

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES**
December 6, 2012
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

5:15 p.m. CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment:
District Office – Executive Vice Chancellor

6:00 p.m. CONVENE TO OPEN SESSION

ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

ORGANIZATION OF BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Appointment of Secretary for the Board
4. Appointment of Representative of the Board to the County Committee on School District Organization
5. Appointment of Two Representatives of the Board to the San Mateo County Community Colleges Foundation Board (for two-year terms)

MINUTES

12-12-1 Minutes of the Board Meeting of November 14, 2012

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

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

- 12-12-1C [The Power and the Potential of Online Tools, Presented by College of San Mateo](#)

NEW BUSINESS

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

- 12-12-2A [Adoption of Resolution No. 12-12, Increasing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act](#)

Approval of Consent Agenda

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

- 12-12-1CA [Ratification of September and October 2012 District Warrants](#)

- 12-12-2CA [Acceptance of Gifts by the District](#)

- 12-12-3CA [Renewal of Agreement with American Institute for Foreign Study \(AIFS\), 2012-13](#)

Other Recommendations

- 12-12-1B [Approval of Curricular Additions – Cañada College, College of San Mateo and Skyline College](#)

- 12-12-100B [Approval of San Mateo Athletic Club Fee and Plan Revisions](#)

- 12-12-101B [Approval of the Second Amended Master Agreement Between San Mateo County Community College District and San Mateo County Community Colleges Foundation](#)

- 12-12-102B [Appointment/Reappointment of Directors for the San Mateo County Colleges Educational Housing Corporation](#)

- 12-12-103B [Presentation to the Board by College Presidents and Approval of Plans for Measure G Monies at Cañada College, College of San Mateo and Skyline College](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 14, 2011 Meeting](#)
4. Naming of Officers for 2013
5. Adjournment

RECONVENE TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment (continued): **Cañada College** – President; **Skyline College** – Interim Dean of Counseling/Advising and Matriculation, Counseling Services
 - B. Public Employment
 1. Employment: **Cañada College** – Accounting Technician, Operations; Planning & Research Analyst, Science & Technology; **Skyline College** – Instructor, Cosmetology, Business & Industry Relations
 2. Re-Employment: **Cañada College** – Counselor, Counseling Services
 - C. Public Employee Discipline, Dismissal, Release
 - D. 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
November 14, 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 Holoher, 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 President Michael Claire, Cañada College President Jim Keller, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Mandelkern said that there was a request to change the order of the agenda to accommodate presenters of three reports, as well as the presenter of the student report. It was requested that the following items be heard first:

1. Statement from Student Representative
2. 12-11-1C, Where Education Meets Fitness
3. 12-11-2C, Report on the Work of the SEEED Committee
4. 12-11-4C, Update on KCSM-TV

There were no objections from the Board.

STATEMENT FROM STUDENT REPRESENTATIVE

Paige Kupperberg, President of the Associated Students of College of San Mateo (ASCSM), said constitutional changes have been made to ASCSM; there is now an Advocacy Board and a Programming Board; the number of senators has been changed; the secretary is an ex-officio member; and the finance director is now elected. The Advocacy Board is charged with researching and evaluating state and federal legislation that impacts students, advocating on behalf of the students of the College, and planning events to inform students of legislation that may impact them. The Programming Board plans campus events for students and directly serves as the public relations group for ASCSM. There are currently ten senators and an executive board. ASCSM is involved in participatory governance and members serve on a large number of College and District committees and councils. ASCSM students participated in a summer retreat and have held events over the current semester, including Welcome Week, Voter Registration Week, Latino Heritage Week, Harvest Festival, and a Student Leadership Conference. In addition, student leaders attended two statewide conferences. There are currently 22 active clubs on campus, which have sponsored events including a chess tournament, Veterans Awareness Day and an Alpha Gamma Sigma conference. Future events include: Diwali: Festival of Lights, Relaxation Week, Canned Food Drive, Holiday Angels Toy Drive, Reboot Week, March in March, and Spring Fling.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: WHERE EDUCATION MEETS FITNESS (12-11-1C)

Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations, said that early on in the process of creating the San Mateo Athletic Club (SMAC), Chancellor Galatolo challenged him and his colleagues to create a community-based fitness center that would operate with the academic program. Vice Chancellor Bauer, Vice President of Instruction Susan Estes, Dean of Kinesiology, Athletics and Dance Andreas Wolf and Fitness Center General Manager Diana Thomas worked with Bev Madden, Director of College Development and Marketing, and Dave McLain, Visual Communications Coordinator, to develop the concept of a teaching health club. The process culminated in the concept titled "Where Education Meets Fitness" which encapsulates what is occurring at SMAC.

Vice President Estes said she enthusiastically supports the partnership between the Kinesiology and Dance Departments and SMAC. She said the partnership was originally designed to promote a collaborative and collegial relationship between instruction and fitness that would benefit students, staff and community members. She said she is pleased to see that vision becoming a reality.

Dean Wolf said he worked with faculty to develop the curriculum for the four certification programs now being offered: Pilates Instructor, Personal Training, Yoga Teacher Training, and Group Exercise. Dean Wolf said the academic programs give students the knowledge base to go into the workforce and the partnership with SMAC offers opportunities

to provide students with real-life, practical experience so that they are “job ready.” Students who go into the workforce can earn continuing education credits through SMAC.

Sara Artha Negara, Director of the Pilates Instructor Certificate Program, presented information on this program, as well as on the Yoga Teacher Training Certificate Program on behalf of Director Denaya Dailey. The Yoga Teacher Training includes studies of yoga technique and practice, anatomy, yoga pedagogy, teaching ethics, and yoga lifestyle and culture. Program graduates teach yoga at health clubs and yoga studios all around the Bay Area. Students’ education continues after graduation by joining Open Heart Yoga Family, a student club which provides continuing education for its members and the surrounding community. The certificate program was established in spring 2012. There has been one graduating class of 22 students, a number of whom went on to internships at SMAC. The certificate program at College of San Mateo is the only such program offered at a California community college and is one of only six in the country.

Ms. Negara said the Pilates Instructor Certificate Program was established in spring 2011 and is one of only two such community college certificate programs in the United States. The program is aligned with Balanced Body, the largest and arguably most regarded corporation in the industry, and students have the option to obtain a Basic Body certificate as well. Students procure personal sessions, observation hours, and student teaching hours by taking the Pilates lab course. The opportunity to complete the hours is also available through SMAC. Graduates are well-prepared to enter a growing industry with abundant job opportunities. Program participants are already working at more than 20 Bay Area locations. Eight SMAC employees entered the program for training and five interns currently at SMAC came from the program. SMAC provides open studio time, allowing students to procure the hours they need to obtain certificates. SMAC also offers continuing education hours.

Diana Thomas introduced Katie Elgaaen, Aquatics Director, and Francisco Flores, Group Exercise and Pilates Coordinator, and described their backgrounds, outstanding qualifications and passion for educating others. Ms. Thomas said SMAC offers internships in the four certificate programs. Interns gain experience in their chosen field as well as academically. They are required to complete 40 hours of teaching and are then evaluated. Mr. Flores named four current SMAC interns who came from the Yoga Certificate Program and one who came from the Pilates Certificate Program. Ms. Thomas said SMAC has hired several employees who completed a certificate program. She said Medifit, the management company at SMAC, also allows advancement opportunities for individuals within the organization at 200 centers nationally.

Sybille Draper said that three years ago, she toured SMAC and subsequently became a member. She enjoyed Spinning classes, took a certification class and became an instructor. She currently is enrolled in the Pilates Certification Program and hopes to finish this semester. She is teaching eight classes at SMAC and ten at other facilities.

Ms. Elgaaen said SMAC offers approximately five Lifeguard Certification courses per year, with approximately ten students per class, through the American Red Cross. During the course of this year, SMAC has hired three of these students. Four SMAC staff have joined the College of San Mateo Swim Team, including Miya Oto, the College’s first All-American water polo player.

Ms. Thomas said 43% of SMAC staff are college students, faculty or staff. She said SMAC works actively to hire and engage students in a collaborative effort to help them with development and to help them get jobs.

Vice President Hausman said the cooperation between the academic program and SMAC is very impressive and she congratulated all who have worked to make it successful.

Chancellor Galatolo commended Vice President Estes, Dean Wolf and their team, along with Ms. Thomas and the staff at SMAC, for their collaborative effort. He said the symbiotic relationship has made a difference in the lives of students and members of the community.

Trustee Schwarz said she was supportive of this venture from the beginning and is now overwhelmed by how well the academic program and fitness center are working together. She said she is impressed with the number of students who participate and are gaining employment. She commended everyone who has worked to make the vision a reality.

Trustee Miljanich said she is impressed with the great investment in the health of the community. She said there is a growing awareness of the importance of the types of activities offered and she is pleased to see it occurring here.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: REPORT ON THE WORK OF THE STEWARDS OF EQUITY, EMPLOYMENT EQUALITY AND DIVERSITY (SEEED) COMMITTEE IN DEVELOPING THE COMPREHENSIVE DIVERSITY FRAMEWORK AT SKYLINE COLLEGE (12-11-2C)

President Stanback Stroud said the District's Strategic Plan has a component calling for the development of a comprehensive diversity framework and Skyline College agreed to take the lead. The report tonight will provide the background, what has been developed, and future plans. President Stanback Stroud introduced Nohel Corral, Director of the Learning Center and TRiO Program and co-coordinator of the Basic Skills Initiative, and Vanson Nguyen, one of the co-chairs of the SEEED Committee who teaches math and coordinates the First Year Experience Learning Community.

Mr. Corral said the Student Equity and SEEED Committees merged in 2011. The Committee looks at diversity and equity issues as well as issues across the campus as they relate to the community, instruction, student services and, most importantly, students. The Committee bases its work on the Equity-Driven Systems Change Model, which comes from California Tomorrow's Culture of Inquiry. The Committee is building a culture of inquiry across the institution among students, faculty, staff and administration. It is looking at four levels of change: (1) organizational policies and practices, (2) campus environment and political climate, (3) access, supports and opportunities, and (4) student outcomes.

Mr. Nguyen said the SEEED Committee is comprised of faculty, staff, administrators and students. The Committee focuses its research on the following question: "How do our practices and processes in outreach, entry, progress, and completion impact campus equity and student success at Skyline College?" The Committee was broken into several domains and an equity audit was completed. Following the equity audit, subcommittees conducted research in each of the domains, which include student services, resources, hiring, community connections, communications and curriculum.

Mr. Corral said the SEEED Committee held a retreat in August, to which students, staff, faculty, administrators and with community partners, were invited. The following goals were developed: to understand the diversity framework history, goals, and current work; to develop vision and strategies; and to identify one to two year actions steps. The group also heard reports from the subcommittees. Some of the work resulting from the retreat is included in the Committee's Vision: cultivate a culture of bold leadership; engage the community through comprehensive outreach and mutual connections; explore technology and bridge the digital divide; fundamentally change the organizational structure; promote equitable hiring and capacity building; expand international initiatives; develop and fund resources for professional growth; and map educational pathways to ensure continuity.

Mr. Nguyen said the work of the SEEED Committee is congruent with the District's mission and strategic plans, as well as with the Board's goals. He said the Committee is now looking at strategies in relation to the vision. Mr. Corral said some research has already informed change. For instance, the Communications subcommittee looked at how scholarship information is disseminated and, as a result, the subcommittee held a social to promote scholarship awareness month and will hold scholarship workshops and address classes.

Trustee Miljanich asked how many people are involved in the work of the SEEED Committee. Mr. Corral said the original group was comprised of 30 to 35 individuals. The group works with the Associated Students of Skyline College to promote student participation. There is also a design team, comprised of faculty, staff and administrators from among the original group, who help drive the work that is being done by the entire Committee. President Stanback Stroud said the group wanted to make sure that the diversity work being done by the SEEED Committee was not separate from the work of the College. She said the group engaged people who had an interest in areas of diversity and attempted to build upon work that had been done by other committees and activities. She said the group focused on institutional structures or practices as the source problems rather than on students. For example, when online registration for classes opens at 12:01 a.m., those students who have technology resources at home can register right away, while students who have to come to the library or computer lab cannot begin registering until 8:00 a.m., when many classes are already filled. While the intention was not to shut out students who cannot afford technology, the structural practices had that effect. Therefore, it was determined that either the College resources would open at midnight or the registration time would be changed so that it would be the same for all students.

Trustee Miljanich said this is important work and she looks forward to hearing more about it as it progresses. President Mandelkern said it is important work as it focuses on providing access to the entire community that the District serves.

UPDATE ON KCSM-TV (12-11-4C)

Jan Roecks, Interim Dean of Business, Workforce and Athletics at Cañada College, introduced KCSM General Manager Marilyn Lawrence, Deputy County Counsel Eugene Whitlock and, by telephone, Federal Communications Commission (FCC) attorney Larry Miller. Ms. Roecks said this group worked together for the last 18 months to try to sell KCSM-TV. On October 24, 2012, the Board rejected all bids. The presentation tonight will provide information on what has changed since the RFP was issued and what might be an appropriate strategy moving forward.

Mr. Miller said the Middle Class Tax Relief and Job Creation Act of 2012, hereinafter called the Spectrum Act, was enacted on February 22, 2012. Among other things, the Spectrum Act authorized the FCC to hold a spectrum auction in order to move spectrum from broadcast use to wireless use. The proceeds of the auction must cover (1) payments to successful licensee bidders, (2) the costs of repacking the remaining television stations, and (3) the costs of conducting the auction. The economic incentives are debt reduction and job creation for wireless infrastructure.

Mr. Miller said the FCC announced a major initiative on October 2, 2012 to fast track the auction. It proposes to finalize the rules by mid-2013 and conduct the auction in 2014. This timing goal of 2014 was a significant development, as most people in the industry expected that an auction would be held four to five years later.

Mr. Miller said the FCC invited comments on auction design. Comments are due by December 21, 2012 and reply comments are due by February 19, 2013. The FCC has asked many questions on how to conduct the auction, including whether the auction proceeds should contribute to a national public safety broadband network and whether the auction should contribute to the U.S. Treasury to pay down national debt.

Mr. Miller said the FCC will clear UHF channels nationwide by repacking the TV band. However, more spectrum will be needed in top markets, up to Market 30 or 35, to meet wireless demand. San Francisco is Market 6. In repacking the TV band, the FCC will move many stations to new channels but UHF stations such as KCSM-TV cannot legally be moved involuntarily to VHF channels. The FCC encourages TV licensees to offer their spectrum for auction to accommodate excess wireless demand not met through repacking.

Mr. Miller said there will be a reverse auction and licensees have a number of choices:

1. Surrender spectrum, although the FCC asks for comments as to whether it should assure that at least one public television station is left in each market.
2. Agree with another commercial or non-commercial market licensee to share a channel and jointly surrender spectrum.
3. Move from UHF to VHF.
4. Do nothing and perhaps agree to accept interference or to modify facilities to restrict coverage.

Mr. Miller said that when a TV licensee submits a bid, that would be the price at which it would take the proposed action. The FCC will interactively balance the repacking, the reverse auction bids, and the wireless companies' "forward auction" (conventional auction) bids to decide which reverse auction bids to accept. The successful bidders will get either their bid price or the highest accepted bid price, possibly with some sort of adjustment to reflect their television area or population coverage. The remaining licensees will be paid any costs of changing channels.

Mr. Miller said entities new to the business have reacted by buying commercial TV stations from bankrupt and financially troubled licensees, some at surprisingly high prices. A commercial station in the San Francisco market sold in June for \$8 million and another sold in May of last year for \$15 million. A low-powered "Class A" station in Novato is under contract for \$6.65 million. Some entities are seeking arrangements with public television licensees to pay for the right to participate in auction proceeds. There is some difficulty under existing FCC policy on how to do this because public TV licensees have the absolute right to operate the station in the public interest, decide on a successor and turn in a license, and this right cannot be delegated to another party. However, the FCC has made clear on an informal basis that they will permit arrangements that will effectively let a non-commercial entity participate in an auction with a non-commercial entity.

President Mandelkern asked if Mr. Miller or staff has an idea of how repacking will impact the San Francisco market. Mr. Miller said it is likely that almost everyone in this area will be repacked but the public will not see any difference and will not be impacted. Trustee Holober asked if a station could be forced to do something it does not want to do if it

chose to not participate in the auction. Mr. Miller said the only thing a station can be forced to do is to change channels, in which case there would be no impact financially or in terms of viewers.

Trustee Hoyer asked if the process deals with freeing up spectrum for cell phones. Mr. Miller said it does; spectrum that becomes available through repacking and economic incentives will be auctioned off to wireless operators, including Verizon, AT&T, Sprint, T-Mobile and possibly others who will have the opportunity to bid. Mr. Miller said there is a notoriously low amount of spectrum in this market and a growing need for more spectrum for wireless use.

Trustee Hoyer asked if the options outlined above for a reverse auction are finalized or if they are still in a rule making process. Mr. Miller said everything is in rule making process at this time but it is clear that there will be a three-part process: repack the TV band, hold a reverse auction, and hold a forward auction during which wireless operators can bid. There are still many questions about the fine points of how it will be done.

Trustee Hoyer asked if there are any current changes in the way non-commercial stations can be sold. Mr. Miller said that nothing is finalized and, if the District were to sell the television station today, the regulations would be the same as when the original RFP was issued. The change is that FCC staff has signaled that, while they have yet to complete the rule making, their view is that public licensees can now enter into arrangements with commercial entrepreneurs whereby they could jointly participate in the auction down the line.

Audience member Bill Heiden asked Mr. Miller to compare what the FCC wants to do now with what Nextel did with the BAS transaction, i.e., might a private entity bid for an entire market like the Bay Area. Mr. Miller said there will not be an opportunity for a single entity to purchase an entire market at one time. He said the FCC has said it intends to auction off spectrum in 5 MHz blocks. There is some question as to whether there will be a limit on how much a bidder can get and whether licensees who already have vast amounts of spectrum will be allowed to participate.

Mr. Heiden asked if there will be an order of preference for remaining stations that are distressed. Mr. Miller said whoever participates in the reverse auction and offers to give up spectrum for the least amount of money will be chosen first. Mr. Heiden asked if there will be an opportunity for KCSM-TV to partner with other stations to work as a group to achieve a higher payout. Mr. Miller said the FCC has said a licensee can negotiate a private commercial deal with another licensee, commercial or non-commercial, to share a channel and free up another channel. The licensees would have to decide how to split the channel they keep and how to split the proceeds from the channel that was given up. However, there could be Antitrust Act considerations in talking with other licensees. Additionally, once the FCC accepts auction rules, there will be an anti-collusion provision that will prevent reverse auction bidders from speaking with each other. At the same time, there was an announcement yesterday that an organization has been formed that will represent the interests of television licensees in seeking to assure that the rules adopted are fair and transparent and as favorable as possible for television licensees.

Ms. Roecks said the landscape has changed with the FCC's change in the timeline for the spectrum auction. She said there are clearly additional entities interested in purchasing television stations and, in order to make the sale of KCSM-TV attractive to partners, the operational costs must be reduced.

Ms. Lawrence said that last year, KCSM-TV closed with a \$600,000 deficit. The pledge drive was stopped due to the expected sale and this will impact the budget by an additional \$320,000. If nothing changes, fiscal year 2013 will come close to a \$1 million deficit. Ms. Lawrence said that if the decision is made to seek a spectrum partner rather than to sell the station, she would propose finding a program service to reduce the workload for programming and possibly bring in some revenue. She is currently looking at four different program services. Ms. Lawrence said that staff must be ready if a successful bidder is selected as a partner in the spectrum auction. In that case, Ms. Lawrence said she could reduce costs further and the likely outcome would be a \$500,000-\$600,000 deficit which would have to be made up by the partner in the spectrum auction.

Ms. Roecks said the team would like to craft a new RFP, with consideration that an FCC spectrum auction may occur in 2014. The strategy is to evaluate and recommend to the Board the most responsible bidder based on the proposal that is most advantageous to the District, including financial capacity and the overall ability to consummate the contract. Bids may be based on a variety of scenarios:

1. Accept a buyer for KCSM-TV; must meet FCC licensing requirements and have proof of financing.
2. Accept a partner for spectrum auction; does not have to meet FCC licensing requirements; some possibilities might include upfront payment, cost reimbursement, and percentage of spectrum auction proceeds.

3. Reserve the right to negotiate best and final offers.

Ms. Roecks said the team proposes the following as next steps: release the RFP as soon as possible, share RFP documents with entities that are currently buying television stations, require bids by mid-February, and continue to investigate other revenue increases and expense cuts for KCSM-TV.

Tracy Rosenberg, Executive Director of Media Alliance, said she wishes the District would continue to operate the station but understands that the Board's resolve to sell is unwavering. She said it has been helpful to her to review the bids. In the bids, she was hoping to see money on the table, a commitment to local quality programming, and keeping a presence on campus. She said all of these were present in the bid from San Mateo Community Television. Her understanding is that this bid was rejected because of the convoluted ownership structure. However, she said she would encourage further dialogue before rejecting this \$5.8 million bid. Regarding a spectrum auction, Ms. Rosenberg said no one can predict what the timing will be or what the final rules will be. Ms. Rosenberg said that AT&T, Verizon, Clearwire and others are sitting on a vast amount of spectrum and may or may not be pushed out of the auction. She said the "spectrum crisis" is often considered to be a figment of the corporate imagination.

Mr. Heiden said he was a student at College of San Mateo in the 1980s. He said KCSM-TV has a rich history and impact in the community. He said he believes KCSM-TV should not worry about revenue or competing with commercial markets as it has much potential in and of itself. He said Ms. Lawrence has been trying for the past three to four years to run a station with expectations of a commercial nature in a public world, and these are two different things. He said the District should tap into the wonderful diversity at the three Colleges to use as programming for the station, e.g., Pilates classes, sports, and broadcasting the Board meetings.

President Mandelkern said the Board's objective was not to sell KCSM-TV. However, given the financial pressures on the District and the fact that tens of thousands of students could not get the educational opportunities they needed due to a lack of money, the Board agreed that the District could no longer afford to subsidize a public television station, in the amount of \$1 million or more per year, that was not primary to the goals of the District. President Mandelkern said the Board's goal remains consistent. Trustee Holober agreed, stating that the District is rationing education and, as much as the Board values the television station, the subsidy to the station means that thousands of class seats will not be filled. He said the Board has been clear that making classroom opportunities available to students is and will continue to be its priority.

President Mandelkern said all the bids received for KCSM-TV were rejected because it was the opinion of the attorneys and staff that none would satisfy FCC requirements. He said there is an option to shut down the station but he hopes it does not come to that point. He said that he sees walls full of tapes at the station that could be used for programming and asked why it would not be possible to have minimum staffing and use the content already there rather than contracting with someone else for program content. Ms. Lawrence said staffing has already been cut to one person per shift. She said the tapes all have rights attached to them and the station has to pay people if it airs them. She added that the cost of the transmitter and its power bill is \$500,000 per year.

Trustee Miljanich asked if an organization such as AT&T would be qualified as a potential partner since they would not be able to meet FCC requirements. Ms. Lawrence said it is permissible to partner with any commercial entity as long as the contract is written in the correct way to partner for the spectrum sale. However, to sell the station outright, the buyer must still be a non-commercial, educational licensee. Either option could be selected, depending on what is considered best for the District. Trustee Holober asked if staff is considering two separate but parallel RFPs. Ms. Lawrence said it will be one RFP which includes different options.

Trustee Holober said that after listening to tonight's presentation, he feels a combination of some new hope and some apprehension. He said the hope is that there will be a successful market created that the District can be part of which will have a more positive financial result than the bids that were rejected. However, he said it is difficult to be comfortable with this when the FCC has not even developed the rules. Chancellor Galatolo said that with the previous RFP, the District was looking only at a sale and had to conform to various FCC rules and regulations. Now, the landscape has changed dramatically and there is a new group of potential investors with commercial interest who could enter the process and fully underwrite the District's continuing operation of the station. At the same time, they would agree to terms on the breakout in percentage if and when the District goes to auction. Trustee Miljanich asked if it is assumed that all of the spectrum would be gone if and when that spectrum auction takes place. Chancellor Galatolo said there would be options, but it is likely that the Board would look at selling all of the spectrum. He said this is an attractive and high-

demand market with an imbalance in supply and demand. He said the goal of the proposed RFP is to go out to the market and see what is there.

President Mandelkern said there is a thriving digital media program at College of San Mateo and that, even if the spectrum is sold, it would not mean the end of educating students in the digital media and broadcast arts.

Vice President Hausman said this is a complicated and painful subject. She said the idea of having someone underwrite the cost of operating the station is appealing. She asked who would decide the program content if a partnership was formed. Ms. Lawrence said that as an FCC licensee, the District must control content and would continue to do so if a partnership was established.

Trustee Schwarz thanked the audience members for their comments. She said she understands that issuing a new RFP which includes seeking an entity to help underwrite the costs of operating the station is a new option, and she would support doing so.

Trustee Holober said the new option includes unknown legal factors. He asked if a potential partnership could continue to go forward and if the District could receive money from the partner if the FCC does not in the end approve of the partnership agreement. Mr. Whitlock said it is not known at this point what would be required because it will be decided in the rule making. However, agreements are typically written with provisions that say that, to the extent the contract has to be reformed to conform to the rules, the parties agree to work together to do that. He said a contract would be written so that risk is assumed by the partner.

Ms. Rosenberg said there was a five-page letter from an attorney attached to the proposal from San Mateo Community Television which addressed the FCC requirements regarding local control. She said there was no response included and asked for an explanation of why the proposal was considered non-viable. Ms. Roecks said that when evaluating the proposals, it was Mr. Miller's legal opinion that this proposal would not get FCC approval and was, therefore, not viable.

Vice President Hausman asked how much time would be allowed to look for success with a new RFP, considering that the subsidies to KCSM-TV are continuing. Chancellor Galatolo said the objective is to pass the financial obligation to another party who would get a return on its investment when the spectrum auction takes place. Ms. Roecks said the process would be greatly speeded up if a party who does not have to be vetted through the FCC was chosen.

Trustee Miljanich said she is confident that when the original RFP was issued, the Board was motivated to make a sale and that they were appropriate in the negotiations and in advice from legal counsel. She said she is supportive of proceeding with the RFP that has been proposed.

Trustee Holober said that he has faith in staff and in the attorneys but continues to feel there is more he would like to understand. He said he does not have a problem going forward with the new RFP and that, while time is of the essence in terms of not spending large amounts of money to subsidize the station, he would like to make sure that the RFP is comprehensive and explains the risks to a potential partner. He would also like to have an advice letter from the attorney which explains to the Board the issue of what would happen if the agreement is not ultimately approved by the FCC.

Trustee Holober said that if in two to three years, there is a windfall of money for entities that are getting into the field, it may be something the District should consider doing itself. He asked if going through a bid process would eliminate that possibility. Chancellor Galatolo said it would not eliminate the possibility because the Board could elect to not pursue the options.

President Mandelkern said he shares some legal concerns, particularly with regard to the issue of how a public entity goes about entering into an agreement with a private commercial entity. He said legal advice is needed not only on the FCC side, but from County Counsel as well to make sure that what is done is legal from the perspective of disposing of public assets.

President Mandelkern said the Board is in agreement that it wants to reduce the subsidy to KCSM-TV as much as possible and they trust that Ms. Lawrence will work to do so. At the same time, President Mandelkern said he believes KCSM-TV is an asset that has value and it is the Board's responsibility to the public to try to maximize the value of assets. President Mandelkern said he believes the Board should direct staff to go out to bid as suggested, on an expedited basis, before making a decision; the Board agreed with this direction.

MINUTES

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the minutes of the meeting of October 24, 2012. The motion carried, all members voting “Aye.”

STATEMENTS FROM EXECUTIVES

Chancellor Galatolo said he was pleased with the passage of Proposition 30.

Skyline College President Stanback Stroud said Natasha Tretheway, 2012 U.S. Poet Laureate, will present a lecture at Skyline on November 30. Skyline student Jamela Brown received the Phi Theta Kappa Coca Cola Leaders of Promise Scholarship. Skyline College recently hosted a conference which was a convening of the Centers for Working Families colleges from around the country.

College of San Mateo President Claire acknowledged students at the College who participate in student governance. He said students have been very active in the current political process in appropriate ways. College of San Mateo recently hosted the Northern California Alpha Gamma Sigma conference.

Cañada College President Keller said two Interior Design students earned certification in green building. The Cañada Women’s Golf team won its third consecutive title.

Executive Vice Chancellor Blackwood said she is grateful for the passage of Proposition 30 which will help community colleges throughout the state.

Academic Senate President Bennett said she and other Senate leaders attended the Fall Plenary of the Academic Senate for California Community Colleges. She said that hearing stories from other attendees reminded her of how well the administration, faculty and staff of the District and three Colleges work together. Among the topics discussed at the Plenary were: Title 5 and Education Code changes; unintended consequences in prerequisite implementation; professional development; program discontinuance; effective messaging to students; effective evaluation processes; updated minimum qualifications; and new disciplines.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-11-1A)

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the actions in Board Report No. 12-11-1A. The motion carried, all members present voting “Aye.” (Trustee Holober stepped out of the meeting and was not present for this vote.)

Other Recommendations

APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2013: CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (12-11-1B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the classes as detailed in the report. The motion carried, all members present voting “Aye.”

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 (12-11-100B)

It was moved by Vice President Hausman and seconded by Trustee Miljanich to approve the revisions as detailed in the report. President Mandelkern said that Policy 6.17, Course Repetition, is being removed for consideration at this time. The Board approved the revisions to Policies 2.28 and 6.12, all members voting “Aye.” (Trustee Holober had returned to the meeting and participated in this vote.)

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 (12-11-101B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the public comment period and post the map as detailed in the report. President Mandelkern said the Board has had a number of discussions and two public hearings regarding the issue of changing from at-large elections to by-district elections. He said the Board has not made any decisions on this issue and is not proposing making any decision at this meeting. After working with a demographer and receiving public input at several meetings, the Board has agreed on a map of potential boundaries to consider if the decision is made to move to by-district elections. The Board would now like to post the map and solicit public comment for a period of 90 days. Barbara Christensen, Director of Community/Government Relations, will send out a press release which will include the website address. Trustee Holober asked if the public will have a chance to ask for further details. President Mandelkern said Ms. Christensen's email address is listed on the website and people can contact her with comments and/or questions. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF PARKING PERMIT INCREASE (12-11-102B)

It was moved by Trustee Holober and seconded by Trustee Miljanich to approve the increase as detailed in the report. Executive Vice Chancellor Blackwood said a recent change in State law allows an increase in parking fees. Staff originally made a recommendation to increase the fees last spring but, at the request of students, waited so that the recommendation could be presented to each of the student bodies in the fall. After these presentations, the recommendation was taken to a meeting of the District Shared Governance Council. The Council recommended that the implementation become effective on January 1, 2013 to give students adequate notice and to allow them to purchase permits at the current rates. The new law also allows the District to increase the fee annually based on the rate of inflation. This will allow the increases to be more moderate in the future, and staff recommends approval of this provision. This is the same process that occurs with the student health fee, which goes up automatically as the State permits. The automatic increases do not come to the Board for approval. Student Trustee Girard said students do not have a problem with this provision.

Student Trustee Girard said students have discussed the increase previously and again at today's District Student Council meeting. He said students understand the need for the increase. He said they are more comfortable with the recommendation because of the change in the timing of implementation

Executive Vice Chancellor Blackwood said the convenience fee that is currently added to online purchases of parking permits will be absorbed by the District upon approval of the fee increase. Student Trustee Girard said students appreciate this not only because of the monetary savings, but because it will shorten the lines at Admissions and Records.

President Mandelkern asked if parking fees can be paid as a part of the registration process. Executive Vice Chancellor Blackwood said this is not possible now but she is in discussion with vendors to try to provide a place where students can pay for everything.

After this discussion, the motion carried, all members voting "Aye."

INFORMATION REPORTS

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2012 (12-11-3C)

President Mandelkern asked for an explanation of the "Oil Well Bond Account." Chief Financial Officer Chow said the District has an oil well in Half Moon Bay and, by law, must carry a license and insurance, necessitating the continuation of an account.

OVERVIEW OF INTERNAL CONTROLS (12-11-5C)

Chancellor Galatolo said that a few weeks ago, he informed employees that staff had uncovered an unfortunate discretion by two employees. The District engaged a forensic team that is here tonight to provide a report to the Board. Since this is an ongoing investigation, some information cannot be divulged publicly at the request of the District Attorney.

Executive Vice Chancellor Blackwood introduced Raymond Chow, Interim Chief Financial Officer; Terri Montgomery and Xiupin Guillaume of Vavrinek, Trine & Day, the District's external auditor; and Tom Perry-Smith and Tim Bryan of Crowe Horwath, the accounting and consulting firm engaged by the District.

Executive Vice Chancellor Blackwood said an effective internal control system provides reasonable, but not absolute assurance for the safeguarding of assets, reliability of financial information, and compliance with laws and regulations. Reasonable assurance acknowledges that control systems should be developed and implemented to provide management with the appropriate balance between risk of a certain business practice and the level of control required to ensure business objectives are met. The degree of control employed is a matter of good business judgment. When business controls are found to contain weaknesses, a choice must be made among the following alternatives: increase supervision and monitoring; institute additional or compensating controls; and/or accept the risk inherent with the control weakness. The cost of a control should not exceed the benefit to be derived from it.

Executive Vice Chancellor Blackwood said two Board policies – 1.10, Duties and Responsibilities of the Board, and 8.00, Fiscal Management – establish internal controls.

Ms. Montgomery said auditing standards define the roles of the parties involved in the external audit. Management and those charged with governance have the primary responsibility for the prevention and detection of fraud. The purpose of the external audit is to obtain reasonable assurance that financial statements are free of material misstatement resulting from error or fraud. The external audit is not used on a day-to-day basis as the main internal control. A strong line of defense for any agency is a whistleblower hotline and the internal auditor, or that group of people who have the mindset of internal auditors, who ask questions about unusual transactions they may notice. Statistically, the largest percentage of fraud is detected through tips and an internal audit.

Executive Vice Chancellor Blackwood said the issue at hand is fraud that staff believes may have occurred within the District. In July 2012, a staff member was reviewing procurement card purchases using established internal audit procedures. During this review, the reviewer saw that certain invoices provided by a now former employee (hereinafter referred to as the suspect) did not agree with information on the vendor's website. Subsequently, three purchases were identified for which forged invoices were submitted by the suspect. At that point, staff discussed the issue with the San Mateo police. Executive Vice Chancellor Blackwood also undertook a review of purchases made by the suspect from one particular vendor. She did not find more forged invoices, but did find multiple purchases of items that seemed to be in excess of what would be needed or used in the District. The District engaged Crowe Horwath to conduct further analysis of all purchases going as far back as records are available, to 2006. Crowe Horwath was able to review some of the suspect's emails and, as a result, it is believed that the suspect had been purchasing equipment and selling it over eBay, Craig's List and privately. The District contacted the San Mateo County District Attorney's office and directed Crowe Horwath to work with that office in providing evidence.

Mr. Perry-Smith said this is a difficult and emotional topic. He said he and Mr. Bryan cannot provide all details because of the ongoing investigation, but will provide an overview of their investigation and findings.

Mr. Bryan said the initial phase of their investigation, based on the facts that were presented to them, was to look at a one year (2011-12) time period. In doing that, they were given access to details of procurement card purchases as well as information on laptop and desktop computers. Using forensic technology techniques, they were led to believe that attempts had been made to wipe out information which they were able to recover. They saw a need to go beyond the one-year time period and went back as far as 2006. They believe there were transactions up to \$150,000 for items that were purchased and resold. They know the means by which they were resold – eBay, Craig's List and private transactions. Thus far, it appears that purchases were made using funds from the general fund, grant funds and, potentially, bond funds; this issue is still being investigated. It is very difficult to determine if transactions totaled more than \$150,000. It is known that one transaction was a barter transaction but it is not possible to identify transactions that may have been conducted in cash.

Executive Vice Chancellor Blackwood said the "Fraud Triangle" is a concept used in accounting circles. A person who commits fraud is someone who has (1) opportunity, (2) motivation, and (3) rationalization for his/her action. The only one of these that the District can control is opportunity.

Mr. Chow said that, with the support of the Chancellor and Executive Vice Chancellor, the College Internal Audit Group (CIAG) was formed in 2009. It is comprised of 28 people and includes line staff throughout the District. It is led by the Chief Financial Officer and College Business Officers. The group holds meetings and workshops and often invites outside experts to train members to look for suspicious transactions. A confidential email and telephone number were created for reporting purposes.

Mr. Chow said CIAG is charged with reviewing and rewriting procedures and audits. It has concentrated on the following areas: cash handling; bank reconciliations; purchasing cards; overtime, student accounts receivable; conference and travel; inventory controls; surplus sales; and tax risk management.

Trustee Miljanich said she goes through an annual external audit with her small non-profit and understands the issue of balance as discussed by Executive Vice Chancellor Blackwood. She said it is painful to see something like this happen because it concerns public assets and because it creates a morale issue. Trustee Miljanich said she appreciates hearing that CIAG was formed to conduct internal controls. She said she assumes that employees are aware of the existence of CIAG so that they know opportunities for fraud will not exist.

Trustee Holober said he appreciates the work of CIAG. He said he understands their work is an ongoing process and hopes that whatever weakness was exploited in the theft will be addressed to make sure the opportunities will not exist in the future. Executive Vice Chancellor Blackwood said staff has already changed some procedures and has asked Crowe Horwath to conduct a review of some of the District's internal controls.

Trustee Holober asked if the District allows self-assignment of overtime without managerial approval. Vice Chancellor Harry Joel said prior approval of overtime is required according to contract language.

President Mandelkern asked the external auditors if their audits over a six-year period should have exposed some of the fraud. Ms. Montgomery said external audits look at a broader scope than \$150,000 would fit. She said external auditors sometimes see areas where internal controls could be improved and will make recommendations to this effect. President Mandelkern asked if it is the responsibility of the external auditor to look at internal controls. Ms. Montgomery said the external audit does not give an opinion on internal controls. The purpose of the external audit is to say whether the numbers on the financial statement are accurate and this is different than hiring someone to conduct an internal audit. President Mandelkern asked if an internal audit is routinely done by community college districts. Ms. Montgomery said that because of the cost of internal audits, they are typically done only by companies that are publicly traded.

President Mandelkern asked what is being done going forward to make sure similar problems do not occur in the future. Executive Vice Chancellor Blackwood said some purchasing and internal control procedures have already been changed. She pointed out that it was internal control procedures that discovered the fraud. She added that almost half of the fraudulent transactions occurred in the last twelve months.

President Mandelkern asked if there is a change in the way the District audits the use of procurement cards. Executive Vice Chancellor Blackwood said procedures are being changed so that instead of selectively asking for invoices and auditing transactions over \$300, all invoices will be scanned and uploaded to a file. This will allow reviews to be made more easily. President Mandelkern said one issue was that the invoices were submitted electronically and were "doctored" rather than submitting original, hard copy invoices. Executive Vice Chancellor Blackwood said the purchases were made electronically and only online receipts were provided. In order to deal with this issue, the procedure has been changed so that all purchasers must sign on as the District; in that way, staff has access and can see the original purchase on the vendor's website and make comparisons.

President Mandelkern suggested that people with expertise in the items being purchased review the purchases to ascertain whether it makes sense for a person in a particular role to purchase those items. Executive Vice Chancellor Blackwood agreed and said managers need better training on how to review purchases.

President Mandelkern asked if the email address and telephone number to make anonymous reports are widely publicized throughout the District. Mr. Chow said they are given to the CIAG members who come from different departments throughout the Colleges and District Office. President Mandelkern suggested it might make sense to have a tip line that is more widely publicized. Executive Vice Chancellor Blackwood said this will be explored further.

President Mandelkern asked if the suspect was also running the District's online surplus sales. Executive Vice Chancellor Blackwood said surplus sales are done through the Purchasing Department. President Mandelkern asked if there is a process that validates when items are listed as surplus and disposed of. Executive Vice Chancellor Blackwood said there is a process and it works well. She said problems occur when no one records surplus items and, therefore, they do not get into the system.

President Mandelkern asked why conference and travel expenses have not been internally audited. Mr. Chow said staff has just finished revising the procedures on conference and travel expenses and this will likely be the next area of concentration for CIAG. Executive Vice Chancellor Blackwood said that since most conference and travel expenses are charged to procurement cards, they are audited.

Trustee Miljanich said she does not want to minimize the seriousness of what happened and the importance of everything that is being done in response, but said there must be a balance. She said she believes it is of primary importance to look at procedures, make sure the procedures are in place, and to make sure people understand the procedures and are held accountable. She said that with technology and other opportunities, it is good to have a structure in place to look at how people could take advantage. However, she does not want to create a working environment in which people feel they are not trusted because of the actions of one person.

Vice President Hausman said staff seems to be covering as many bases as possible at this point. She said that when talking about employees keeping an eye on one another, she hopes that employees will never be encouraged to make false accusations.

President Mandelkern said he appreciates that while the loss of \$150,000 is painful, it is important to recognize that the District has a very large number of transactions each year, with cash flow in excess of \$100 million. He said he agrees that it is important to consider what is reasonable and cost-effective when implementing processes.

Trustee Holoher asked if the District has bonding for employees who are in positions to have access to money. Executive Vice Chancellor Blackwood said such bonding is included as part of the District's insurance. She added that she is anticipating some recompense from the insurance company.

Student Trustee Girard asked if it is possible to have at least two people review purchases to prevent this from happening again. Executive Vice Chancellor Blackwood said that when employees use procurement cards, all purchases must be approved by their managers. She said she is hoping that with the new way of scanning all invoices, the process will be even easier and more efficient.

Mr. Perry-Smith said that in an event like this, the Board and District management have an opportunity to reassert that such matters are not taken lightly. He said this tone at the top gets communicated to everyone in the District and anyone who is paying attention to District operations. He commended the Board and management for doing a tremendous job in this area.

COMMUNICATIONS

President Mandelkern said that since the last Board meeting, the Board received an email from a student regarding issues with classes and instructors. The issues are being addressed by appropriate staff.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Girard said he attended the Student Senate for California Community Colleges General Assembly. Topics discussed included ballot issues, implementation of the Student Success Act, financial aid and grants. He also attended the open forums at Cañada College featuring the finalists for the Cañada presidency. Student Trustee Girard said SamTrans is considering discontinuing Saturday bus service next semester on the route that runs from the Downtown Redwood City Sequoia Station to Cañada College. He said this would provide hardship to students since Cañada offers many Saturday courses along with tutoring services and a farmers market. He will forward information on this issue to the Board. Student Trustee Girard said there will be an event tomorrow at Sequoia High School on AB540 and undocumented students. On Saturday, Student Trustee Girard will attend an Education Update with State Senator Joe Simitian and Assemblyman Rich Gordon. At the District Student Council meeting today, students expressed relief at the passage of Proposition 30.

Trustee Schwarz said she had not heard about the potential cancellation of the SamTrans bus route; she will look forward to receiving more information on this issue from Student Trustee Girard.

Vice President Hausman returned from a trip to Austin, Texas and said people there were aware of the propositions on the California ballot and which ones were successful.

Trustee Holober said he was pleased with the defeat of Proposition 33 which dealt with insurance regulations. Although the proponent far outspent the opposition, this proposition was soundly defeated. During the campaign, there was debate about whether the proposition would benefit or harm college students. The opposition argued that students would be hurt because as they graduated and entered the workforce, many would need cars and insurance and, as newly insured drivers, they would be penalized for lack of prior coverage. Trustee Holober said UC and CSU student leaders were among the opponents and their voices mattered. Trustee Holober said the election results, in terms of who got elected, indicate that there might be opportunities to reduce the supermajority requirements for passing parcel taxes. He suggested that the Board consider talking with the Community College League of California and others about this issue.

President Mandelkern said he was pleased with the passage of Proposition 30. He said he had not heard about the SamTrans bus route issue and will read the information to be sent by Student Trustee Girard. President Mandelkern said he will attend the Education Update with Senator Simitian and Assemblyman Gordon on Saturday.

RECESS TO CLOSED SESSION

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

President Mandelkern said the next Board meeting will be a regular meeting on Thursday, December 6 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 10:30 p.m. and reconvened to Open Session at 12:00 a.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, 1B and 1C.

ADJOURNMENT

It was moved by Vice President Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 12:10 a.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 6, 2012 meeting.

Helen Hausman, Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



SKYLINE COLLEGE BOARD REPORT

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ENGLISH LANGUAGE INSTITUTE HOSTS ANOTHER SUCCESSFUL ESL REGISTRATION DAY

By now, the ELI's ESL Registration Days have become quite a tradition to which we look forward with great anticipation! This semester's event was held on November 3, 2012, and it drew forty participants from the community, all seeking to better their English for academic and vocational purposes. Twenty ESL student volunteers helped these new people apply, take the placement test, get an orientation, and talk to representatives from financial aid and SparkPoint at Skyline College to learn about services.

Thanks to SparkPoint's support and cooperation between Rick Wallace and Dr. John Mosby, the day was well-staffed. Garry Nicol and Leigh Anne Shaw of ESOL directed the day's events; Jessica Lopez and Kenny Gonzalez advised and oriented students; Andy Davis Goldie Lee and placement center staff took care of testing; and Minerva Velasquez and Adriana Armas helped out with generating G-numbers for the new students. Martina Center and Kristina Brower took care of the kids at the Child Development Center so that their parents could participate, and Dave Jorgenson was on hand to ensure the computers operated smoothly. Amber Wolak coordinated the entire day and her hard work was evident in the seamless sequencing of events. Kenny Gonzalez is now meeting with all of these students in one-on-one appointments to help them start their educational journey at Skyline College.

The ELI wishes to thank Nohel Corral and the Learning Center staff for the use of the Learning Center, which is the perfect first stop for any new Skyline College student. Thanks also go to dean Mary Gutiérrez, Dr. Sarah Perkins, and Cherie Napier for their support of the ELI's recruitment efforts. The next ESL Registration Day will be held in Spring of 2013.



FALL EVENT HOSTED BY THE STUDENTS AND PARENTS ASSOCIATION FOR CHILDREN'S ENRICHMENT (S.P.A.C.E.)



On October 19, 2012, the Students and Parents Association for Children's Enrichment hosted a pumpkin patch field trip for the children, their families, and staff at Skyline College's Early Learning and Child Development Center. S.P.A.C.E. sponsors a couple of events for the Child Development Center each year.

The children attending the field trip were treated to pony rides, feeding farm animals, train and tractor rides, a blow-up bouncy house, a hay maze, and an all-around good time!

TRIO PARTICIPATES IN 7TH ANNUAL COMMUNITY COLLEGE TRANSFER DAY AT SFSU

On Wednesday, November 7, 2012, the TRiO program participated in the 7th annual Community College Transfer Day, an event hosted at San Francisco State University by Project Connect. Other participants included the TRiO programs at Cañada College, City College of San Francisco, and San Jose City College.

The event is designed to expose community college students from around the Bay Area to SFSU's programs and resources as well as campus life. Throughout the day, students had an opportunity to network with faculty, staff, and SFSU students.

During the event, students attended a series of workshops to learn more about various resources on campus, including Financial Aid, EOPS, and the Study Abroad program. Additional workshops covered SFSU admissions requirements and important transfer tips.

SKYLINE COLLEGE BOARD REPORT

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Students also heard a panel of recent transfer students share their personal experiences at the university level.

The event ended with a campus tour of the university where students learned in about SFSU's academic departments and its rich history. It was a great success, which helped promote the goal of transferring to a four-year university among TRiO students!



TRiO AT THE ORPHEUM THEATRE – THE LION KING MUSICAL

On Wednesday, November 14, 2012, the TRiO program sponsored a visit to the Orpheum Theatre in downtown San Francisco to watch Broadway's landmark musical *The Lion King*! This cultural event was very successful, with over twenty TRiO students in attendance.

Along with spectacular visuals, dazzling costumes, and lively music, *The Lion King* tells the story of a young lion cub's journey to adulthood and acceptance of his role as king. *The Lion King* draws ele-



ments from Hamlet, African folk tales, and classical mythology to depict the coming-of-age story of Simba the lion.

As part of his journey, Simba must understand that each living organism is connected to one another—and as a result, will find its place in the “Circle of Life.” Our TRiO students were asked to reflect on this notion and find their place in the Circle of Life.

This TRiO event was a tremendous success, which exposed TRiO students to the magnificent music, language, costumes and culture of South Africa.

TRiO VISITS STANFORD UNIVERSITY

On Friday, November 9, 2012, over twenty-five TRiO students participated in a campus visit to Stanford University—the third and final visit of the Fall 2012 semester. During the day, students learned about Stanford's admissions process, programs of study, and the numerous resources available on campus.

The day began with a tour of the university, where TRiO students had the opportunity to learn much about Stanford's rich history, interesting facts, and student body.

Following the tour, TRiO students attended a presentation hosted by the Diversity and First Gen Program to learn about resources available on campus for students of underrepresented backgrounds.

In addition, TRiO students were present at the inauguration of Juana Alicia's newest mural *The Spiral Word: El Codex Estánfor* at *El Centro Chicano* at a student center on campus designed to support Latino and Chicano students academically, personally, socially, and culturally.

The campus visit to Stanford University was a tremendous success, which served to promote the goal of transferring to a four-year university among TRiO students!



SKYLINE COLLEGE BOARD REPORT

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FINANCIAL AID CELEBRATES NATIONAL SCHOLARSHIP MONTH

On Monday, November 5th, the Financial Aid office held a "Scholarship Social" to celebrate National Scholarship Month and to inform students about scholarship opportunities. Students received free root beer floats and were entered to win one of two \$30 gift cards upon completion of a scholarship quiz. Over 200 students participated in the informational quiz and enjoyed root beer floats.



SKYLINE COLLEGE STUDENTS HONORED FOR ACADEMIC ACHIEVEMENT

With friends and family in attendance, 67 Skyline College students were inducted for the Fall 2012 semester into Beta Theta Omicron, Skyline College's chapter of the Phi Theta Kappa Honor Society. Members must have a minimum GPA of 3.5 and 12 degree-applicable units. On November 2, the College of San Mateo chapter hosted the induction ceremony for new members of Phi Theta Kappa in the SMCCCD. It is the tradition of our chapters to alternate years for hosting the induction. Beta Theta Omicron President Irene Yim welcomed new members and encouraged them to promote a commitment to complete college on their respective campuses.

FALL JOB FAIR 2012, SKYLINE COLLEGE WORKS



The Skyline College Career Services Center hosted the Fall Job Fair 2012 on Wednesday, November 14, 2012, in the College Dining Hall. Over 60 participating representatives from 30 Bay Area companies currently hiring students for part-time and full-time employment openings participated in this year's event. Some of the companies that were present included: Arbonne International, Cintas SSF, IKEA, Office Depot Inc., Peet's Coffee and Tea, PCC Logistics, See's Candies, San Francisco Police and Sheriff's Departments and Sears. Our Fall Job Fair 2012 provided local industry reps, Skyline College students, faculty and staff an opportunity to share information and become more familiar with existing employment and training opportunities available in our community.

SKYLINE COLLEGE STUDENTS SHINE IN SCIENCE

On November 8-11, 2012, four Skyline College students presented their original scientific research at the Annual Biomedical Research Conference for Minority Students (ABRCMS), which was held in San Jose. Nearly 3,000 people attended the four-day ABRCMS, the largest professional conference for the nation's biomedical and behavioral sciences students. Over 1,000 undergraduates from across the country presented their research. The following Skyline College students presented research they conducted during the Spring and Summer 2012 with Christine Case: Estella Gomez, Morgan Davis, Irene Yim and Mary Tsang.

SKYLINE COLLEGE BOARD REPORT

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(from left to right)

Estella Gomez. *Ethnobotany: Saltgrass, Distichlis spicata, Can Inhibit Bacterial Growth.*

Morgan Davis. *The Antimicrobial Properties of a Traditional Medicinal Plant, Adenostoma fasciculatum.*

Irene Yim. *Antibacterial Activity of Cultivated and Wild Basidiomycetes.*

Mary Tsang. *Antibacterial Activity Of Rhamnus californica, An Ethnomedicinal Plant Historically Used By Native Americans.*

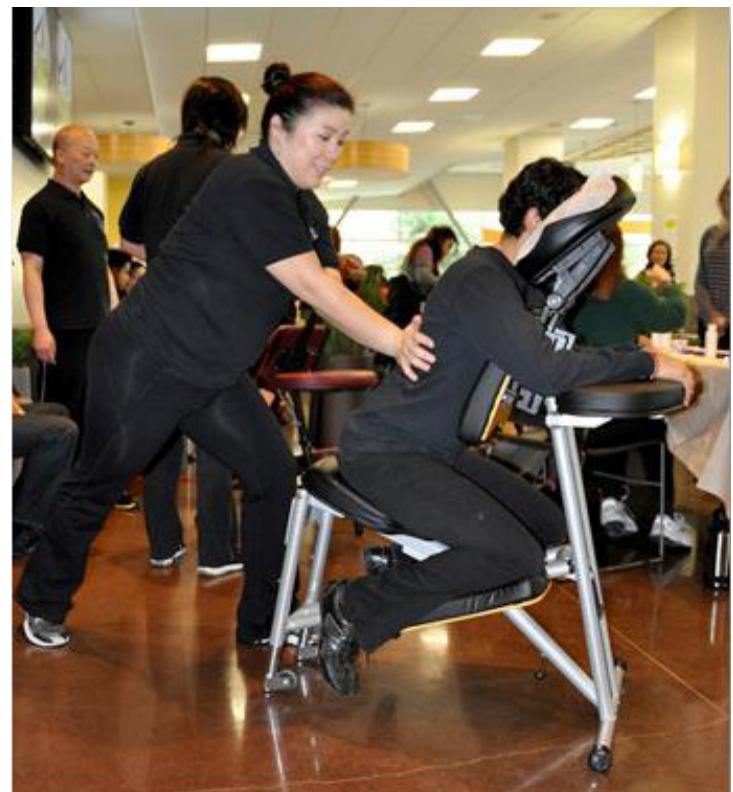
All undergraduate student presentations were judged by active-researcher scientists, and students with the highest scores in each scientific discipline received prizes of \$250 each. Skyline College student Irene Yim won the Microbiology Award.

HEALTH FAIR

Skyline College's Student Health Center put on a great Health Fair Wednesday, November 7, 2012, in the beautiful new Dining Hall with raffle prizes donated by the Skyline College Book Store. There were 26 participants collaborating to make the event a success, they included a variety of different practitioners such as chiropractors, acupuncturist and our own Skyline College massage therapy students giving free chair messages. The cosmetology department students were pampering participants with free hand and arm massages and manicures. The kinesiology department had a table staffed by Luke Borgo and Diana Cushway who were helping Skyline College students realize the importance of fitness and stress reduction. Dr. Nichols, who is working in the Health Center two mornings a month, was testing blood sugar levels and educating community members about diabetes. Sharon Bartels, the Health Centers Medical Director, was very

busy giving free flu shots—over 50! Yraes Guerrero and Antoinette Becerra were fantastic representing SparkPoint at Skyline College.

There were also many nonprofits educating our students and staff on medical and support services in our community, such as Red Cross and Planned Parenthood, to name a few. The Health Fair was well attended and supported by the Skyline College community. Thanks to all who participated and attended the event and to those of you who are planning on attending the next Health Fair on March 20, 2013.



SKYLINE COLLEGE BOARD REPORT

DECEMBER 6, 2012

SKYLINE COLLEGE SHINES AT THE BAY AREA SCIENCE FESTIVAL

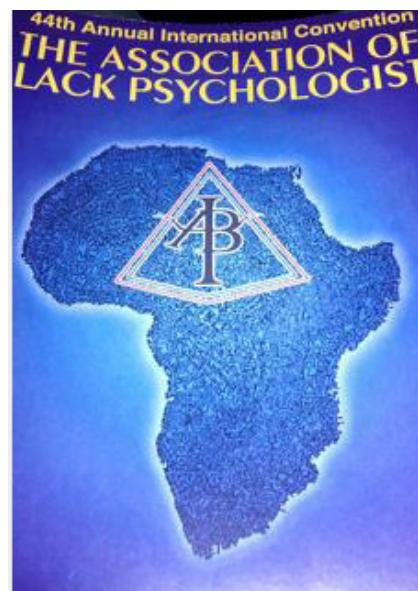
On November 3, 2012, Skyline College students met early in the morning for a science extravaganza at the Second Annual Bay Area Science Festival, which took place at AT&T Park. The Festival was a smashing success with 21,000 people participating in over 100+ events! Only a handful of community colleges participated, making Skyline College shine.

A group of energetic students from SACNAS (Society for the Advancement of Chicanos & Native Americans in Science), SHPE (Society of Hispanic Professional Engineers), the Science and Research Club, and general chemistry students from Skyline College hosted an interactive booth, "Nutrition for YOU." The students developed a series of hands-on activities to share information on the sugar content in common drinks and healthy eating habits.

Many thanks to all of those who volunteered: Oscar Ceron, Daffne Gonzalez, Thoe Sin, William Solano, Christina Rosalita, Aye Thwin, Nicole Garza, Phyto Thein Htut, Maryam Khan, Maybel Cortes, Ristian Dale, Reema Eid, Imitiaz Ali, Zulfi Ali, Brian Sickinger, Ronnette Naungayan, Aimee Will, Noemi Lasat, Lloyd Pena, Crissy Pangan, Mighi Zhou, Alejandro Gallardo, Ma Shein, Deepika Chand, Kyar Thin, Khin Ngunt, and Adriana Chavarri. The group was chaperoned by Carmen Velez and Stephen Fredricks. Special thanks to MESA for sponsoring the event, and to Nick Kapp and Melissa Michelitsch who also attended.



THE ASSOCIATION OF BLACK PSYCHOLOGISTS INTERNATIONAL CONFERENCE



The Association of Black Psychologists (ABPsi) held their 44th Annual International Convention on July 16, 2012, in Los Angeles. This week-long conference also marked ABPsi's 8th International Congress on Licensure, Certification, and Proficiency in Black Psychology. The theme for this year's conference was "African Centered/Black Psychology: From Root Causes To Sustainable Change."

Attending this conference provided a wonderful educational experience that will directly benefit Skyline College students. This conference offered several important workshops, all relevant to our work with students here at the College. In addition to workshops, the conference featured keynote speakers, guest panelists and general sessions covering a wide array of topics related to education, practice, research and professional training.

ABPsi organizes a number of Mbongi (a Bantu Kikongo term meaning "learning place" or "common shelter") assemblies designed to gather together the best minds and practices, to accept responsibility for solving and resolving problems of the African community, in addition to critiquing matters of concern, exposing the truth of our reality as reflected in and represented by our spiritual, intellectual, social and artistic memory and creations, and to uncover, correct and utilize the core meaning and purpose of a people in the service of human development and wellbeing. Consistent with the Bantu philosophy, to take responsibility for the community meant to become responsible for lightening the weight of social and economic problems of the people. Two of the Mbongi assemblies featured were "School to Prison Pipeline" and "The War on Drugs is A War on Us." The "School to Prison Pipeline" assembly focused on the disturbing national trend where children are funneled out of public schools and into the juvenile and criminal justice systems rather than addressing issues of learning disabilities, homelessness, poverty and abuse/neglect along with a host of other pivotal issues. This session was moderated by Dr. Cheryl Grills, National President of ABPsi and included presentations from The Community Coalition, Youth Justice Coalition, Cadre and The Advancement Project.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 6, 2012

The convention also provided an outstanding educational program, which included CEUs and general professional development opportunities for attendees. Following are some of the workshops:

- The Road Less Traveled: Supporting Black Students in Higher Education
- Confronting Hegemonic Eurocentrism in Psychology Departments: A Case Study
- Academic and Athletic Performance of African American Males: A Call To Action
- Ubuntu Psychology: Applications of an African-Centered Therapy Model
- NTU Psychotherapy and Healing: a Personalization Approach
- Town Hall Meeting on Family Violence: Barriers to Sustaining Black Families
- DSM V Conversation Hour: Updates and Challenges

In addition to these wonderful workshops and presentations, there was also an annual Student Circle “Enstoolment” Luncheon which was a rich experience full of ritual and symbolism, as well as a special showing of Actor/Producer Bill Duke’s new film “Dark Girls”—a truly a powerful film.

ROADTRIP NATION 2012, SOCIAL NETWORKERS 101 CAREER COUNSELORS INDIE ROADTRIP

Four Community College Career Counselors—Virginia Padron, Lavinia Zanassi, Eileen O’Brien and Lorraine DeMello, representing Skyline College and College of San Mateo—came together this summer with a common purpose: to learn first-hand about social media innovators and entrepreneurs in the Bay Area who have defined their own life paths. As representatives of the State Chancellor’s Community College Career Development Advisory Committee, they represent more than 1.25 million community college students and educators in Northern California.

Given the nature of their work as counselors and our proximity to the epicenter of social media/entrepreneurial companies, this group recognizes that a unique opportunity exists. Social media has dramatically impacted the lives of our students and likewise, the lives of educators. They decided to take their own advice and seek out this dynamic industry’s pioneers in an effort to learn about them as people.

During this journey, they interviewed and videotaped conversations with over 12 social media leaders to chronicle their personal motivations, challenges and life-defining events encountered along the way. They wanted to hear about how these leaders have followed their own aspirations in life and used them as a guide to pave their own roads. By bringing these personal stories to light in partnership with RoadTrip Nation (an educational non-profit and PBS series), students will discover that career pathways are not linear, that there are often detours and unexpected twists and turns that can lead to a person’s lifework.

From these illuminating conversations which included over 100 hours of video taped sessions with entrepreneurs from the San Francisco Peninsula, a video clip was produced by Roadtrip Nation and was presented by all four counselors at The Northern Sacramento Counselor Workshop Run Of Show.



SKYLINE COLLEGE BOARD REPORT

DECEMBER 6, 2012

THIS WEEK'S LEARNING CENTER (TLC)

TUTOR SPOTLIGHT

The Learning Center is proud to introduce the campus to our latest featured tutor, Miranda Wang. Miranda is a popular tutor who is friendly and always excited about helping Skyline College students. You can find her in the TLC during the mid-mornings to early afternoons on Wednesdays and Fridays.

Miranda Wang



Hi, my name is Miranda Wang. I was born in Taipei, Taiwan. I came to the United States to study graphic design when I was 19. While taking classes at City College of San Francisco, I found myself helping out in the Math Mentoring Program and realized that I had more passion in learning math than graphic design. This was just the beginning of the journey to a teaching career.

I transferred to San Francisco State and got my BA in Mathematics. I continued pursuing math in the master's program at SFSU. While there, I was able to teach Intermediate Algebra I and II. I enjoyed the teaching experience very much—sharing what I have learned with others is a rewarding experience.

I started working at Skyline College's Learning Center about three semesters ago. I enjoy it here because of the strong working relationships with students and the welcoming atmosphere. The staff is easy-going as well. Working here provides me an opportunity to help others learning math, which is fulfilling.

ACCREDITATION UPDATE

Our 2013 Institutional Self Evaluation will be based on the most current information we have. A good example of this is the Community College Survey of Student Engagement (CCSSE) recently completed by our students. The CCSSE Survey measures current student levels of engagement by asking students about their college experiences. The results from the survey are used to inform responses to the accreditation standards and for planning and improvement efforts.

Skyline College compared well to other colleges of similar size in the Support for Learners score, indicating that students are more likely to report they are satisfied with the level of support given to them by the college to be successful in their education. The finding for the Support for Learners benchmark category is the only one greater than those from the two comparison groups. We find we need to work in strengthening other areas such as:

- Students are actively involved in their education and collaborate with others to problem solve or master content
- Engagement in behavior that significantly contributes to their learning
- Engagement in practices exemplifying academically challenging work
- Interaction with instructors and/or advisors

Please read the CCSSE findings on the accreditation website at www.skylinecollege.edu/accreditation/index.php under the Resources link. The website is updated frequently, so please return often to keep well-informed about accreditation developments and processes. We welcome your suggestions or comments about the accreditation process.



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ December 6, 2012

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Congresswoman Speier Holds Town Hall Meeting at CSM



On November 26, the Associated Students of CSM welcomed Congresswoman **Jackie Speier** to campus for a town hall meeting to discuss the topic of education. Congresswoman Speier opened the meeting with a brief description about her experience in government and the path that led her to Congress. She also highlighted issues she is working on as a member of the Committee on Oversight and Government Reform and the House Armed Services Committee. The rest of the meeting was devoted to questions posed by students and faculty about challenges facing education and particularly higher education.

Celebrating
1922-2012 **90** years

College of San Mateo



She addressed the federal student loan program, escalating college costs and legislation relating to higher education. The students also hosted a reception following the meeting during which they presented the Congresswoman with a CSM sweatshirt. The ASCSM Advocacy Board planned the event; the chair of the board, **Therese Salazar**, is a former intern in Congresswoman Speier's office. (Photos: CSM Community Relations and Marketing; Student Life and Leadership)



CSM Jazz Festival Attracts Top Notch High School Musicians



Some of the Bay Area's most talented high school jazz musicians took center stage in CSM's 16th Annual Jazz Festival held in November. Approximately 400 students from 18 high school big bands participated in this year's event. The festival not only showcased student talent, but it also provided a learning opportunity as students performed and shared musical experiences with one another and learned from nationally-recognized professional jazz musicians and educators. The professionals served as adjudicators offering insightful comments and advice to the students. **Mike Galisatus**, professor of music and the festival coordinator, lined up an impressive panel of adjudicators: **Dave Eshelman**, emeritus professor of music, California State East Bay and well-known jazz composer; **George Stone**, professor of music at Cuesta College; **Dr. Gregory Yasinitsky**, director of the School of Music at Washington State University, an award-winning saxophonist and a CSM alumnus; **Dale Engstrom**, professor of music, Fresno City College; and **Paul Contos**, director of the Monterey Jazz Festival's Education Division. During the event, students and band teachers attended the following clinics and workshop sessions conducted by professional and noted musicians: Jazz Piano by **Frank Sumares**, Jazz Improvisation by **Peck Allmond** and Latin Rhythm Section by the **John Santos Quartet**. One of the highlights of the festival was a performance by special guest artist **Wayne Bergeron**, a "top call" studio trumpeter. (Photo provided by: Mike Galisatus)

Higher Education Leader from Pakistan Visits CSM



On November 19, the Math/Science Department hosted a visit by an educational leader from Pakistan, **Dr. Nisar Ahmed Siddiqui**, director of the Institute of Business Administration, Sukkur – IBA Sukkur. Dr. Siddiqui's visit focused on learning about community college education—specifically how our instructors teach and how our students learn—as his institution is interested in establishing a model community college system which could also be expanded to rural areas. After he was welcomed to the college by **President Mike Claire**, Dr. Siddiqui spent the afternoon touring the campus and meeting with faculty and administrators. He visited the Math Resource Center where he met with **Professor of Mathematics Cheryl Gregory**; followed by the Learning Center where **Director Jennifer Mendoza** introduced him to the new internationally certified tutor program; and lastly he was given a comprehensive tour of the Science Building, including the Planetarium and Observatory where he met with **Professors of Astronomy Darryl Stanford and Mohsen Janatpour**. **Dean of Math/Science Charlene Frontiera** coordinated the visit. (Photo credit: CSM Community Relations and Marketing)

A Global Celebration



“Explore Your World” was the theme of CSM’s International Week 2012 celebrated during three days in November. The newly-formed International Club, sponsored a series of events designed to celebrate the benefits of international education and worldwide exchange. The college community participated in the events which featured complimentary foods from around the world; a screening of Shaolin, a Chinese Kung Fu action film; an international knowledge challenge; displays about world languages; and a “world wall” where members of the college community could sign and share messages to the world. CSM currently enrolls 138 international students representing 42 countries. (Photo credit: Xian Zhao)

Volunteer Fair Matches Student with Service Opportunities

CSM’s Volunteer Fair brought together representatives of organizations from throughout San Mateo County to provide volunteer opportunities for student to give back to their communities. Students met with representatives from agencies to inquire and sign up as volunteers. While many CSM students volunteered to fulfill class requirements, others did so because they chose to participate in service activities. Organizations that attended the fair included the Sequoia YMCA, Boys & Girls Clubs of Northern San Mateo County, South San Francisco Parks and Recreation Department, and Sequoia Hospital Volunteer Services. The fair was sponsored by the ASCSM and the Office of Student Life and Leadership.

Kudos

~ CSM alum **Armand Brett**, a standout wrestler at CSM in the 1960s, will receive one of American wrestling's highest honors when he is inducted in the National Wrestling Hall of Fame in Stillwater, Oklahoma. His nomination is for "Lifetime Service to Wrestling." At CSM, he was named the outstanding wrestler in the NorCal Conference in 1969. From CSM, Brett transferred to CSU Chico where he earned his bachelor's and master's degrees and a number of wrestling titles; he also earned a doctorate from University of the Pacific. From 1974-91, Brett served as head wrestling coach at CSU Chico; his teams captured seven conference titles and a NCAA Division II championship. His wrestlers earned 105 Academic All-American awards, the most in the nation in Division II. Brett was a six time conference coach of the year. He is enshrined in California Wrestling Hall of Fame, Chico State Hall of Fame, Chico Sports Hall of Fame. (*Photo source: Chico Enterprise-Record*)



~ Several former CSM photography students have their work on display in 'A Group Exhibition of Fine Art Photography' at Avenue 25 Gallery in San Mateo. Among the photographers featured are CSM alumni **Linda Barsotti, David Massolo, Bijan Mottahedeh and Mary Scarpitti**. The show is on view through February 4; gallery hours are Monday through Friday, 9 am – 5 pm. (*Image source: Avenue 25 Gallery website*)



~ CSM's bulldogs won their seventh Bulldog Bowl, remaining undefeated in the annual postseason game with a 49-20 victory over Sierra College. CSM quarterback **Blake Plattsmaier** was offensive player of the game while Bulldog linebacker **Eric Tuipulotu** was selected as defensive player of the game. (*Photo credit: Patrick Nguyen, SM Daily Journal*)



~ CSM's CalWORKS, CARE and Child Development Center and EOPS Club have once again joined forces to make the holidays a little brighter for CSM students and families. The groups are collecting holiday baskets and stockings stuffed with gift certificates for local stores which will be distributed to 30 students and their families during finals week. In conjunction with this activity, the ASCSM/Center for Student Life Holiday Angels Toy Drive is also underway. The mission of Holiday Angels is to collect new, unwrapped toys which will be donated to the children of families enrolled in EOPS, CARE and the Child Development Center.

Student Success Story: Gabriel Arteaga

BA, UC Riverside Congressional Aide

What does a college graduate do with a degree in political science? For **Gabriel Arteaga** the answer is to enter the political arena by working for his local congresswoman.

"As a child of El Salvadorian immigrants, I have been given the opportunity to see life through a different lens," says Gabriel. To witness his parent's struggle to overcome tremendous hardship while providing for a better life for his family in the United States was motivating for Gabriel. He took the experience and turned it into a passion to help others and become an advocate for families like his own. "Working in politics is a perfect avenue for me to accomplish my goal of helping others."

Even as a student at Burlingame High School, Gabriel had a social conscience. He was actively involved in student activities that provided leadership opportunities. He became president of La Cultura Latina, a student organization designed to create awareness of Latino/Latina culture, raise funds for student scholarships, and provide a college-prep support group for students and their parents. "I was very involved in high school. Although I wasn't the world's greatest student, I was very determined and persistent. I was a B average student, but I never measured my success by how many A's and B's I earned, but rather the choices that I made."

According to Gabriel, one of his most important choices was to attend CSM. However, timing was not good; his family's business demanded more of his time and Gabriel began to struggle academically. He found college work more challenging and college life very different from high school. Overall, it was a difficult transition. While Gabriel never considered quitting school, he needed support and guidance to navigate the college experience.

CSM's Extended Opportunity Programs and Services (EOPS) became something of a lifeline for Gabriel. He recalls, "EOPS was key for my success at CSM. It not only assisted me financially in purchasing textbooks and providing early registration and mentorship, but it gave me a home away from home. My **EOPS Counselor Ruth Turner** helped me to overcome obstacles and introduced me to several programs and services at CSM that assisted me with the transition and, as a result, my grades began to improve," says Gabriel. The faculty and staff at EOPS treated me like family. They were truly invested in my future success."



With a supportive network of faculty, staff and resources, Gabriel began to thrive at CSM both academically and personally. "I found that I became focused, determined and motivated. I felt that my professors wanted me to be more than just a better student; their goal was to make me a better critical thinker and a more conscious and active member in our community."

Building on his student leadership experience from high school, Gabriel became involved in student government at CSM, serving as a student senator, president and co-founder of the Latinos Unidos and chair of the Inter Club Council. "I learned what it took to run a successful campaign, worked with others toward a similar goal and built community as a way to improve the campus. CSM was instrumental in preparing me for a life of service because service is one of the core principles of the college. It prepared me for where I am today – working in politics." For his service to CSM, Gabriel was honored with the college's prestigious Allan R. Brown Outstanding Student Service Award.

CSM's Student Activities Assistant Fauzi Hamadeh recalls Gabriel's commitment and contribution to the college: "During his time at CSM, Gabriel took the initiative to become an advocate for his community and for all students. He built bridges with the campus community to develop a thriving club that still continues. He truly embodies all the philosophies that we try to instill in our students: community, inclusiveness, engagement, and service. Gabriel's continued public service is testimony to his leadership, commitment, and personal convictions."

Gabriel explains the significance of CSM, “I live my life by metaphors related to running and it was CSM that served as the starting block to propel me to greater things in both my academic life and professional career.” Upon completing his lower division requirements at CSM, Gabriel transferred to the UC Riverside where he earned his bachelor’s degree in political science.

Today, Gabriel proudly serves as an aide to Congresswoman Anna Eshoo in her Palo Alto office (California’s 14th Congressional District). He has stayed on course and remained true to his passion for helping others. “Working for one of the most brilliant and hardest working members of Congress is as gratifying as it sounds; the Congresswoman and all my colleagues are an inspiration to me and I continue to be excited and thrilled to learn something new every day. It’s a dream come true for me.”

“I have always known that this is the field I was meant to be in because it allows me to give back directly to the community I serve. CSM definitely helped me reach that goal.”

(Photo provided by: Gabriel Arteaga)



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

December 6, 2012

Board to Consider Buckley as 10th Cañada President

Buckley has been the Interim President at San Bernardino Valley College.



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Honors Transfer Program Accepted into UCLA TAP Program

Cañada's Honors Transfer Program is now one of 50 that joins the UCLA Transfer Alliance Program. UCLA's TAP helps students prepare to transfer.

Page 2

Colts Begin Second Seasons Under Stanley

The men's basketball team will be bigger and stronger and will better understand the coach's philosophy. The Colts will be on the road until Dec. 14, when they host West Hills College.

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Dominic Lopez-Toney Earns Award

Dominic received the Presentation Award at ABRCMS Conference.



Page 3

SLAC Hiring Managers Describe Summer Internship Opportunities

Approximately 40 students listened intently as hiring managers from SLAC described a number of paid summer internship opportunities.

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Sarah Haba Exhibit on Display in Main Gallery

San Francisco artist Sarah Haba's work is on exhibit through Dec. 13.



Page 4

College for Working Adults Provides Educational Lifeline to Busy Students

Siosiuia Vea enrolled in Cañada's College for Working Adults as a last chance to get back into school. Now he doesn't know where he would be without the program.

The College for Working Adults costs about \$400 a semester, or \$46 a unit, and takes three years to complete but offers students the chance to earn associate's degrees in social behavioral science or arts and humanities while attending school on Thursday evenings and Saturday mornings. Students follow a prearranged schedule of courses but they are guaranteed entry into those classes and

they don't have to worry about switching majors or evaluating whether they can transfer their credits to a UC or CSU school.

A new cohort of 35 students will begin classes in January. A special information night was held Thursday, Nov. 29.

"This program has allowed me to rekindle my academic flame," said Vea. "It's giving me a chance to earn the first of many degrees to come. CWA is catering to my needs to help me get a degree in two years."

Stephanie Culberson, a single mom who works as an administrative assistant at Stanford University's Business School, likes the fact that CWA's academic schedule allows her to continue to work full time. "I like the support of the administrators and the flexibility," she said.

Culberson said she wants to earn an associate's degree in liberal arts, humanities and psychology and then transfer to earn her bachelor's degree in psychology.

Vea said he's working to bring his GPA up to a 4.0 and then he's hoping to graduate from Cañada with two associate's degrees. "I want to transfer to Har-

vard, Syracuse or UC Berkeley to study architecture."

Because he's returning to college, Vea said he was uneasy about the thought of sitting in a class full of students who have recently graduated from high school.

"I like the fact that we have our own cohort outside of the general population of students," he said. "This allows me to focus a little better because I am a working adult. The fact that we have a dedicated academic counselor for the program is also great. Having personalized staff working directly with our cohort of students really helps."

For working adults who are considering returning to school to earn a degree, Vea said he recommends the program. "If you are working during the day and want to earn an associate's degree in two or three years, CWA is the perfect vehicle," he said. "It is customized for working adults and all the resources you need are at your fingertips. CWA is a worthwhile program. Without it, you're on your own."

The program is funded by Measure G, a parcel tax passed by San Mateo County voters in 2010.





Buckley Advanced as New College President

Dr. Lawrence Buckley, Interim President of San Bernardino Valley College since January, 2012, has been recommended by Chancellor Ron Galatolo to become the 10th president of Cañada College. He is expected to begin Jan. 1.

"Dr. Buckley brings a wealth of leadership experience that will undoubtedly benefit Cañada College and the District as a whole," said Galatolo, in an email to district employees.

Prior to serving as Interim President at San Bernardino Valley College, Buckley was Vice President of Instruction for two years at the school. Earlier in his career, he served as Vice President of Instruction at Fullerton College. He also served as Dean of Visual, Performing & Communication Arts at Chaffey College and Dean of Instruction at Tahoe Community College.

"I am delighted to join the Cañada College family and to have the opportunity to work with faculty, staff, and students with such an exceptional commitment to academic excellence and success," Buckley said.

Buckley's career began as a history professor in the University of Hawaii system and he later became a tenured faculty member and department chair at Feather River College in Quincy.

Buckley holds a bachelor's degree and master's degree in history as well as a Ph.D. in history from the University of Hawaii at Manoa.

"The San Mateo Community College District has the good fortune of visionary leadership which has provided Cañada the resources to become a truly world class institution," he said.

Galatolo extended his appreciation to the members of the Presidential Search Committee for their enthusiasm and commitment in identifying exceptional candidates as well as the entire Cañada community for its participating in the process.

He also thanked Interim President Jim Keller for his work on the campus during the hiring process. Keller will rejoin the District Office.



New Class of Students Inducted Into Honors

The Cañada College Honors Transfer Program held a special induction ceremony in November to welcome a diverse class of 25 new students into the program.

At the same time, the college learned that the program has been accepted into the prestigious UCLA Transfer Alliance Program.

"It's a very exciting time for our Honors Transfer Program," said Patty Dilko, the program's director. "Being accepted into the UCLA TAP program will benefit our students."

The official letter from UCLA noted a number of strengths for the Cañada Honors Transfer Program, including:

- Having the Honors Counselor meet with each student to craft a Student Educational Plan to help facilitate transfer.
- Implementing the annual Cañada College Research Conference to help expose students to the types of opportunities that are available at UCLA.
- Expanding the course offerings in Psychology, Anthropology and Sociology to further develop the honors program.

Fidel Salgado, an electrical engineering major, was inducted into the Cañada Honors Transfer Program in the November ceremony.

"This is my third semester at Cañada," he said. "I want to transfer to UC Berkeley and earn a bachelor's degree and then go to graduate school and get my master's degree. When I moved to the Bay Area from El Salvador, I had the choice of attending Foothill College or Cañada. I chose Cañada because I prefer the semester system but I would never change my decision at this point. I really like Cañada."

Jessica Rose is returning to school after working as an associate producer in television and said Cañada is ideal for students returning to college after a long break. "You receive a lot of support here and that's what I was looking for," she said.



Colts Begin Second Season Under Stanley

Men's Basketball Coach Matt Stanley is hoping an influx of taller players will lead to more success in his second season at the helm.

"We're still not big comparatively to other teams in our conference, but we're much better off than we were last year," he said. "We've got two guys who are 6-foot-4 or taller on the floor at all times, which we didn't even have any of those guys on the roster last year."

The team has started the season 2-4 but three of the four losses have been by seven points or less. The Colts have also picked up two road wins with a 64-58 victory at Solano and a 70-59 win at Feather River.

The team will be led by sophomore point guard Colin Wan, who led Mitty-San Jose to the state championship in 2010. Last year, Wan orchestrated the offense for the Colts.

"Our togetherness and our willingness to share the ball is going to be the key to our season," Stanley said.

Last year, James Osorio was one of the tallest players on the roster at 6-foot-2 but this year the St. Francis-Mountain View graduate won't have to battle the big guys down low.

"He's playing his natural position out on the perimeter instead of posting up inside," Stanley said.

Shooters James Testa (Carlmont) and Rashad Brackeen practiced with the team last year but never got on the court as they greyshirted. Marquis Glenn, a 6-foot-3 forward, transferred from Chabot College and will provide energy off the bench.

"They're better than the freshmen coming straight out of high school because they've been practicing with the college team all year and got a taste of the college lifestyle before they put on a uniform for the first time," Stanley said.

The Colts will be on the road until Dec. 14, when they host West Hills College.

Dominic Lopez-Toney Receives Presentation Award at Conference



Dominic Lopez-Toney, a 2010 Sequoia High School graduate and current Cañada student, has received the prestigious 2012 Annual Biomedical Research Conference for Minority Students Presentation Award for his poster presentation at this year's conference, held earlier this month in San Jose.

"It was a learning experience having judges ask different questions about the application of my work and forcing me to make connections between what I've learned through this project and my previous knowledge about how general biological processes work," he said. "I felt like a true biologist."

Dominic's presentation was titled "*Fluorescence Analysis of α -Catenin Chimeras and an Overview of the Adherens Junctions*."

This past summer, Dominic worked as a research intern in the Structural Biology Department at Stanford University under Professor William Weis. It was there that he began researching how epithelial cells react to the introduction of tension.

"The goal of our lab was to analyze the structure of various proteins associated in tension regulated responses at cell-cell contacts," he said. "The protein that my lab supervisor and I worked most closely with was α -catenin."

Dominic said a cell's ability to sense and react to various stresses created from both intracellular and extracellular interactions is vital to maintaining proper morphogenesis and cell differentiation including basic organ formation and tissue repair. Errors in these processes contribute to the formation of various diseases such as cancer and cardiovascular disease. "It was the goal of my lab, as well as other associated labs, to understand how cells react to stress at cell-cell junctions in order to maintain a stable and uniform overall structure," he said.

Dominic is currently in his fifth semester at Cañada. He is a Molecular and Cellular Biology major. "I am hoping to transfer next fall and I am applying to several schools including UC Davis, UCLA, UC San Diego, and Berkeley."

His goal is obtain either a Ph.D. in one of the biological sciences and pursue a career in research, or to go on to medical school to pursue a career as a sports doctor or surgeon.

"Overall, attending the conference was an extremely rewarding experience," Dominic said. "Aside from meeting other students with common interests, I was able to see the various fields of biomedical research currently being conducted around the world. I also learned about various graduate and undergraduate research and internship programs offered by some of the nation's top universities."

While Dominic wasn't able to attend all of the workshops offered, he said the ones he did attend were very insightful.

Now in its 12th year, ABRCMS is the largest professional conference for biomedical and behavioral students, including mathematics, attracting approximately 1,700 undergraduate students.

In our experiments binding to vinculin increased. Our finding that binding to vinculin increases is interpreted to redefine the applications of this construct. Our finding however shows that FRET changes observed could also be indicative of conformational changes upon addition of α -catenin. In our experiments using the M-FRET chimera, we found that the presence of other binding partners may induce changes in FRET. This finding was somewhat unexpected. However it is possible that the presence of other binding partners include but are not limited to EPLIN, ZO-1, and EPIN.

Future Directions

EPLIN (Epithelial Protein Lost in Neoplasm)

- Two types of AJ's found in human carcinoma cells:
- 1. Linear Adherens Junctions (LJs)
- 2. Punctate Adherens Junctions (pAJ's)
- Located at the center of cell colonies, contain EPLIN.
- E-Cadherin-F-Actin bundles run parallel to cell membrane

• Located at the periphery of cell colonies

• E-Cadherin F-Actin bundles run perpendicular to the cell membrane

Figure 4. Two types of adherens junctions formed by EPLIN-dependent remodeling. (A) Confocal images with α -catenin and F-actin stained with arrows indicating linear and punctate adherens junctions. (B) Confocal images with α -catenin and F-actin stained with arrows indicating linear and punctate adherens junctions. (C) Schematic diagram showing the process involved in the formation of AJ's and pAJ's. As depicted, EPLIN is a necessary component for AJ formation. (D) Schematic diagram showing the conversion of pAJ's to LJs.

• EPLIN depletion in regular AJ's resulted in pAJ formation.

• Laser ablation techniques which removed actin fiber-derived force

• Introduction of direct physical force resulted in intensified linear FRET signaling.

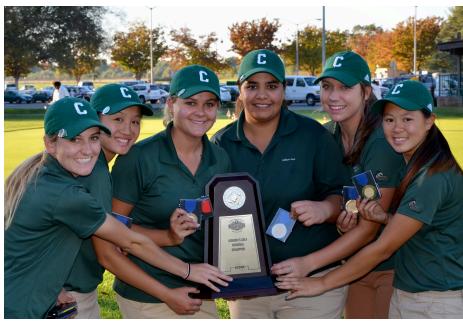
Acknowledgements

- All of the Weis Lab team and associated labs in the Bio-X
- Stanford University College STEM Center Faculty
- The University College Supported by NSF EHR MRK 1136790
- Experimental data on EPLIN from: Taguchi, K., et al. "Mechanobiomimetic EPLIN-dependent remodeling of adherens junctions via EGFR signaling." *J Cell Biol* 194(4): 643-654.



The Fall Semester Dance Performance Will Be Held Friday, Dec. 14 at 7:30 p.m. in the Main Theater

Women's Golf Team Struggles With Long Course at State Championships But Caps Great Season



The Cañada College Women's Golf team fell a little short of its goal of a state championship but capped another remarkable season with a Nor-Cal Championship and conference title.

Coach Rick Velasquez knew he had a good team early in the year but even he was surprised at their success.

"I thought maybe, a few of them would shoot 75, 76 (season averages) and a couple more in the low 80s," he said. Instead, Sarah Rotter, Mehreen Raheel, Annika Nousiainen and Shannon Wong all averaged scores in the mid-70s this season. That quartet helped lead the Colts to not only the conference title, but also the Northern California championship at Bing Maloney Golf Complex in Sacramento. Cañada fired a two-day total of 608 to easily out-distance second-place finisher San Joaquin Delta, which finished with a 650.

Unfortunately, the team ran into a red-hot Irvine Valley College at the state tournament, as the Lasers posted their second state title in three years. The Colts finished third in the four-team tournament, with no player unable to break 80 on either day.

Wong led Cañada with a 166 total while Nousiainen shot a team-low of 82 on the second day of the tournament. The Temecula course was longer than any the Colts had played this season.

San Francisco Artist Sarah Haba's Paintings Focus on the Everyday Images of Domestic Life



The Cañada College Art Department is pleased to present an exhibition of paintings by Sarah Haba in the Cañada College Art Gallery. This art show runs through December 13. The gallery is located in Building 9, First Floor.

Haba is a distinguished Bay Area artist whose work is widely exhibited. This current exhibit consists of 15 paintings, all of them acrylic on wood panel. The images are painterly and sensual, yet also very spare and contemplative. The artist has a masterful sense of color and is able to use the wood surface and the physicality of the paint to create a seductive beauty. At the same time, you know this is not about surface, but about conveying deeper emotions.

The following is a statement by the artist:

"My paintings are beautiful frustrations in the domestic realm. Working from life, I paint books emptied of their content, twisted and bound laundry, and plastic bags of pulpy fruit until I can see the struggle for control, for order amid the chaos of domestic reality. Through cropping and brushwork, I create a space that hovers between abstraction and representation in order to blur the boundaries of emotional and rational thought. I paint subtle tonal shifts in thin layers on board, creating an emotional immediacy akin to watercolors. I paint quickly so that fleeting thoughts are captured."

Hiring Managers for the SLAC National Accelerator Laboratory Describe Summer Internships



Approximately 40 students studying engineering, math, and science listened intently last week as hiring managers for the SLAC National Accelerator Laboratory described a number of paid internships that are available this summer.

The information session was organized by the STEM Center and took place in the Learning Center.

"This is a fantastic opportunity for our students," said Cathy Lipe, associate professor and STEM Center director.

SLAC representatives described how research at the laboratory focuses on more than engineering. They described internship opportunities in basic science and math that have emerged over the past decade.

"It was important for our students to listen to the SLAC representatives and understand that some of these internship opportunities may fit their interests," Lipe said.

SLAC National Accelerator Laboratory is one of 10 Department of Energy Office of Science laboratories and is operated by Stanford University on behalf of the DOE. The facility attracts thousands of scientists from all over the world. The world's longest particle accelerator was built at the facility and some of the fundamental building blocks of matter were discovered there. The first web site in North America was also built at SLAC.

San Mateo County Community College District

December 6, 2012

BOARD REPORT NO. 12-12-1C

**THE POWER AND THE POTENTIAL OF ONLINE TOOLS
PRESENTED BY COLLEGE OF SAN MATEO**

There is no printed board report for this agenda item.

BOARD REPORT 12-12-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

District Office

Jonathan Fuentes	Utility Engineer	Facilities/Public Safety
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Reassigned from a Groundskeeper position (Grade BA of Salary Schedule 70) into this Utility Engineer position (Grade DD of Salary Schedule 70), effective November 19, 2012.

B. CHANGE IN STAFF ALLOCATION

Cañada College

Recommend correction to the November 14, 2012 Board approval of a change in staff allocation to add one part-time (80%), 12-month Project Director position in the Science & Technology Division. The requested correction is to increase an existing 12-month position from 75% to 80%, effective December 1, 2012. This position supports the Career Advancement Academies program and is grant-funded.

District Office

Recommend creation of a new classification titled “Energy Management Coordinator” at Grade 191S of the Classified Professional/Supervisory Salary Schedule (40), effective December 7, 2012. Also recommend an increase in staff allocation to add one full-time Energy Management Coordinator position, effective December 7, 2012. This position will provide support to more efficiently manage energy consumption, as well as to generate energy conservation programs.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District	Community Education	1	1/2/2013	6/30/2013	Office Assistant II: Assist with College for Kids program, student volunteer program, Community Education student registration, and prepare and distribute instructor materials and marketing materials during peak registration periods.
Cañada	Business, Workforce & Athletics/Fashion Design	2	1/14/2013	6/30/2013	Fashion Design Program Assistant: Recruitment in the Home Economics departments at local high schools; perform clerical duties; greet new clients; repair of sewing machines.
Cañada	Humanities & Social Sciences/Drama	4	1/2/2013	6/30/2013	Theatre Production Technician: Assist with construction and implementing theatre sets, lighting, sound and other operational aspects.
Cañada	Humanities & Social Sciences/Photography	1	1/2/2013	6/30/2013	Instructional Aide II: Maintain photo lab enlargers and all photographic equipment, assist students with all aspects of black and white photography and darkroom techniques, and maintain a safe and clean darkroom.
Cañada	Vice President of Student Services/TRiO	2	1/2/2013	6/30/2013	Instructional Aide II: Assist with offering instructional support services to developmental and lower level English and math students. Positions funded by Federal TRiO.
Cañada	Vice President of Instruction, Learning Center	1	1/14/2013	6/30/2013	Instructional Aide II: Assist students both in and out of the classroom with writing, assist students with the self-paced Learning Center courses, troubleshoot computer/printing problems, answer questions, and tutor students.
CSM	Business & Technology/Accounting	4	1/2/2013	4/1/2013	Office Assistant I: Support VITA activities in the free tax services provided to low income residents of San Mateo County.
Skyline	Enrollment Services/Financial Aid	1	12/10/2012	6/30/2013	Program Services Coordinator: Assist with planning and implementing a student services outreach and community relations program, including student recruitment, special events, tours, and other programs.

Skyline	Enrollment Services/Veterans' Services	1	12/10/2012	6/30/2013	Program Services Coordinator: Serve as advocate to veteran students; coordinate and schedule workshops; refer students to external organizations and agencies; track and monitor students' progress; prepare reports; and participate in college activities aimed at improving the campus climate for veteran students.
Skyline	Language Arts/Learning Resources	3	1/14/2013	6/30/2013	Instructional Aide II: As part of the Basic Skills Initiative, assist with supplemental instruction in and out of class in an effort to improve student success in developmental courses.
Skyline	Language Arts/Learning Resources	16	1/2/2013	6/30/2013	Instructional Aide II: Provide individualized and small group tutorial services to students in specific subject areas over the course of a 12 hour day; assist in the presentation of workshops, classroom visits, and study groups.
Skyline	Vice President of Student Services/SparkPoint	2	1/2/2013	6/30/2013	Financial Aid Technician: Assist with the planning, implementation, coordination, and data collection of Financial Aid and SparkPoint Center financial coaching services and resources.
Skyline	Vice President of Student Services/SparkPoint	2	1/2/2013	6/30/2013	Office Assistant II: Exchange information with students, staff, and the general public; maintain relationships with educational institutions and outside agencies; data entry and retrieval; maintain financial budgets; and maintain data files.
Skyline	Vice President of Student Services/SparkPoint	1	1/2/2013	6/30/2013	Program Services Coordinator: Assist with data collection, planning, coordination, and implementation of CTE program services, including student recruitment, orientation, sector-based job skill assessments, employment services, special events, tours, and financial education.
Skyline	Vice President of Student Services/SparkPoint	1	1/2/2013	6/30/2013	Program Services Coordinator: Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, and management of Efforts to Outcome (ETO) data system.

Skyline	Vice President of Student Services/SparkPoint	1	1/2/2013	6/30/2013	Program Services Coordinator: Coordinate services of the Walter S. Johnson Foundation funded public benefits program; recruit, screen, and assist students with benefits access screening services.
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BOARD REPORT NO. 12-12-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ADOPTION OF RESOLUTION NO. 12-12, INCREASING THE EMPLOYER'S
CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND
HOSPITAL CARE ACT**

Background

The CalPERS Health Plan System requires contracting employers to pay a monthly contribution toward the medical premiums of all PERS and STRS retirees. Separate from any additional retiree fringe benefits that may be carried by local districts (San Mateo CCD has negotiated a tiered system of retiree fringe benefits that includes medical coverage at no cost for certain qualifying District retirees, and other tiers of reduced option medical benefits for other employees, pursuant to their date of hire), the monthly contribution was established by CalPERS in order to provide retirees with continuation of group medical insurance coverage at a reduced monthly premium cost.

The District has a total of 720 retirees and surviving spouses who are covered by the District medical plans. Since the CalPERS Employer Contribution is already included in the monthly amount paid for retirees who qualified for District-paid medical coverage, the District's fiscal impact will be the increase in Employer Contributions paid toward medical coverage for those persons who did not qualify for District retiree benefits, but who are still provided medical coverage as part of the District group by the CalPERS Health Plan System. These individuals are PERS or STRS retirees and their medical premiums are partially or fully charged to the District through the Employer Contribution. Currently, there are **64** individuals in this group with the yearly cost of **\$374,750.00** to the District. With the new rates, the yearly cost to the District will be approximately **\$385,907.00**, an increase of **3%** for the calendar year **2013**.

The monthly Employer Contribution, billed to all contracting agencies for each PERS and STRS retiree, regardless of their eligibility for additional local retiree benefits, will increase should there be an increase in the active employee monthly medical premium "cap". The increase in the monthly Employer Contribution should be equal to the increase in the active employee monthly medical premium "cap".

The following are the 2013 monthly Employer Contribution amounts.

CODE	BARGAINING UNIT	CONTRIBUTION PER MONTH
001	CSEA, AFSCME, and all Administrators and Other Non-Represented Employees	\$654.00
003	AFT	\$654.00

Contracting agencies are required to adjust the Employer Contribution by Board resolution. The new Employer Contribution will be activated by CalPERS effective February 1, 2013, pursuant to receipt of this resolution and CalPERS implementation procedures.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 12-12 to increase the District Employer Contribution for PERS and STRS retiree medical benefits, pursuant to agency agreement.

RESOLUTION NO. 12-12

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

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

- WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and
- WHEREAS, (2) San Mateo County Community College District is a local agency contracting under the Act; now, therefore be it
- RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

CODE	BARGAINING UNIT	CONTRIBUTION PER MONTH
001	CSEA, AFSCME, and all Administrators and Other Non-Represented Employees	\$654.00
003	AFT	\$654.00

Plus administrative fees and Contingency Fund Assessments; and be it further

- RESOLVED, (b) That San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the Board of Trustees at the San Mateo County Community College District this 6th day of December 2012.

President, Board of Trustees

Vice President-Clerk

Board Member

Board Member

Board Member

Ron Galatolo, Chancellor

San Mateo County Community College District

December 6, 2012

BOARD REPORT NO. 12-12-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

RATIFICATION OF SEPTEMBER AND OCTOBER 2012 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of September and October 2012 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period September 1, 2012 through October 31, 2012 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
SEPTEMBER 1-30, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
027269	09/04/12	U.S. Bank National Association ND, .	312,632.89	District Procurement Card Payment
027271	09/04/12	AMS.Net, Inc.	22,889.73	Skyline Computer Equipment Purchase
027275	09/04/12	Oracle USA, Inc.	54,827.88	Districtwide Software Update License and Support
027277	09/04/12	Sallie Mae Inc.	378,948.02	Districtwide Financial Aid Disbursement
027278	09/04/12	SMC College Ed Housing Corp - Canada Vista	54,518.00	Cañada Vista Monthly Rent Payment
027279	09/04/12	SMC College Ed Housing Corp - College Vista	42,149.00	College Vista Monthly Rent Payment
027281	09/04/12	VALIC Retirement Services Company	158,261.94	Tax Shelter Annuities
027288	09/06/12	SMCCCD Bookstore	12,858.97	CSM Bookstore Deposit Reimbursement
027294	09/11/12	GRD Energy Inc.	13,698.00	CSM Construction Project
027297	09/11/12	Sallie Mae Inc.	381,321.43	Districtwide Financial Aid Disbursement
027298	09/11/12	School Project for Utility Rate Reduction (SPUR	10,537.65	Utilities
027461	09/13/12	Sallie Mae Inc.	3,335,599.50	Districtwide Financial Aid Disbursement
027471	09/18/12	Sallie Mae Inc.	253,343.01	Districtwide Financial Aid Disbursement
027473	09/18/12	School Project for Utility Rate Reduction (SPUR	18,751.77	Utilities
027475	09/18/12	Siemens Industry, Inc.	29,037.50	Districtwide Fire Alarms Maintenance Services
027476	09/18/12	SM County Community College District	24,798.06	Replenish Flex Spending Account
027478	09/18/12	SMCCCD Bookstore	47,027.49	Cañada Special Programs Books Purchase
027486	09/20/12	Constellation NewEnergy, Inc.	24,694.31	Utilities
027491	09/20/12	SMCCCD Bookstore	12,259.78	Skyline Central Duplication Charges
027497	09/25/12	Coulter Construction Inc.	31,585.00	Districtwide Construction Projects
027500	09/25/12	Sallie Mae Inc.	624,182.96	Districtwide Financial Aid Disbursement
027504	09/27/12	Associated Std-CSM	40,000.00	CSM ASB Interbank Transfer
027505	09/27/12	Constellation NewEnergy, Inc.	38,598.12	Utilities
027507	09/27/12	Interline Brands Inc.	15,709.06	Districtwide Custodial Supplies Purchases
027512	09/27/12	Sutro Tower Inc.	17,764.00	KCSM TV Broadcast Site lease at Sutro Tower
451845	09/04/12	Board of Governors	11,700.00	Districtwide Annual Subscription
451885	09/04/12	Strata Information Group	50,504.00	ITS Consulting Services
451899	09/04/12	American Federation of Teachers	32,267.35	Union Dues
451901	09/04/12	B.T. Mancini Co. Inc.	28,869.00	Cañada Construction Project
451903	09/04/12	CalPERS	510,468.19	Monthly PERS Contribution Advance Payment
451911	09/04/12	Enterprise Recovery System, Inc	10,076.86	Student AR Collection Fees
451929	09/04/12	Hartford Retirement Plans Service Center	29,788.66	Tax Shelter Annuities
451936	09/04/12	MBS Systems, LLC	20,598.33	Bookstores Point Of Sale Systems
451941	09/04/12	Public Empl Ret Sys	1,229,943.80	Health Insurance Monthly Premium

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
SEPTEMBER 1-30, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
452023	09/06/12	Reed Exhibitions Alcantara Machado	13,550.00	Skyline Green Building Brazil Expo Fees
452040	09/06/12	Waterfall Mobile, Inc.	10,000.00	Districtwide AllerU Annual License Fee
452048	09/06/12	S.M.C.S.I.G.	161,089.00	Dental Premium Payment
452049	09/06/12	S.M.C.S.I.G.	19,583.12	Vision Premium Payment
452052	09/11/12	A.C.C.J.C.	18,326.00	Skyline Annual Membership
452059	09/11/12	BNBuilders	73,411.00	Skyline Construction Project
452071	09/11/12	Ellis & Ellis Sign Systems	41,176.90	Skyline Interior Signage
452122	09/11/12	Sally Swanson Architects, Inc.	27,125.00	CSM Architectural Services
452136	09/11/12	Xap Corporation	14,882.65	Skyline Software Operation and Maintenance Fees
452142	09/11/12	Hartford Life & Accident Insurance Co.	34,835.22	Tax Shelter Annuities
452299	09/17/12	City of Redwood City	14,689.79	Utilities
452301	09/17/12	City of San Bruno	17,002.54	Utilities
452432	09/18/12	Employment Development Department	17,234.22	State Unemployment Payment
452465	09/20/12	Pac Gas & Elec Co	45,307.27	Utilities
452473	09/20/12	Sedgwick Claims Management Services, Inc.	22,062.50	Districtwide Worker's Comp TPA service fees
452475	09/20/12	Strata Information Group	50,504.00	ITS Consulting Services
452485	09/20/12	Comm College League/Calif	15,120.00	Districtwide Membership Dues
452517	09/24/12	John Plane Construction	21,657.00	CSM Aquatic Flag Pole
452531	09/25/12	Callahan, Paulette B.	15,823.28	Payroll Stale Dated Checks Replacement
452551	09/27/12	B.T. Mancini Co. Inc.	20,734.00	Cañada Construction Project
452571	09/27/12	Ellis & Ellis Sign Systems	46,194.82	CSM and Skyline Electrical Signage Projects
452578	09/27/12	Goombah's Embroidery	17,002.32	Districtwide Facilities Uniforms Purchase
452585	09/27/12	JKL Construction Services, Inc.	19,401.00	Skyline Construction Project
452594	09/27/12	LPAS, Inc.	10,200.00	Skyline Architectural Services
452615	09/27/12	Pac Gas & Elec Co	28,021.09	Utilities
452630	09/27/12	Robert A. Bothman	44,260.00	Cañada Construction Project
452653	09/27/12	Calif Water Service Co	37,880.56	Utilities

District Payroll Disbursement (Excluding Salary Warrants)

J1300648	09/04/12	US Treasury - Union Bank	1,124,289.46	Federal Tax
J1300648	09/04/12	EDD - Union Bank	218,899.60	State Tax
J1300646	09/07/12	State Teacher Retirement - Cash Balance	32,549.00	STRS Retirement - Cash Balance
J1300649	09/19/12	US Treasury - Union Bank	44,805.40	Federal Tax
J1300729	09/28/12	State Teacher Retirement - County Paid	627,254.66	STRS Retirement - Defined Benefit

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
SEPTEMBER 1-30, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
110213	09/06/12	Cengage Learning	108,733.75	Purchase of Inventory
110230	09/06/12	Elsevier Publishing Co.	94,935.85	Purchase of Inventory
110251	09/06/12	Jostens	12,129.87	Purchase of Inventory
110257	09/06/12	MBS Textbook Exchange	40,837.61	Purchase of Inventory
110258	09/06/12	McGraw-Hill Companies	109,152.40	Purchase of Inventory
110264	09/06/12	MPS	13,990.90	Purchase of Inventory
110318	09/27/12	Cengage Learning	106,552.83	Purchase of Inventory
110348	09/27/12	FedEx	11,800.35	Purchase of Inventory
110382	09/27/12	MBS Textbook Exchange	183,572.33	Purchase of Inventory
110385	09/27/12	McGraw-Hill Companies	54,532.64	Purchase of Inventory
110389	09/27/12	MPS	48,617.84	Purchase of Inventory
110390	09/27/12	MTC Distributing	10,100.93	Purchase of Inventory
110401	09/27/12	Pearson Education, Inc.	346,897.96	Purchase of Inventory
110421	09/27/12	Skyline Bookstore GAP	17,360.04	Purchase of Inventory
110422	09/27/12	SMCC College District	233,802.91	Salary & Benefits - August 2012
110427	09/27/12	SYSCO Food Company of SF	15,117.37	Purchase of Inventory
EFT 83515	09/24/12	Board of Equalization	156,122.02	Sales tax - August 2012
		Subtotal	12,349,339.26	91%
		Warrants Issued ≤ \$10,000	1,251,389.68	9%
		Total Non-Salary Warrants Issued	13,600,728.94	100%

District Accounts Payable	Ck#451838-452666, DD27267-27513	9,640,479.85
District Payroll	Ck#82841-83576, DD50040016-50041559	7,785,122.13
SMCCCD Bookstores	Ck#110198-110443, EFT83515	1,900,917.59
Total Warrants Including Salaries - September 2012		19,326,519.57

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
027517	10/02/12	Sarouhan, Dan E.	11,125.00	Program Management Services
027521	10/02/12	Noll & Tam	17,893.80	CSM Architectural Services
027522	10/02/12	Official Payments Corporation	28,321.90	Student WebSmart Monthly Service Fees
027524	10/02/12	Sallie Mae Inc.	507,430.17	Districtwide Financial Aid Disbursement
027527	10/02/12	SMC College Ed Housing Corp - Canada Vista	71,593.00	Cañada Vista Monthly Rent Payment
027528	10/02/12	SMC College Ed Housing Corp - College Vista	45,279.00	College Vista Monthly Rent Payment
027531	10/02/12	VALIC Retirement Services Company	214,692.11	Tax Shelter Annuities
027537	10/04/12	U.S. Bank National Association ND, .	280,406.17	District Procurement Card Payment
027543	10/04/12	School Project for Utility Rate Reduction (SPURR)	11,365.45	Utilities
027544	10/04/12	Swinerton Management & Consulting	68,778.92	Program Management Services
027556	10/09/12	Sallie Mae Inc.	345,280.00	Districtwide Financial Aid Disbursement
027557	10/09/12	Siemens Industry, Inc.	30,461.20	CSM Fire Alarm System Replacement
027572	10/11/12	Computerland	52,202.31	Districtwide Computer Equipment Purchase
027576	10/11/12	SM County Community College District	25,209.94	Replenish Flex Spending Account
027578	10/11/12	Sino-US Education Consulting Limited to Beijing	12,100.00	China Recruitment Contract Services
027590	10/16/12	Casey Printing, Inc.	25,326.99	Cañada Class Schedule Printing Services
027594	10/16/12	Krueger International	15,074.14	Skyline and CSM Furniture Purchase
027598	10/16/12	Sallie Mae Inc.	226,655.00	Districtwide Financial Aid Disbursement
027601	10/16/12	SMCCCD Bookstore	10,005.45	Skyline Central Duplication Charges
027602	10/16/12	SMCCCD Bookstore	19,949.12	Cañada Special Programs Books Purchase
027603	10/16/12	Swinerton Management & Consulting	63,648.92	Program Management Services
027612	10/18/12	Wesco Graphics, Inc.	13,862.36	CSM Class Schedule Printing Services
027613	10/19/12	Associated Std-Skyline	100,000.00	Skyline ASB Interbank Transfer
027624	10/23/12	U.S. Bank National Association ND, .	255,000.00	District Procurement Card Payment
027628	10/23/12	Sallie Mae Inc.	346,342.85	Districtwide Financial Aid Disbursement
027629	10/23/12	Siemens Industry, Inc.	18,874.25	District
027634	10/25/12	Associated Std -Canada	14,868.98	Cañada ASB Interbank Transfer
027638	10/25/12	Netronix Integration, Inc.	22,151.27	Districtwide Security Cameras Installation and Maintenance
027642	10/25/12	School Project for Utility Rate Reduction (SPURR)	15,919.02	Utilities
027644	10/25/12	Siemens Industry, Inc.	13,756.25	Districtwide Fire Alarms Systems Inspection Services
027646	10/25/12	Young Electric Company, Co.	33,683.00	Districtwide Electrical Services
027649	10/30/12	Associated Std-CSM	40,000.00	CSM ASB Interbank Transfer
027650	10/30/12	Constellation NewEnergy, Inc.	33,797.86	Utilities
027654	10/30/12	Sallie Mae Inc.	189,680.00	Districtwide Financial Aid Refunds

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
452701	10/02/12	Pac Gas & Elec Co	26,328.00	Utilities
452704	10/02/12	San Francisco State University	43,932.80	Cañada CalSTEP Grant Services
452721	10/02/12	American Federation of Teachers	56,206.89	Union Dues
452723	10/02/12	C S E A	12,900.19	Union Dues
452724	10/02/12	CalPERS	541,358.67	Monthly PERS Contribution Advance Payment
452752	10/02/12	Hartford Retirement Plans Service Center	34,144.94	Tax Shelter Annuities
452759	10/02/12	Public Empl Ret Sys	1,287,278.55	Health Insurance Monthly Premium
452808	10/04/12	Peninsula Library System	12,159.00	Districtwide Peninsula Library Network Cost
452809	10/04/12	Peninsula Library System	34,320.00	Districtwide Peninsula Library Network Cost
452826	10/04/12	Butte-Glenn Community College District	29,117.61	District Circuit Annual Assessment Payment
452839	10/04/12	S.M.C.S.I.G.	19,804.20	Vision Premium Payment
452840	10/04/12	S.M.C.S.I.G.	162,576.28	Dental Premium Payment
452862	10/09/12	D & D Pipelines Inc.	52,975.00	CSM Lot Erosion Control Services
452864	10/09/12	Ellis & Ellis Sign Systems	48,586.87	Skyline Signage Purchase and Installation
452878	10/09/12	Kimbia Inc.	12,890.79	KCSM Credit Card Processing Fees and Services
452880	10/09/12	Lloyd F. McKinney Associates, Inc.	22,434.66	Cañada Construction Projects
452892	10/09/12	Pac Gas & Elec Co	12,067.05	Utilities
452923	10/09/12	Williams, Douglas T.	12,908.00	CSM Golf Tournament Initial Fee
452927	10/09/12	Employment Development Department	230,192.22	State Unemployment Payment
452928	10/09/12	Enterprise Recovery System, Inc.	10,935.38	Student AR Collection Fees
452972	10/11/12	Siemens Enterprise Communications, Inc.	97,521.10	Districtwide Maintenance Services
452983	10/11/12	Crowe Horwath, LLP	25,230.00	Districtwide Auditing Services for Forensics Study
452985	10/11/12	Hartford Life & Accident Insurance Co.	35,928.33	Monthly Insurance Premiums
453009	10/15/12	City of San Bruno	23,701.37	Utilities
453042	10/15/12	Robert A. Bothman	49,000.00	Cañada Construction Project
453046	10/15/12	Sally Swanson Architects, Inc.	15,460.00	CSM Architectural Services
453047	10/15/12	Seabury and Smith, Inc.	16,126.00	Annual Student Professional Insurance Premium
453051	10/15/12	ThyssenKrupp Elevator Corporation	14,250.00	Districtwide Elevator Maintenance Services
453071	10/16/12	Omobogie, Omoregbe T.	26,650.00	Skyline CTD Contracted Services
453138	10/18/12	Knorr Systems, Inc.	11,567.50	CSM Swimming Pool Vacuum System Purchase
453190	10/18/12	Strata Information Group	53,287.71	ITS Consulting Services
453209	10/18/12	County of San Mateo	10,300.50	Monthly Parking Income Allocation
453221	10/19/12	Xap Corporation	14,882.65	CSM Software Operation and Maintenance Fees
453226	10/22/12	City of Redwood City	16,240.19	Utilities
453238	10/22/12	Pac Gas & Elec Co	45,722.56	Utilities
453250	10/23/12	Calif Water Service Co	28,435.08	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
453270	10/25/12	All American Sports Corp	10,348.11	CSM Football Equipment and Supplies
453276	10/25/12	Beals Martin Inc.	41,401.95	Skyline Construction Project
453279	10/25/12	John Plane Construction	16,992.10	Cañada Construction Project
453286	10/25/12	CSW-Stuber-Stroeh Engineering Group, Inc.	11,459.10	District Office Construction Project
453289	10/25/12	Decker Electric Company, Inc.	12,236.60	Skyline Electrical Services
453291	10/25/12	Ellis & Ellis Sign Systems	12,287.24	CSM Signs Purchase and Installation
453298	10/25/12	John Plane Construction	152,928.90	Cañada Construction Project
453327	10/25/12	Robert A. Bothman	62,822.00	Skyline Construction Projects
453349	10/30/12	Associated Std -Canada	33,131.35	Cañada Quarterly Student Fees Reimbursement
453350	10/30/12	Associated Std-CSM	51,593.06	CSM Quarterly Student Fees Reimbursement
453351	10/30/12	Associated Std-Skyline	51,146.77	Skyline Quarterly Student Fees Reimbursement
453377	10/30/12	Moodlerooms, Inc.	84,040.00	Software Maintenance Contract Service
453380	10/30/12	Pac Gas & Elec Co	27,489.25	Utilities

District Payroll Disbursement (Excluding Salary Warrants)

J1300873	10/01/12	US Treasury - Union Bank	1,461,897.13	Federal Tax
J1300873	10/01/12	EDD - Union Bank	298,360.61	State Tax
J1300873	10/01/12	EDD - Union Bank	18,350.26	State Tax - SDI
J1301047	10/10/12	State Teacher Retirement - Cash Balance	66,616.04	STRS Retirement - Cash Balance
J1301080	10/22/12	US Treasury - Union Bank	44,235.51	Federal Tax
J1301179	10/31/12	State Teacher Retirement - County Paid	664,085.45	STRS Retirement - Defined Benefit

SMCCCD Bookstores

110451	10/09/12	Cengage Learning	13,862.97	Purchase of Inventory
110472	10/09/12	Kilgore International Inc.	13,978.16	Purchase of Inventory
110478	10/09/12	McGraw-Hill Companies	10,453.81	Purchase of Inventory
110484	10/09/12	Nebraska Book Company Inc.	10,381.41	Purchase of Inventory
110489	10/09/12	Pearson Education Inc.	93,843.12	Purchase of Inventory
110495	10/09/12	Skyline Bookstore GAP	13,164.45	Purchase of Inventory
110501	10/09/12	SYSCO Food Company of SF	13,228.89	Purchase of Inventory
110518	10/29/12	Cengage Learning	38,179.30	Purchase of Inventory
110565	10/29/12	Nebraska Book Company Inc.	67,203.72	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2012
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
110573	10/29/12	Pepsi-Cola	14,776.32	Purchase of Inventory
110583	10/29/12	SMCC College District	185,641.26	Salary & Benefits - September 2012
110589	10/29/12	SYSCO Food Company of SF	20,819.72	Purchase of Inventory
110598	10/29/12	Xerox Corporation	10,139.98	Purchase of Inventory
EFT 97629	10/31/12	Board of Equalization	46,410.00	Sales Tax - September 2012
		Subtotal	10,001,659.06	91%
		Warrants Issued \leq \$10,000	967,373.85	9%
		Total Non-Salary Warrants Issued	<u>10,969,032.91</u>	100%
District Accounts Payable		CK#452667-453389, DD27514-27656	7,693,837.57	
District Payroll		CK#83577-84415, DD50041560-50043156	8,769,891.23	
SMCCCD Bookstores		Ck#110444-110603, EFT97629	717,048.90	
		Total Warrants Including Salaries - October 2012	<u>17,180,777.70</u>	

San Mateo County Community College District

December 6, 2012

BOARD REPORT NO. 12-12-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following gift was received since the last report.

GIFT

DONOR

Skyline College Creative Arts Division

Check for \$1,000

Jonathan Frank
San Francisco, CA
(In memory of Irene Frank)

BOARD REPORT NO. 12-12-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

**RENEWAL OF AGREEMENT WITH AMERICAN INSTITUTE FOR
FOREIGN STUDY (AIFS), 2012-13**

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

The District has received the agreement for the Fall 2013 program in London, England. The new agreement with AIFS is similar to earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

RECOMMENDATION

It is recommended that the Board approve renewal of the agreement with the American Institute for Foreign Study for the Fall 2013 (London, England) foreign study program.

BOARD REPORT NO. 12-12-1B

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

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

The addition of eleven courses and nine Associate Degrees for Transfer is proposed by Cañada College, College of San Mateo, and Skyline College at this time.

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

RECOMMENDATION

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

San Mateo County Community College District

December 6, 2012

PREPARED BY: Linda Hayes, Interim Vice President, Instruction
Cañada College

APPROVED BY: Alicia Carmen Aguirre, Curriculum Committee Chair
Cañada College

David Clay, Academic Senate President
Cañada College

James Keller, Interim President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ART

685CL AMERICAN ART IN THE 20TH CENTURY (2.0) (day or evening)

Justification: This is a special topics course. The content changes to address art exhibitions currently in Bay Area museums, and current issues in the discipline of Art History. This course broadens and deepens the offerings in Art History beyond the survey level for students majoring in Art with an emphasis in Art History, and for Honors students. The course prepares transfer students with a greater opportunity for high level critical thinking needed in preparation for courses in the UC's and CSU's.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This course surveys the transformation of American Art from a colony of Europe to a position of leadership in the modern world. Early Modernism, Stieglitz and his circle, the Armory Show, Regionalism, the W.P.A. and the muralist movement, Abstract Expressionism, Pop Art, Minimalism, the rise of the LA art scene, collectors, modern art museums, and galleries are highlighted.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS

680CE INTERMEDIATE BASKETBALL (0.5-1.0) (day or evening)

Justification: Team 680CE will bridge the gap that currently resides between Team 111 Beginning Basketball and Team 115 Advanced Basketball. Furthermore, this will help bring us into compliance with new repeatability guidelines that will be enforced by fall 2013.

Prerequisite: TEAM 111.

Recommended Preparation: Open Curriculum.

Description: Designed to develop Intermediate fundamental skills, techniques, and the physical conditioning necessary to play intermediate basketball. Students practice offensive and defensive strategies and use these skills and strategies during game play.

Classification: AA/AS Degree; CSU transferable.

MATHEMATICS

879CA PATH TO STATISTICS (6.0) (day or evening)

Justification: By offering “Path to Statistics” the math department aims to shorten the algebra sequence into one semester. Contextualizing the algebra curriculum and focusing the instruction on skills, methodologies and ways of thinking needed for understanding statistical applications is expected to ignite student interest, increase retention and success, and prepare students better to be successful in their transfer-level statistics course the following semester. This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors.

Prerequisite: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This accelerated course prepares students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not want to major in fields such as math, science, computer science, and business. Note: This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors. Please see your counselor.

Classification: AA/AS Degree; Not transferable.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree for Transfer in the following program:

BUSINESS

Business Administration – Associate in Science Degree for Transfer – 26-28 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

San Mateo County Community College District

December 6, 2012

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

APPROVED BY: Teresa Morris, Chair, Curriculum Committee
College of San Mateo

James Carranza, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ARCH

680MA MAKING ARCHITECTURE: BUILDING METHODS AND MATERIALS (2.0) (day or evening)

Justification: Current course offerings in architecture are sufficient for an articulated transfer to UC Berkeley, and provide fundamental design and graphic preparation for transfer to other universities. However, CSM's current course offerings do not provide sufficient preparation to Cal Poly SLO and Cal Poly Pomona given recent changes to the transfer evaluation process at these schools. In addition, all students benefit from introductory exposure to the relationship between design, architecture and building or making real things, content that was included in the (now banked) second year architecture curriculum. ARCH 680MA Making Architecture: An Introduction to Building Methods and Materials provides a more complete background for future architects and allows our students to be viable candidates in the increasingly competitive transfer process. ARCH 680MA provides students who have completed the first studio course (ARCH 210) with an understanding of the materials and methods of construction and an opportunity to apply their knowledge through a hands-on project.

Prerequisite: ARCH 210.

Recommended Preparation: None.

Description: Introduction to the terminology, principles, and materials of construction and building components within the context of the design process in architecture. Emphasis on the origin, history, nature and application of both traditional and emergent materials and processes in building construction. Includes discussion of sustainable materials and methods in construction and fundamental principles of structure, stability and form in building. Additional supplies may be required. May include field trips.

Classification: CSU transferable.

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree for Transfer in the following program:

POLITICAL SCIENCE

Political Science – Associate in Arts Degree for Transfer – 18-19 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

San Mateo County Community College District

December 6, 2012

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

APPROVED BY: Nick Kapp, Ph.D., Curriculum Committee Chair
Skyline College

Leigh Anne Shaw, Academic Senate President
Skyline College

Regina Stanback Stroud, Ed.D., President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BUSINESS

680SE WAREHOUSING AND LOGISTICS (4.0) (day or evening)

Justification: This course is designed to meet industry demand for workers with entry-level skills in warehouse operations and logistics. Upon completion of the course, students will be prepared to enter the field of warehousing and logistics.

Prerequisite: None.

Recommended Preparation: Completion of MATH 811 or equivalent; and eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.

Description: Introduction to warehouse operations and logistics. Topics include warehousing, software information systems used in warehousing, and warehouse safety. The course will include hands-on activities in relation to logistics and warehousing.

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

COSMETOLOGY

880SB COSMETOLOGY CONCEPTS AND PRACTICE III (0.5-5.0) (evening)

Justification: This course is a combination of three segments for cosmetology students who are working toward a certificate or degree or who are interested in developing skills in hair design, skin work, and manicuring.

Prerequisite: COSM 740 or equivalent.

Recommended Preparation: None.

Description: Topics covered include advanced coursework in skin histology and diseases, facials, hair removal, chemistry, electricity, artificial nail applications, styling, relaxing, bleaching highlighting, advanced hair coloring, thermal press and curl anatomy. In addition, there will be a review of the state board exam. Note: This course is designed for evening students only.

Classification: AA/AS Degree; Certificate; Not transferable.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

680SD ENVIRONMENTAL SCIENCE SERVICE LEARNING (2.0) (day or evening)

Justification: This is a unique course offering that provides experiential learning in Environmental Science. The course expands offerings in the Environmental Science field and promotes community engagement through education. The course is funded by the President's Innovation Fund Sustainable Campus Initiative.

Prerequisite: None.

Recommended Preparation: None.

Description: A community-based approach to Environmental Science. Core concepts of sustainability and civic responsibility are emphasized through independent volunteer projects coupled with in-class lecture, weekly peer learning, discussions, reflections, and presentations.

Classification: AA/AS Degree; CSU transferable.

680SH BUILDING PERFORMANCE RETROFITTING (4.0) (day or evening)

Justification: This Career Technical Education (CTE) course complements other courses in the Environmental Science program, including courses in solar, energy efficiency, and Introduction to Environmental Science. It prepares students to enter energy efficiency-related careers in the residential remodeling industry or other related industries that involve sustainability and energy efficiency. It prepares students for an industry-recognized certification.

Prerequisite: None.

Recommended Preparation: ENVS 425 or ENVS 680SF, or equivalent; and eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and eligibility MATH 110 or equivalent.

Description: Provides a foundation to perform "whole-house" retrofits for energy/water efficiency. Students apply theory to conduct hands-on retrofitting. Topics include building science, energy assessment reports, developing work scope, HVAC and envelope upgrades, air leakage and sealing, insulation installation, moisture remediation, quality control. The course is preparation for the Building Performance Institute certification exam.

Classification: AA/AS Degree; CSU transferable.

MATHEMATICS

879SA PATH TO STATISTICS (6.0) (day or evening)

Justification: By offering “Path to Statistics” the math departments aim to shorten the algebra sequence into one semester. Contextualizing the algebra curriculum and focusing the instruction on skills, methodologies and ways of thinking needed for understanding statistical applications is expected to ignite student interest, increase retention and success, and prepare students better to be successful in their transfer-level statistics course the following semester. This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors.

Prerequisite: MATH 811, or appropriate score on District math placement test and other measures as appropriate.

Recommended Preparation: None.

Description: An accelerated course to prepare students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not want to major in fields such as math, science, computer science, and business. Note: This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors. Students are advised to meet with a counselor to discuss whether placement in this class is appropriate for their intended major.

Classification: AA/AS Degree; Not transferable.

MUSIC

680SB VIOLIN/VIOLA I (2.0) (day or evening)

Justification: This course provides an additional elective for the Music major.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to the fundamentals of playing the violin or viola. Students will learn proper posture and basic playing techniques through the practice of exercises and short pieces. Elements of music notation and music theory will be introduced.

Classification: AA/AS Degree; CSU transferable.

680SC VIOLIN/VIOLA II (2.0) (day or evening)

Justification: This course provides an additional elective for the Music major.

Prerequisite: MUS. 680SB or equivalent, or by audition.

Recommended Preparation: None.

Description: Introduction to skills appropriate for the advancing beginner. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS 680SB. Musical expression, sight-

reading, and ensemble skills will be introduced. Skills will be developed through exercises and short pieces.

Classification: AA/AS Degree; CSU transferable.

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree for Transfer in the following programs:

ADMINISTRATION OF JUSTICE

Administration of Justice – Associate in Science Degree for Transfer – 18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

ART

Art History – Associate in Arts Degree for Transfer – 18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

Studio Arts – Associate in Arts Degree for Transfer – 24 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

GEOLOGY

Geology – Associate in Science Degree for Transfer – 28 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

HISTORY

History – Associate in Arts Degree for Transfer – 18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

JOURNALISM

Journalism – Associate in Arts Degree for Transfer – 18 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

MUSIC

Music – Associate in Arts Degree for Transfer – 24 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

BOARD REPORT NO. 100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor of Auxiliary Services, 358-6782

APPROVAL OF SAN MATEO ATHLETIC CLUB FEE AND PLAN REVISIONS

The San Mateo Athletic Club is proposing a very modest increase in the monthly membership investment for all membership categories except for District faculty, staff and students. The proposed rates are attached. The average of the proposed increase is just under 3% and will have a minimal overall impact on a member's yearly investment. In many membership cases, the increase will be completely negated by referring just one new member and receiving a \$50.00 dues credit for doing so. With more than half of the 4,000 members joining the club on a referral basis, this is a benefit enjoyed by many members.

Increases in a member's monthly investment for fitness facilities nationwide are traditionally implemented on an annual basis and are designed to address increases in operational costs including supplies, utilities, equipment maintenance and replacement and other vendor services. The industry standard for increases in membership investment is between 3% up to 10% annually and all of the comparable fitness facilities in the area have increased fees on an annual basis. The San Mateo Athletic Club has not increased membership monthly investment since April 2011. We propose this increase to take effect on January 1, 2013.

As part of the process, a rate analysis of similar fitness facilities in a radius of less than 5 miles to the San Mateo Athletic Club was conducted. The four facilities that we identified as similar in size, services and programming are as follows:

<u>Site</u>	<u>Single Dues</u>
Crunch	\$40.00
24hr Fitness Sport	\$65.00
Equinox Fitness	\$141.00
Peninsula JCC	\$103.00

The proposed single monthly membership investment is less than three of the four closest facilities for San Mateo County residents and only one of the facilities, Peninsula JCC, offers a family plan with one rate for a household with two adults and two children/dependents living at home between the ages of 15-22. Our family plan offers a significant savings over the clubs that do not offer such a plan. Every member in clubs that do not offer a family plan pays the single dues rate. A family of four would have a monthly membership investment at San Mateo Athletic Club of \$122.00 under the proposed plan. That same family of four would have a monthly membership investment of \$160.00 at Crunch, \$260.00 at 24hr Fitness Sport and \$564.00 at Equinox. None of these three facilities offers a family plan. Peninsula JCC

offers a family plan rate of \$150.00 per month. Even with the modest proposed increase, our rates are an exceptional value for members when compared to similar fitness clubs.

In addition, we propose to introduce an additional membership plan available to faculty and staff of the District. This new plan (non-prime time) affords faculty and staff a significant reduction in monthly membership investment by providing club access during non prime time hours. Faculty and staff opting for this plan would enjoy a 50% reduction in monthly membership investment and have access to the club at the following times:

Monday through Friday - 5:30AM to 8:00AM and then again from 2:00PM to closing

Saturday and Sunday – 2:00PM to closing

For the average faculty and staff member, the plan hours coincide with the hours that many use the facility currently. We expect that this attractive new plan will be widely used by new and existing members. The hours of availability are designed to provide access during our slower period during the day. This new plan would be available for faculty and staff members effective January 1, 2013.

The proposed membership monthly investments rates for all membership classifications is attached.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed fee and plan revisions for the San Mateo Athletic Club to be in effect on January 1, 2013.



**SAN MATEO
ATHLETIC CLUB**
AT
COLLEGE OF SAN MATEO

**MEMBERSHIP
RATES**

Membership Investment

Club Hours

Monday through Friday 5:30 A.M.- 10 P.M.
Saturday and Sunday 7 A.M.- 7 P.M.

Investing in your health also supports education within your community

	Current Investment	Proposed Monthly Investment	%Change
Non County Resident			
Individual	\$ 70.00	\$ 72.00	2.7 %
Couple	\$ 107.00	\$111.00	3.6%
Family	\$ 128.00	\$136.00	5.88 %
Community Member			
Individual	\$ 62.00	\$64.00	3.1 %
Couple	\$ 99.00	\$102.00	2.9 %
Family	\$119.00	\$122.00	2.4 %
Senior			
Individual	\$ 51.00	\$52.00	1.9 %
Couple	\$ 81.00	\$82.00	1.2 %
Corporate			
Individual	\$ 51.00	\$ 53.00	3.7 %
Couple	\$ 82.00	\$ 84.00	2.3 %
Family	\$103.00	\$ 106.00	2.8 %
Faculty/Staff *			
Individual	\$ 40.00	\$ 40.00	0 %
Couple	\$ 69.00	\$ 69.00	0 %
Family	\$ 89.00	\$ 89.00	0 %
Student			
Individual	\$ 35.00	\$ 35.00	0 %
Couple	\$ 56.00	\$ 56.00	0 %
Family	\$ 76.00	\$ 76.00	0 %

Faculty/Staff – NPT (non prime time)*

Individual	\$ 40.00	\$ 20.00	50 % discount
Couple	\$ 69.00	\$ 35.50	49.2 % discount
Family	\$ 89.00	\$ 45.00	49.4 % discount

*This membership option affords a significant reduction in monthly fees by providing club access during non prime time hours. Faculty/Staff would have access

M-F: 5:30am-8:00am and again 2:00pm - Close

Sa/Sun: 2:00pm - Close

BOARD REPORT NO. 12-12-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Stephani Scott, Executive Director, San Mateo County Community Colleges Foundation, 358-6871

**APPROVAL OF THE SECOND AMENDED MASTER AGREEMENT
BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AND SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION**

The First Amended Master Agreement between San Mateo County Community Colleges Foundation and San Mateo County Community College District stipulates that the parties review the Agreement every five years. That time has come, and the Foundation's Executive/Finance Committee, Chancellor Galatolo and Foundation staff have worked on a new draft, namely the Second Amended Master Agreement. The Foundation Board has approved the draft for review by the SMCCCD Trustees.

The First Amended Master Agreement between the District and the Foundation, signed by the two parties in 2007, created the framework for how the District and Foundation now work together. The Recitals in the First Amended Master Agreement provide historical information about the Foundation and the rationale for why the District and the Foundation were taking a new direction. Specifically, the Recitals provide reasons for why the Foundation's staff should be increased and why the Foundation and District should have a close working relationship. The rest of the Agreement describes how the Foundation and District plan to implement the new working relationship.

The Recitals of the Second Amended Master Agreement describe how the current working model forged in 2007 benefits the missions of the District and the Foundation, and thus is a successful arrangement in advancing student success through scholarships and college program support. There are very minor proposed changes to the rest of the Agreement. Provided both parties agree on what the draft of the Second Amended Master Agreement sets forth, the Agreement will be ratified by both parties this calendar year.

Enclosed is the draft of the Second Amended Master Agreement, and a redlined document that shows the differences between the draft of the Second Amended Master Agreement and the First Amended Master Agreement.

At the December 6, 2012 SMCCCD Board of Trustees meeting, Foundation staff will present data as to the increased effectiveness of the Foundation, what we have learned, and what is anticipated for the future.

RECOMMENDATION

It is recommended that the Board approve the Second Amended Master Agreement between San Mateo County Community College District and San Mateo County Community Colleges Foundation.

SECOND AMENDED MASTER AGREEMENT

This Agreement is made and entered into as of _____, 2012, by and between the San Mateo County Community Colleges Foundation (“Foundation”) and the San Mateo County Community College District (“District”) and amends the Master Agreement entered into as of July 1, 2002 and the First Amended Master Agreement entered into as of July 1, 2007 between the Foundation and the District.

RECITALS

- A. The San Mateo County Community Colleges Foundation (“Foundation”) was formed by the Board of Trustees of the San Mateo County Community College District (“District”) on March 25, 1966.
- B. The purposes of the Foundation are to (i) provide financial support to the three colleges of the District, including but not necessarily limited to, scholarships for students and grants to faculty, and (ii) to work with the District’s Board of Trustees and the administration of the District and its three colleges to promote the purposes of the District and its colleges.
- C. Over the past five years, the close working relationship between the Foundation and the District has enhanced the effectiveness of both organizations and has greatly benefitted the students and faculty of the District’s three colleges and thereby also benefitted all the communities in San Mateo County.
 - a. Using investment proceeds and funds donated for the general mission and purpose of the District and Foundation, and as permitted in its IRC 501(h) election, the Foundation supported the successful Measure G Campaign in 2009 in the amount of \$64,260, as the largest contributor to the Campaign. Measure G generates approximately \$6 million per year from July 1, 2010 to June 30, 2014. Measure G funding enables the District to preserve job training programs, to maintain academic subjects to prepare students to transfer to four-year colleges and universities, to keep libraries open, to maintain academic counseling programs and other student services, to modernize technology, to provide equipment for science labs, and more.
 - b. Despite the recent recession (2008-present), the Foundation has:

- i. Increased scholarship funding by 61% and program funding by 9% over the past five years compared to the previous five years, which were periods of relative economic growth and stability. The average annual scholarship funding from 2008-2012 was \$440,342 versus \$273,387 from 2003-2007. The average annual program funding from 2008-2012 was \$345,095 compared to \$317,247 from 2003-2007.
 - ii. Increased total assets of the Foundation by 20%, from \$10.1 million to \$12.2 million.
 - iii. The Foundation's endowed funds have grown from \$5 million to \$9 million from 2008-2012 due to solicited major gifts, planned (testamentary) gifts, and investment and spending policies, and practices commensurate with the goals of cash for scholarships annually as well as long-term growth.
- c. Over the last five years, the Foundation has grown its database from contacts numbering 11,000 to over 100,000, representing an acquisition of more community and business donors and contacts as well as alumni who were not previously engaged. This is a result of raising funds to acquire a database with the technical capacity to manage this expansion. This also exemplifies the Foundation's expertise and growing capability in development and outreach.
- d. The Foundation is poised to make alumni engagement an important component of its fundraising efforts.
- e. The Foundation's Planned Giving Program, instituted in 2009, enables donors to make major gifts that significantly benefit the colleges, faculty and students. The Foundation works collaboratively with the District's Human Resources department, with staff, with faculty, and with retiree groups to provide educational seminars about gift planning as part of a comprehensive financial plan.
- f. The Foundation has expanded support for major fundraising events, both new and ongoing. The experience thus gained will enable the Foundation to increase the net income from these events to benefit the students and colleges.
- D. It is therefore advantageous to the mission and purpose of the District to continue the current relationship between the District and the Foundation. The Foundation is an integral and substantial source of scholarships and grants and similar financial assistance to the District's

students, faculty and colleges. The Foundation and the District intend that this Second Amended Master Agreement shall be interpreted and applied in a manner consistent with the circumstances and purposes described in these Recitals.

NOW, THEREFORE, the parties hereto agree as follows:

AGREEMENT

1) Staffing

- a) The Foundation's staff that shall be employees of the District shall include such positions as an Executive Director, a Foundation Director of Development, and a Foundation Administrative Assistant, and such other personnel as needed as the two parties shall then agree.
- b) The Foundation's staff members that shall be employees of the District shall have the same rights and privileges of classified employees as specified in the California Education Code, operative Collective Bargaining Agreements, and the District Rules and Regulations. The District Board of Trustees shall have the same authority over Foundation staff that are District employees as it has over all other District staff, including, but not limited to, hiring and terminating the Foundation staff that are employees of the District.
- c) The Foundation and the District shall mutually agree on the position descriptions for the Foundation staff that are District employees and any amendments or modifications to such descriptions.

2) Services Provided by the Foundation to the District

The Foundation shall provide the following services to the District:

- a. Scholarships for students.
- b. Educational projects that enhance student learning.
- c. Special events fundraising.
- d. Loans to students, as needed and as the parties shall then agree.
- e. Reimbursement to the District for the salary of the Foundation Administrative Assistant in an amount not to exceed One Hundred Twenty Thousand Dollars (\$120,000) per year.
- f. Such other support for the District as needed and as the parties shall then agree, consistent with the Foundation's legal obligations and restrictions.

3) Services Provided by the District to the Foundation

The District shall provide the following services to the Foundation:

- a) Administrative support and the equipment and supplies necessary for such support (not including computer hardware, software or computer-related equipment such as printers).
- b) Staff as described in paragraph 1, including, but not limited to, worker's compensation insurance and unemployment insurance for such staff.

- c) Subsidized office space (i.e., the Foundation pays reduced rent).
- d) Liability and property insurance for the Foundation's office.
- e) Directors and officers liability insurance (D&O Insurance) covering the Foundation's directors and officers. General liability insurance (or, if applicable, errors and omissions insurance (E&O) insurance) covering the Foundation and its directors and officers.
- f) The District shall fund the salaries and benefits of the Foundation Executive Director and the Director of Development, and the benefits of the Foundation Administrative Assistant and the salaries and/or benefits other certain staff as the parties shall then agree.
- g) Such other support for the Foundation as needed and as the parties shall then agree, consistent with the District's legal obligations and restrictions.

4) Services Not Provided by the District to the Foundation

The Foundation shall obtain and pay:

- a) Office supplies, stationary, printing, and postage.
- b) Auditing costs.
- c) Bonding premium for a crime policy.
- d) Portfolio management fees and portfolio custodial fees.
- e) Computer hardware, software, and computer-related equipment such as printers.
- f) Dues, memberships, books and periodicals.
- g) Any other program expenses or other miscellaneous expenses.

5) Communications and Duties of the Executive Director

- a) The Foundation Board shall be responsible for setting Foundation policy, and the Executive Director of the Foundation shall look to the Foundation Board with respect to any policy decisions regarding the Foundation.
- b) The District Chancellor shall be responsible for overseeing and/or coordinating the management of operations of the Foundation, and the Executive Director shall look to the Chancellor with respect to any executive level operational issues of the Foundation. The parties intend that the Executive Director (with such consultation and advice from the Foundation board and/or Foundation officers as the Executive Director or the Foundation board may wish) shall oversee the day-to-day operations of the Foundation and its staff, and that the District Chancellor's management oversight and coordination responsibilities shall pertain to operational issues and efforts of major substance or significance.
- c) In the event of a conflict between the Foundation Board and the District as to the Executive Director's duties, activities or responsibilities, the Chancellor and the Foundation Board President, (in consultation with the Foundation Executive Committee), shall meet and resolve the conflict and mutually agree on how to direct the Executive Director as to the matter in conflict.
- d) If the Chancellor and the Foundation Board President are unable to agree upon a resolution of the conflict, the District Board of Trustees shall resolve the conflict.
- e) The Foundation Executive Director shall attend the regular meetings of the Chancellor's Council. At his or her discretion, the Executive Director may also attend the Chancellor's weekly staff meetings and the regularly scheduled College Presidents'

Cabinet meetings when matters relevant to the Foundation are being discussed. The Chancellor and/or any College President may request, but shall not require, that the Executive Director attend such weekly meetings and/or cabinet meetings.

- f) The Chancellor and the College Presidents shall have the discretion to attend any of the regularly scheduled meetings of the Foundation's Executive Committee.

6) Consideration

The services provided by the Foundation to the District as set forth in paragraph 2 constitute the consideration for the services provided to the Foundation by the District as set forth in paragraph 3.

7) Coordination of Services

The Foundation's Executive Director and the District's Executive Vice Chancellor shall work together cooperatively to determine specifically how the services set forth in paragraphs 2 and 3 shall be provided to best serve the needs of the parties and the intent of this Agreement.

8) Term of Agreement

This Second Amended Master Agreement shall take effect as of the date first written above and shall remain in effect until terminated by either party by written notice given to the other party at least six (6) months in advance of the termination date specified in the notice.

9) Periodic Review

At least every five (5) years (counting from July 1, 2002) the parties shall review the terms of this Agreement and amend it, if necessary and as they shall then agree, to accommodate the needs of the parties at that time.

10) Notice

Any notice given pursuant to the terms of this Agreement shall be delivered personally or by first class mail, postage prepaid, return receipt requested, to the parties at the following addresses:

To the District: Executive Vice Chancellor
San Mateo County Community College District
3401 CSM Drive
San Mateo, CA 94402-3651

To the Foundation: Executive Director, Foundation
San Mateo County Community Colleges Foundation
3401 CSM Drive
San Mateo, CA 94402-3651

11) Audit and Financial Information

The District and the Foundation shall exchange audit and financial information and reports as either party shall then request.

12) Record of Services Provided and Compensation Received

The Foundation shall keep an inventory of the resources provided by the District to the Foundation and of the compensation (in the form of the services set forth in paragraph 2 and any other non-monetary benefits provided by the Foundation to the District) that the Foundation pays to the District in return for the District's services to the Foundation. The District and the Foundation shall work together to insure the accuracy of such inventory and shall jointly produce an annual report thereof.

13) Miscellaneous

- a) This Agreement may be modified or amended only by a writing signed by both parties.
- b) This Agreement shall inure to the benefit of and be binding upon the parties, their legal representatives, successors and assigns.
- c) This Agreement shall be subject to and be governed by the law of the State of California.
- d) In the event that any of the provisions, or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.
- e) This agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements or understandings, oral or written, between the parties relating to the subject matter of this Agreement which are not fully expressed herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

San Mateo County Community Colleges Foundation

By _____
Steve Dworetzky, President of the Board

San Mateo County Community College District

By _____
Dave Mandelkern, President of the Board of Trustees

FIRSTSECOND AMENDED MASTER AGREEMENT

This Agreement is made and entered into as of ~~July 1, 2007~~ , 2012, by and between the San Mateo County Community Colleges Foundation (“Foundation”) and the San Mateo County Community College District (“District”) and amends the Master Agreement entered into as of July 1, 2002 ~~and the First Amended Master Agreement entered into as of July 1, 2007~~ between the Foundation and the District.

RECITALS

- A. The San Mateo County Community Colleges Foundation (“Foundation”) was formed by the Board of Trustees of the San Mateo County Community College District (“District”) on March 25, 1966.
- B. The purposes of the Foundation are to (i) provide financial support to the three colleges of the District, including but not necessarily limited to, scholarships for students and grants to faculty, and (ii) to work with the District’s Board of Trustees and the administration of the District and its three colleges to promote the purposes of the District and its colleges.
- C. ~~The Foundation staff has hereto consisted of an Executive Director, aided variously by one or two other staff positions, full or part time, and by student volunteers.~~
- D. ~~As of July 1, 2007, the Foundation had no permanent fulltime staff members, due to the retirement of the Foundation’s Executive Director on June 30, 2007, and the earlier transfer of the Foundation’s other permanent staff member to a District position outside of the Foundation.~~
- E. ~~In the fall of 2006, the Foundation was the subject of a managerial review by volunteer alumni of the Stanford Graduate School of Business (“GSB Study”), which recommended an increase in the size of the Foundation staffing.~~
- F. ~~Upon consideration of the various possible staff sizes described in the GSB Study, the Foundation board agreed that having four full time staff members (as described in paragraph 1.a. of this First Amended Master Agreement) was the right next step to increase the Foundation’s effectiveness and help the Foundation grow towards its full potential.~~

- G. ~~The Foundation's administrative costs are payable only by unrestricted funds and although the Foundation has considerable assets, only a small portion of those assets are unrestricted, meaning that the Foundation cannot increase the size of its staff without the District's financial assistance.~~
- C. ~~It is in the District's best interest to increase the effectiveness of the Foundation because that will increase the amount of funds available for~~ Over the past five years, the close working relationship between the Foundation and the District has enhanced the effectiveness of both organizations and has greatly benefitted the students and faculty of the District's three colleges and thereby also benefitted all the communities in San Mateo County.
- a. Using investment proceeds and funds donated for the general mission and purpose of the District and Foundation, and as permitted in its IRC 501(h) election, the Foundation supported the successful Measure G Campaign in 2009 in the amount of \$64,260, as the largest contributor to the Campaign. Measure G generates approximately \$6 million per year from July 1, 2010 to June 30, 2014. Measure G funding enables the District to preserve job training programs, to maintain academic subjects to prepare students to transfer to four-year colleges and universities, to keep libraries open, to maintain academic counseling programs and other student services, to modernize technology, to provide equipment for science labs, and more.
 - b. Despite the recent recession (2008-present), the Foundation has:
 - i. Increased scholarship funding by 61% and program funding by 9% over the past five years compared to the previous five years, which were periods of relative economic growth and stability. The average annual scholarship funding from 2008-2012 was \$440,342 versus \$273,387 from 2003-2007. The average annual program funding from 2008-2012 was \$345,095 compared to \$317,247 from 2003-2007.
 - ii. Increased total assets of the Foundation by 20%, from \$10.1 million to \$12.2 million.
 - iii. The Foundation's endowed funds have grown from \$5 million to \$9 million from 2008-2012 due to solicited major gifts, planned (testamentary) gifts, and investment and spending policies, and practices commensurate with the goals of cash for scholarships annually as well as long-term growth.

- c. Over the last five years, the Foundation has grown its database from contacts numbering 11,000 to over 100,000, representing an acquisition of more community and business donors and contacts as well as alumni who were not previously engaged. This is a result of raising funds to acquire a database with the technical capacity to manage this expansion. This also exemplifies the Foundation's expertise and growing capability in development and outreach.
- d. The Foundation is poised to make alumni engagement an important component of its fundraising efforts.
- e. The Foundation's Planned Giving Program, instituted in 2009, enables donors to make major gifts that significantly benefit the colleges, faculty and students. The Foundation works collaboratively with the District's Human Resources department, with staff, with faculty, and with retiree groups to provide educational seminars about gift planning as part of a comprehensive financial plan.
- f. The Foundation has expanded support for major fundraising events, both new and ongoing. The experience thus gained will enable the Foundation to increase the net income from these events to benefit the students and colleges.

H.—It is therefore advantageous to the mission and purpose of the District to continue the current relationship between the District and the Foundation. The Foundation is an integral and substantial source of scholarships and grants and similar financial assistance to the District's students, faculty and colleges.

I.—~~In order to maximize the ability to attract highly qualified applicants to the four full-time Foundation staff positions and maximize the possibility that the Foundation staff increase will produce the desired increase in the Foundation's effectiveness, the District and the Foundation wish the Foundation staff members to be the District employees with the District salaries and benefits.~~

J.—~~The Foundation and the District are aware that the staff of other foundations serving districts with multiple community colleges are employees of those districts and that this model has worked successfully.~~

K.—~~The Foundation and the District believe that a close working relationship between the two organizations will enhance the effectiveness of both and will greatly benefit the students and~~

~~faculties of the District's three colleges and thereby also benefit all the communities in San Mateo County.~~

L.D. The Foundation and the District intend that this ~~First~~^{Second} Amended Master Agreement shall be interpreted and applied in a manner consistent with the circumstances and purposes described in these Recitals. ~~The Foundation and District hope and expect that at some point the Foundation will no longer need the District to continue the funding described in paragraph 3(f) of this First Amended Master Agreement but even after such funding has ceased, the Foundation and the District intend that a close working relationship and regular communication between Foundation staff and the District's Board of Trustees and administrative staff shall continue.~~

NOW, THEREFORE, the parties hereto agree as follows:

AGREEMENT

1) Staffing

- a) The Foundation's staff ~~that shall consist~~^{be employees of} the District shall include such positions as an Executive Director, a Foundation Director of Development, ~~the Foundation Finance Manager~~ and a Foundation ~~Executive~~ Administrative Assistant, and such other personnel as needed as the two parties shall then agree.
- b) The Foundation's staff ~~members~~ ~~shall be employed as~~^{employees of} the District ~~employees and~~ shall have the same rights and privileges of classified employees as specified in the California Education Code, operative Collective Bargaining Agreements, and the District Rules and Regulations. The District Board of Trustees shall have the same authority over ~~the~~ Foundation staff ~~that are District staff~~^{employees} as it has ~~with~~ over all ~~the~~ other District staff, including, but not limited to, hiring and terminating the Foundation staff ~~that are employees of the District~~.
- c) The Foundation and the District shall mutually agree on the position descriptions for the Foundation staff, ~~that are District employees~~ and any amendments or modifications ~~thereto~~ to such descriptions.

h)

2) Services Provided by the Foundation to the District

The Foundation shall provide the following services to the District:

- a) Scholarships for students.
- b) Educational projects that enhance student learning.
- c) Special events fundraising.
- d) Loans to students, as needed and as the parties shall then agree.

- e) Reimbursement to the District for the ~~salaries~~ salary of the Foundation ~~Finance Manager and the Foundation Executive~~ Administrative Assistant ~~with the Foundation funds~~ in an amount not to exceed One Hundred Twenty Thousand Dollars (\$120,000) per year.
- f) Such other support for the District as needed and as the parties shall then agree, consistent with the Foundation's legal obligations and restrictions.

3) Services Provided by the District to the Foundation

The District shall provide the following services to the Foundation:

- a) Administrative ~~and accounting~~ support and the equipment and supplies necessary for such support (not including computer hardware, software or computer-related equipment such as printers).
- b) Staff as described in paragraph 1, including, but not limited to, worker's compensation insurance and unemployment insurance for such staff.
- c) Subsidized office space (i.e., the Foundation pays reduced rent).
- d) Liability and property insurance for the Foundation's office.
- e) Directors and officers liability insurance (D&O Insurance) covering the Foundation's directors and officers. General liability insurance (or, if applicable, errors and omissions insurance (E&O) insurance) covering the Foundation and its directors and officers.

i) The District shall fund the salaries and benefits of the Foundation Executive Director and the Director of Development, and the benefits of the Foundation ~~Finance Manager and the Foundation Executive~~ Administrative Assistant.

- f) ~~The Foundation and the salaries and/or benefits other certain staff as the District parties shall review the staffing and funding three years from the first date that all four positions are filled and shall mutually then agree to any continuation, augmentation or amendment to the staffing arrangements at that time.~~
- g) Such other support for the Foundation as needed and as the parties shall then agree, consistent with the District's legal obligations and restrictions.

4) Services Not Provided by the District to the Foundation

The Foundation shall obtain and pay:

- a) Office supplies, stationary, printing, and postage.
- b) Auditing costs.
- c) Bonding premium for a crime policy.
- d) Portfolio management fees and portfolio custodial fees.
- e) Computer hardware, software, ~~and~~ computer-related equipment such as printers, ~~and software maintenance and support~~.
- f) Dues, memberships, books and periodicals.
- g) Any other program expenses or other miscellaneous expenses.

5) Communications and Duties of the Executive Director

- a) The Foundation Board shall be responsible for setting Foundation policy, and the Executive Director of the Foundation shall look to the Foundation Board with respect to any policy decisions regarding the Foundation.
- b) The District Chancellor shall be responsible for overseeing and/or coordinating the management of operations of the Foundation, and the Executive Director shall look to the Chancellor with respect to any executive level operational issues of the Foundation. The parties intend that the Executive Director (with such consultation and advice from the Foundation board and/or Foundation officers as the Executive Director or the Foundation board may wish) shall oversee the day-to-day operations of the Foundation and its staff, and that the District Chancellor's management oversight and coordination responsibilities shall pertain to operational issues and efforts of major substance or significance.
- c) In the event of a conflict between the Foundation Board and the District as to the Executive Director's duties, activities or responsibilities, the Chancellor and the Foundation **Board President, (in consultation with the Foundation Executive Committee)**, shall meet and resolve the conflict and mutually agree on how to direct the Executive Director as to the matter in conflict.
- d) If the Chancellor and the Foundation Board President are unable to agree upon a resolution of the conflict, the District Board of Trustees shall resolve the conflict.
- e) The Foundation Executive Director shall attend the regular meetings of the Chancellor's Council. At his or her discretion, the Executive Director may also attend the Chancellor's weekly staff meetings and the regularly scheduled College Presidents' Cabinet meetings when matters relevant to the Foundation are being discussed. The Chancellor and/or any College President may request, but shall not require, that the Executive Director attend such weekly meetings and/or cabinet meetings.
- f) The Chancellor and the College Presidents shall have the discretion to attend any of the regularly scheduled meetings of the Foundation's Executive Committee.

6) Consideration

The services provided by the Foundation to the District as set forth in paragraph 2 constitute the consideration for the services provided to the Foundation by the District as set forth in paragraph 3.

7) Coordination of Services

The Foundation's Executive Director and the District's Executive Vice Chancellor shall work together cooperatively to determine specifically how the services set forth in paragraphs 2 and 3 shall be provided to best serve the needs of the parties and the intent of this Agreement.

8) Term of Agreement

This ~~FirstSecond~~ Amended Master Agreement shall take effect as of the date first written above and shall remain in effect until terminated by either party by written notice given to the other party at least six (6) months in advance of the termination date specified in the notice.

9) Periodic Review

At least every five (5) years (counting from July 1, 2002) the parties shall review the terms of this Agreement and amend it, if necessary and as they shall then agree, to accommodate the needs of the parties at that time. ~~Such five-year review shall be independent of and in addition to the one-time three-year review described in paragraph 3(g).~~

10) Notice

Any notice given pursuant to the terms of this Agreement shall be delivered personally or by first class mail, postage prepaid, return receipt requested, to the parties at the following addresses:

To the District: Executive Vice Chancellor
 San Mateo County Community College District
 3401 CSM Drive
 San Mateo, CA 94402-3651

To the Foundation: Executive Director, Foundation
 San Mateo County Community Colleges Foundation
 3401 CSM Drive
 San Mateo, CA 94402-3651

11) Audit and Financial Information

The District and the Foundation shall exchange audit and financial information and reports as either party shall then request.

12) Record of Services Provided and Compensation Received

The Foundation shall keep an inventory of the resources provided by the District to the Foundation and of the compensation (in the form of the services set forth in paragraph 2 and any other non-monetary benefits provided by the Foundation to the District) that the Foundation pays to the District in return for the District's services to the Foundation. The District and the Foundation shall work together to insure the accuracy of such inventory and shall jointly produce an annual report thereof.

13) Miscellaneous

- a) This Agreement may be modified or amended only by a writing signed by both parties.
- b) This Agreement shall inure to the benefit of and be binding upon the parties, their legal representatives, successors and assigns.
- c) This Agreement shall be subject to and be governed by the law of the State of California.
- d) In the event that any of the provisions, or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.
- e) This agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements or understandings, oral or written, between the parties relating to the subject matter of this Agreement which are not fully expressed herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

San Mateo County Community Colleges Foundation

By _____

~~Penelope C. Greenberg~~

Steve Dworetzky, President of the Board

San Mateo County Community College District

By _____

~~Helen Hausman~~~~Dave Mandelkern~~, President of the Board of Trustees

BOARD REPORT NO. 12-12-102B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations,
574-6560

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

According to the bylaws of the San Mateo County Colleges Educational Housing Corporation, the District Board of Trustees appoints members of the Housing Corporation Board. The bylaws state that a Director may serve a maximum of two consecutive four (4) year terms. The terms of two Directors – Jim Keller and Karen Schwarz – will expire on December 31, 2012 and they are not eligible to be reappointed at this time. In addition, Miguel Marquez is no longer eligible to serve due to his appointment as Associate Justice of the Sixth District Court of Appeal and vacated his position as Director in May 2012.

The following have agreed to serve as Directors for four-year terms, effective January 1, 2013:

1. Kathy Blackwood, replacing Jim Keller.
2. Trustee Helen Hausman, replacing Trustee Karen Schwarz
3. Peggy Berlese, replacing Miguel Marquez. Ms. Berlese is an attorney with Herzog & Berlese in San Francisco. Her practice is principally transactional real estate, with some work with homeowners associations.

In addition, current Director Art Michael, whose first term expires on December 31, 2012, has agreed to serve a second four-year term beginning January 1, 2013.

The terms of current Directors Ron Granville, Annette Perot, Huy Tran and Tom Vocker do not expire and they will continue to serve.

RECOMMENDATION

It is recommended that the Board appoint Kathy Blackwood, Helen Hausman and Peggy Berlese as Directors of the San Mateo County Colleges Educational Housing Corporation, each for a four-year term of office beginning January 1, 2013. It is further recommended that the Board reappoint Director Art Michael to serve a second four-term term beginning January 1, 2013.

BOARD REPORT NO. 12-12-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

In June 2010, voters passed Measure G, the District's parcel tax measure which provides approximately \$7,000,000 per year for a period of four years. On December 15, 2010, the Board approved the three Colleges' initial plans for utilization of the Measure G funds and on December 14, 2011, the Board approved the plans for 2011-12. The College Presidents will now present and discuss their plans for 2012-13 with the Board, along with the expended amounts for 2011-12.

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

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

The plans are attached to this report as follows:

Exhibit A – Cañada College

Exhibit B – College of San Mateo

Exhibit C – Skyline College

RECOMMENDATION

It is recommended that the Board of Trustees approve the plans for the use of Measure G funds for 2012-13 and direct the Chancellor to prepare budget revisions necessary to reflect these plans.

**Cañada College Measure G
Plan for 2012-13 and Report for 2011-12
Summary Page**

Resource Plan & Accomplishments/Activities	Planned Amount	Measure G Criteria	Planned Amount	Expended Amount
			2012-13	2011-12
<p>Instruction Plan: One of the largest reductions the College had to make in 2009-2010 was in the number of course sections. Measure G allowed the College to increase the number of sections each fiscal year. We increased the number of sections by 145 in 2011-12. These sections would provide opportunity for students to take needed basic skills and general education courses. Having this access to courses increased opportunity for students to complete educational goals. In addition to these extra sections, we are developing programs through Neighborhood College that can be offered both Bayside and Coastside. Some classes will be offered in hybrid formats. In addition, distance education has been increased to provide increased flexibility for students. We will be expanding workforce curriculum as well as offering the college for working adults which allows working students to take classes at convenient times.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Funded 145 sections that served approximately 3625 students. • Used funding to coordinate and improve basic skills, distance education and workforce development offerings. • Funded a Workforce Development Specialist • College for Working Adults was launched in 2010-11 and Neighborhood College 	\$1,177,262	*Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$1,140,795	\$1,037,982
<p>Student Support Plan: The additional student support has expanded our library hours, increased the limited counseling services, addressed a critical need to improve the transferability of our courses to four year universities, expanded our new student orientation program, provided necessary support for veterans, increased the number of students who complete the FAFSA and thus receive financial aid, expanded tutoring, and further developed student communication.</p> <p>Accomplishments/Activities:</p> <ul style="list-style-type: none"> • Expanded academic counseling with 7,000 drop-in appointments utilized by students • Launched a new Peer Mentoring Program to assist first generation students • Added services for veterans and financial aid students • Expanded Library and Learning Center evening and weekend hours, serving an additional 1200 students • Hired an Electronic Resources Librarian/Distance Education Coordinator • Offered Math and English tutoring on Saturdays • Funded a Director of Articulation and Orientation who increased transferability of courses • Hired an Instructional Aide for Learning Center 	\$844,347	*Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs *Keeping libraries open and maintaining library services	\$842,691	\$761,257

**Cañada College Measure G
Plan for 2012-13 and Report for 2011-12
Summary Page**

Course and Program Innovation Plan: The MATH JAM and WORD JAM programs, Workforce Development, Basic Skills Success Programming, Leadership Development, and Adjunct Faculty Professional Development are all necessary programs to improve access and success for our students.	\$328,390	*Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting *Preparing students to transfer to four-year colleges & universities *Maintaining Core Academics	\$416,514	\$253,708
Accomplishments/Activities: <ul style="list-style-type: none"> Increased by nearly 50% the number of associated degrees and occupational certificates awarded in 2010-2011 Partially funded PEP (Priority Enrollment Program) for our local high school seniors Conducted Leadership Training for the student government leaders Partially funded MATH JAM to improve success rates in Math Funded WORD JAM to improve success rates in English 				
Total Measure G	\$2,350,000		\$2,400,000	\$2,052,947

Cañada College Measure G
Instruction

Resource Request	Measure G Criteria	Planned Amount
		2012-13
Sections: The largest budget reduction was reducing the number of sections. We funded 61 sections for Fall 2011, 54 sections for Spring 2012 and funded 30 sections in Summer 2011. These sections added opened opportunities for students to take needed basic skills and general education courses (such as Math, English and courses in Career Tech) and provided them with the access to complete their educational goals.	Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$1,045,022
CAC - Cañada Accelerated College/CWA-College for Working Adults: to better serve our student needs regarding scheduling (particularly working adults), We have three cohorts underway that began in Fall 2011, Spring 2012, & Fall 2012 and are enrolled in the Friday night/Saturday college. Classes are offered in 8 week blocks using a hybrid format (e.g. 4 hours in-person instruction and 2 hours on-line). This programming allows greater access for students into general education courses and into pathways for transfer certification. It reduces the time to completion and will support students' ability to finish a transfer certificate or degree. There is also a counselor assigned to this program who also teaches the CRER 137 course on Saturday which is part of the CWA program.	Maintaining core academics including science, English and mathematics; Restoring funding to offer an adequate number of classes and labs to meet growing student demand	\$41,294
Distance Education: distance education is increasing - particularly high quality coursework. In order to improve our offerings, including online degrees and certificates, it is essential to have both coordination of the activities and training for faculty. The access to course offerings on-line will be increased significantly which will assist students who cannot make traditional schedules work. We hired a full time faculty in which 50% effort is coordinating Distance Education.	Maintaining core academics including science, English and mathematics; Restoring funding to offer an adequate number of classes and labs to meet growing student demand	\$90,946
Total for Instruction		\$1,177,262

**Cañada College Measure G
Student Support**

Resource Request	Measure G Criteria	Planned Amount
		2012-13
Library Hours: Added hours to assist students with research projects to improve access and success. Hired a 50% Electronic Resources Librarian.	Keeping libraries open and maintaining library services	\$101,452
Adjunct Counseling/Case Management: Through careful planning, we will be able to improve our counseling services to students in various groups where they have been reduced significantly. This includes counseling for basic skills students, disabled students and athletes, as well as high school outreach and early alert interventions. Research indicates that more intensive counseling services, particularly with first generation students, has a positive impact on their success.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$343,847
Articulation and Orientation: There is a critical need to improve both the articulation and orientation services provided for students. There are many courses which do not articulate to our primary feeder universities as we have not had the resources to work in this area. The improved articulation and orientation services will provide more complete information to students (i.e. about attending college, transferring) and will help them be more successful. (50% funded by grant)	Preparing students to transfer to four-year colleges and universities	\$93,496
Veterans Support Services: With additional veterans attending college, it is necessary for the campus to improve the services provided. This includes both coordination of services and benefits at the campus veterans center (V-ROC) and providing additional psychological services.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$10,850
100% FAFSA Initiative: Through specific services targeted at students seeking financial aid, our goal is to increase the number of students (financial aid eligible) to 100%. A number of outreach and promotion efforts will be made and specific counseling services for financial aid students will be provided. This initiative will increase accessibility to college through pairing students with appropriate aid.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$18,900
Tutoring/Student Success: The expansion of tutoring and creation of a peer mentoring program along with the addition of instructional aides to help coordinate the program essential for student success. Tutoring supports access by providing academic support needed by students and the development of the peer mentoring program will be beneficial to the success of our students. Includes Learning Center.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$275,802
Student/College Communication Structure: It is critical that we maintain effective communications with our students and staff. This project will increase the ability for students to access information about college processes. Clear communication that is "user friendly" is crucial for student access to the college.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$0
Total for Student Support		\$844,347

Cañada College Measure G
Course and Program Innovation

Resource Request	Measure G Criteria	Planned Amount
		2012-13
Instruction/Bridge Programs: The MATH JAM and WORD JAM programs have proven to significantly improve student success by providing more intensive orientation to students prior to the beginning of the semester. These types of programs improve access to English and math courses for students who need some refreshing - for example the WORD and MATH JAMS helps students place into higher English and math courses thus decreasing their time to completion. PEP (Priority Enrollment Program) for our local high school seniors.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs; Maintaining core academics including Science, Math and English	\$79,420
Workforce Development: The college has been missing out on numerous opportunities to expand workforce and internship training for our students. This project provides a focus on the development of job training programs and creation of partnerships with area businesses. The Workforce Development office assists in the development of curriculum for these job training courses. Due to the high demand in CTE areas, increasing student access to courses and programs is essential. Student success increases when programming meets both the student's needs and the community needs and students are able to obtain jobs as a result of their education. The opportunities for students to expand their experience by participating in internships and career workshops will be important to their success.	Preserving job training programs in nursing, healthcare, computers, engineering, green technology, and digital arts	\$123,570
Basic Skills Success: The funding for our basic skills activities has been significantly reduced from our original allocation. It is important to maintain support services directed at improving the basic skills students - particularly those who are first generation. Counseling and academic support are for student success.	Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs	\$75,000
Student Leadership Program: Student engagement is an important aspect of student success. This Leadership Program encourages our first generation students to become active in the campus community and provide skill development workshops where they can become successful. This activity has been conducted through the Student Life and Leadership Development Office the past two years. We are now expanding activities to create a program to promote student leadership and engagement through service learning.	Preparing students to transfer to four-year colleges & universities	\$1,000
Trustees Funds Projects: Nine projects were funded and all projects were completed at the end of Summer 2012.		\$12,170
Faculty Participation: Many programs need the involvement of faculty including adjunct but there are no resources to support their participation. Stipends are provided for faculty to meet with and work with the departments and divisions on various initiatives that require their participation and input, such as curriculum development, professional development, student learning outcomes, assessment cycle work, and program review.	Attracting and retaining qualified instructors	\$37,230
Total for CAN Innovation		\$328,390

College of San Mateo 2012-13 Measure G Plan
Summary

Resource Plan	Planned Amount	Measure G Criteria	Planned	Amount
			Amount	Expended
	FY 2012-13		FY 2011-12	
Instruction Plan: The college will use Measure G funds to maintain its 2011/12 level of course offerings and also continue to expand offerings in well-documented, high-demand areas that are consistent with Board core values. Some library services will be restored to meet student demand at peak times.	\$1,808,974	<p>Restore funding to offer an adequate number of classes and labs to meet growing student demand.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>Maintaining core academics including Science, English, and Mathematics.</p> <p>Attracting and retaining qualified instructors.</p> <p>Keeping libraries open and maintaining library services.</p>	\$1,522,202	\$1,513,429
Activities/Accomplishments 2011-12: <ul style="list-style-type: none"> Funded approximately 320 sections in math, English, science, career and technical education and other high-demand disciplines. Added sections for online offerings. Added library staff hours. The college increased enrollment in online course offerings by 45%. 				
Student Support Plan: The college has implemented many changes to its student support model. However, funding is needed to offer adequate counseling hours and provide appropriate classified staff support in high-demand areas. Finally, funding will continue to be used to provide operational support for the college's various learning centers and labs.	526,026	Maintain academic counseling programs and other student services to promote student achievement, graduation, and access to high-paying jobs.	433,726	413,441
Activities/Accomplishments 2011-12: <ul style="list-style-type: none"> A new counseling model was fully implemented. Additional counseling hours enabled the college to add drop-in appointments as well as expanded veterans and DSPS services. 1.0 FTE classified staff position restored to DSPS. Additional positions were allocated to Enrollment Services to implement Degree Works and other online tools. The college increased certificates awarded to students by 39% for 2011-12 as a result. 				
Course and Program Innovation Plan: The college will continue to offer innovation grants to support program and course-based innovative efforts. Funds allocated in 2011-12 for other innovative activities such as the Five in Five Initiative, Distance Education, and Scholarship of Teaching and Learning have not been fully exhausted. Thus, new funding will not be allocated to these activities until existing funds are fully spent.	15,000	<p>Preparing students to transfer to four-year colleges and universities.</p> <p>Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p>	444,072	217,292
Activities/Accomplishments 2011-12: <ul style="list-style-type: none"> Innovation grant criteria established and fully implemented. Distance Education plan completed and implementation of the plan started. Math Boost implemented. 				
Total Measure G Request	\$2,350,000		\$2,400,000	\$2,144,162

**College of San Mateo
2012-12 Measure G Plan
Instruction**

Resource Plan	Planned Amount
	FY 2012-13
Course offerings: The college will use Measure G funds to maintain its 2011/12 level of course offerings. The college will also use Measure G funds to expand offerings in well-documented, high-demand areas that are consistent with Board core values.	\$1,748,974
Library Hours: Funds will be used to help the library maintain and increase service hours	60,000
Total Measure G Plan: Instruction	\$1,808,974

**College of San Mateo
2012-13 Measure G Plan
Student Support**

Resource Plan	Planned Amount
	FY 2012-13
Counseling Hours: With additional funding, the college will be able to expand counseling and advising services to students to support their retention and success in meeting their educational goals. A portion of the funds will be used to provide additional intrusive, counseling services for students in the MultiCultural Center (MCC) and to support the Student Connections initiative. MCC provides support services to ethnically and culturally underrepresented students, including Foster Youth, while the Student Connections Initiative partners counseling and basic skills instructional faculty in providing support activities for students in their classes.	\$92,000
DSPS Classified Staff Support: A classified staff support position was added in the 2011-12 fiscal year. This position reflects a reinstatement of a previously unfunded position. Measure G funds were used to fund this position in 2011-12. Measure G funds will continue to be used to fund the position for the 2012-13 fiscal year.	98,335
Enrollment Services Classified Staff Support: Enrollment Services had a reduction in staff at the same time that the need for admission and admission-related services increased. Additional positions were added in 2011-12 and were funded with Measure G funds. The additional staffing has helped to update and maintain the technology that is used to meet student needs (e.g. DegreeWorks, IntelliResponse) and provide personalized services to students. Measure G funds will continued to be used to fund these positions in for the 2012-13 fiscal year.	119,924
Instructional Aid Positions: The college approved part-time instructional aid positions to support high-demand programs and learning centers and labs. Funding will continue for these positions in the current fiscal year.	176,259
Math Supplemental Instruction: Measure G funding will be used to provide tutoring services in the Math lab	30,000
Web Support: The college has moved many student services to an online format. Measure G funds have been allocated to support additional hours for the existing web-programmer analyst classified staff position.	9,508
Total Measure G Plan: Student Support	\$526,026

College of San Mateo
2012-13 Measure G Plan
Course and Program Innovation

Resource Plan	Planned Amount
Innovation Grants: The college will continue to offer innovation grants to support program and course-based innovative efforts. (Note: funds allocated in 2011-12 for other innovative activities such as the Five in Five Initiative, Distance Education, and Scholarship of Teaching and Learning have not been fully exhausted. No new funding will be allocated to these activities until existing funds are fully spent).	15,000
Total Measure G Plan: Course and Program Innovation	\$15,000

**Skyline College 2012-2013 Measure G Plan
Summary**

Resource Plan	Planned Amount 2012-13	Measure G Criteria	Planned Amount 2011-2012	Expended Amount 2011-2012
1310-Class Sections: Funding to maintain class sections that would otherwise not be able to be supported from the general fund. The College was able to add 149 class sections to the Fall 2012 semester and will be able to retain most sections in Spring and Summer 2013.	\$1,200,918	Funding to maintain core academics, including science, English and mathematics; preserving job training programs and preparing students to transfer to four-year colleges and universities.	\$1,200,000	\$1,378,345
Student Services: meet student demand in areas of (1) registration and admission services so students may enroll in classes, (2) EOP&S and Transfer Center Services, (3) Counseling services, (4) Financial Aid services and (5) expanded Library Hours and electronic library media	\$701,160	Provide academic counseling programs & other student services to meet increased student demand and promote student achievement, graduation & access to high-paying jobs / Keeping libraries open and maintaining library services	\$586,654	\$604,538
Course and Program Innovation (CPI): Supplemental Instruction, program accreditation, Learning Communities, Math Academy, New Certificate Development and Adjunct Faculty participation	\$447,922	Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting Preparing students to transfer to four-year colleges & universities Maintaining Core Academics Attracting and retaining qualified instructors.	\$563,346	\$343,120
Total Measure G Request	\$2,350,000		\$2,350,000	\$2,326,003

**Skyline College 2012-2013 Measure G Plan
Instruction**

Instruction Resource Plan	Planned Amount 2012-13
1310-Class Sections: Funding to maintain class sections that would otherwise not be able to be supported from the general fund. The College has been able to continue to support the added class sections per semester in addition to not reducing offerings. In Fall 2011 and Spring 2012, Measure G provided 57 CTE, 45 basic skills and 150 transfer class sections. The College spent the current year allocation for class sections, plus carryover from prior year.	\$1,200,918
Total for 1310	\$ 1,200,918

Skyline College 2012-2013 Measure G Plan
Student Services

Student Services Resource Plan	Planned Amount 2012-13
Library: Expand hours and offer services to meet student demand. Increase the use of technology and on-line resources for students.	\$59,014
Student Services: The college is responding to increased numbers of students accessing student services and a decrease in staff. To meet this need positions were added in Spring 2011 and need to continue through 2012-13. This will continue to enable the college to provide (1) registration and admission services so students may enroll in classes, (2) EOP&S, DSPS and Transfer Center Services, and (3) Financial Aid services.	\$397,557
Early Alert and Support for Students on Academic Probation: Continue the Early Alert system from faculty for students with academic issues and increase support for students on probation or dismissal status.	\$32,808
Transfer Initiative-2011/12: Increase the number of students transfer ready and transferring.	\$30,000
Degree Works: Program Service Coordinator to implement DegreeWorks across the District and Colleges	\$58,043
Career Center: Increase counselor support in the Career Center and additional resources	\$40,900
Veterans Resources: Increase staff for working with Veterans in program planning, benefits and student success.	\$28,889
College Entry and transitions from HS for at-risk students: Provide common outreach staff for High School and other partners.	\$43,949
Public Safety and Health Center Training: educating college faculty and staff in a number of areas for safety and health concerns	\$10,000
Total for Student Services	\$ 701,160

Skyline College 2012-2013 Measure G Plan
Course and Program Innovation

Course and Program Innovation Resource Plan	Planned Amount 2012-13
Attracting Adjunct Faculty Participation: Many programs need the involvement of the adjunct faculty for creating and assessing institutional, program, and course student learning outcomes. This request would provide stipends for adjunct faculty to meet with and work with the departments and divisions on this initiative to include scoring rubrics and other SLO assessments.	\$20,000
Paralegal Program Accreditation: Currently, our Paralegal Program is not ABA (American Bar Association) Accredited. This hurts students in an increasingly competitive job market. This is a request to undergo the process for accreditation. It is a two-year process. Funding requested in this cycle is to pay for faculty release time to prepare the self study, the accreditation, membership fees, and travel.	\$9,000
Innovation Projects: These projects will provide direct benefits to students by enhancing student learning and student success by helping support the innovation fund and Program Improvement Fund	\$25,000
Early Childhood Education Program: The ECE Program is in need of additional opportunities in student internships for on the job training. This funding will provide for additional staff oversight of these internships.	\$24,970
Weekend College for Working Adults: modeled after other successful programs the College will increase degree and transfer awards to those adults that typically work and unable to attend college on the usually offered schedules. This is typically a weekend college.	\$6,166
Basic Skills/College Success Initiative: funding has been significantly reduced from our original Basic Skills Initiative allocation. The coordinating committee has recommended that the following programs be preserved to meet student demand and success in the basic skills courses: (1) Prep for Placement Test - \$16,000, (2) Hermanos/Hermanos learning community – \$27,000 (3) First Year Experience Learning Community- \$12,000, (4) ASTEP Math Academy Counseling – \$48,000, (5) Tutoring - \$10,000, (6) Supplemental instruction in math and English - \$65,274 (7) Math and English acceleration - \$7,334, (8) Tutoring for Scholar Athletes - \$3,000	\$188,608
Project Management/Construction Management Certificate: A Project/Construction Management Certificate would provide training for individuals interested in taking on management responsibilities in the multiple industries. Skyline would concentrate in the areas of green technology and construction	\$20,736

Course and Program Innovation Resource Plan	Planned Amount 2012-13
The Leadership Academy – the Learning Center: Continued development of the Leadership Academy as an innovative program designed to facilitate leadership skills amongst students. Using the concept of Theory to Practice, this initiative will be founded on the Social Change Model of Leadership Development (7 C's). This program will serve as a resource for students to build on their out-of-class experiences that many of the UC's, CSU's and private schools look for.	\$8,320
Distance Education Coordination, training, development and support to increase online degrees and certificates. Components of this initiative will include coordination, training for online instruction, instructional design and support.	\$20,000
Sojourns to the Past: project to connect students to the civil rights movements in American history and offer classes to students at both the community college and high school level	\$15,000
Business Entrepreneurship Certificate: The Business faculty in working with the CITD began developing a general certificate during the Spring 2011 semester in Entrepreneurship. The Business Division has now an approved certificate and degree in entrepreneurship. This project would now create curriculum around environmental technology. In this current economic situation there is a great demand for entrepreneurial focused programs.	\$17,893
Basic Skills/College Success Initiative: funding has been significantly reduced from our original Basic Skills Initiative allocation. The coordinating committee has recommended that the following programs be added to meet student demand and success in the basic skills courses: (1) Chemistry Supplemental Instructions and recitation hours - \$7,334, (2) Completion by Design implementation and process - \$30,000, (3) STEM Career focus in Learning Communities - \$14,688 (4) Math STEP - \$9,447	\$61,469
Automotive Program Curriculum Innovation: The Automotive faculty have been creating new programs and pathways for students to enter and complete certificate degrees. This project would develop certificates and degrees in new auto green technology and internships with Honda.	\$30,760
Total for Course and Program Innovation	\$447,922

MINUTES

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

December 14, 2011

The meeting was called to order at 8:48 p.m. by Secretary Mandelkern

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

Absent: President Holober

Approval of Minutes of the December 15, 2010 meeting

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

Naming of Officers for 2012

Secretary Mandelkern said that in accordance with the bylaws of the Financing Corporation, the officers for 2012 will be:

President – Board of Trustees President Dave Mandelkern

Vice President – District Chancellor Ron Galatolo

Secretary – Board of Trustees Vice President-Clerk Helen Hausman

Treasurer – District Executive Vice Chancellor Kathy Blackwood

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

President Mandelkern announced that the next scheduled meeting of the Financing Corporation will be held on December 5, 2012.

It was moved by Director Miljanich and seconded by Secretary Hausman to adjourn the meeting. The meeting was adjourned at 8:55 p.m.

Submitted by

Helen Hausman
Secretary