses" is significantly below both Statewide and peer group averages. (6) The "improvement rate for ESL students" is on par with the Statewide average but nearly 5 points above our peer group average. (7) The "improvement rate for basic skills students" is 1 point below the Statewide average and slightly above its peer group average.

Although CSM ranks well above the Statewide average and its peer groups in terms on Fall-to-Fall persistence, the College remains keenly concerned that more than one-fifth (22.2%) of students are not returning and enrolling the subsequent year. The College has experienced an increasing number of students with skills below college-level and this population is at most risk to drop out. This is also reflected in the slight downward trend--since last year's ARCC report--in the College's successful course completion rate for basic skills enrollments and student progress/achievement rates.

CSM continues to vigorously address student success issues through a variety of student learning and support efforts associated with its Basic Skills Initiative and Enrollment Management Plan. In addition, the College continues to use a series of external and internal indicators to introduce curricular and pedagogical innovations designed to improve student academic achievement in below college-level coursework.

Beyond the ARCC indicators, CSM is proud of its long tradition of preparing students for transfer. Each year, approximately 1,100 students transfer to the UC and CSU. Since 1995, CSM's transfer and degree/certificate completion rates are consistently equivalent to or above Statewide averages.



ARCC 2011 Report: College Level Indicators

Skyline College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Student Progress and Achievement Rate	57.7%	57.0%	53.7%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2002-2003 to 2007-2008	2003-2004 to 2008-2009	2004-2005 to 2009-2010
Percent of Students Who Earned at Least 30 Units	72.8%	75.0%	74.0%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008	Fall 2008 to Fall 2009
Persistence Rate	76.8%	75.1%	76.3%



ARCC 2011 Report: College Level Indicators

Skyline College

San Mateo County Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Vocational Courses	73.5%	73.4%	73.4%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2007-2008	2008-2009	2009-2010
Annual Successful Course Completion Rate for Basic Skills Courses	63.2%	60.7%	63.3%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
ESL Improvement Rate	43.3%	58.9%	53.4%
Basic Skills Improvement Rate	54.1%	60.5%	55.1%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2005-2006 to 2007-2008	2006-2007 to 2008-2009	2007-2008 to 2009-2010
CDCP Progress and Achievement Rate	.%	.%	.%



ARCC 2011 Report: College Level Indicators

Skyline College

San Mateo County Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2007-2008	2008-2009	2009-2010
Annual Unduplicated Headcount	15,037	16,239	17,377
Full-Time Equivalent Students (FTES)*	6,497	8,076	8,704

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2007-2008 and 2008-2009 are based on the FTES recalculation. FTES data for 2009-2010 are based on the FTES annual data.

Table 1.8:
Age of Students at Enrollment

	2007-2008	2008-2009	2009-2010
19 or less	25.8%	26.5%	26.9%
20 - 24	31.1%	31.5%	32.2%
25 - 49	34.8%	34.0%	33.5%
Over 49	8.2%	8.0%	7.4%
Unknown	0.0%	0.0%	.%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2007-2008	2008-2009	2009-2010
Female	53.0%	53.3%	53.2%
Male	45.3%	44.6%	44.6%
Unknown	1.7%	2.1%	2.2%

Source: Chancellor's Office, Management Information System



ARCC 2011 Report: College Level Indicators

Skyline College

San Mateo County Community College District

College Profile

Table 1.10:
 Ethnicity of Students

	2007-2008	2008-2009	2009-2010
African American	3.6%	3.8%	3.8%
American Indian/Alaskan Native	0.5%	0.4%	0.3%
Asian	24.5%	23.6%	23.8%
Filipino	18.1%	17.9%	16.7%
Hispanic	18.4%	18.6%	20.5%
Pacific Islander	2.1%	2.2%	1.9%
Two or More Races	.%	.%	1.7%
Unknown/Non-Respondent	10.0%	11.4%	8.7%
White Non-Hispanic	22.9%	22.0%	22.5%

Source: Chancellor's Office, Management Information System



ARCC 2011 Report: College Level Indicators

Skyline College

San Mateo County Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	53.7	60.7	48.0	72.8	A2
B	Percent of Students Who Earned at Least 30 Units	74.0	70.2	57.8	80.0	B1
C	Persistence Rate	76.3	69.2	57.2	80.7	C5
D	Annual Successful Course Completion Rate for Credit Vocational Courses	73.4	75.7	61.6	88.0	D4
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	63.3	63.0	49.6	72.8	E1
F	Improvement Rate for Credit Basic Skills Courses	55.1	57.3	42.5	67.0	F5
G	Improvement Rate for Credit ESL Courses	53.4	49.4	9.6	83.3	G2

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



ARCC 2011 Report: College Level Indicators

Skyline College

San Mateo County Community College District

College Self-Assessment

Located near San Francisco in San Bruno, Skyline College is one of three colleges in the San Mateo County Community College District (SMCCCD) and primarily serves northern San Mateo County. Skyline College enjoys a unique ethnic diversity in its student body, with its four main ethnic groups each near or above 20 percent of the student body - 25 percent Asian, 19 percent White, 18 percent Hispanic, and 18 percent Filipino in fall 2010. Skyline College's Educational Master Plan suggests that the College will experience expanding diversity in its service area in coming years, including growth from the Hispanic, Filipino and Asian/Pacific Islander populations.

Overall, Skyline College's ARCC 2011 data suggest a strong, healthy campus, as evidenced by performance on the peer-grouped indicators. On three indicators – Percent of Students Who Earned at least 30 Units, Persistence Rate, and ESL Improvement rate, the College outperformed its peer average by four, seven, and four percentage points, respectively. On three of the other three indicators - Vocational Course Completion, Basic Skills Course Completion & Basic Skills Improvement Rate - Skyline College was within three points of the peer group average. Most notably, the SPAR rate was seven points below the peer group average, and its additional slight downward trend is discussed below.

The ARCC annual trend data reveal that the College is holding steady on five of its indicators; five of the seven indicators have three year trends that vary by two points or less. The ESL Improvement Rate varies significantly at Skyline College, with fairly small cohort sizes resulting in fairly large swings in the measure – 43% to 59% to 53% in the last three years. More importantly, the SPAR rate, which as noted above is 7 points below its peer group average, has also dropped three points in its most recent year.

Interestingly, last year, Skyline College's SPAR measure showed a three-year downward trend with a 4-point drop from 59% to 56% to 55%. This year, the two rates for the overlapping cohorts had improved by 2%, and now the trend appears as a 4-point drop from 58% to 57% to 54%. This shifting of the SPAR rate is puzzling, but one interesting observation is that the ARCC measure associated with SPAR – Students Completing At Least 30 Units – has been very consistent at the College the last three years, and actually has improved from 72% to 74%. Additionally, this is one measure where Skyline College is and has consistently outperformed the peer group average. So we're left with a situation where our SPAR rate is below the peer average by seven points and declining somewhat, and our Students Completing At Least 30 Units rate is four points above the peer average and slightly improving. We are investigating through campus research to shed some light on this puzzling discrepancy.

In sum, Skyline College is healthy and actively engaged in further improving our student outcomes, and the college will continue to create and evolve innovative approaches to help our students meet their goals.



BOARD REPORT NO. 11-12-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Interim Executive Vice Chancellor,
358-6869

REVISION OF POLICY 8.06, INVESTMENT OF DISTRICT FUNDS

At its meeting of April 27, 2011, the Board received a report and had extensive discussion about the District's investment of funds. The issue was briefly discussed again at the meetings of August 24 and September 7, 2011. Executive Vice Chancellor Kathy Blackwood informed the Board that Policy 8.06, Investment of District Funds, was being revised and would be presented to the Board when completed.

Revisions to the policy have been made and the proposed policy was presented to the District Shared Governance Council (DSGC) at its meeting of December 5. A copy of the proposed policy is attached. The DSGC will share the proposed policy with their constituencies and bring back comments at its February meeting.

Because of the loss of District funds that were invested in the County Treasury, the Board has expressed particular interest in this policy. It is being presented as an information report to allow the Board sufficient time to review the policy before it is brought for action. Any recommendations from the DSGC will be incorporated into the policy before it is brought to the Board as an action item.

8.06 Investment of District Funds

1. This section of Rules and Regulations is intended to provide policy direction for investment of all District funds. The Executive Vice Chancellor is responsible for investment of District funds, within the parameters of this policy. **It is intended to provide meaningful guidance in the management of the portfolio and not be overly restrictive given the changing economic and investment market conditions. This policy statement shall be reviewed no less than annually by the District. Any modifications should be immediately provided to the investment advisors, if any.**
2. **General Rule: The District operates its temporarily pooled idle cash under the prudent-man rule (CA Probate Code Section 16040). This affords the District a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California (Government Code Section 53600 et seq.).**

The following criteria, known by the California Municipal Treasurer's Association as "SLY", will be used for selecting investments, in order of priority:

- a. **Safety**: The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The District only operates in those investments that are considered very safe.
 - b. **Liquidity**: This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds appears occasionally.
 - c. **Yield**: This is the potential dollar earnings an investment can provide, and sometimes is described as the "rate of return."
- ~~2.3.~~ To maximize the income generated from any surplus funds available for investment and to assure that these investments are made under the provisions of Federal and State law and regulations, the following financial instruments are designated as acceptable investments under the provisions of Government Code Sections 53600 and 53601. **All final maturities are limited to five years unless specified otherwise.**
- a. Up to 100% of the portfolio may be invested in the District's own bonds.
 - b. Up to 100% of the portfolio may be invested in U.S. Treasury notes, bills, or bonds.
 - c. Up to 30% of the portfolio may be invested in any one particular Federal agency or U.S. government-sponsored enterprise (GSE), such as FNMA or FHLMC.
 - ~~b.~~d. Up to 20% of the portfolio may be invested in mortgage backed securities (MBS) or asset backed securities (ABS). The issuer of this investment shall have a minimum "A" credit rating by a nationally recognized rating service, and the specific investment shall carry a minimum rating of "AA."
 - ~~e.~~e. Up to 30% of the portfolio may be invested in ~~C~~certificates of ~~D~~deposit placed with commercial banks and/or savings and loan companies.
 - ~~d.~~f. Up to 30% of the portfolio may be invested in registered ~~Register~~ State warrants, notes or bonds.
 - ~~e.~~~~Government agency securities guaranteed by the Federal National Mortgage Association or by the Small Business Administration~~
 - g. Up to 40% of the portfolio may be invested in ~~B~~banker's ~~A~~acceptance, ~~with maturity limited to 180 days and not more than 40 percent of portfolio~~ not to exceed 180 days maturities, with

8.06 Investment of District Funds (continued)

- no more than 30% of the portfolio invested in the banker’s acceptances of any one commercial bank.
- f.h. Up to 30% of the portfolio may be invested in ~~€~~commercial paper of prime quality with maturity limited to ~~270-180~~ days ~~and not more than 25% of portfolio.~~
- ~~g.~~i. Up to 100% of the portfolio may be invested in the Local Agency Investment Fund (LAIF). ~~State pool~~
- j. Up to 100% of the portfolio may be invested in the San Mateo County Treasury.
- k. Up to 30% of the portfolio may be invested in securities that have the explicit or implicit guarantee of the U.S. government (such as the Federal Deposit Insurance Corporation’s, FDIC, Temporary Liquidity Guarantee Program, TLGP).
- ~~h.~~l. Up to 30% of the portfolio may be invested in U.S. corporate bonds with a minimum rating of “A” by a nationally recognized rating service, subject to a maximum of five percent of the portfolio in any one corporation, at the time of purchase. Non-U.S. issuers are excluded.

<u>Security Description</u>	<u>Maximum</u>
District’s own bonds	100%
U.S. Treasuries	100%
Federal Agencies or GSEs (per issuer)	30%
Mortgage backed securities or Asset backed securities (MBS or ABS)	20%
Certificates of deposit (CD)	30%
Registered state warrants, notes or bonds	30%
Bankers Acceptance	40%
Commercial Paper	30%
Local Agency Investment Fund (LAIF)	100%
San Mateo County Treasury	100%
Other Federal government guaranteed securities	30%
U.S. Corporate Bonds	30%

~~3. The following criteria will be used for selecting investments, in order of priority:~~

- ~~_____ a. Safety~~
- ~~_____ b. Liquidity~~
- ~~_____ c. Yield~~

~~4. Assuming that two or more investments’ yields are equal, the following order of priority will be used for making investments:~~

8.06 Investment of District Funds (continued)

- ~~a. LAIF up to \$20 million limit~~
 - ~~b. Certificated of Deposits in amounts not to exceed the FDIC insurable amount from any one institution~~
 - ~~c. U.S. Treasury bills, notes, bonds~~
 - ~~d. County Treasury as depository for District funds and cash balances shall earn interest in the County Investment Pool on a daily cash balance basis~~
- ~~5. Other investments which are deemed prudent but which are not specifically approved in Section 8.06(4) will be brought to the Board for review.~~
- ~~6. To provide the highest yield possible in selection of investments, the following conditions will be met provided the criteria for safety and liquidity have also been met:~~
- ~~a. Maturity dates shall be times to meet anticipated cash need.~~
 - ~~b. The financial soundness, experience, and personnel of all institutions or brokerage firms will be investigated before and District funds are committed.~~
 - ~~c. District funds will not be invested in futures or options or repurchase or reverse repurchase agreements.~~
 - ~~d. Reasonable costs (normally not more than one quarter of one percent) for making investments or investment advice will be paid.~~
- ~~7. A bank account will be established for the purposes of depositing and wire transferring District funds for investment.~~
4. Statements, including positions marked to the market, all transactions, and summary of income, will be sent to the Treasurer monthly. Performance reports will be provided to the Treasurer and Board on a quarterly basis. Investment performance will be reported relative to appropriate market benchmarks. These benchmarks should approximate the specific restrictions in this investment policy statement, the California government code guidelines, and the timeframe for the portfolio. Shorter-term portfolios, such as LAIF, should be benchmarked against shorter-term indices like the 3 month T-bill. Intermediate-term portfolios should be benchmarked against the Barclay's Capital 1-3 Year Government Index and the Barclay's Capital 1-5 Year Aggregate Index. While no one benchmark exactly matches the specifics of this investment policy statement, reviewing performance relative to these three benchmarks is appropriate.
5. Officers, employees, and agents involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Officers, employees, and agents involved in the investment process shall abide by the California Government Code Section 1090 et seq. and the California Political Reform Act (California Governmental Code Section 81000 et seq.).

References: California Probate Code Section 16040; Government Code Sections 53600 et seq., 1090 et seq., 81000 et seq.

(Reviewed 8/10 Revised xx/xx)

MINUTES

BOARD OF DIRECTORS OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

December 15, 2010

The meeting was called to order at 9:16 p.m.

Present: President Miljanich, Secretary Mandelkern, Treasurer Keller, Directors Hausman, Holober and Schwarz

Absent: Vice President Galatolo

Approval of Minutes of the December 9, 2010 meeting

It was moved by Secretary Mandelkern and seconded by Director Hausman to approve the minutes as presented. The motion carried, all members voting "Aye."

Naming of Officers for 2011

President Miljanich said that in accordance with the bylaws of the Financing Corporation, the officers for 2011 will be:

President – Board of Trustees President Richard Holober

Vice President – District Chancellor Ron Galatolo

Secretary – Board of Trustees Vice President-Clerk Dave Mandelkern

Treasurer – District Executive Vice Chancellor Jim Keller

It was moved by Secretary Mandelkern and seconded by Director Hausman to approve the new officers. The motion carried, all members voting "Aye."

President Holober announced that the next scheduled meeting of the Financing Corporation will be held on December 14, 2011.

It was moved by Director Schwarz and seconded by Director Hausman to adjourn the meeting. The meeting was adjourned at 9:21p.m.