

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 14, 2012, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
- *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

MINUTES

12-11-1 [Minutes of the Meeting of October 24, 2012](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

12-11-1C [Where Education Meets Fitness](#)

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

12-11-2C [Report on the Work of the Stewards of Equity, Employment Equality and Diversity \(SEED\) Committee in Developing the Comprehensive Diversity Framework at Skyline College](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

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

Other Recommendations

12-11-1B [Approval of Community Services Classes, Spring/Summer 2013: Cañada College, College of San Mateo and Skyline College](#)

12-11-100B [Approval of Revisions to District Rules and Regulations: Policies 2.28, Safety; Injury and Illness Prevention Program; 6.12, Definition of Credit Courses; and 6.17, Course Repetition](#)

12-11-101B [Approval to Open 90-Day Public Comment Period on Potential Trustee Area Boundaries and to Post Map of Potential Boundaries on the San Mateo County Community College District Website](#)

12-11-102B [Approval of Parking Permit Increase](#)

INFORMATION REPORTS

12-11-3C [District Financial Summary for the Quarter Ending September 30, 2012](#)

12-11-4C [Update on KCSM-TV](#)

11-11-5C [Overview of Internal Controls](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: District Office – Supervisor of Custodial Operations, Facilities Planning & Operations; Skyline College – Program Services Coordinator, Counseling Services
 - B. Public Employee Discipline, Dismissal, Release
 - C. Establishment of Equivalency to Minimum Qualifications
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFT, AFSCME and CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
October 24, 2012, San Mateo, CA**

The meeting was called to order at 6:10 p.m.

Board Members Present: President Dave Mandelkern, Vice President-Clerk Helen Hausman, Trustees Richard Hober, Patricia Miljanich, Karen Schwarz, Student Trustee Bailey Girard

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Instruction Susan Estes, Cañada College Vice President of Instruction Linda Hayes, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Hausman and seconded by Student Trustee Girard to approve the minutes of the study session of October 10, 2012. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Linda Martinez, President of the Associated Students of Cañada College (ASCC), said the Student Senate of Cañada College is a dedicated and diverse group of students who serve as the link between the administration and students. Students from all backgrounds are encouraged to join ASCC. The student leaders provide information and activities along with funding for clubs and events. Their goal is to improve the college experience for students and to foster a sense of community. The Senate also serves as the link with the District and, as President, Ms. Martinez attends District Student Council meetings and District Shared Governance Council meetings. Ms. Martinez listed the ASCC Executive Board members and Senators and introduced Commissioner of Activities Jay Rojas, who was in the audience.

Ms. Martinez said the ASCC's core values are determination, respect, excellence, integrity, diversity, unity and advocacy. There are four benchmark goals:

1. Leadership – attendance at the ASCC Fall Retreat, Staff Fall Retreat, California Community College Students Affairs Association Student Leadership Conference, Fall and Spring Student Senate General Assemblies.
2. Community – planning and volunteering at monthly Spirit Thursdays; sponsoring 23 active clubs.
3. Change – Attendance at ASCC, District and Campus meetings; effecting change at three levels:
 - a. Campus level – purchased new I.D. machine
 - b. District level – had presentation and provided input on raising student parking fees
 - c. State level – endorsed Proposition 30
4. Mentorship – listening to and helping other ASCC officers as well as the entire student body.

President Mandelkern thanked Ms. Martinez for her thorough presentation. Vice President Hausman said it was a well-organized, outstanding presentation and said the ASCC is doing a good job and including all students.

Skyline College President Stanback Stroud said Skyline hosted a national conference attended by representatives from 15 community colleges around the nation that have SparkPoint-type programs. There was widespread praise about the vision of the College and the District, including the support of the Board of Trustees and Chancellor. On October 16, Skyline celebrated Latino History Month, which included a rededication of Earthbook, the Skyline College mural painted 25 years ago by renowned muralist Juana Alicia, who was in attendance. On October 25, as part of the Fall 2012 Lecture Series, Dr. Pamela Cox Otto will speak on Generational Communication. President Stanback Stroud announced that *The Skyline View* received a General Excellence award for both its print and online versions at this year's Journalism Association of Community Colleges NorCal Conference.

Noting that President Stanback Stroud's written report included information about the Skyline College Study Abroad in China program, President Mandelkern asked if there is coordination and communication between this program and the partnership that the District has with Tianhua College as part of International Education. President Stanback Stroud said

the Study Abroad experience is part of the International Business program and Professor Hui Pate has been taking students to China for approximately five years. Students have also studied in Nigeria and the College is working on a Memorandum of Understanding which will allow students to study in Liberia. Chancellor Galatolo said there will be a future study session on International Education, at which time this will be discussed further.

College of San Mateo Vice President Estes said many students and employees were able to view the space shuttle Endeavor as it flew over the campus on its final flight to Los Angeles. At the recent service awards ceremony, 23 faculty members and administrators were honored for 10 and 20 years service to the College. The College participated in a lockdown drill and an earthquake drill. The Athletic Hall of Fame event was held on September 14 and included a reception and banquet in the Bayview Dining Room. Vice President Estes provided Board members with copies of the "Student Campus Climate & Satisfaction Surveys, Spring 2012." She said the survey was developed by the Office of Planning, Research, and Institutional Effectiveness and provides information that is data driven. The survey was conducted over three years – in spring of 2010, 2011 and 2012. Results show that student satisfaction has increased; most responses are 90% or higher and many are in the high 90's. For example, 91.4% of those surveyed said they would attend College of San Mateo if they were starting over and 97.6% said they would recommend the College to a family member or friend. Three areas scored somewhat lower and will be considered as part of institutional planning:

1. the concept of feeling welcomed vs. belonging – students reported feeling welcomed but not feeling that they belonged.
2. College of San Mateo identity – the College was rated high on being up-to-date but lower on being "cutting edge."
3. the need for a clearer process on how to bring forth complaints and get help.

Cañada College Vice President of Instruction Hayes said more than 500 people attended the October 17th speech by Robert Reich, Chancellor's Professor of Public Policy at the University of California at Berkeley. The event raised approximately \$7,000 for Cañada's Social Sciences Scholarship Fund, thanks to Professor Reich giving his presentation pro bono. Vice President Hayes said more than 200 students have signed up to become members of the STEM Center, located on the second floor of Building 9. The Center is a place for students to meet with professors and also provides a social meeting place for STEM majors. Cathy Lipe, Director of the MESA Program, is there to help students and determine which students are eligible for other STEM programs and grants. Vice President Hayes said Board members will be invited to the Athletic Hall of Fame reception on December 14, which will be the initial fundraiser for the formal induction ceremony on June 1. Athletic Director Mike Garcia is working on the event with Harold Reynolds, lead analyst for the MLB Network. Mr. Reynolds will be one of this year's Athletic Hall of Fame inductees.

District Academic Senate President Bennett said the Senate has discussed faculty grade submission; the class schedule indicated that grades would be available on December 22 while final exams do not end until December 19. The Senate has discussed the issue with the Vice Presidents and confirmed that a new date has been set. All faculty have been informed. President Bennett said the Senate will meet with the Joint Vice Presidents Council to discuss setting a fixed date for grade submission, e.g. five working days after the end of final exams. The Senate would also like to discuss updating the faculty hiring policy and procedure with the Joint Vice Presidents Council; the procedure was last updated in 2004. President Bennett said a policy on Minimum Qualifications and Faculty Service Areas has been in effect for one year. She said some deans on the campuses are directing questions to the Office of Human Resources and will be reminded that these items are within the faculty purview and questions should be directed to local Academic Senate leaders or to the District Academic Senate. President Bennett said a faculty advisory vote indicates that two-thirds of faculty are in favor of implementing plus/minus grading and two-thirds of District leadership is also in support. President Bennett presented information on plus/minus grading at the District Student Council meeting today. Students shared concerns which President Bennett will take to the Academic Senate; she will attend the November 14 meeting of the District Student Council to further discuss the issue. The District website for the plus/minus pilot project has been updated with a timeline of what has occurred to date. A recommendation will not be brought to the Board until it has been fully vetted with students. President Bennett attended the Area B meeting for the fall plenary and reviewed the updated disciplines list, resolutions that will be presented, and state and federal legislation. She will attend the fall plenary on November 8. On October 26, President Bennett, along with some key faculty members and others, will attend an informational meeting with Udacity.com regarding their offering of online courses. President Bennett said she is in the process of updating the District Academic Senate website.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) GRANTS AND PROGRAMS AT CAÑADA COLLEGE (12-10-2C)

Janet Stringer, Dean of Science and Technology at Cañada College, provided a summary of grants approved by the Board and received since 2008, including who funded the grants and the length of funding for each grant. Projects funded by grants include:

1. Math Jam
 - targets all college students; College for Working Adults are now required to attend; some high school students attend
 - 2012 summer sessions served more than 235 students in day and evening sessions
 - initially funded by HSI-CCRAA and MSEIP; now funded by Measure G and CALSTEP
2. Accelerated Math Programs
 - targets college math students
 - goal is to accelerate progress to calculus for STEM students
 - funded by HSI-CCRAA and CALSTEP
3. STEM Institute
 - targets high school students
 - goal is to introduce students to hands-on projects in STEM fields
 - free program with free lunch and course materials
 - funded by CALSTEP
4. Physics Jam
 - targets high school and college students
 - intensive preparation for physics, particularly calculus-based physics; offered concurrently with Math Jam
 - funded by CALSTEP
5. Engineering Institute
 - originally targeted community college students; focus currently is on high school students
 - two-week summer residential program at San Francisco State to increase participants' knowledge in engineering specific programs
 - previously funded by Caltrans, MSEIP and CALSTEP; now funded solely by CALSTEP
6. NASA CIPAIR Research Internships
 - targets engineering students within one year of transfer; sent ten students last summer
 - ten-week research project held at NASA Ames Research Center
 - funded by NASA CIPAIR
7. SETI (Summer Engineering Teaching Institute)
 - targets engineering, math and physics faculty of community colleges across the state
 - two-day workshop providing instruction on technology tools for teaching
 - previously funded by IEECI; now funded by CALSTEP
8. NSF Scholarships for Science and Engineering
 - targets current Cañada College students majoring in STEM fields
 - currently supporting 35 students with scholarships ranging from \$2,000-\$4,000; scholarships include money for transfer
 - funded with H1B Visa fees

Dean Stringer said additional activities include mentoring for S-STEM students; sponsorship of workshops, seminars and field trips; and finding internships for students.

Dean Stringer said the following changes have taken place in the STEM programs:

- Formulated the STEM Center to include MESA and all of the grant funded programs

- Requested the addition of a job category titled “retention specialist” and added two retention specialists to the STEM Center, funded by CALSTEP and MESA
- Updated all computers in two computer labs and MESA/Math Lab area of the learning center using HSI-CCRAA funds
- Equipped lab in Building 16 to make it a multi-purpose lab for earth science, physics and physiology using HSI-CCRAA funds
- Purchased a nuclear magnetic resonance machine for use by the chemistry department using HSI-CCRAA funds
- Purchased equipment needed to offer a class in surveying for civil engineering students using MSEIP funds

Dean Stringer said there has been tremendous growth in enrollment in STEM programs, both in FTE and the number of sections, even while enrollment College-wide has decreased. Future plans include:

- continued winter and summer programs
- addition of a researcher specifically for grant-funded programs, funded in part by CALSTEP
- additional internship and other research opportunities for students
- joint engineering project, funded by CALSTEP, to align the curriculum across the state for students transferring in engineering
- partnership with San Francisco State University to improve engineering pipeline (pending)
- collaboration with UC Berkeley in educational research (pending)

Vice President Hausman said it is encouraging to see the increased interest in science and math. President Mandelkern thanked Dean Stringer for her report. He said Cañada College has become known in the community for its high-level STEM programs and credited the College leadership and faculty for making this possible.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Lilly Campos, representing the Immigrant Youth Action Team, invited the Board to attend the third annual “Making Dreams Come True: The Time is Now” event on November 15. She said this event is dedicated to presenting opportunities for immigrant and undocumented Sequoia High School students to voice their stories and raise funds to help them go to college. Ms. Campos said undocumented students face many challenges in attending college because they are not eligible for many scholarships. She added that many of these students have connections with the community colleges. Ms. Campos introduced Adriana Fernandez and Moises Bautista who are STEM major students at Cañada College. Ms. Fernandez said she and Mr. Bautista were attending the Board meeting on behalf of the Bringing Hispanic Minds to Success Club at Cañada, as well as the Redwood City Youth Action Team and the Sequoia High School Dream Club. She said the event on November 15 will be held at Sequoia High School from 6:00-8:30 p.m. Tickets will be available prior to the event and at the door at a cost of \$10.00. In response to a question from President Mandelkern about the Dream Act legislation signed by Governor Brown, Ms. Campos said the Dream Act will allow students to apply for private scholarships as well as some government funds. However, it is not yet known how the money will be distributed because 2013 will be the first year in which it is initiated. Ms. Campos added that some students will not fall within the restrictions of who may apply. She said that approximately 38% of the student body at Sequoia High School is undocumented and it is important to raise funds for those who will not qualify for scholarships. President Mandelkern thanked the group for their comments and said the Board has always been supportive of all students. Ms. Campos will provide staff with the invitation to the event and it will be forwarded to the Board.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-10-2A)

It was moved by Trustee Holoher and seconded by Trustee Miljanich to approve the actions in Board Report No. 12-10-2A. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Mandelkern said the consent agenda consists of report 12-10-1CA, Ratification of July and August 2012 District Warrants. It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the item on the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 2.02, CHANCELLOR OF THE DISTRICT; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 2.34, COMPUTER AND NETWORK USE; 6.01, PHILOSOPHY AND PURPOSE; 6.22, ACADEMIC RENEWAL; 7.41, DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS); 7.43, FINANCIAL AID PROGRAMS; 8.33, AUXILIARY SERVICES; 8.40, RISK MANAGEMENT; 8.47, STUDY/TRAVEL TOURS; AND 8.55, CONFERENCE ATTENDANCE AND TRAVEL (12-10-101B)

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the revisions as detailed in the report. The Board discussed the following policies:

Policy 2.02, Chancellor of the District: Trustee Holoher asked about the origin of the new sentence, “The Chancellor is empowered to reasonably interpret Board policy.” Chancellor Galatolo said the language came from the Community College League of California’s Policy and Procedure Service. The Board agreed that the language is logical and acceptable.

Policy 2.34, Computer and Network Use: President Mandelkern suggested adding language indicating that District computers and network services are to be used for District business and only incidental personal use is allowed. He also suggested adding that privacy rights are not guaranteed when using District communications systems. Trustee Holoher said it is important that people know what the rules are and suggested that periodic reminder notices be distributed. It was agreed that staff will work on revising the policy to reflect these concerns and bring it back to the Board at a later date.

Policy 6.01, Philosophy and Purpose: President Mandelkern said the Board’s Statement of Core Values and Principles is not reflected in the policy and, given the current budgetary restraints, may be contraindicated by the broad statement about what the Colleges offer in terms of programs. Trustee Miljanich said the philosophy described in the policy is still what the District is striving for, even if it cannot be fully implemented at a given time. Trustee Holoher suggested that the Board’s Statement of Core Values and Principles be referenced in the policy. The Board agreed to add a statement that the Board will develop and periodically review a Core Values and Principles statement that will help shape the educational mission of the District by determining program priorities within available resources. The new language will be added and brought back to the Board at a future meeting.

Policy 8.55, Conference Attendance and Travel: Chancellor Galatolo said much of this policy was procedural and the detailed information that is recommended for deletion has been updated and included in the procedures on conference attendance and travel. President Mandelkern suggested adding a statement that employees and students who attend conferences should be encouraged to share with colleagues information acquired at the conference. This will be added and brought back to the Board at a future meeting.

After this discussion, the Board approved the proposed revisions to Policies 2.02, 2.26, 6.22, 7.41, 7.43, 8.33, 8.40 and 8.47, all members voting “Aye.”

APPROVAL TO REJECT ALL BIDS RECEIVED FOR THE SALE OF KCSM-TV (12-10-102B)

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the rejection of bids as detailed in the report. Tracy Rosenberg, Executive Director of Media Alliance, asked how and when the public records request by her organization will be fulfilled. President Mandelkern said that if this action item is approved by the Board, there will no longer be a reason to preserve confidentiality and the records could be released. Chancellor Galatolo said that, pending Board approval to reject all bids, arrangements to release the records will be made tomorrow morning with Ms. Rosenberg and any other requestor(s).

President Mandelkern said he believes the position of the Board is unwavering that the District can no longer afford to suffer financial losses from KCSM-TV that detract from its core educational mission. He said the process to stop the negative cash flow has apparently not worked out and discussions must resume to determine what to do going forward. Trustee Holoher said it is disappointing that the two top bidders did not meet the required qualifications, including demonstrating the availability of funding. Trustee Holoher thanked Chancellor Galatolo and staff who worked hard over a lengthy period of time. He noted that the result is not the fault of staff but rather is due to the fact that the bidders were not fully forthcoming. He said it is important to move as quickly as possible, especially because the District will soon be looking at a budget for next year and the financial subsidy to KCSM-TV cannot continue. Trustee Schwarz said the process has been painful for everyone, including employees at KCSM-TV who have dealt with uncertainty and have tried

to keep the station going with limited resources. She said it is important to move as quickly as possible to find a solution. The Board agreed to discuss the issue of KCSM-TV further at the November 14 meeting. After this discussion, the motion to reject all bids received for the sale of KCSM-TV carried, all members voting "Aye."

INFORMATION REPORTS

FALL 2012 CENSUS REPORT (12-10-3C)

Trustee Schwarz noted that there has been a slight decrease in student population at all three Colleges. Chancellor Galatolo said this is because the District has cut sections and reduced offerings as a result of the lack of economic resources from the State. He said the same is true at the UCs and CSUs. Vice President Hausman asked if the poor economy is a factor in that some students may not be able to afford to take the courses that are offered. Chancellor Galatolo said that it is customary to see a mass exodus of students each time fees are raised and it takes a long time to build the student population back up.

President Mandelkern asked if Skyline College has seen an increase in students due to the issues at City College of San Francisco. President Stanback Stroud said Skyline College administration has let City College leaders know that they are willing to help in terms of serving students and letting them know about the programs and classes offered at Skyline. However, there is a concerted effort on the part of City College and its students to save their college and, as a consequence, Skyline has not seen a marked increase in enrollments because of this issue.

President Stanback Stroud said the economy does impact enrollment. She also said there has been a systematic deconstruction of support services for community colleges, particularly with regard to categorical funds, and these support services are the very services that get students into college and keep them in college.

Vice President Estes said College of San Mateo sent a number of programs to Community Education, which accounts for some of the decrease.

Vice President Hayes said that when Cañada College did not offer summer school approximately five years ago, it took some time to get enrollments back to their previous levels.

Student Trustee Girard said that three years ago, community colleges statewide had 2.8 million students enrolled. Last year, the number was 2.6 million and it is currently 2.4 million. He said that if Proposition 30 fails, it is estimated to drop to 2.2 million and this represents students who have nowhere else to go.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Student Trustee Girard said he will attend the Student General Assembly and will be discussing the Student Success Act, ballot measures and other issues. He said students on the campuses have been promoting ballot measures and have been very vocal.

Trustee Schwarz said she attended the "Meet the Ambassadors" event at College of San Mateo and met a wonderful group of young people who are promoting the College. She attended the Sequoia Hospital Recognition Ceremony and heard touching stories about why students decided to go into nursing. She also attended Assemblyman Rich Gordon's panel discussion with students at Cañada College, the Arts and Olive Festival at Cañada, and the entertaining speech by Robert Reich.

Vice President Hausman attended the Arts and Olive Festival at Cañada College. She also attended the annual meeting of the National Red Cross in Washington, D.C. The committee that was formerly called the Holocaust War Victim Tracing Committee has been renamed "Restoring Family Links." The committee will continue to work with Holocaust victims to reunite family members and is also branching out to help victims around the world who have been separated from their families. Vice President Hausman said she feels privileged to be involved with the Red Cross. President Mandelkern thanked Vice President Hausman for her service with the Red Cross. Trustee Holoher also thanked Vice President Hausman for her dedication. He said she is contributing to very important work which helps many people around the world.

President Mandelkern attended the Arts and Olive Festival at Cañada College. He also attended the Skyline College President's Council brainstorming session for an upcoming seminar which will focus on North County issues. President Mandelkern attended the speech by Robert Reich and said it was informative and entertaining. He complimented the well-spoken Cañada College honors student who provided the introduction. President Mandelkern said he enjoyed attending the Hispanic Foundation Ball in San Jose and having the opportunity to be part of the larger community. President Mandelkern encouraged people to vote on November 6 and to remember the community college system when determining how to cast their votes.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, and (2) hold a conference with legal counsel regarding one case of potential litigation as listed on the printed agenda.

President Mandelkern said the next meeting of the Board will be a regular meeting on November 14 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 9:30 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:33 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 14, 2012 meeting.

Helen Hausman, Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud

SKYLINE COLLEGE BOARD REPORT

November 14, 2012

KAPPA BETA DELTA FALL 2012 INDUCTION CEREMONY

On Friday October 19, 2012 the fall induction ceremony for Alpha Beta Chi, Skyline College's chapter of the business honor society Kappa Beta Delta took place.

In order to become a member, students have to be in the top 20% of their class and have a minimum GPA of 3.4.

Skyline College President Regina Stanback-Stroud, Business Division Dean Don Carlson, Faculty Advisor Linda Whitten and Chapter President Lloyd Pena were present.

Fall 2012 Initiates:

Gustavo Andrade	Anthony Daniel Lew
Jason C. Chan	Joseph Peter Li
Feifei Chen	Andrew Louis Marston
Monica-Lauren Dum Dumaya Diliberto	Jiayin Mai Menard
Antonio Michael Duran	Dr. John R. Mosby
Amanda Louise Eng	Perla Ruby Naranjo-Diaz
Lori Anne Fisher	Dr. Sarah F. Perkins
Trizzia Joi Navarro Guevarra	Jeffrey Phung
Gennady V. Ivanchenko	Karmann L. Robbins

A CALL TO CONSCIOUSNESS LECTURE SERIES: UPCOMING LECTURE FEATURING NATASHA TRETHERWAY

On Friday November 30, 2012, Skyline College will welcome Natasha Tretheway, 2012 US Poet Laureate, for a lecture at 1:30 p.m. in Building 6.

Ms. Tretheway is a United States Poet Laureate, Consultant of Poetry and a Charles Howard Candler Professor of English and Creative Writing at Emory University.



Kappa Beta Delta Fall 2012 Induction Ceremony

SKYLINE COLLEGE BOARD REPORT

November 14, 2012

RESPIRATORY THERAPY PROGRAM CELEBRATES 40 YEARS

The Respiratory Therapy Program held an event at Skyline College on October 20th celebrating 40 years of graduates. Approximately 150 alumni and their guests were in attendance. The celebration began with a reception in which graduates from different cohorts were able to reunite, tour the transformed campus, and experience the allied health lab facilities. Over the years the program has archived equipment and books and displayed these items in the RT museum for graduates to see. "I can't believe how the college has changed...it makes me want to come back to school" says Lillian Fifer, graduate from the class of 1982 and employee at UCSF.

After the reception, attendees came together for an elegant dinner hosted in the dining hall of building 6. Program Director, Ray Hernandez, emceed a presentation providing a historical perspective of the program which featured key events and accomplishments over the years. President Stanback-Stroud spoke and highlighted the contributions this program has made in the community. Mike Williamson was recognized for his 25 years of service in the program and contributions he has made in respiratory therapy. Clinical Director Brian Daniel featured



Left: Ed Scully (2nd from right) - First Program Director (c. 1975)



Below: Mike Williamson (c. 1979)

Herb Steinkraus a graduate from the inaugural class of 1972. Current RT students Vivian Yip and Nick Leonor shared their excitement being part of this celebration and meeting many graduates from the program. Mark Nagales, representative from Jackie Speier's office and California's 12th Congressional District, presented a congressional award recognizing the efforts and accomplishments of the program.

The evening continued with dancing and mingling. The program directly serves San Francisco and Northern San Mateo counties, as well as the greater bay area. Skyline College has graduated 40 cohorts, issued 808 Respiratory Therapy degrees and certificates, and affiliates with 20+ health care organizations. Most graduates are

employed in the area. They provide direct patient care in respiratory related specialty areas, conduct research, educate in various health related fields, manage various health care departments/divisions, participate in sales and development of health care goods, and have become leaders in the field of respiratory and beyond. The Respiratory Therapy Program looks forward to the next 40 years!

JAMELA BROWN RECEIVES COCA COLA SCHOLARSHIP

Jamela Brown received the Phi Theta Kappa Coca Cola Leaders of Promise Scholarship. This award is for continuing community college students to help them attain their academic goals. Scholarship recipients are chosen from community college students throughout the country for academic achievement and leadership potential, which they fulfill by engaging in college and community service.

Jamela is majoring in Environmental Science and plans to transfer to Alabama A&M University to study agricultural science.



Ray Hernandez, President Regina Stanback-Stroud, Mark Nagales, Herb Steinkraus, Brian Daniel.



Jamela Brown, Coca Cola Scholarship Recipient

SKYLINE COLLEGE BOARD REPORT

November 14, 2012

SKYLINE COLLEGE SACNAS CHAPTER AWARDED SACNAS 2012 OUTSTANDING NEW CHAPTER ROLE MODEL AWARD

Skyline SACNAS members attended the annual SACNAS conference in Seattle October 11-14, 2012. At the conference, SACNAS honors the work of role models, leaders, and emergent scientists. The awards programs strives to provide examples of fine science and mentoring in the spirit of helping others develop to the best of their ability by providing inspiration and examples of excellence.

Skyline's SACNAS chapter was cited as a role model chapter and received the 2012 Outstanding New Chapter Role Model Award. The community outreach program implemented by chapter members was commended. 2011-12 chapter co-president Ellaine Talle accepted the award on behalf of the chapter. Chapter advisors are Stephen Fredricks and Carmen Velez.



Skyline College Sacnistas at the conference. Stephen Fredricks and Christine Case were also at the conference.

THE FINANCIAL AID OFFICE AT SKYLINE COLLEGE PARTICIPATES IN THE NORTHERN PENINSULA COLLEGE FAIR

On Wednesday, October 10, 2012 the Financial Aid Office along with Skyline's Transfer Center and the Counseling Division attended the Northern Peninsula College Fair at Serramonte Shopping Center in Daly City.

The college fair, is a collaborative effort between Jefferson Union and South San Francisco school districts, San Francisco State University and Serramonte Shopping Center. The college fair is an annual event and is designed to give every high senior the opportunity to meet with a college, university and trade school representative. Approximately

300 high school juniors and seniors attended the event.

A special thank you to Financial Aid Ambassador, Bianca Porras, Transfer Ambassadors, Victor Moran and Kikki Su; and Daryan Chan, Outreach Counselor for attending this event and providing students, parents and community members from valuable information regarding financial aid and scholarships, transfer opportunities and general information regarding Skyline College's programs and services.



Transfer Ambassadors, Victor Moran and Kikki Su and Financial Aid Ambassador, Bianca Porras.

SKYLINE COLLEGE BOARD REPORT

November 14, 2012



Peninah Ndombi of Kenya.

On Thursday, November 15, Peninah Ndombi will discuss her life and work in Africa at Skyline College at 11:00 a.m. in Building 4, Room 4301. A native of Kenya, Ms. Ndombi travelled extensively

A TALK BY PENINAH NDOMBI ON NUTRITION, CULTURE & POLITICS: AN AFRICAN PERSPECTIVE: THURSDAY, NOVEMBER 15TH

throughout Africa during her 32 years as a nutritionist and product manager for the Nestle Company. She was the Scientific and External Affairs Manager for the Equatorial African Region, an area encompassing 20 countries, and the Nutrition Business Manager for the Eastern African Region. Her work focused on addressing global health and nutrition issues in vulnerable groups, particularly women and children, and HIV/AIDS populations.

Ms. Ndombi's professional work and community involvement provided her the opportunity to meet with Heads of State, First Ladies, corporate executives, and Nobel Peace Prize recipients Mother Teresa and Wangari Maathai.



INTERNSHIP & VOLUNTEER COMMUNITY FAIR

The Career Services Center & Volunteer Community Fair which was held at Skyline College on Wednesday October 17, 2012, with more than 40 participating organizations and 75 community service representatives. These organizations represented paid and non-paid internship and volunteer positions in Communications, Business, Education/Human Services, Allied Health/Medicine, Law and Technology/Science.

Some of the 40 participating companies included NASA Ames Research Center, California State Parks, Ameriprise Financial, AmeriCorps VISTA, Daly City Partnership, Galleria de la Raza, Habitat for Humanity, San Bruno

Public Homework Center, San Bruno Chamber of Commerce, Sierra Club, Tout About Toys Inc., Univision Television & Radio and many more. Over 400 students participated throughout the day to gain valuable work experience connections as they explored available internship/volunteer opportunities.

To our many visiting professionals giving of their time and talents, we offer our appreciation. For our staff, students volunteers and faculty who contributed hours of energy, our gratitude. When we work together in this way, we forge an even stronger partnership and become a far more enlightened community.





SKYLINE COLLEGE BOARD REPORT

November 14, 2012

SKYLINE COLLEGE HOSTS THE NATIONAL CONVENING OF THE MDC | ANNIE E. CASEY FOUNDATION'S COMMUNITY COLLEGE LEARNING NETWORK

MDC | Annie E. Casey Foundation (AEC) supports a national network of colleges that integrate training, income supports, and financial services for low-income students. SparkPoint at Skyline College is rooted in this model, which is based on the AEC Foundation's Centers for Working Families (CWFs). Skyline College hosted this year's annual convening on October 22-23, 2012. Colleges from Arkansas, California, Connecticut, Michigan,

Minnesota, Indiana, Iowa, Kentucky, Maryland, North Carolina, New Mexico, South Carolina, Texas, Wisconsin participated in the event. In addition to MDC and the Annie E. Casey Foundation, organizations that were represented include: The Aspen Institute, Achieving the Dream, Bank of America, Career Ladders Project, Center for Law and Social Policy, Insight Center for Community and Economic Development, Local Initiative Support Corporation, Metropolitan Family Services, SingleStop

presidents reporting on the efficacy of the CWF model in supporting student success and retention. Another panel facilitated by SparkPoint at Skyline College counselor Melanie Espinueva showcased successful Skyline College students, Carol Cornett and James Rodriguez, who did a terrific job illustrating how work toward financial self-sufficiency supports educational attainment. Lorne Needle, Vice President of Community Investment for United Way of the Bay Area, delivered the keynote address. Needle reported that SparkPoint at Skyline College serves the largest number of people of any SparkPoint Center in the Bay Area. He reported that while the fall to spring persistence rate for the college at large is 56%, that number rises to 88% for students who took up at least one SparkPoint service.

Attendees formed groups of 20 each to receive customized tours of SparkPoint at Skyline College. During the convening, MDC - Annie E. Casey Foundation presented Skyline College with the 2012 Sustaining Innovation Award recognizing Skyline College for continued commitment to student success and economic security.



MDC | Annie E. Casey Foundation Community College Learning Network Annual Convening at Skyline College



A CALL TO CONSCIOUSNESS LECTURE SERIES WITH DR. J. STEPHEN MORRISON ON NOVEMBER 16, 2012 HAS BEEN POSTPONED UNTIL THE SPRING SEMESTER. STAY TUNED FOR DETAILS!



SKYLINE COLLEGE BOARD REPORT

November 14, 2012

FOURTH ANNUAL PERFORMING ARTS SHOWCASE

Come join the many creative student groups at Skyline College for our Fourth Annual Performing Arts Showcase on Saturday, November 17, 2012 at 7:30 p.m. in the Skyline College Theater. This year, our theme is dreams. Follow our dreamer through a land of fall seasons and celebrations with performances by the Skyline College Jazz Band, Skyline College Concert Choir, Skyline College Jazz Quintet, Dance Production and Choreography Workshop Ensembles, Spoken Word and Guitar Ensembles.

Buy tickets in advance for half price! \$5.00 for advance tickets or \$10.00 at the door.



ACCREDITATION UPDATE

The College Status Report on Student Learning Outcomes Implementation annual report was submitted to ACCJC on October 12, 2012. The report demonstrates that Skyline College has in seven different areas met the requirements for proficiency for institutionalizing the student learning outcomes assessment cycle (SLOAC). The full report is available on the Accreditation Website under Resources: www.skylinecollege.edu/accreditation/resources.php.

Draft 1.1 of the 2013 Institutional Self Evaluation was turned in on Wednesday, October 31, 2012. Members of the Steering Committee will be reviewing the draft and will return suggestions and observations to the writing teams. The Review Team will review the content of specific standards.



Fourth Annual
Performing Arts Showcase
at Skyline College

on
Saturday, November 17, 2012
at **7:30 PM**
Skyline College Theater

JAZZ BAND CONCERT CHOIR
GUITAR ENSEMBLES
MUSICAL THEATER
STUDENT CHOREOGRAPHY VOCAL SOLOS
POETRY AND DRAMATIC MONOLOGUES

PRODUCED BY SKYLINE COLLEGE THEATER CLUB
WITH THE SUPPORT OF THE ASSOCIATED STUDENTS OF SKYLINE COLLEGE

\$10 At The Door
\$5 Presale Tickets Until November 12
<http://www.skylinecollege.edu/bookstore/PAS>

CONTACT AMBER STEELE AT:
650.738.4439
STEELEA@SMCCD.EDU





SKYLINE COLLEGE BOARD REPORT

November 14, 2012

ENACTUS (FORMERLY SIFE) CLUB

The new Enactus Club (formerly SIFE) was founded at Skyline College in September 2012; with the guidance of Business Division Dean Don Carlson, Advisors Christine Roumbanis, Michael Neuendorff, and Soledad McCarthy and Skyline College Club Officers Lloyd Pena, Panumas Phoungmalee, and Amber Naeem. The club is collaborating with the Youth Entrepreneurship Program (YEP) and Pcyeta Jackson. Students in Free Enterprise, the world's best-known and most successful program helping college students to create community empowerment projects, has changed its name to Enactus to reaffirm its long-standing commitment to using entrepreneurial action as a catalyst for progress. The new name reflects uniqueness and captures the entrepreneurial spirit that fuels everything we do. The name



Pictured left to right: Lloyd Pena (Vice-President), Panumas Phoungmalee (President) and Amber Naeem (Secretary)

also reflects how global the organization has become. Entrepreneurial action is not something that is relevant to a single culture or nationality. What we do is just as powerful in Shanghai as it is in Sao Paulo, just as transformative whether we are in San Francisco or Sydney.

We are an official club on campus with 43 students strong and are going through the

process of becoming a formal program with Enactus Programs United States. The club is collaborating with the Center for International Trade.





President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ November 14, 2012

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ASCSM Sponsors Student Leadership Conference



In early October, CSM's Center for Student Life and Leadership Development, with support from the Associated Students, sponsored the second annual CSM Student Leadership Conference. Eighteen students participated in this year's conference, which was held over three days at the Westminster Retreat in Alamo. The conference, organized and facilitated by the Center for Student Life staff, provided an opportunity for CSM students to develop leadership skills among their peers. Through a combination of interactive workshops and presentations, the topics covered included leadership theory, communication styles and skills, teambuilding activities, and conflict resolution. **Aaron Schaefer**, coordinator of student activities and **Fauzi Hamadeh**, student activities assistant, conducted the workshops. The conference was open to any CSM student. *(Photo credit: Student Life and Leadership)*

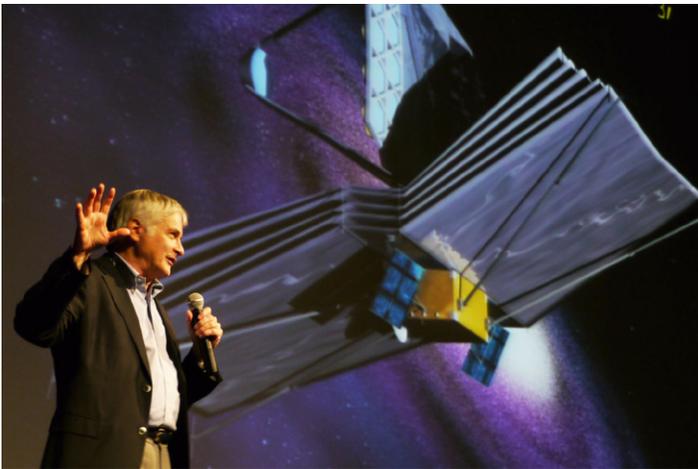
Celebrating **90** years
1922-2012

College of San Mateo

Family Science Day Draws a Huge Crowd



CSM's Annual Family Science Day was a resounding success! More than 600 guests attended the array of activities that spanned the day. Four of the five planetarium shows were completely filled, all of the science workshops were well attended and the presentation by the keynote speaker Dr. Seth Shostak, a highly-regarded astronomer, was "Awesome,"



according to the astronomy faculty. Coincidentally, CBS sent a reporter to campus to interview Dr. Shostak about the meteor shower that occurred the same day; the interview was televised during the evening news broadcast. Professors of Astronomy **Mohsen Janatpour** and **Darryl Stanford** coordinated the event. (Photo credits: Darryl Stanford, Helen Souranoff)

CSM Hosts Human Rights Day



On November 8, the college held the 2nd Semi-Annual Human Rights Day. **Dr. Adrian McIntyre** gave the keynote address entitled "Why We Didn't 'Save Darfur,'" promoting human rights activism and encouraging students to make a difference in the world. Dr. McIntyre is a cultural anthropologist and expert on communication, media and



human rights advocacy; he has worked in more than 30 countries as an educator, journalist, social science researcher and humanitarian aid worker. He has worked and traveled extensively through Darfur. The event featured 18 unique student poster presentations and demonstrations by more than 60 students in an effort to raise campus awareness about violations of human rights. The event was sponsored by the Academic Senate and Associated Students; it was produced by Alpha Gamma Sigma's Human Rights Committee and English 100 classes taught by Professor **Tim Maxwell** and Instructor **Jeremy Wallace**. (Photos: CSM Community Relations and Marketing)

CSM Accounting Students Honored with CalCPA Scholarships

Ten CSM accounting students were honored with scholarships from the California Society of CPA (CalCPA) at the Peninsula Silicon Valley Chapter's Student Night held on October 25 at Poplar Creek Golf Course. Collectively, the students were awarded a total of \$5,900 in scholarship money. CSM's student honorees were: **Shariar Amirnasiri, Zorigt Bazarragchaa, Mihaela Boyadzhieva, Amanda-Kyra Chow, Victoria Chow, Michael Dediu, Helen Luo, Cynthia Machado, Ann Nguyen and Ellen Price.** According to CSM Professor of Accounting **Bruce Maule**, who serves as chair of the Education Committee of the local chapter of CalCPA, "Some of the scholarship winners are completing the freshman and sophomore classes needed to transfer as an accounting major to a four-year university. Some scholarship winners already have a bachelor's degree and completing the CPA Exam Preparation series at CSM. We have a very distinguished group of students on our campus." *(Photo credit: CalCPA)*



advisors from throughout Northern California. The goals of the conference were to share ideas and experiences with members from other chapters and to develop into more prominent leaders. The conference included workshops and activities designed to promote student leadership. An advisor from Contra Costa College shared the following comment about the conference, "Thank you for a fabulous Northern CA Regional Conference. Everything, and I mean everything was fabulous! My students enjoyed the keynote speaker, all the workshops they attended, the food, and they fell in love with your campus. We all had a wonderful time. Thank you!" *(Photo credit: David Laderman)*

Health Fair: A Haunting Event



"Take Time for Scary Good Health" was the theme of CSM's Health Fair which was celebrated in conjunction with Halloween. More than 550 students and members of the college community attended this very popular, two-day event which included participation by many local health organizations as well as CSM's allied health programs. A number of services were provided—free of charge or at a minimal fee to students, faculty and staff—including flu shots, blood pressure screening, glucose testing, fitness training, massage and reiki, among others. In all, more than 25 community health and service agencies and college organizations participated. The event provided complimentary healthy treats to attendees. The Health Fair was coordinated by **Sharon Bartels**, health services director, and **Gloria D'Ambra**, office assistant. *(Photo credit: Sharon Bartels)*

AGS Chapters Hold Conference at CSM



On October 20, CSM's Alpha Gamma Sigma, Eta Chapter hosted the Northern Fall Regional Conference at the college which was attended by more than 220 students and faculty

Honors Project Hosts Mixer

Last month CSM's newly implemented Honors Project hosted an informal reception for students in the program and others considering applying for the project for spring 2013. Professor of Film **David Laderman** and Professor of English **Tim Maxwell** are providing faculty leadership to the Honors Project.

CSM Gets Prepared During Great California Shakeout

The entire CSM community joined millions of Californians participating in the Great California Shakeout Drill on October 18. As part of the effort, CSM conducted two evaluation drills: at 10:18 am and again at 7:18 pm. Overall, both drills went very smoothly. It took only eight minutes to evacuate the campus during the morning drill and nine minutes during the evening drill. Given the size of the campus and the number of buildings, this timing was impressive. A large number of college employees played active roles in the exercises; in addition to staff serving as building monitors, custodial, facilities and grounds crew, ITS and Public Safety staff, and district personnel also assisted with the drill. According to Vice President **Jennifer Hughes**, "Everyone did an outstanding job in assisting with the various aspects of the drill. Special thanks to Chief **Brian Tupper** who provided overall coordination for the drill. As I walked the halls of several classroom buildings, I was pleased to see students, following the direction of the faculty, 'ducking and covering' before evacuating the building. Faculty played a significant role in helping ensure the safety of students." A debrief meeting was conducted immediately following the morning drill which provided important feedback for making necessary changes in procedures.

The Great
California
**Shake
Out**TM

Career Fair Brings Employers to Campus



On November 7, the Career Services Center sponsored an Autumn Job Fair that brought 42 employers to campus. Students spoke with human resources staff about available positions, completed applications and submitted resumes. A week prior to the event the Career Services Center held two Resume Preparation Workshops to help students get their resumes written or updated for the job fair. Employers represented a broad spectrum of fields including local and federal government, healthcare, banking, staffing, information technology, biotechnology, food service and fitness. (Photos: CSM Community Relations and Marketing)



CSM Observes Dia de los Muertos



Dia de los Muertos (Day of the Dead) was observed on November 2 with a traditional altar display as celebrated throughout Latin America. Members of the college community participated by including names of family and friends who have passed on in the community altar. The event was sponsored by the Puente Program. (Photos: CSM Community Relations and Marketing)



Kudos

~ The Classified Staff Planning Committee raised \$696 for student scholarships by selling raffle tickets for highly prized “employee parking space for the month” located in Forum and DaVinci lots. In addition to the monthly parking spaces, there were a number of other prizes, donated by Pacific Dining, the CSM Bookstore, the Cosmetology Department, SMAC, Health Center and employees. Committee members are **Kathy McEachron, Nick Dellaporta, Alma Gomez, Dean Drumheller, Ann Mitchell, Munendra Sharma** volunteered their time for the fund raiser.

~ Large-scale abstract canvas paintings by artist and CSM adjunct art instructor **Ming Ren** are on display in the exhibit, “Ming Ren: Mysterious Ink World” at USF’s Thacher Gallery. His award-winning works have exhibited internationally, including at the Florence Biennial International Exhibition in Contemporary Art and the Huantie Time Art Museum in Beijing. The exhibit runs through December 16, 2012.

Upcoming Events

R&B Revue: A night of history, music and dance

Nov. 14, 7 pm, CSM Theatre

\$5 donation suggested

[R&B Revue Event Link](#)

16th Annual CSM Jazz Festival

Nov. 16, 8 am – 7 pm, CSM Theatre

19 top high school bands perform

Free Noon concert by Grammy-nominated Wayne Bergeron

[16th Annual College of San Mateo Jazz Festival Event Link](#)

Student Art Exhibit

Nov. 19 – Dec. 12

College Center, Bayview Dining Room

[CSM Student Art Exhibition Event Link](#)

CSM Dance Ensemble Presents EPIC

Nov. 30, 1:30 pm & 8 pm performances

CSM Theatre, \$5 students, \$10 general

[EPIC Event Link](#)

Student Success Story: Arianna Avendano

College of San Mateo, A.A. degree

California State University-East Bay, Psychology Major

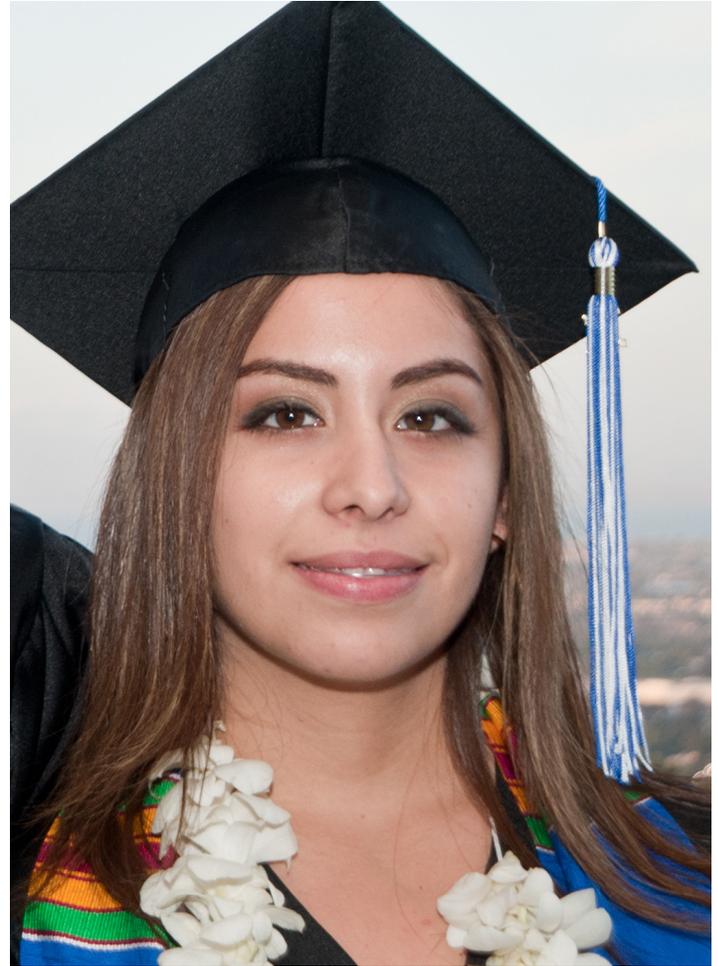
For Arianna Avendano, the key to her success at CSM was all about making the most of the college's resources. "It was a combination of the staff, faculty and the services at CSM that contributed to my success. I was able to find the resources I needed in order to prepare for a university, and the support I received along the way was exceptional!"

While there were numerous resources that were important in Arianna's success at CSM, one in particular was Extended Opportunity Programs and Services (EOPS). She explains, "EOPS is a program that not only assisted me financially, but also provided one-on-one counseling. I am very thankful to have had the guidance of counselors **Sylvia Aguirre-Alberto** and **Lorena Gonzalez**. The guidance I received from EOPS is the reason I was able to earn my AA degree in exactly two years. My EOPS counselors wanted the best for me, and it was with their help that I was able to reach my goal on time. They provided a plan and I followed through with it."

Arianna also found her professors to be important resources. "As a student at CSM, I was motivated, and focused. With the support of my professors, I was able to earn good grades. I studied hard at the tutoring centers and I wasn't afraid to ask questions when needed. My professors cared about my success and I am truly grateful for their support. My professors **George Kramm** taught me the basics of public speaking, **Lena Feinman** introduced me to statistics, and **Francois Chan** made English fun," says Arianna.

Another resource that she found at CSM was through the Community Relations and Marketing Department: an on-campus employment opportunity. The department, also responsible for outreach, was hiring student ambassadors to work part time in local high schools, assist with college events and serve as campus tour guides. Arianna captured one of the coveted positions. She recalls, "Having worked as a student ambassador also made my CSM experience memorable. I became well informed about the programs and services the school offers, but sharing the information with potential students made it more rewarding."

"At CSM, I learned what I needed to transfer to a university and prepare for a career, all at an affordable cost. I would definitely recommend CSM to others, since it has so many options and resources for people who come from different



backgrounds and age groups. I really enjoyed attending a campus filled with a diverse group of students and faculty. Having had the experience of interacting with students from different backgrounds was an additional benefit that I can apply in future work settings."

Arianna is currently a senior at Cal State University-East Bay (CSUEB) and set to graduate with the class of 2013. Her career aspirations include working in research and conducting studies that can be applied to real world settings. Beyond that, she plans to attend graduate school to earn a master's degree in clinical psychology with the goal of becoming a licensed psychologist working with adolescents and adults.

"My experience at CSM is one that will stay with me forever. By using the resources at the college, I decided on my major, psychology, and I completed my general education requirements, which allowed me to transfer to CSUEB."

(Photo credit: CSM Community Relations and Marketing)

Inside Cañada

Featuring the people, programs, and activities that shape Cañada College

A Monthly Report for the San Mateo County Community College District Board of Trustees

November 14, 2012

Free Tax Workshop for Small Business Owners

The Center for Entrepreneurial Opportunities is co-sponsoring a one-day workshop to help small business owners and the self-employed navigate tax filings, small business deductions and other issues.

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Monopoly Tournament Crowns a Champ

More than \$1,000 is raised for student scholarships at the annual event.

Page 2



Pelletier Coordinates Statewide Effort to Train Employees in ESL

Danielle Pelletier, an ESL professor at Cañada, is heading a statewide effort to teach employees English in their workplace.

Page 4

MESA Students Chosen for Leadership Training

A group of MESA students is chosen for a statewide leadership conference.

Page 3



College Night, Transfer Day Draw Students

Hundreds of students learned how to navigate the transfer process as more than 60 representatives from colleges and universities around the country attend the annual events.

Page 4

Bob Haick Hired to Direct Career Center



Bob takes over the new Career Center located in the Grove. The new facility offers more programming.

Page 4

Two Interior Design Students Earn Certification in Green Building

Cañada College interior design students Jean Dinkel and Jillian Sherwood Butler are the first at the college to become Certified Green Building Professionals.

Both students passed a two-day training session in October sponsored by the Oakland-based Building it Green Organization. The intensive two-day training introduces students to the overarching principles of green building and the systems approach to the design, construction and operation of residential buildings. Upon completion of the course, students develop an understanding of energy efficiency, resource conservation, water conservation, and indoor air quality, and how they can effectively convey the



importance of these building principles to homeowners.

“I am very proud that two of our students were willing to follow these steps to understand the importance of knowledge and education in the principles of green building and design,” said Elsa Torres, assistant professor in Interior Design at Cañada. Torres earned the same certification in 2007.

As part of the training, Dinkel and Sherwood-Butler learned how to perform a comprehensive green home analysis and the decision-making pathways to upgrade and remodel homes. They learned how to assess homes and determine whether they were suited for an energy or green upgrade and educate homeowners about the upgrade incentives provided by local utilities.

Cañada College offers a Certificate of Achievement in Green/Sustainable Design that helps industry professionals enhance their knowledge and skills in green design. Courses focus on sustainable residential remodeling and renovation, residential design, lighting design, materials and finishes, green/sustainable design concepts, and residential and commercial construction.

“The classes at Cañada helped me pass the exam for Build it Green and received the additional certification,” said Sherwood Butler. “What I really like about the whole house approach is that, for myself, it feels good to be able to assist my clients through the process and get the most for their money and inform them about any rebate programs that are currently available. Also, if they receive rebates, they can use the savings to add function and beauty to their space and feel good about doing their part in helping the environment.”

Dinkel said Cañada’s approach to educating students in green/sustainable design offers real world experience. “My education was focused on real projects that involved actual residential and commercial clients,” she said. “Going the extra step to earn the title of Certified Green Building Professional allows me to be listed in the Build It Green directory validating my education and training. It also provides a network of professionals that I can collaborate with in addition to training and education of new innovative technologies.”

HERA

housing and
economic
rights advocates

Free Tax Workshop for Area Small Businesses

The Cañada College Center for Entrepreneurial Opportunities is teaming up with Housing and Economic Rights Advocates (HERA) and the Renaissance Entrepreneurship Center to offer a free tax and accounting workshop for small business owners and the self-employed.

The workshop will be held Saturday, Nov. 17 from 10 a.m. to 2 p.m. at Renaissance Mid-Peninsula, 1848 Bay Road, East Palo Alto. Registration is available online or by calling (650) 321-1102 Ext. 1102 or by emailing trussell@rencenter.org.

The featured speaker at the workshop will be Arnold Pinck, retired enrolled agent and counselor for [SCORE](#), an organization dedicated to helping small businesses grow. Participants will learn:

- Accounting Principles
- Tax Record Keeping
- Business Deductions
- Employee/Independent Contractor Files
- And more...

The Center for Entrepreneurial Opportunities (CEO) helps small business owners and budding entrepreneurs develop their ideas. The CEO offers courses and workshops to fit the unique needs of small businesses. CEO services include affordable web-based tools to evaluate business ideas, write business plans, conduct market research, test markets through surveys, learn accounting and bookkeeping, website development and more.

Renaissance Entrepreneurship Center is a nonprofit small business development organization dedicated to helping women and men to traditionally lack access to resources and information to achieve financial self-sufficiency through entrepreneurship. Renaissance provides training, support services, resources, and networks for business owners at every stage of business development, from idea feasibility through start-up, growth, and expansion.

HERA is a California statewide, not-for-profit legal service and advocacy organization. It's mission is to ensure that all people are protected from discrimination and economic abuses.



Monopoly Tournament Raises Scholarship \$

The Accounting Department's annual Monopoly Tournament held on Saturday, Oct. 27 in the Grove drew 35 people and raised more than \$1,000 for student scholarships.

The tournament was open to everyone. Students and seniors paid \$10 to enter while the general public paid \$15. Contestants vied for the title of Monopoly Champion in two 90-minute rounds.

Kristopher Windsor of Sacramento was eventually crowned champion. He received a Kindle Fire. It was his second appearance at the tournament, which has been held the past three years.

"The tournament was a big success," said Leonor Cabrera, professor of accounting and event organizer. "This is our largest fundraiser every year for student scholarship money."

The annual tournament has now grown beyond Monopoly, with participants bringing their favorite board games. "We now have people teaching other different board games and simply enjoying a Saturday morning of fun," Cabrera said.

A popular game introduced this year was UNO Attack.

The history of the Monopoly board game can be traced to the early 20th century. By 1934, a board game had been created much like the version of Monopoly sold by Parker Brothers and its parent companies through the rest of the 20th century and into the 21st.

International tournaments, first held in the early 1970s, continue to the present with the next world championship likely scheduled for 2013.

By 1982, tournaments in the United States featured a competition between tournament winners in all 50 states, competing to become the United States champion. National tournaments are held in the U.S. and U.K. the year before World Championships. The tournaments are now typically held every four to five years, but Hasbro has not released any statement regarding the timing of future championships.



Pelletier Coordinates ESL in the Workplace

Danielle Pelletier, ESL instructor, has been named coordinator for the Teaching English in the Workplace for the California Teachers of English to Speakers of Other Languages (CATESOL). Pelletier has been serving in her new role since last spring.

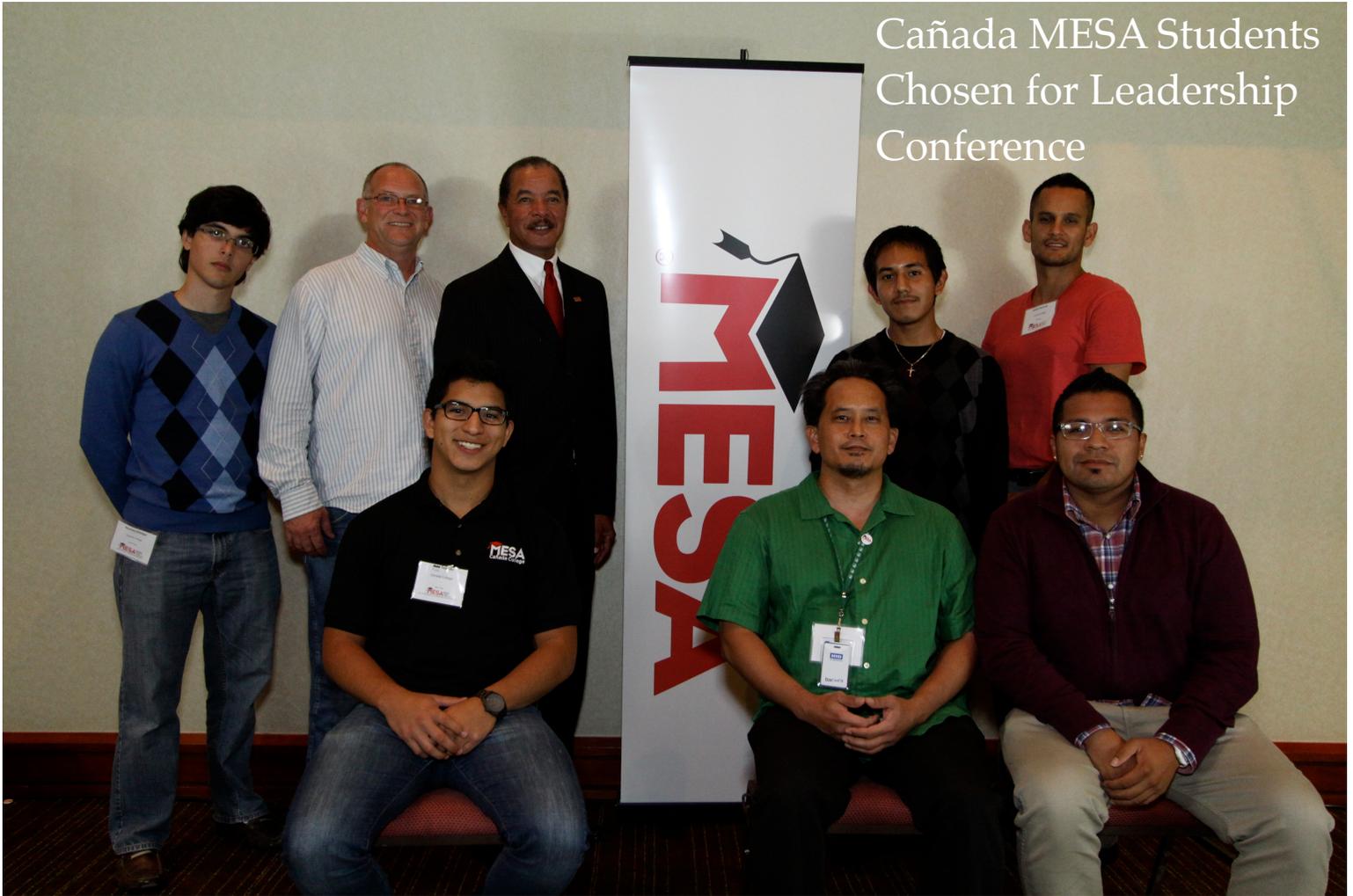
"The primary initiatives of the CATESOL Teaching English in the Workplace Interest Group is to make sure that there is representation for those California ESL (English as a Second Language) teachers who teach English in the workplace," Pelletier said. "This group is comprised of teachers who teach workers at all levels. This could mean teaching basic English to hotel employees or teaching presentation skills to an executive at a bio-pharmaceutical company."

As the coordinator, Pelletier's primary responsibilities are to recruit, maintain, and develop membership so the group has proper representation. She also works with the members to organize professional workshops in all parts of California. "The workshops are designed to help our members continue with professional development between CATESOL conferences."

Whereas most schools are cutting back on ESL teachers, companies throughout California are realizing the value of having their employees feel confident about speaking English and understanding the U.S. culture of business, Pelletier said. "The TEW (Teaching English in the Workforce) group is fortunate to be in a field that is continually growing and I feel fortunate to be coordinating this group," she said.

Pelletier has also been named President of English League, a Translations and Workforce Language Training company. The company started in 1995 in Boston and moved to the Bay Area in 2002. Pelletier has been with English League since 2000 as a Senior ESL Instructor and Program Director, teaching in companies such as Bose in Boston and Genentech in the Bay Area. "I'm happy to be at the helm - a new adventure for me - and will continue to provide our customized English classes to international professionals all over Silicon Valley and the Bay Area," she said. "It's also exciting to be working with organizations in this global economy, providing translations services. It's a great new world!"

Cañada MESA Students Chosen for Leadership Conference



A select group of seven Cañada College students recently honed their leadership skills at a special invitation-only conference in Sacramento for math-based majors. The event was sponsored by PG&E and six other companies.

The Mathematics, Engineering, Science Achievement (MESA) Student Leadership Conference held last month offered extensive professional and leadership development through direct interaction with industry mentors and speakers. The hand-picked MESA students, all science, engineering, or math majors, represented over 30 universities and community colleges from across the state, including Cañada College.

Participating Cañada students were: Moises Bautista, Norman Ettetdgui, Juan Guevara, Jose Salgado, William Berrios, Curtis Carpentier and Michael Nobida.

Students participated in mock interviews, connected with industry representatives from seven national and California companies and heard guest speakers such as former NASA astronaut Tammy Jernigan, who also led a women in STEM panel discussion. California Public Utilities Commissioner Tim Simon was named the 2012 MESA Champion for the com-

mission's longstanding support of the program. Students also participated in a MESA Business Case Challenge in which they presented a business solution to a panel of energy and utility industry leaders.

Pacific Gas and Electric Company (PG&E) was a major sponsor of the event. The company's \$40,000 grant allowed students from 20 Northern California campuses to attend. PG&E employees volunteered their time to work closely with the students during the conference.

PG&E Vice President and Chief Diversity Officer Bill Harper encouraged students to continue in their educational pursuits and awarded winners of the MESA Business Case Challenge. PG&E has sup-

ported MESA since 1979 and was recognized its the extensive support in helping educationally disadvantaged MESA students graduate in math-based fields.

Other sponsors included Edison International, Southern California Gas Company, Vanir Construction Management, Inc., Lawrence Livermore National Lab, San Diego Gas & Electric and the Sacramento Municipal Utilities District.

The MESA Program at Cañada College is one of the most successful in the state. It supports student learning through a wide variety of programs including tutoring, clubs, etc.





EmergenciPhone Opens Tuesday, Nov. 11 and will run through Sunday, Dec. 2 in the Flex Theater.

Women’s Golf Team Secures State Title Berth With Third Straight Conference Title and NorCal Victory



The Cañada College Women’s Golf team continued its stranglehold on the Central Valley Conference, winning its third consecutive title and took it a step further by earning a berth in the state championships with a convincing victory in the NorCal Tournament.

The Colts led San Joaquin Delta by a commanding 14 strokes after the first day of play as Annika Nousiainen shot a team-leading 73, Sarah Rotter a 76, and Mehreen Raheel a 77. Nousiainen and Rotter were both in the top five.

On the final day, the Colts completely dominated the field, firing a tournament-low 301 to total a 608 for the two days.

Nousiainen shot a 72 while Rotter shot a 75 on the final day. Shannon Wong fired a 76 and Raheel chipped in a 78.

The final team scores were Cañada 608; San Joaquin Delta 650; Modesto 660, Sacramento City 664, Fresno City 665, and Napa Valley 700.

Nousiainen, Rotter, Raheel and Wong all qualified for the State Championships held Nov. 12-13 at Temecula Creek Inn Golf Course.

“This team has the ability to win the state championship,” said Coach Rick Velasquez.

College Night, Transfer Day Bring University Representatives to Campus to Help Students Transfer



Two events aimed at exposing current and prospective students to the process of attending college were held in October and drew large crowds to campus.

More than 60 university representatives attended Transfer Day in the Learning Center on Oct. 24, talking with current Cañada students about the steps they should take to transfer. Issues such as academic offerings, extracurricular activities, and financial aid, were discussed.

That night, many of the same university representatives moved to the Gymnasium where they met with more Cañada students along with juniors and seniors from the Sequoia Union High School District.

In addition to the usual “meet-and-greet”, workshops were provided on topics such as financial aid availability, overview of university requirements, and how to navigate the different college and university systems.

“Both events were very well attended and we received positive feedback from our university partners,” said Soraya Sohrabi, event organizer. “Both programs have grown the last few years as more and more students prepare to transfer.”

Bob Haick, Former Assessment Test Director, Hired to Direct Cañada’s New Career Center



Bob Haick, a long-time employee at the college and a former counselor and instructor in the Career Center and Matriculation, has been hired as the new Career Center Director.

Haick joined Cañada in 2004. He had previously worked at Cyberia Inc., a software development and consulting company.

Haick was originally hired in April 2004 as the Division Assistant for the University Center. Almost immediately after he arrived, he took on the extra responsibility of assessment testing which in 2005 gave him the opportunity to assume the position of Program Coordinator of Assessment and the Career Center.

Before Cañada, Bob honed many of his skills over the years in such capacities as regional restaurant manager, elementary school teacher, regional manager of training development for Kinko’s in Southern California, and as a successful entrepreneur who owned his own tech business.

In addition, he holds a bachelor’s degree, teaching credential, and masters in counseling from San Jose State University.

The new Career Center located in the Grove provides Bob with many programming opportunities that he didn’t have when the Career Center was coupled with Assessment.

San Mateo County Community College District

November 14, 2012

BOARD REPORT NO. 12-11-1C

WHERE EDUCATION MEETS FITNESS

There is no printed board report for this agenda item.

San Mateo County Community College District

November 14, 2012

BOARD REPORT NO. 12-11-2C

**REPORT ON THE WORK OF THE STEWARDS OF EQUITY, EMPLOYMENT EQUALITY
AND DIVERSITY (SEED) COMMITTEE IN DEVELOPING THE COMPREHENSIVE
DIVERSITY FRAMEWORK AT SKYLINE COLLEGE**

There is no printed board report for this agenda item.

BOARD REPORT 12-11-1A

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

Robert Haick Program Supervisor (Career Services) Counseling Services

Reassigned from a Program Services Coordinator position in Counseling Services (Grade 27 of Salary Schedule 60) into this Program Supervisor position (Grade 180S of Salary Schedule 40), effective October 22, 2012.

B. CHANGE IN STAFF ALLOCATION

Cañada College

Recommend approval of a change in staff allocation to add one part-time (80%), 12-month Project Director position in the Science & Technology Division (Range 175S of Salary Schedule 40), effective December 1, 2012. This position will support the Career Advancement Academies program and will be grant-funded.

College of San Mateo

Recommend approval of a change in staff allocation to increase a 12-month Office Assistant II position (4C0116) in the Planning, Research, and Institutional Effectiveness Division from part-time (48%) to full-time (100%), effective November 1, 2012.

It is also recommended that the assignment of the incumbent, Marci Totten, be adjusted accordingly, effective November 1, 2012.

C. LEAVE OF ABSENCE

Skyline College

Patricia Della Bona Project Director Business Services

Recommend a medical leave of absence without pay with benefits, effective November 21, 2012 through January 10, 2013.

D. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Science & Technology	1	1/1/2013	6/30/2013	Retention Specialist: Support retention efforts of MESA and The STEM Center by providing workshops and individualized attention to STEM students.
Cañada	Vice President of Instruction/Library	1	11/24/2012	6/30/2013	Library Support Specialist: Create, interpret, modify, and verify bibliographic and other documentation related to print and non-print items into the library's catalog, acquisitions, and circulation modules. Enables Library to provide service during evenings and Saturdays.
CSM	Vice President of Instruction, Library	1	11/29/2012	6/30/2013	Library Support Specialist: Create, interpret, modify, and verify bibliographic and other documentation related to print and non-print items into the library's catalog, acquisitions, and circulation modules. Perform technical processing of library materials, etc.
Skyline	Counseling/Disabled Resources Center	1	11/15/2012	6/30/2013	Office Assistant II: Provide evening coverage for evening students and assist with various projects.
Skyline	Planning, Research, and Institutional Effectiveness	1	11/15/2012	6/30/2013	Office Assistant II: Provide clerical support for Accreditation.
Skyline	Vice President of Instruction	2	11/15/2012	6/30/2013	Office Assistant II: Provide clerical support for Accreditation.

BOARD REPORT NO. 12-11-1B

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2013
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for spring/summer 2013. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

New Programs

Cañada College

None

College of San Mateo

America's Music Cities Travel Tour
Animation Voiceovers
Basic Landscape Design
Conversational German II
Create Your Own iBook
Discover the Wines of Italy
Easy Alterations to Save You Money
France Magnifique Travel Tour
Hot Salsa Dance
iPhones and iPads – Beyond the Basics
Kitchen and Bath – Design and Remodeling
Line Dancing for Fun & Fitness
Miniature Spring Garden Floral Design
Oil Painting for Beginners
Peninsula Parks & Trails Lectures
Relationship Communication: Loving and Understanding One Another
Secrets of Home Interior Decorating II
Smart Property Management
Study Skills for College-Bound Students
Time Management: Getting Organized for Peak Performance

Skyline College

None

Off Campus

Advanced Cake Decorating Techniques
Peninsula Garden Tour
Peninsula Parks & Trails Field Trips
Sweet Valentine's Cookies

Emeritus

Iconic Personalities of the Great West, 1800-1890
The Mighty Mississippi and Beyond, 1800-1890 (two sessions)

Continuing Programs

Cañada College

Passport to Retirement: Your "How to" Guide for Financial Success
An Introduction to Voiceovers
Fun Part-Time Jobs

College of San Mateo

Advanced Child Visitation Monitor
An Unforgettable Evening with Leonardo da Vinci
Astronomy – Wondrous Spring Skies
Become a Picture Book Author
Become a Professional Child Visitation Monitor
Beginning Chen Tai Chi and Qigong (three sessions)
Blogging for Fun and Profit
Chinese Brush Painting
Computer Basics
Confident Communication Skills
Conversational German I
Conversational Italian I
Conversational Italian II
Conversational Mandarin Chinese
Dog Obedience Classes - All Levels (ongoing)
Earn Extra Income: Auto Wholesale Business from Home
Easy Alterations to Save You Money
Email Basics
Facebook and Social Networking for Beginners
Fast, Fun French I
Fast, Fun French II
Fencing (two sessions)
Financial Strategies for Successful Retirement
Food Handling Test Preparation Certification & Exam for Managers
Fun with Guitar I
Fun with Guitar II

Ganbatte: Conversational Japanese
 Getting More From Your Digital Camera
 Getting Started in Digital Photography
 Getting to Know Your DSLR (Digital Single Lens Reflex) Camera
 Graceful Hawaiian Hula I (two sessions)
 Graceful Hawaiian Hula II (two sessions)
 Homebuying 101 (two sessions)
 How to Start Your Own Business
 Intermediate Tai Chi and Applications (three sessions)
 iPhones, iPads, and I'm Lost!©
 Learn to Draw I
 Learn to Draw II
 Learn to Sell and Make Money on eBay
 Magic Flutes, Flute Orchestra
 Motorcycle Safety Training (ongoing)
 MS Excel Basics (two sessions)
 MS Excel II - Tables, Charts & Formatting
 MS Excel III - Advanced Formulas, Pivot Tables & Charts
 Notary Public Workshop and Exam (two sessions)
 Passport to Retirement: Your "How to" Guide for Financial Success
 Paths to Publishing
 Peninsula Photography Lectures
 Personal Fitness Trainer Certification
 Pharmacy Technician Program
 QuickBooks Basics
 SAT Preparation
 Secrets of a Super Memory
 Secrets of Home Interior Decorating I
 Sewing Made Easy
 Shades of Ireland Travel Tour
 Spanish - Intermediate
 Spanish for Beginners
 Speaking Without Words: The Secret Meaning of Body Language
 Sports Nutrition Consultant Certification
 Start a Pet Sitting Business
 Step-by-Step Make-Up Application
 The Art of Sushi Making
 Ukulele - Fun and Easy I (two sessions)
 Ukulele – Fun and Easy II
 Wearing Color with Confidence

Skyline College

Financial Strategies for Successful Retirement

Off Campus

Cake Decorating for Beginners
 Fondant Artistry Cake Decorating
 Peninsula Photography Field Trips
 Underground San Mateo, a Subterranean Look at St. John's Cemetery, the Evening Tour

Emeritus

Jazz from the Hill (two sessions)
American Women on Parade, 1945 and After - Beyond Rosie the Riveter

Online Classes

New Classes

Advanced Microsoft Excel 2010
Creating Classroom Centers
Creating Mobile Apps with HTML5
Intermediate Photoshop CS6
Intermediate QuickBooks 2012
Introduction to Adobe Acrobat X
Introduction to Biology
Introduction to Photoshop CS6
Introduction to Screenwriting
Mac, iPhone, and iPad Programming
Managing Life as a Single Parent
Navigating Divorce
Photoshop CS6 for the Digital Photographer
Photoshop CS6 for the Digital Photographer II
Publish and Sell Your E-Books

Continuing Classes

A to Z Grant Writing
A Writer's Guide to Descriptive Settings
Accounting Fundamentals
Accounting Fundamentals II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Advanced Fiction Writing
Advanced Grant Proposal Writing
Advanced Microsoft Excel 2003
Advanced Microsoft Excel 2007
Advanced PC Security
Advanced Web Pages
Ajax Programming
An Introduction to Teaching ESL/EFL
Assisting Aging Parents
Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become an Optical Assistant
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Conversational French

Beginning Writer's Workshop
Breaking Into Sitcom Writing
Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Certificate in Integrative Mental Health
Computer Skills for the Workplace
Conversational Japanese
Creating a Classroom Web Site
Creating a Successful Business Plan
Creating K-12 Learning Materials
Creating the Inclusive Classroom: Strategies for Success
Creating Web Pages
Creating WordPress Websites
Creating WordPress Websites II
Designing Effective Websites
Differentiated Instruction in the Classroom
Discover Digital Photography
Distribution and Logistics Management
Drawing for the Absolute Beginner
Easy English 1
Easy English 2
Easy English 3
Effective Business Writing
Effective Selling
Employment Law Fundamentals
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Explore a Career as a Paralegal
Explore a Career as a Pharmacy Technician
Explore a Career as an Administrative Medical Assistant
Explore a Career in a Dental Office
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Fundamentals of Technical Writing
Genealogy Basics
Get Assertive!
Get Funny!
Get Grants!
Get Paid to Travel
GMAT Preparation
Grammar for ESL
Grammar Refresher
GRE Preparation - Part 1 (Verbal and Analytical)
GRE Preparation - Part 2 (Quantitative)
Growing Plants for Fun and Profit
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Guiding Kids on the Internet
Handling Medical Emergencies

Help for the Helpdesk
High Speed Project Management
HIPAA Compliance
Homeschool With Success
How to Make Money From Your Writing
Human Anatomy and Physiology
Human Anatomy and Physiology II
Individual Excellence
Instant Italian
Integrating Technology in the Classroom
Intermediate C# Programming
Intermediate CSS and XHTML
Intermediate Dreamweaver CS4
Intermediate Dreamweaver CS5
Intermediate Flash CS5
Intermediate InDesign CS5
Intermediate Java Programming
Intermediate Microsoft Access 2010
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Intermediate Microsoft Excel 2010
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop CS4
Intermediate PHP and MySQL
Intermediate SQL
Intermediate Visual Basic 2008
Interpersonal Communication
Introduction to Adobe Acrobat 9
Introduction to Ajax Programming
Introduction to Algebra
Introduction to ASP.NET
Introduction to Business Analysis
Introduction to C++ Programming
Introduction to Chemistry
Introduction to Criminal Law
Introduction to Criminal Law II
Introduction to Crystal Reports
Introduction to Crystal Reports 10
Introduction to CSS and XHTML
Introduction to Database Development
Introduction to Digital Scrapbooking
Introduction to Dreamweaver CS4
Introduction to Dreamweaver CS5
Introduction to Flash CS5
Introduction to Guitar
Introduction to Illustrator CS4
Introduction to Illustrator CS5
Introduction to InDesign CS4

Introduction to InDesign CS5
Introduction to Interior Design
Introduction to Internet Writing Markets
Introduction to Java Programming
Introduction to Journaling
Introduction to Linux
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Expression Web
Introduction to Microsoft Outlook 2007
Introduction to Microsoft Outlook 2010
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft PowerPoint 2010
Introduction to Microsoft Project 2007
Introduction to Microsoft Project 2010
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Publisher 2010
Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010
Introduction to Natural Health and Healing
Introduction to Networking
Introduction to Nonprofit Management
Introduction to Oracle
Introduction to PC Security
Introduction to PC Troubleshooting
Introduction to Peachtree Accounting 2012
Introduction to Perl Programming
Introduction to Photoshop CS4
Introduction to Photoshop CS5
Introduction to PHP and MySQL
Introduction to Programming
Introduction to Python 2.5 Programming
Introduction to QuickBooks 2010
Introduction to QuickBooks 2011
Introduction to QuickBooks 2012
Introduction to Ruby Programming
Introduction to SQL
Introduction to Stock Options
Introduction to Visual Basic 2008
Introduction to Windows 7
Introduction to Windows XP
Keyboarding
Keys to Effective Communication
Keys to Successful Money Management
Leadership
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep It Off
LSAT Preparation - Part 1

LSAT Preparation - Part 2
Luscious, Low-Fat, Lightning-Quick Meals
Manufacturing Applications
Manufacturing Fundamentals
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastering Public Speaking
Mastery of Business Fundamentals
Math Refresher
Medical Math
Medical Terminology: A Word Association Approach
Merrill Ream Speed Reading
Microsoft Excel 2007 in the Classroom
Microsoft Excel 2010 in the Classroom
Microsoft PowerPoint 2007 in the Classroom
Microsoft Word 2007 in the Classroom
Music Made Easy
Mystery Writing
Navigating the Internet
Nonprofit Fundraising Essentials
Performing Payroll in QuickBooks 2010
Performing Payroll in QuickBooks 2011
Personal Finance
Photographing Nature with Your Digital Camera
Photographing People With Your Digital Camera
Photoshop CS5 for the Digital Photographer
Photoshop CS5 for the Digital Photographer II
Photoshop Elements 9 for the Digital Photographer
Photoshop Elements 9 for the Digital Photographer II
Pleasures of Poetry
Practical Ideas for the Adult ESL/EFL Classroom
Praxis I Preparation
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
Prepare for the GED Test
Professional Sales Skills
Project Management Applications
Project Management Fundamentals
Protect Your Money, Credit, and Identity
Purchasing Fundamentals
QuickBooks 2010 for Contractors
QuickBooks 2011 for Contractors
QuickBooks 2012 for Contractors
Ready, Set, Read!
Real Estate Investing
Real Estate Investing II: Financing Your Property
Real Estate Law
Research Methods for Writers
Response to Intervention: Reading Strategies That Work
Resume Writing Workshop
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2

Secrets of Better Photography
Secrets of the Caterer
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
Singapore Math Strategies: Model Drawing for Grades 1-6
Singapore Math: Number Sense and Computational Strategies
Six Sigma: Total Quality Applications
Skills for Making Great Decisions
Small Business Marketing on a Shoestring
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish
Speed Spanish II
Speed Spanish III
Start a Pet Sitting Business
Start and Operate your own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals
Survival Kit for New Teachers
Teaching Adult Learners
Teaching ESL/EFL Grammar
Teaching ESL/EFL Reading
Teaching ESL/EFL Vocabulary
Teaching Math: Grades 4-6
Teaching Preschool: A Year of Inspiring Lessons
Teaching Science: Grades 4-6
Teaching Smarter With SMART Boards
Teaching Students With Autism: Strategies for Success
Teaching Students With Learning Disabilities
Teaching Writing: Grades 4-6
The Analysis and Valuation of Stocks
The Classroom Computer
The Craft of Magazine Writing
The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection
The Keys to Effective Editing
Total Quality Fundamentals
Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using the Internet in the Classroom
Web 2.0: Blogs, Wikis, and Podcasts

What's New In Microsoft Office 2007
What's New in Microsoft Office 2010
Where Does All My Money Go?
Wireless Networking
Workers' Compensation
Wow, What a Great Event!
Write and Publish Your Nonfiction Book
Write Fiction Like a Pro
Write Your Life Story
Writeriffic: Creativity Training for Writers
Writing and Selling Self-Help Books
Writing Effective Grant Proposals
Writing Essentials
Writing for Children
Writing for ESL

RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services classes to be offered for spring/summer 2013 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

BOARD REPORT NO. 12-11-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 2.28, SAFETY; INJURY AND ILLNESS PREVENTION PROGRAM; 6.12, DEFINITION OF CREDIT COURSES; AND 6.17, COURSE REPETITION

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

In Policy 2.28, a new sentence (item #7) was added to comply with Education Code Section 76403. Other minor changes were made at the suggestion of the District Shared Governance Council. The revisions were approved by the District Shared Governance Council on November 5, 2012.

Policies 6.12 and 6.17 were revised and approved by the District Academic Senate and presented to the District Shared Governance Council as information items.

RECOMMENDATION

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

CHAPTER 2: Administration
BOARD POLICY NO. 2.28 (BP 3510, 3530, and 6800)

BOARD POLICY
San Mateo County Community College District

Subject: 2.28 Safety; Injury and Illness Prevention Program
Revision Date: ~~12/10~~ xx/xx
Policy References: Cal/OSHA: Labor Code Section 6300 et seq; 8 Cal. Code Regs. Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure, Section 527.8; and Penal Code Section 273.6, 626.7 and 12021); Title 8, Section 3203, Illness & Injury Prevention Program; California Penal Code Sections 626.9 and 626.10; **Education Code Section 76403**

1. It is the policy of the San Mateo County Community College District to provide a safe environment for students, employees and visitors that is free from violence and threat of violence. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students.
2. The District strictly prohibits the possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency. The District also strictly prohibits possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
3. The District prohibits any behavior that poses a threat to the safety of its students, employees, and visitors, and will implement investigative and disciplinary procedures immediately, as appropriate, in order to maintain a safe educational and work environment.
4. Employees and students shall be directly responsible for conducting themselves, ~~at all times,~~ in a manner that is consistent with current District Rules and Regulations.
5. The District shall establish administrative procedures that assure that employees are informed regarding what actions could potentially pose a threat to the safety of its students, employees and visitors. The District also shall require any employee who is the victim of any such conduct in the workplace, or is a witness to such conduct to report the incident and that employees be informed that there will be no retaliation for such reporting.
6. The Vice Chancellor-Human Resources & Employee Relations will maintain a written Employee Injury and Illness Prevention Program which complies with all applicable sections of the California Labor Code; California General Industrial Safety Orders; California Department of Industrial Relations; California Occupational Safety and Health Act regulations; and related laws governing educational and workplace safety and security.
 - a. The program will promote safe **workplace** practices among employees by emphasizing training in safety awareness, recognition of early warning signals of potential workplace violence, clear lines of employer/employee communication, use of safety devices and

2.28 Safety; Injury and Illness Prevention Program (continued)

- mechanical safeguards, implementation of timely response and investigation procedures, and regular program evaluation.
- b. The program will include the method for identifying, reporting and evaluating hazards and potential and actual threats to safety, and the means for correcting unhealthy and potentially dangerous conditions and practices in a timely manner.
 - c. The program will be administered by the Office of Human Resources.

The District's Injury and Illness Prevention Program is available online at:

<http://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Safety/INJURY%20ILLNESS%20PREVENTION%20PROGRAM%20PACKET%2042008.pdf>

7. The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.12**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.12 Definition of Credit Courses
Revision Date: ~~6/08~~ xx/xx
Policy References: Education Code Sections 70901(b), 70902(b) and 78016; Title 5 Sections 51000, ~~55001 and 55002~~ 51022, 55100, 55130 and 55150; U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965; 34 Code of Federal Regulations Sections 600.2, 600.24, 603.24 and 668.8

1. Criteria for credit courses in the San Mateo County Community College District shall be the following:
 - a. The course shall be taught by a faculty member who meets the minimum qualifications for that discipline.
 - b. The course shall be recommended by the college curriculum or instruction committee and approved by the Board of Trustees. **Individual degree-applicable credit courses offered as part of an educational program shall be approved by the Board of Trustees. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.**
 - c. The course shall be designed to meet a common set of instructional objectives and shall treat the subject matter with a scope and intensity that requires students to study outside of class time.
 - d. The course shall provide for measurement of student performance based on stated course objectives and uniform grading standards and culminates in a permanently recorded grade.
 - e. The course units of credit shall be based on a pre-specified relationship between the number of units and hours, the type of instruction, and performance criteria. (Title 5, Section 55002.5)
 - f. Units earned in the course shall be applicable toward an A.A./A.S. degree, although a limit may be placed on the number of units acceptable from a single category; or shall be a part of an approved career technical certificate program, or the course can be used as an elective for initial entry into a career or lead to the upgrading of skills within the career; or be designated as a non-degree applicable credit course as defined by Education Code and Title 5.
 - g. Students enrolled in the course shall be registered in the College.
 - h. The course outline of record shall be available in the official files. That outline shall specify unit value; expected contact hours; prerequisites, co-requisites, or advisories; catalog description; objectives and scope of content in terms of a specific body of knowledge; and methods of determining whether those objectives have been met.

6.12 Definition of Credit Courses (continued)

- i. The number of semesters for which a credit course may be designated as "may be repeated for credit" shall conform to Education Code and Title 5.
 - j. Credit courses must meet Education Code and Title 5 requirements.
2. Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program. The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts. The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish a procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.
 23. Credit courses shall be administered through the Office of Instruction at each College.

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.17 (BP 4225)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.17 Course Repetition
Revision Date: ~~6/10~~ xx/xx
Policy References: Education Code Section 76224; Title 5, Sections 55040, 55041, 55042, 55253, 56029, 55044 and 58161

1. A student may attempt a course designated as non-repeatable a maximum of three times. A “course attempt” occurs when a student receives an evaluative or non-evaluative symbol for the course. All symbols (A, B, C, D, F, W, P, NP, C, NC, I) are identified as a “course attempt.”
2. All courses taken at one of the Colleges for which substandard academic performance is recorded (D, F, NP), may be repeated up to two (2) times, and the substandard grade and credit will be disregarded in the computation of grade point averages.
3. When satisfactory work has been recorded (grade of C/P or better), repetition of coursework shall be permitted:
 - a. When such repetition is necessary for a student to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment.
 - b. For the maximum repetitions as permitted by the repeat code assigned to the course.
 - c. Upon petition and with approval of the designated official of the Admissions and Records Office, if the College finds that the previous grade is, at least in part, the result of extenuating circumstances.
 - d. Upon petition and with approval of the designated official of the Admissions and Records Office, based on a College finding that a compelling need or benefit exists.
4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such a repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 Section 56029. The previous grade and credit will be disregarded in the computation of grade point averages. ~~A student with a disability may repeat a special class for students with disabilities any number of times. The previous grade and credit will be disregarded in the computation of grade point averages.~~
5. All coursework on the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
6. Specific regulations regarding course repetitions will be included in the Colleges’ catalogs and made available to students.

BOARD REPORT NO. 12-11-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6410

APPROVAL TO OPEN 90-DAY PUBLIC COMMENT PERIOD ON POTENTIAL TRUSTEE AREA BOUNDARIES AND TO POST MAP OF POTENTIAL BOUNDARIES ON THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT WEBSITE

Every ten years, the Board of Trustees is required to examine how elections are conducted. Accordingly, the Board began a discussion of at-large vs. by-district college board elections on April 28, 2010. In response to concerns of Board members about representation from all portions of the community and how that representation could be best enabled, the Board subsequently held discussions at six additional meetings, including presentations by experts in demographics and election law, along with two public hearings.

On March 28, 2012, the Board approved a recommendation to retain the services of a law firm familiar with the California Voting Rights Act and related district election issues, seek bids for a professional services contract with a firm having expertise in the areas of analyzing voter populations and drawing boundaries for district voting areas, and appoint a two-member subcommittee of the Board to work with the above selected firms and routinely report its findings to the Board. The Board agreed to appoint Trustees Holoher and Mandelkern to the subcommittee.

The subcommittee hired William Tunick of the law firm Dannis Wolliver Kelley and Michael Wagaman, a demographer based in Sacramento. Mr. Wagaman presented several maps showing scenarios for potential voting district boundaries. Following detailed discussions regarding priorities and legal issues, on October 10, the Board agreed on a particular map to consider if a decision is made at a future date to adopt by-district elections. The Board agreed that there should be a public comment period prior to a potential formal vote to shift the election method and adopt the selected map. The Board agreed that at a future Board meeting, they would take formal action to post the map of potential boundaries on the District website for a period of 90 days and invite public comment.

RECOMMENDATION

It is recommended that the Board approve opening a 90-day public comment period on potential trustee area boundaries; direct staff to post the map of potential boundaries on the San Mateo County Community College District website, at <http://www.smccd.edu/accounts/smccd/>; and direct staff to widely publicize the availability of the map and the request for public comments.

BOARD REPORT NO. 12-11-102B

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

APPROVAL OF PARKING PERMIT INCREASE

Current fees for student parking permits are:

- \$40 for Fall or Spring semester permit
- \$20 for Summer permit
- \$70 for an academic year permit

These fees were approved in August 2007 and have been in place since Spring 2008. Approximately 45% of the District's student population consists of low-income students who are eligible for Board of Governors (BOG) fee waivers. For more than twenty years, the parking permit fee for students who qualify for a BOG fee waiver remained at \$20 for Fall, Spring or Summer permits.

A recent change in state law allows us to increase parking permit fees and we are recommending the following fees effective January 1, 2013:

- \$50 for Fall or Spring semester permit
- \$25 for Summer permit
- \$90 for an academic year permit

For students who qualify for BOG waiver, we are recommending the following parking permit fees effective January 1, 2013:

- \$30 for Fall or Spring semester
- \$25 for Summer permit
- \$60 for an academic year permit

Currently, a convenience fee ranging from \$3.25 to \$4.00 is added to online purchases of parking permits. Effective January 1, 2013, contingent on the approval of the fee increase, the District shall absorb the convenience fee so that total cost of permits will remain the same whether purchased online or over the counter. This should reduce lines at the cashiers and make it more cost-effective to purchase the permit online.

Because the fees have not been increased in five years, the increase seems high to students. New law allows the District to increase the fee annually based on the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services published by the United States

Department of Commerce. This is what occurs for the health fee. The health fee has increased no more than \$1 at a time, and several years have seen no increase. The new law will allow the increases to be more moderate in the future.

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the parking fees as stated. In addition, it is recommended that the Board authorize the fee to be increased annually to the maximum allowed by law.

BOARD REPORT NO. 12-11-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2012

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, 2012, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on November 8, 2012.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2011 and September 30, 2012.

	<u>Amount</u>		<u>Difference</u>	
	<u>9/30/2011</u>	<u>9/30/2012</u>	<u>Amount</u>	<u>Percentage</u>
<u>INCOME:</u>				
Total Income	\$ 13,278,149	8,530,370	\$ (4,747,779)	-35.76%
State Aid	7,584,136	262,808	(7,321,328)	-96.53%
Enrollment Fees	5,051,426	5,987,270	935,844	18.53%
Non-Resident Tuition	1,146,469	1,296,858	150,389	13.12%
Property Tax	(1,496,791)	84,384	1,581,175	105.64%
Interfund Transfer	0	0	0	N/A
Other Income	992,909	899,049	(93,860)	-9.45%
% of Budget	12.39%	7.40%		
<u>Expenses:</u>				
Total Expenditures	\$ 26,149,891	\$ 27,609,710	\$ 1,459,819	5.58%
Academic Salaries	9,053,302	9,048,580	(4,722)	-0.05%
Classified Salaries	5,406,392	5,968,282	561,890	10.39%
Administrative Salaries	1,608,758	1,653,194	44,437	2.76%
Fringe Benefits	6,594,350	7,432,695	838,345	12.71%
Supplies & Materials	423,745	566,164	142,419	33.61%
Operating Expenses	2,996,681	2,910,360	(86,321)	-2.88%
Capital Outlay	1,891	30,434	28,543	1509.75%
Transfer Accounts	64,772	0	(64,772)	-100.00%
% of Budget	20.15%	21.40%		

Total General Fund Income decreased by 35.76% over last year, mainly due to our Basic Aid Status and we are no longer receiving the State Apportionment. Bills and salaries increased by 5.58% because of the increase in salaries and fringe benefits by 2.81%.

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

	<u>Amount</u>		<u>Difference</u>	
	<u>9/30/2011</u>	<u>9/30/2012</u>	<u>Amount</u>	<u>Percentage</u>
Income	\$ 13,289,214	\$ 14,160,683	\$ 871,469	6.56%
Bills & Salaries	\$ 47,162,938	\$ 40,837,181	\$ (6,325,756)	-13.41%

Revenue from Other Funds increased by 6.56% due to an increase in Financial Aid reimbursement from Federal. Total expenditure decreased by 13.41% primarily because of the completion of major Bond Projects.

REPORT ON INVESTMENTS: As of September 30, 2012, the District has a deposit of \$38,739,006 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 0.35%, 0.87%, 2.0% and 0.15%, respectively. These deposits consisted of the following sources:

<u>Investment Type</u>	<u>LAIF Investment</u>	<u>County Pool Investment</u>	<u>COP /CD</u>	<u>Special Bond Deposit</u>	<u>Total</u>
Unrestricted General Fund	\$ 88,597		\$ 19,038,172		\$ 19,126,769
Capital Outlay Fund				5,000	5,000
Agency Fund (Benefits Reserve)	54,057	9,850,727	9,702,452		19,607,236
Total Investment	\$ 142,655	\$ 9,850,727	\$ 28,740,624	\$ 5,000	\$ 38,739,006

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

Quarter Ended: (Q1) Sep 30, 2012

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	113,826,726	118,163,257	110,904,919	116,346,912
A.2	Other Financing Sources (Object 8900)	7,518	328,985	2,755,621	2,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	113,834,244	118,492,242	113,660,540	116,348,912
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	104,367,092	102,184,745	107,863,652	113,588,498
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,019,675	11,659,746	6,820,939	1,577,924
B.3	Total Unrestricted Expenditures (B.1 + B.2)	112,386,767	113,844,491	114,684,591	115,166,422
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,447,477	4,647,751	-1,024,051	1,182,490
D.	Fund Balance, Beginning	14,530,403	15,977,880	20,625,631	19,601,580
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	14,530,403	15,977,880	20,625,631	19,601,580
E.	Fund Balance, Ending (C. + D.2)	15,977,880	20,625,631	19,601,580	20,784,070
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.2%	18.1%	17.1%	18%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	23,405	21,713	19,530	19,611
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		2,162,525	3,082,558	3,790,705
H.2	Cash, borrowed funds only		14,415,000	19,945,000	23,960,000
H.3	Total Cash (H.1+ H.2)	39,094,607	16,577,525	23,027,558	27,750,705

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)	115,247,986	115,346,912	8,528,370	7.4%
I.2	Other Financing Sources (Object 8900)	0	2,000	2,000	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	115,247,986	115,348,912	8,530,370	7.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	127,387,573	127,488,498	27,609,710	21.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,577,924	1,577,924	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	128,965,497	129,066,422	27,609,710	21.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,717,511	-13,717,510	-19,079,340	

L	Adjusted Fund Balance, Beginning	19,601,580	19,601,580	19,601,580
L.1	Fund Balance, Ending (C. + L.2)	5,884,069	5,884,070	522,240
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.6%	4.6%	

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
a. SALARIES:								
Year 1: 2012-13	381,760	2.81%	613,100	2.5%	341,921	5.06%	386,366	2.17%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2012-13			180,600		7,800		158,904	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.
Adjustment in salary and benefit will be funded by reserves.

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, 2012

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST-RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	15,605,601.58	2,498,034.54	15,864,596.71	34,484,484.45	117,837,838.77	3,352,720.94	45,296.06	-
Cash inflow from operations:								
Year-to-date Income	8,530,369.60	-	4,615,155.47	245,834.61	636,754.55	228,630.05	8,145,725.29	288,582.87
Accounts Receivable	4,644,904.97	200.00	974,187.89	44,831.23	1,039,152.90	7,855.53	808,267.07	319,022.84
Deferred Income	(6,393,764.06)	(640.86)	(1,521,453.83)		(74,442.50)	(17,985.00)	(148,600.00)	-
Cash awaiting for deposit	1,091,710.83							
Total Income	23,478,822.92	2,497,593.68	19,932,486.24	34,775,150.29	119,439,303.72	3,571,221.52	8,850,688.42	607,605.71
Cash outflow for operations:								
Year to date expenditure	27,609,710.16	-	4,637,133.37	20,670,827.28	2,700,445.43	2,055,154.05	8,773,620.92	2,000,000.00
Advances / Prepaid	28,390.17		3,865.00	-	-	-	-	
Account Payable	732,320.90	(1,848,218.95)	928,949.10	-	1,402,877.15	153,274.13	527,897.93	656.00
Cash Balance From Operations	(4,891,598.31)	4,345,812.63	14,362,538.77	14,104,323.01	115,335,981.14	1,362,793.34	(450,830.43)	(1,393,050.29)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	1.61							
TRANS	23,960,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	86,445.83							52,744.54
County Pool Balance	-							11,245,089.79
Special Bond					5,000.00			-
C.O.P. & Others	9,014,273.28			197.72				9,702,452.30
Total Beg. Balance	9,100,719.11			197.72	5,000.00			21,000,286.63
Y.T.D. Investment Balance								
LAIF Balance	88,597.48							54,057.36
County Pool Balance	-							9,850,726.68
Special Bond					5,000.00			-
C.O.P./Bank CD	19,038,171.79			197.72				9,702,452.30
Y.T.D. Balance	19,126,769.27			197.72	5,000.00			19,607,236.34
Net Cash changes from Investment	(10,026,050.16)			-	-			1,393,050.29
Net changes from unrealized gain / (loss)	-			-	-			-
Cash Balance in County Treasury	9,042,353.14	4,345,812.63	14,362,538.77	14,104,323.01	115,335,981.14	1,362,793.34	(450,830.43)	(0.00)
Net Cash (Excluding TRANS & Trusts)	(14,917,646.86)	4,345,812.63	14,362,538.77	14,104,323.01	115,335,981.14	1,362,793.34	(450,830.43)	(0.00)

BOARD REPORT NO. 12-11-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Interim Dean of Business, Workforce, and Athletics, Cañada College,
650-306-3460

UPDATE ON KCSM-TV

The process of selling KCSM-TV has been ongoing for almost 18 months. The Board of Trustees made the decision to sell KCSM-TV in June, 2011. District staff created a Request for Proposal (RFP) to solicit bidders to acquire the assets of KCSM-TV and to take assignment of the station licenses. The RFP for the sale of KCSM-TV was released in December, 2011 with bids due on February 14, 2012. The District negotiated Best and Final offers with the two responsive highest bidders from March, 2012 until it was evident that the District would not be able to meet closure with either bidder. The Board approved rejection of all bids on October 24, 2012.

The District team consisting of District staff Jan Roecks, Interim Dean of Business, Workforce, and Athletics at Cañada College and Marilyn Lawrence, General Manager of KCSM; Attorney Larry Miller who specializes in FCC law with the law firm Schwartz, Woods and Miller; and Eugene Whitlock, County Counsel for the District continues to work together to review options and strategize as to the best course moving forward to sell KCSM-TV.

San Mateo County Community College District

November 14, 2012

BOARD REPORT NO. 12-11-5C

OVERVIEW OF INTERNAL CONTROLS

There is no printed board report for this agenda item.