

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 27, 2013
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- 13-2-1 [Minutes of the Study Session of January 9, 2013](#)
- 13-2-2 [Minutes of the Regular Meeting of January 23, 2013](#)
- 13-2-3 [Minutes of the Annual Board Retreat of February 17, 2013](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

- 13-2-6C [Recognition by the Board of Nominees for the 2013 California Community College Classified Employee of the Year Award](#)

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

- 13-2-7C [Distance Education and Structured Training for Online Teaching \(STOT\)](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 13-2-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

- 13-2-1CA [Ratification of November and December 2012 District Warrants](#)

Other Recommendations

- 13-2-2B [Approval of Community Education Youth Program, Summer 2013](#)
- 13-2-3B [Approval of Curricular Additions – College of San Mateo and Skyline College](#)
- 13-2-100B [Acceptance of 2012-13 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2012](#)
- 13-2-101B [Adoption of Resolution No. 13-2 Electing to Receive Tax Revenue Pursuant to Former Health and Safety Code Section 33676\(A\)\(2\), Millbrae](#)
- 13-2-102B [Approval for Categorical Funding Transfers](#)

INFORMATION REPORTS

- 13-2-8C [2013 Contractor Prequalification Update](#)
- 13-2-9C [Results of 90-Day Public Comment Period on Potential Trustee Area Boundaries and Map](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: **Skyline College** – Visual Communications Coordinator, Marketing, Communications & PR; Instructional Technologist, Vice President of Instruction; **District Office** – Groundskeeper, Facilities/Public Safety; Director of Technical Support Services, Information Technology Services
 - B. Public Employee Discipline, Dismissal, Release
 - C. Establishment of Equivalency to Minimum Qualifications
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFSCME, AFT and CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
January 9, 2013, San Mateo, CA**

The meeting was called to order at 6:03 p.m.

Board Members Present: President Helen Hausman, Vice President Karen Schwarz, Trustees Richard Holober, Dave Mandelkern, Patricia Miljanich (arrived at 6:25), and Student Trustee Bailey Girard

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley (arrived at 7:30), and District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the minutes of the December 6, 2012 meeting of the Board. Vice President Schwarz asked that the minutes be amended to state that Trustees Holober, Mandelkern and Schwarz were the Board members present at the initial closed session of December 6. Trustee Mandelkern asked that his statement, under "Statements from Board Members," be amended to delete the reference to a new office being held by Assemblyman Rich Gordon. With these corrections, the motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Jeanne Back read a letter, dated January 8, 2013 and signed by Bob Riskin, Secretary/Treasurer of the Citizens for a Green San Mateo, requesting that the Board work with Citizens for a Green San Mateo to resolve the issues around the existing lawsuit filed by the group. A copy of the letter is attached to the official minutes of records.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-1-1A)

It was moved by Trustee Holober and seconded by Student Trustee Girard to approve the actions in Board Report No. 13-1-1A. The motion carried, all members present voting "Aye."

Other Recommendations

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2013-2014 (13-1-1B)

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to adopt the calendar as presented. The motion carried, all members present voting "Aye."

STUDY SESSION

UDACITY – MASSIVE OPEN ONLINE COURSES (MOOCs) (13-1-1C)

Chancellor Galatolo said there are many people who cannot come to a campus at a given time to take a course or who simply prefer to take courses online. He said online instruction is not a new concept, but Udacity's delivery method is new in that it takes into account human cognition and integrates the textbook into the course. Courses offered by Udacity currently can be taken at no cost to the student. Udacity is interested in developing a partnership whereby they would offer credit courses at an affordable price.

Chancellor Galatolo said the recently passed AB 1456 (Student Success Act of 2012) requires community colleges to have a common universal placement exam. There is currently a 70% failure rate statewide for those who take math and English placement tests. Udacity potentially could improve students' ability to pass the tests by offering preparatory instruction. In addition, Udacity could assist faculty in designing remedial courses. They might also help reduce waitlists for courses and offer simulated lab courses.

Chancellor Galatolo said that on January 15, Governor Brown will hold a press conference announcing a partnership between Udacity and San Jose State University to deliver credit courses. He said that, hopefully, the District will at some point participate in the partnership to address the broader needs of students who want to pursue alternative means of learning.

Chancellor Galatolo introduced Sebastian Thrun, co-founder of Udacity. Dr. Thrun said that on June 16 of last year, Governor Brown called him to brainstorm ways to help students in need. Since then, he has worked to better understand how to help these students. At the upcoming press conference, San Jose State University and Udacity will announce an agreement to develop a pilot program focusing on math classes that students must complete to succeed in college.

Dr. Thrun said that 17 months ago, he was a professor at Stanford University and a Vice President at Google. He decided to offer one of his Stanford classes online and sent an email announcing that the course would be free, students would be graded the same as Stanford students taking the course in the classroom, and the homework assignments would be the same. The response was overwhelming and, while the online class did not eventually take place, it garnered considerable publicity. Stanford subsequently developed the Coursera platform for online delivery and other institutions developed systems as well. The New York Times called last year "the Year of the MOOC."

Dr. Thrun said that, while some others focused on the number of students who signed up for online courses and how this would affect traditional education, he focused on a pedagogy suited to online learning and how it differs from the classroom. He decided not to try to simply replicate the classroom experience by recording lectures. Instead, exercises were recorded and help with the exercises was provided, giving students immediate feedback. This model provides students with time to practice until they feel competent, resulting in a sense of achievement. Dr. Thrun showed an example of one math question, demonstrating that there are different ways of thinking about questions and different creative ways to solve problems. He said that students who fail in math often think there is only one correct formula.

Dr. Thrun said Udacity offers classes in various subjects. In partnership with San Francisco State University, they are now offering remedial algebra, college algebra and introductory statistics. Dr. Thrun said Udacity is combining the best practices of the online world with the new medium. He said he is excited about the medium and, although there is more to be learned about its effectiveness, there is some data showing positive learning results.

Dr. Thrun said Udacity might be able to offer assistance with: reducing waitlists, exam taking, proctored exam solutions, refreshers, and providing classes that will be at least equivalent to the classroom setting in learning effect for many students. High school students would benefit greatly from gaining exposure to community college education, which could drastically enhance their college readiness and reduce their time in college. He said there is much more to education than sitting before a computer and answering questions. Udacity has added a strategic plan for a system that adds human mentoring and supervision and a human helpline. Dr. Thrun said the availability of help is essential and Udacity aspires to have help available instantaneously. He said there will be a charge for credit courses to cover the cost of these additional services.

Dr. Thrun introduced his colleagues, Clarissa Shen and Stuart Frye, who provided brief statements about their professional backgrounds and how they relate to their work at Udacity. Dr. Thrun said he, Ms. Shen and Mr. Frye were available to answer questions from the Board.

President Hausman asked if there are subjects that do not lend themselves to online learning. Mr. Thrun said areas that do not lend themselves well are physical exercises, subjects that are highly discussion focused, and upper

division classes. He said that at times a blended model can be used. Trustee Mandelkern asked if any of Udacity's classes have been offered in a blended format. Ms. Shen said the blended format has been used in the high school system where teachers have used Udacity as supplementary to their classroom instruction.

Trustee Holober asked about the status of Udacity's offering of college-level credit courses within the California State University System. Mr. Thrun said that at the a press conference which will be held tomorrow, a pilot program between Udacity and San Jose State University will be announced. For the pilot, an outside firm has been hired and individuals will specifically evaluate assessed outcomes. The assessment is not based on performance on a final exam, but rather on whether students understand the subject matter to the extent that they can apply it in similar situations. The pilot will also evaluate different ways of interacting with students, e.g., peer groups, mentors, email reminders, etc.

Trustee Holober asked Dr. Thrun whether Udacity provides technical assistance to faculty or whether it creates the curriculum and provides the instruction. Dr. Thrun said that in some cases, Udacity has invited instructors to do the entire class and in some cases, Udacity has done the entire class under the oversight of the instructor. He said the instructor is always authorized to be in charge of the course syllabus and what will be learned. Dr. Thrun said that not every great classroom teacher is great in this medium and Udacity works with instructors to provide training. He said the constant rule is "students first."

Trustee Mandelkern asked if Udacity will provide an instructional design methodology and an authoring tool set to outside instructors or if Udacity staff will build all course content. Dr. Thrun said Udacity has a draft version of an iPad based system that everyone could use. However, he would not advise offering only this as an authoring tool to design classes; he would recommend heavy involvement of Udacity's instructional designers. Ms. Shen said Udacity can surround the instructor with a production team. She said they have had a year of experimentation and have learned much about what works and what doesn't work.

Trustee Miljanich asked about students who do not have access to technology. Ms. Shen said many charter schools that have become engaged with Udacity have mentioned this and have provided hours of access in a lab environment as well as support. She said the Gates Foundation is also offering some scholarships to students who are considered disadvantaged. Dr. Thrun said there is also widespread use of smart phone-based learning. Mr. Frye said Udacity staff is trying to be creative in thinking about ways to close the digital divide.

Charles Jones, District IT Support Technician, asked Dr. Thrun how he envisions this educational method looking five years from now. Dr. Thrun said he believes there will be much more access. He said high school students will be able to work at their own pace and take college classes earlier. They also will be able to take classes that foster readiness, leading to larger numbers of students attending college and graduating earlier. He said there might be more emphasis on the part of faculty on upper division classes as opposed to remedial courses.

Trustee Mandelkern said Udacity's course content seems quite linear and asked if it is adaptive to build in remediation or advancement. Dr. Thrun said this is a problem and the next step is to work on making it nonlinear. Ms. Shen said Udacity has experimented in larger classes by providing links to additional content.

President Hausman asked Dr. Thrun if he sees students using Udacity and traditional education simultaneously. Dr. Thrun said he does see this. Chancellor Galatolo said students might use Udacity to both prepare for a uniform placement test and to take the test. He said this could be a segueway into traditional community college classes. He said another possibility is for students to take undergraduate classes through Udacity and upper level classes in a classroom setting. Ms. Shen said she does not believe online courses will ever completely replace classroom learning but students may not need to spend four years on a campus. President Hausman asked when Udacity expects to achieve its goals. Dr. Thrun said it has achieved goals already, as it has had almost one million signups and has issued approximately 70,000 certificates.

Executive Vice Chancellor Keller asked if the course material is available in different languages. Dr. Thrun said it is not currently language specific but nothing would preclude this and it would not be difficult to do.

Trustee Holober said the District has worked over the past few years to develop online courses which have been growing. He asked how Udacity's offerings would fit in with this. Chancellor Galatolo said the District has put time, effort and money into online education, led by Vice Chancellor Jing Luan and Distance Education Instructional Design Coordinator Peter Bruni. Chancellor Galatolo said the District is looking for the best delivery model and, if the Board supports the Udacity model and the team believes in it, he believes the transition to this type of platform can be made. He said this is a fundamentally different way of teaching in that it is more dynamic, takes human cognition into consideration, and supports the use of cohorts.

Skyline College President Stanback Stroud said Udacity could offer instructional technology resources for those instructors who are interested in online teaching and said community colleges teachers deserve these resources. She said the hybrid model is attractive and noted that a high percentage of instructors already use technology to support their courses. President Stanback Stroud said there are fundamental questions to explore, such as students not being able to tell if there are prerequisites for the courses. Dr. Thrun agreed that this is a problem and said there are various ways to explore correcting it.

Trustee Mandelkern said he is interested in Udacity's pedagogical model and instructional design philosophy. He asked Dr. Thrun to compare and contrast Udacity's approach with that of Kahn Academy. Dr. Thrun said Kahn Academy's approach traditionally has been lecture based. He said that Kahn explains material better than most and students can watch the lessons many times. He said that what Kahn has not done traditionally, but is doing more now, is to offer exercises.

Vice Chancellor Luan said he believes it would be a significant advantage for the District to become an early adopter of the technology advantages Udacity can offer. He said the services of Udacity can also be helpful in international education because orientation to college for the outside world has often been stopped by a lack of technology support.

College of San Mateo President Claire said he is pleased that Udacity is starting with a developmental math course because he believes this is an important investment in a community college system. He asked if Udacity has taken students who have learning disabilities into account. Dr. Thrun said Udacity needs to consider this more and make adjustments as it analyzes data about where students are having problems. Ms. Shen said Udacity's approach to math is to offer multiple approaches and to value students' intuition.

Trustee Mandelkern said that while engaging content is an important element of learning, a learning management system (LMS) is also needed. Dr. Thrun said Udacity does this with tools such as a tracking system and a transcript management system. Ms. Shen said that while Udacity's expertise is in online learning pedagogy, it tries to make it as easy possible for teachers to integrate into their current LMS systems.

Trustee Mandelkern said that if Udacity's method is to be used for mathematics, it will need an entire series of courses that layer and it will need to be managed. He said that while the existing LMS probably could be used, it is also necessary to have enough content pieces to make it coherent. Dr. Thrun said the problem will be solved as the system evolves and that one year from now, the math curriculum will be much more coherent. Ms. Shen said that rather than making the curriculum prescriptive, Udacity would like to work with teachers to determine the correct sequencing of courses.

Trustee Holober asked if Udacity has developed ways to deal with cheating. Ms. Shen said there are multiple approaches. Udacity's platform includes online proctored exams using webcams to capture students taking the tests. Students can also go to a testing center to take a proctored exam. Chancellor Galatolo said he believes the vast majority of students take online classes to achieve skills in order to succeed. He said if a student gets a degree through cheating and applies for a job, it will become quickly apparent that the student does not have the competency necessary to succeed. Chancellor Galatolo added that most instructors do not routinely check the IDs of students in their classes to verify that the registered student is the one attending the class.

Trustee Miljanich said young people today are more comfortable with technology and a platform like Udacity's has the potential to positively change education. She said that what community colleges do is affected by what is happening at the elementary and high school levels. She said it is not possible for most teachers to provide

opportunities to all of their students who learn at many different levels. Dr. Thrun agreed and said that when students fail to understand the material, it affects their self-confidence. He added that if students are required to repeat a class, it is most often presented in the same way and does not consider differing learning styles.

Trustee Mandelkern asked Dr. Thrun what his vision of the business model is. Dr. Thrun said the course content is free because Udacity believes in providing access to basic materials for everyone. However, he said services such as mentoring and proctoring incur a cost and will be charged to students as tuition. He said the cost per student will not be high, particularly if a large number of students enroll in a class. Trustee Mandelkern asked whether it will be Udacity or the District that charges students for the services. Dr. Thrun said the right amount of tuition to charge and the details regarding collection can be worked out. He said he is very confident that Udacity can offer classes for at least the same level of tuition being charged now, without any government support. He estimates that the cost will be \$40-\$60 per student per class.

Chancellor Galatolo said he is concerned about how the Accrediting Commission will perceive this, particularly in light of their inability to see progressive change as a means of enhancing teaching and learning. He said he believes the Commission will eventually catch up but could, in the short term, put the District's accreditation status at risk. Chancellor Galatolo said he believes the strategy that might work best is to create a groundswell of interest, with many students participating and data showing it is an effective means of teaching and learning. Dr. Thrun said Udacity has strong support from Governor Brown and the U.S. Department of Education and there is momentum to move ahead. He said that if a large number of students report positive experiences, it would be difficult to say it is not working.

Trustee Mandelkern asked Dr. Thrun if he has learned of any advantages of having a massive number of students taking a class as opposed to a small class. Dr. Thrun said one advantage is economy of scale. He also said large numbers of students can participate in a global discussion forum allowing students to pose questions. He said students more often than not become instructors as they answer the questions. He added that the time it takes to find an answer is strongly correlated with the number of students participating. Ms. Shen said students benefit from exposure to all of the different points of view. Mr. Frye said there are social and emotional benefits as students interact with others and feel they are not alone.

Jim Petromilli, Coordinator of Distance Education and Technology at Skyline College, asked if Udacity has worked with anyone in the flipped classroom model. Ms. Shen said Udacity has supported high schools that are doing this.

Trustee Miljanich said she is very interested in pursuing this discussion for a variety of reasons and asked what the next steps will be. Chancellor Galatolo said this was a presentation and question and answer session only. At the upcoming Board Retreat, there will be further discussion and a request to get direction from the Board.

Vice President Schwarz said she has learned a lot from the discussion. She said her goal in being involved in public education is to offer options and alternatives to students and she believes working with Udacity could be a wonderful opportunity to do this. She said it would be a wonderful challenge for the District to take on at the beginning and to pursue and learn more. Dr. Thrun said that if the focus of the debate is on the benefits to students, almost all obstacles will go away. He said he believes a CSU coalition of the Chancellor's Office, professors and unions is close. Chancellor Galatolo said the community college system has a very different Chancellor's Office and Accrediting Commission and it will be more difficult to achieve a coalition.

Trustee Mandelkern asked Academic Senate President Bennett if the Academic Senate has looked into MOOCs in general and Udacity in particular. Professor Bennett said the Senate has started discussions. Udacity attended the December Senate meeting and is scheduled to come back in March. She said there are mixed reviews and there were suggestions to form a task force and possibly conduct a pilot program. Professor Bennett said the Senate recognizes that the platform is not for everyone but it could provide a resource to support faculty.

Trustee Holober said the focus should remain on student outcomes and student success. He said his comment regarding cheating applies to both in person and online learning as he believes in accountability and rigor in all cases. However, he said this is a technical issue. He said his concern is that this is new and unproven. He said he

has an open mind and it could be exciting to participate at the beginning and benefit as early adapters. Trustee Holober said he is impressed with the presentation by Udacity, but would like to follow the District's due diligence process and look at other providers.

President Hausman thanked Dr. Thrun and his team for an enlightening presentation. She said the Board will look forward to further discussion at the Board Retreat.

Trustee Hausman introduced Cañada College President Larry Buckley who arrived late due to car problems.

RECESS TO CLOSED SESSION

President Hausman said that during Closed Session, the Board will consider the personnel items listed as 1A, 1B and 1C on the printed agenda.

The Board recessed to Closed Session at 8:35 p.m.
The Board reconvened to Open Session at 9:30 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:32 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 27, 2013 meeting.

Karen Schwarz, Vice President-Clerk

January 8, 2013

Board of Trustees
San Mateo Community College District

Re: Citizens for a Green San Mateo Lawsuit

Dear Trustees:

Citizens for a Green San Mateo (Citizens) is a group of Hillsborough residents deeply concerned about the loss of over 200 large-growth trees that were cut down by the District's contractor two years ago. The tree-cutting eliminated the dense green buffer that had existed for decades between the College of San Mateo campus and our adjacent Hillsborough neighborhoods. Citizens tried to negotiate with District staff for appropriate mitigation for the loss of the trees, but when that failed, there was no choice but to file a lawsuit to obtain relief.

The San Mateo Superior Court has now ruled that the District violated the California Environmental Quality Act when it failed to conduct environmental review before cutting the trees. The Court has ordered the District to study the impacts of the tree-cutting and to adopt mitigation for the loss. Judge Cretan noted that "considerable mitigation" is possible. In the meantime, demolition and construction of the roadways, parking lots, lighting structures and paths in connection with the North Gateway Project are now stayed by the Court.

Now that the Court has ruled, we ask the Trustees to work with our group on an appropriate mitigation plan. We do so for three compelling reasons. First, it makes no sense for the District to continue to spend taxpayer money on litigation when a non-litigation solution is close at hand. The Superior Court has thoroughly considered the District's legal positions and has found them meritless. Second, given the injunction against the construction of critical phases of the North Gateway Project, prompt resolution is in the District's interest.

And third, there is now a renewed opportunity for the Board of Trustees to work with Citizens to find a mutually acceptable resolution of our respective needs and concerns. The College of San Mateo and this Board pride themselves on being good neighbors, often speaking about the close proximity of the campus to the Town of Hillsborough and the City of San Mateo. The spirit of neighborly cooperation is sorely needed now. Citizens applaud CSM as a major asset to the community that educates and enhances area residents. It is time to put this litigation aside, find a solution, and co-exist as compatible neighbors.

We invite the Trustees' personal involvement in resolving this issue with us and look forward to meeting with you.

Respectfully submitted,



Bob Riskin, Secretary/Treasurer
Citizens for a Green San Mateo

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
January 23, 2013, San Mateo, CA**

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

Board Members Present: President Helen Hausman, Vice President Karen Schwarz, Trustees Richard Holober (arrived at 6:20, after presentation of the four audit reports), Dave Mandelkern and Patricia Miljanich, Student Trustee Bailey Girard

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

President Hausman said a number of events have occurred over the past several months that caused her to reflect over the holidays. A personal issue is that she is experiencing problems with her eyes. She is working on resolving the problem but does not know what the future holds. President Hausman said she wants to inform her colleagues that she is considering retiring from the Board but does not have a date and is not making any announcement tonight. She will be at future meetings, including the Board Retreat. She asked Vice President Schwarz to chair the meeting tonight.

DISCUSSION OF THE ORDER OF THE AGENDA

Vice President Schwarz said that in order to accommodate the auditor, it was requested that items 13-1-100B through 13-1-103B be placed first on the agenda. There were no objections from the Board.

RECEIPT AND ACCEPTANCE OF THE 2011-12 DISTRICT AUDIT REPORT (13-1-100B)

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to approve the audit as presented. Auditor Xiupin Guillaume of Vavrinek, Trine, Day & Co., LLP, said the audit covers the period July 1, 2011 to June 30, 2012. The purpose of the audit is to provide an opinion on whether the District's financial statements are fairly stated. She said the auditor issued an unqualified opinion, meaning that the District's financials are fairly stated. Management's Discussion and Analysis is shown on page 5. The District's financial statements are shown on pages 19-25 and show that the District ended the year with total net assets of \$111 million. Page 63 shows that there were no audit adjustments. Summaries of findings are shown on pages 78-82; the findings are related mostly to attendance accounting and reporting. Management's Response and Corrective Action Plan is included at the end of each finding. There are no questioned costs associated with the findings.

Trustee Mandelkern said the auditor's letter to the Board of Trustees and Management mentions that they became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. He said that the issue of internal controls around inventories of materials is not addressed in the list of recommendations or in the notes accompanying the financial statements. He said that, given that the District suffered losses believed to be in excess of \$100,000 due to employee fraud, he is surprised that this is not addressed as an issue of internal control. Ms. Guillaume said the auditor does not issue an opinion on internal controls. It reviews them but this is not an extensive part of the audit. Executive Vice Chancellor Blackwood said this issue was discussed with the auditors. She said that in terms of the District as a whole, the losses did not represent a material amount of money. She noted that it was the District's own internal control procedures that uncovered the fraud. Nevertheless, the District has engaged a different audit firm, Crowe Horwath, to review the District's internal controls and is awaiting the results. Trustee Mandelkern said it would seem that a commentary on this issue would be warranted since the auditor did make comments about student accounts receivables and other items that are comparable in terms of dollar amount. After this discussion, the motion to approve the receipt and acceptance of the District audit report carried, all members present voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2011-12 KCSM AUDIT REPORT (13-1-101B)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the audit as presented. Ms. Guillaume said the opinion of the auditors for both KCSM-FM and KCSM-TV is unqualified. KCSM-FM ended the year with net assets of \$1.1 million, an increase of \$244,000 from the previous year. The indirect support from the District was approximately \$275,000 for the year. KCSM-TV ended the year with net assets of \$3.3 million, a decrease of \$890,000 from the previous year. Approximately \$650,000 of the decrease was due to depreciation expense. Support

from the District was approximately \$960,000 for the year. There were no findings or audit adjustments. The motion to approve the audit report carried, all members present voting “Aye.”

RECEIPT AND ACCEPTANCE OF THE 2011-12 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (13-1-102B)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the audits as presented. Ms. Guillaume said the opinion of the auditors is unqualified. Measure A had a balance of approximately \$40 million at the end of the fiscal year, available to be spent on remaining projects. Total expenditures for the year were approximately \$22.5 million. There were no findings or adjustments. The motion to approve the audits carried, all members present voting “Aye.”

RECEIPT AND ACCEPTANCE OF THE 2011-12 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT (13-1-103B)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to accept the audit report as presented. Ms. Guillaume said the opinion of the auditors is unqualified. The fund at the end of the fiscal year was approximately \$26.6 million. The contribution from the District was approximately \$10 million. There were no expenses other than administrative expenses to oversee the fund. Supplementary information is included on page 9. The motion to approve the audit report carried, all members present voting “Aye.”

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said it is important to note that the auditor found no adjustments and this is a testament to the District team, including Executive Vice Chancellor Keller, Executive Vice Chancellor Blackwood and Chief Financial Officer Raymond Chow.

Skyline College President Stanback Stroud said Environmental Science Professor Bruce Greenstein received a San Mateo County Sustainability Award. Professor Greenstein created the Solar & Building Science Learning Center at Skyline College. The Center for International Development (CITD) has made strong connections with business and industry and is working on the Success Summit scheduled for October. More information on CITD is included in President Stanback Stroud’s written report. Students in the Youth Entrepreneurship Program at Skyline College participated in the Student Business Plan Competition. Winners receive monetary awards to help get their businesses started. Skyline College hosted the San Bruno Chamber of Commerce State of the City address and installation of board members.

College of San Mateo President Claire said that, beginning in fall 2013, the College will offer a new certificate program in astroimaging and observatory operation, the first of its kind in the nation. President Claire said that one piece of data considered in the program review process is student success and retention. He said a significant achievement gap has been identified with respect to the 18 to 22 year old demographic. The College is taking action to try to close this and all achievement gaps. Last fall, under the leadership of Vice President Jennifer Hughes, College of San Mateo engaged a consultant and went through a business process analysis using a systems approach, similar to Completion by Design. This involves looking at every interaction and process that students in the incoming freshman class go through with the College, from the time of the first contact in high school through the completion of the freshman year. The College will map the processes and change those that do not work, as much as possible within the law.

Cañada College President Buckley said Professor Michael Hoffman and five students gave presentations about Math Jam at the joint conference of the Mathematical Association of America and the American Mathematical Society. President Buckley said that today’s basic skills students are tomorrow’s transfer students and Math Jam is one of the programs that helps these students succeed. President Buckley said Cañada College has added several new employees funded by the Hispanic Serving Institution grant; more information on this is available in President Buckley’s written report. President Buckley said the Associated Students of Cañada College has agreed to provide \$900 to support the STEM Speakers Series, which will be held on Wednesday nights beginning January 30 through March 27. The first speaker will be Juan Orduna, Senior Scientist at SRI International.

Executive Vice Chancellor Keller said Governor Brown introduced his proposed 2013-14 budget on January 10. He said it is different than most budgets in the recent past in that it: talks about only one year; does not depend on a non-existent tax; does not have automatic triggers; is a non-deficit budget; and the LAO has confirmed the numbers as being reasonable estimates. Executive Vice Chancellor Keller said the District will be affected differently by the 2013-14 budget because it is now a basic aid district.

Executive Vice Chancellor Keller said the proposed budget includes a 5% increase for the community college system, with a \$196.7 million increase in apportionment. It is not clear how this will be split between COLA and enrollment restoration. He said he believes that anything that affects COLA will not be quite as good for the District because the District's increase will be dependent on assessed valuation and property taxes. Anything that affects enrollment restoration will be good because there are still some things that will impact the District based on enrollment, such as Proposition 30, lottery funds, and Proposition 39 (energy dollars) which the Governor proposed to distribute on an FTES basis.

Executive Vice Chancellor Keller said there is no change proposed in student fees except a five-fold increase for students who exceed a proposed 90-unit cap. There is \$179 million in deferral buy-down; this does not affect basic aid districts because they receive property taxes in December and April rather than having to wait until the following year to receive funds. \$49.5 million is proposed for Proposition 39 for sustainability projects and training. This amounts to \$45 per FTES but probably will be adjusted because small districts would receive very little money for projects. \$16.9 million is proposed for online efforts, indicating an emphasis to put more money into this effort. The Governor proposes shifting \$300 million from K-12 to community colleges for adult education, focusing on ESL, high school graduation and GED, citizenship, and vocational education. The impact on the District, including potential partnerships with K-12 districts, is not clear. There is also a \$15.7 million shift from K-12 to community colleges for apprenticeships. The proposed budget continues to shift more items into Proposition 98, allowing the Governor to fulfill the Proposition 98 promise by changing the definition.

Executive Vice Chancellor Keller said the following issues concern him because they would limit student access:

- The five-year phase-in of the change in apportionment which would calculate enrollment based on end of term rather than census. This would decrease the burden on the State because it reduces the FTES count.
- The requirement that BOG waiver applicants complete the FAFSA, which some students do not do for a variety of reasons.

Executive Vice Chancellor Keller said he also is concerned about the Governor's proposal to roll categorical funds for K-12 into a new funding formula. Under the new formula, basic aid districts would be defined as districts whose local property taxes equal or exceed their district's revenue limit. Those districts would continue to retain local property taxes in excess of their revenue limit. Executive Vice Chancellor Keller said that while the proposed budget couches this as restoring local control, its true intent is to take local property taxes and use them to redistribute wealth. He said this will greatly affect K-12 districts in San Mateo County and may eventually affect the District.

Chancellor Galatolo said he is very concerned about categorical funding being folded into the funding base for K-12 because any funding folded into the base disappears. He said he believes it is only a matter of time until the Governor makes the same recommendation for community colleges. In that case, he would recommend to the Board that the District not accept the funds and instead build its own programs for those students who are currently being served by categorical programs. Chancellor Galatolo said he also does not agree with the League's evaluation that some items are revenue neutral, particularly the shift in calculation of enrollment from census to end of term. He said he will raise issues about the proposed budget when he attends the Chief Executive Officers of the California Community Colleges (CEOCCC) meeting on January 27. He said the District also should work with local legislators to make sure they understand what the budget means for the schools in their district.

District Academic Senate President Bennett said the Academic Senate invited the State Academic Senate's Distance Education Committee to its December 10 meeting to share their thoughts and concerns about Massive Online Open Courses (MOOCs). In addition, the District Distance Education Advisory Committee and the Academic Senate will hold a joint meeting on February 13 to open a Districtwide discussion with faculty regarding MOOCs. Udacity will be asked to make a presentation at this meeting, after which faculty will be provided an opportunity to ask questions and express concerns. President Bennett said she is working with Peter Bruni, Distance Education/Instructional Design Coordinator, and others to develop a FAQ page and to open a blog for faculty to share their thoughts on MOOCs.

Student Trustee Girard said a schedule has been developed for student reports to the Board and they will resume next month.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Henry Tannenbaum, a broadcaster and teacher of broadcasting at San Jose State University, said he is concerned about the change in the direction taken by the Board with regard to the new Request for Proposal (RFP) for KCSM-TV. He said that between the time the original RFP was issued and the decision was made that none of the proposals was deemed appropriate, the FCC developed a new concept on spectrum allocation and a spectrum auction, in which portions of public airwaves will be auctioned off. As a result, the stations' bandwidth suddenly became potentially valuable. Mr. Tannenbaum said he suspects that the Board saw that they were selling off not only the station, but potentially valuable bandwidth. He said no one knows when the auction will take place, but there are already a number of speculators in the market who are buying stations or making arrangements with stations so they can support the stations until such time as the FCC develops their auction process. Mr. Tannenbaum said that if a speculator was found to support the station between now and an FCC auction, and if the partner came up with an adequate bid, the District could split the proceeds between the partner and the District. In that case, it would cost nothing to run the station before the auction and there might be some value to the spectrum allocation in the end. He said he worries about a decision to choose this speculative form of raising funds instead of choosing potential bidders who could use the station for the purposes for which the Board and the District committed themselves.

Tracy Rosenberg, Executive Director of Media Alliance, said that despite the RFP plan that was laid out to the Board, it seems that the District was not overwhelmed with spectrum speculators. She said she is pleased that most pre-bidders that expressed interest in the station appear to want to continue to operate a noncommercial, educational station. Ms. Rosenberg said the contention that the license has no value is not correct. She said she understands that the station might not be an asset that the District feels it can continue to operate successfully. However, if it cannot be hosted by the District any longer, she believes the District should look at who can do so in a responsible way. Ms. Rosenberg said that, in addition to the total liquidation option, there is an option to sell sidebands, which would bring in a significant amount of money, and keep a main channel for broadcasting. She urged the Board to consider this and all other options.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-1-2A)

It was moved by Trustee Holober and seconded by Trustee Miljanich to approve the actions in Board Report No. 13-1-2A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

Vice President Schwarz said the Consent Agenda consists of Board Report 13-1-1CA, Approval of 2013-14 Budget and Planning Calendar. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2013 (13-1-2B)

Vice President Schwarz asked if there were any nominations of District Board members for membership on the CCCT Board. There were none. Trustee Miljanich said that, even without participating on the CCCT Board, Board members have opportunities to participate in meetings and to organize with others on particular topics or issues.

ADOPTION OF RESOLUTION NO. 13-1 IN SUPPORT OF SENATE CONSTITUTIONAL AMENDMENT 3 (13-1-3B)

It was moved by Student Trustee Girard and seconded by Trustee Holober to adopt Resolution No. 13-1. Student Trustee Girard said the California State Student Association has voted in favor of the amendment and the California Community Colleges Association of Student Trustees will take action shortly. Vice President Schwarz said she brought this item forward from the San Mateo County School Boards Association, using a sample resolution from another district. Trustee Holober asked if the amendment addresses only school districts or local governments as well. Chancellor Galatolo said the primary focus is on school districts and he does not believe it includes cities and other agencies. After this discussion, the motion to adopt the resolution carried, all members voting "Aye."

APPROVAL OF NONRESIDENT TUITION FEE, 2013-14 (13-1-104B)

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

APPROVAL OF DISTRICT ORGANIZATIONAL MEMBERSHIPS, 2012-13 (13-1-105B)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the memberships as detailed in the report. Trustee Mandelkern said the list of memberships is extensive and asked how it compares with previous years. Chancellor Galatolo said memberships have been cut back for several years because of budget constraints. Executive Vice Chancellor Blackwood said that while reviewing Board policies, it was noted that staff is required to bring applications for new memberships to the Board for approval on an annual basis. Since this was not being done, the list presented in this report includes every membership. In the future, only new memberships will be submitted. Trustee Mandelkern asked if the number of memberships is now expanding. Chancellor Galatolo said memberships have been added in the past two years as needed. Trustee Mandelkern urged continued prudence as expenses are added back into the budget. Trustee Holober asked if the District has renewed its membership with the American Association of Community Colleges (AACC). Chancellor Galatolo said that for some years, the District chose not to pay the fee and subsequently had one college pay, rotating annually. President Stanback Stroud said it would be in the District's best interest to be a member of AACC because of the difference in member vs. non-member registration fees for conferences; the fee can be earned back in just one registration. Trustee Miljanich said this balance should be considered when determining whether to pay a membership fee. President Claire said there are a number of memberships that do not incur a cost to join. Noting that some memberships also carry low membership fees, Chancellor Galatolo recommended that future reports include dollar amounts. He said the Board may choose to put a threshold on reporting requirements. Vice President Schwarz said she would also like to see information on which organizations the District chooses not to join. After this discussion, the motion carried, all members voting "Aye."

BOARD MEMBER COMPENSATION (13-1-106B)

Vice President Schwarz said that according to law, the Board is allowed to adopt a 5% increase in compensation on an annual basis. For the past four years, the Board has agreed to forgo any increase. It was moved by Trustee Holober and seconded by Vice President Schwarz to adopt a 5% increase. Trustee Holober said the four-year period during which the Board did not opt to take an increase was the same period during which employees did not receive increases. He said the 5% increase would total \$2,000 or less for all Board members. Trustee Mandelkern said that while economic times are better for the District, he does not believe this is the time to increase the Board's salary. He said the salary increase for other employees was less than 5%. He said that while the dollar amount of an increase for the Board is small, the symbolism is high. Vice President Schwarz said she is in favor of a 5% increase, noting the Board has not taken an increase in four years and the dollar amount is small. After this discussion, the motion to approve a 5% increase carried, with Trustee Mandelkern voting "No" and the remainder of Board members voting "Aye."

APPOINTMENT OF PATRICIA GRIFFIN TO MEASURE G CITIZENS' OVERSIGHT COMMITTEE (13-1-107B)

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the appointment of Patricia Griffin to the Measure G Citizens Oversight Committee. Trustee Mandelkern asked which constituent category would be represented by the appointment. Barbara Christensen, Director of Community/Government Relations, said categories are not required for parcel tax oversight committees. After this discussion, the motion carried, all members voting "Aye." Vice President Schwarz asked that a thank you letter be sent to outgoing committee member Jim Wyatt.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Girard said several bills regarding students and education will be considered in the new legislative session. He said the annual March in March will take place on the first Monday in March. He said classes have just begun and students are adjusting to their schedules. Student Trustee Girard said he will attend Assemblyman Rich Gordon's Higher Education Committee meeting on Friday.

Trustee Holober suggested limiting the number of items on the agenda for the Board retreat. He proposed spending time on a discussion of what the Board believes needs to be done over the next couple of years with regard to parcel taxes, bond measures and other such items. He said it would be beneficial to discuss this when there is no time pressure for putting measures on a ballot. Chancellor Galatolo said this can be included in the discussion of the Board's goals and priorities. He will develop a proposed agenda with the Board president and send it to Board members for their input.

Trustee Mandelkern said that in light of recent school shootings, he would like to proceed with plans for a study session on security. Chancellor Galatolo said this topic is scheduled for the March 13 study session. Trustee Mandelkern said he attended the opening of the Veterans Resource Center and the Automotive Luncheon at Skyline College and the Student Honors Research presentations at College of San Mateo. He also attended the Foundation's Chancellor's Circle dinner held at Skyline College, at which District alumnus Jon Miller gave an entertaining presentation. Trustee Mandelkern said he received a communication from Senator Barbara Boxer's office regarding a student claim of discrimination under the Americans with Disabilities Act and violation of due process. He said he will pass this communication on to the Board president. President Hausman said it will be referred to appropriate staff for response.

President Hausman said she attended the Chancellor's Circle dinner and found Mr. Miller's presentation entertaining and enjoyable. She said Skyline College provided an excellent venue for the event.

Trustee Miljanich said she attended the Foundation Board of Directors meeting. She said the Foundation has great ambitions, many of which have been fulfilled or are on their way to being fulfilled. President Hausman said she was invited to attend the Foundation meeting as an outgoing Foundation Board member and was presented with a beautiful plaque. She thanked the Foundation and said they are doing an outstanding job.

Vice President Schwarz said she attended the Veterans Resource Center grand opening and congratulated Skyline College for making veterans feel welcome and providing a place for them to talk with one another and receive counseling to begin new careers. She attended a holiday celebration at College of San Mateo and a retirement party for Cañada College employees Danny Glass, Chuck Iverson, Julie Mooney, Jacqueline Phillips and Rita Sabbadini. She also attended the Foundation meeting and said the Foundation is beginning its annual campaign. The goal this year is \$213,000; 50% of the funds are distributed to the Foundation and 50% to the Colleges. Enrollment was discussed at the meeting and Vice President Schwarz said she was surprised to hear that Skyline College now has a higher enrollment than College of San Mateo. New Foundation Board members Patricia Miljanich and Cañada College President Larry Buckley were welcomed.

Student Trustee Girard said one Foundation goal this year is to reach out to student leaders and this was done at today's District Student Council meeting.

Trustee Mandelkern said he wishes President Hausman a speedy resolution of her health issues and hopes she will soon be able to resume her full function on the Board. Vice President Schwarz said she is available to help in any way needed.

COMMUNICATIONS

Vice President Schwarz said that as requested by the Board at the December 6, 2012 meeting, Chancellor Galatolo sent a letter to SamTrans asking that the needs of Cañada College students be considered before making a decision regarding the potential discontinuation of Route 274 on Saturdays. The Board received a response stating that because of community input, staff is reviewing restoration of this route before drafting a final recommendation for consideration in spring 2013. The route will continue to be at risk for discontinuation if ridership does not increase. Vice President Schwarz thanked Student Trustee Girard for bringing the issue to the Board's attention and to Chancellor Galatolo for following through.

RECESS TO CLOSED SESSION

Vice President Schwarz 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 District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

The Board recessed to Closed Session at 7:58 p.m. and reconvened to Open Session at 8:57 p.m.

CLOSED SESSION ACTIONS TAKEN

Vice President Schwarz 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 Trustee Mandelkern and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:59 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the February 27, 2013 meeting.

Karen Schwarz
Vice President-Clerk

**Minutes of the Annual Retreat of the Board of Trustees
San Mateo County Community College District
February 17, 2013, San Mateo, CA**

The meeting was called to order at 12:00 p.m.

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

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

DISCUSSION OF THE ORDER OF THE AGENDA

None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

ACCREDITATION (13-2-1B)

Chancellor Galatolo discussed recent accreditation actions by the Accrediting Commission for Community and Junior Colleges (ACCJC), which both removed colleges from probation and granted full accreditation and placed additional colleges on show cause. He said colleges are being placed on sanctions for items that have nothing to do with positive outcomes for students.

Trustee Miljanich suggested that staff contact legislative representatives to inform them about how costly the accreditation process is.

A. The New Context

Skyline College President Regina Stanback Stroud said the Council for Higher Education Accreditation (CHEA) issued a report on the value of accreditation, including: (1) sustain/enhance operations, (2) maintain academic value, (3) act as a buffer from politics, and (4) serve the public interest.

President Stanback Stroud said accreditation in California has changed from collaboration and improvement to compliance and penalization. She said accreditation is now an ongoing process and colleges need to add staff to handle this additional burden.

Cañada College Vice President of Instruction Sarah Perkins said accreditation in California is different from the rest of the nation. She said accreditation in California is punitive and onerous.

Cañada College Vice President of Student Services Robin Richards discussed the work that college staff must undertake for the accreditation process. She discussed the ever-changing state, federal and local requirements and gave many examples of these changes.

Vice President Perkins discussed "Climbing Mountains: Producing Stacks of Reports." She provided a handout listing the reports required for accreditation. She discussed the substantive change proposal which is required for a number of changes, including the introduction of a new degree.

There was discussion about opting out of ACCJC and being accredited by the Western Association of Schools and Colleges (WASC). If each college has two Bachelor of Arts programs, it could be accredited by WASC. Vice

President Perkins said we are now in a period when assessment and data collection are ongoing functions of the colleges.

College of San Mateo Vice President of Instruction Susan Estes discussed the increasing roles of the Accreditation Liaison Officers (ALOs) and the Research Departments and provided a handout showing the ALO project management timeline. She contrasted accreditation requirements in the past to the current requirements.

B. Review Role of the Board

Cañada College President Buckley discussed the role of the Board in accreditation. He noted that the Board has been given a number of documents, including:

1. The Accreditation Manual
2. The PowerPoint presentation by ACCJC President Barbara Beno titled “Accreditation and Trustee Roles and Responsibilities”
3. The Guide to Accreditation for Governing Boards

President Buckley said ACCJC has put a focus on trustees, particularly boards of trustees that appear to be micromanaging. He distributed the ACCJC standard that addresses the role of trustees, which is purely policy-making. He said ACCJC seems to be evaluating the competency of boards. President Buckley cautioned trustees to not meet alone with accreditation representatives and to focus answers on policy matters rather than administration/operations.

C. Review Components of Site Visit

College of San Mateo President Claire distributed a handout which included the items for which the team chair must be responsible, including (1) addressing prior recommendations, (2) improvement infrastructure, and (3) planning program review and SLO rubrics. President Claire discussed the timing of the site visit.

D. Approval of Substantive Change Proposals to be Submitted to ACCJC

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the proposals as submitted. Barbara Christensen, Director of Community/Government Relations, distributed a revised organizational chart for Skyline College’s substantive change proposal.

In response to a question from Trustee Mandelkern regarding fully online degree and certificate programs, President Buckley said that currently the colleges do not offer all of the courses required for a fully online degree.

After this discussion, the motion to approve the substantive change proposals carried, all members voting “Aye.”

UDACITY – NEXT STEPS (13-2-1C)

Chancellor Galatolo provided some background regarding the District’s experience with online instruction. He said Udacity brings the curriculum experts together with the technology experts to enhance online education. He said he would like to have a small pilot program that would develop several programs in conjunction with Udacity, similar to San Jose State University. Chancellor Galatolo asked the Board to allow the administration to enter into a non-exclusive contract with Udacity for a pilot program. He said that San Jose State University’s contract with Udacity is non-exclusive, i.e., it would not prevent the college from conducting pilots with other online companies.

Vice President Schwarz asked for comments from Diana Bennett, President of the District Academic Senate. President Bennett said the Academic Senate has met with Udacity and the Distance Education Advisory Committee (DEAC) and more meetings are planned. She said the Academic Senate’s goal is to have DEAC recommend a pilot program with Udacity. President Bennett said the Academic Senate has already identified some curriculum areas and faculty members who want to move forward with a pilot. She said she would like to see the District participate in this experiment.

Trustee Miljanich said she believes that online learning is here to stay and she supports the type of interactive education that could be provided with Udacity.

Trustee Holober raised several concerns with the Udacity presentation. He said Udacity is an unproven enterprise and has not yet delivered one student who has taken one credit course. He said he would like to explore other providers. Chancellor Galatolo said Udacity has just received \$15 million in new funding and has the support of the Governor. He said he believes the courses offered by Udacity are more interactive and innovative than those offered by Coursera. However, he said he is open to exploring options with other online providers.

Trustee Mandelkern asked what the cost would be. Chancellor Galatolo said the cost would be released time for faculty to develop the courses. President Stanback Stroud added that the courses provided by faculty will belong to the District. She said the colleges will benefit by faculty members' involvement with the instructional design technology provided by Udacity. President Buckley said a pilot with Udacity would also provide a means to improve the relationship between Cañada College and San Jose State University.

Trustee Mandelkern said he supports innovation but cautioned that there should be a clear understanding of what the objectives are for online learning, e.g., assessment, basic skills, lifelong learning, etc. He said there is much more to building an internet program than having a flashy online provider. Trustee Mandelkern said the District needs to carefully define what areas it wants to focus on in this pilot. He also said the financials are "murky" and need to be worked out.

Trustee Holober said the discussion has been very helpful. He said that if we are looking at Udacity as a technical provider to benefit our students, he would suggest that we compare and contrast a course offered in person, online as we currently provide it, and online with help from Udacity, so that we would have data on success rates for each delivery method.

Vice President Schwarz summarized the discussion by saying that the Board would like to move forward with Udacity on a pilot and, at the same time, explore other potential partners.

CERTIFICATE OF PARTICIPATION – CONSTRUCTION AND RENOVATION (13-2-2C)

Chancellor Galatolo distributed a document which identifies \$500 million in unmet facilities needs and said the Board has seen this document before. A new chart was included which identifies projects that could be locally funded as opposed to future bond funding or state bond funding.

Chancellor Galatolo said the District's bankers analyzed payments needed for \$80 million, \$90 million and \$200 million COPs and the annual debt service was not manageable. He said that a COP of \$30-50 million would require \$2-3 million in debt service annually which is affordable.

Trustee Miljanich said she supports this but wants to make sure that college staff are involved in the selection of projects to be funded by a COP. Chancellor Galatolo agreed and said this is just a discussion about the alternate means of providing funds for construction projects without jeopardizing the District's financial status. Board members agreed to move ahead on this idea.

HIRING POLICY/COMMITTEE PROCEDURES, POLITICAL BELIEFS AS PROTECTED CLASS (13-2-3C)

Trustee Holober said he did not intend to add "political beliefs" to the protected classes outlined in Board policies. He said he just wants some documentation that faculty, staff and students are not discriminated against for their political beliefs. Staff agreed to do more research on the topic of political beliefs.

Harry Joel, Vice Chancellor of Human Relations and Employee Relations, said the Board expressed concern that a person in an interim position did not receive an interview and/or was not one of the finalists. The Board extensively discussed this issue and agreed that staff will reformulate the language in selection procedures.

STAFFING NEEDS (13-2-4C)

Executive Vice Chancellor Blackwood explained the proposed position reclassifications. She said the colleges are also evaluating new positions for which employees need to be hired.

Trustee Holober asked to be provided the full cost of the proposed reclassifications (when all the positions are at the top step). Trustee Miljanich advised staff to be judicious when bringing forward these reclassifications, taking into consideration other new positions that are being hired.

BOARD GOALS AND PRIORITIES (13-2-5C)

The Board discussed progress on the 2012-13 goals, which extend through June 30, 2013. The Board also discussed the proposed 2013-14 goals and suggested a number of wording changes, changed emphasis, and additions. Staff will make the revisions and bring the proposed goals back to the Board at a future meeting.

ADJOURNMENT

The meeting was adjourned by consensus at 5:05 p.m..

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the February 27, 2013 meeting.

Karen Schwarz
Vice President-Clerk

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013

SUPPORTING CA DREAM ACT STUDENTS

Financial Aid Application Labs
 FAFSA, BOG Fee Waiver and CA Dream Act

There is still time to apply for Financial Aid.
It's not too late! Workshops held:

Day	Time	Room
Every Wednesday	4:00 - 6:00 p.m.	Bldg. 2, 2117-B
Every Thursday	2:00 - 4:00 p.m.	Bldg. 2, 2117-B

IMPORTANT:
 -YOU MUST BRING STUDENT AND/OR PARENT'S INCOME INFORMATION SUCH AS 2011 OR 2012 FEDERAL TAXES, W-2, SSL, DISABILITY, UNEMPLOYMENT, CALWORKS, ETC.
 -NON U.S. CITIZENS PLEASE BRING PROOF OF ELIGIBLE NONCITIZENSHIP (E.G. GREEN CARD)



Still have questions?
 Visit: www.skylinecollege.edu/financialaid
 Join our Facebook Page: www.facebook.com/SkylineFinancialAid



Every spring semester the Financial Aid Office is busy supporting students through the financial aid application process. For many undocumented students this process can be challenging because they do not qualify for federal financial aid due to their citizenship status. Regardless of a student's citizenship status, the Financial Aid Office is committed to helping students navigate through the financial aid process by creating a culture of support and sensitivity.

Financial aid for students under the California Dream Act became effective January 2013. To help students complete the California Dream Act application, the Financial Aid Office offers weekly Financial Aid Application Labs.

For more information about the CA Dream Act and AB540 requirements please visit: www.skylinecollege.edu/financialaid/californiadreamact.php.

In an effort to help undocumented students feel safe and supported, the Financial Aid Office encourages the Skyline College community to visit the Educators for Fair Consideration (E4FC) website at: <http://e4fc.org/home.html>. E4FC is an advocacy agency based in San Francisco that provides resources and information on how to raise awareness for undocumented students nationwide.

Thank you for helping and encouraging all students to pursue their career and educational goals through higher education.

Article by Jocelyn Vila, Program Services Coordinator.

FINANCIAL AID OFFICE PRESENTS AT CASH FOR COLLEGE EVENTS

The Skyline College Financial Aid Office presents at annual Cash for College events at several local high schools in San Mateo and San Francisco counties. Every January and February students and families attend Cash for College workshops across California to help graduating high school seniors fill out the Free Application for Federal Student Aid (FAFSA) and Cal Grant GPA Verification Form. Cash for College events are sponsored by the California Student Aid Commission (CSAC). The workshops are free and open to the public. High school seniors who attend a workshop and who apply for a Cal Grant by the March 2 deadline can qualify for a \$1,000 scholarship to be used at a qualifying college next fall. On January 14 the Financial Aid Office conducted a Cash for College presentation at El Camino High School in South San Francisco and on January 22 at Balboa High School in San Francisco. Over 180 students and parents received assistance with completing the FAFSA.



Photos from the Cash for College event at Balboa High School on January 22. Article and photos by Jocelyn Vila.

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013

VITA IS BACK! FREE TAX PREPARATION AT SKYLINE COLLEGE



SparkPoint at Skyline College and the Business Division, in partnership with *Earn it! Keep it! Save it!*, are pleased to announce free income tax preparation assistance for students, faculty, staff and community members (households that earned less than \$51,000 in 2012).

Free tax preparation is available every Saturday now through March 30 from 12:30 p.m. to 4:30 p.m. in Building 8, Room 8209. Please call SparkPoint at Skyline College at (650) 738-7035 to make an appointment.

Last year, student volunteers from Instructor John Miller's Volunteer Income Tax Preparation (VITA) class were able to complete over 200 tax returns, resulting in \$185,526 being returned to the community. We expect to complete even more returns this year, so book your appointment today!

For more information about VITA, please visit www.SkylineCollege.edu/sparkpoint/services/FreeTaxPreparationAssistance.php.

For more information on SparkPoint @ Skyline College, please visit the SparkPoint website at www.SkylineCollege.edu/sparkpoint or contact Dr. William Watson at william.watson@smccd.edu. Remember to like us on Facebook!

Article by Josh Jubelirer.

WOMEN ON WRITING EVENT WOW! VOICES NOW

Save the date for the Women on Writing event Saturday, March 2, 2013 from 9:30 a.m. to 12:15 p.m. in the Student and Community Center at Skyline College.

You are cordially invited to a festive morning of readings, conversation and conviviality. This year WOW! is scaling back from a day-long conference, and we're delighted to host a lively morning event to celebrate the WOW! community and creative spirit. Acclaimed authors Connie Post and Patricia Powell kick off the program by reading their work, and then we'll enjoy an Open Reading. Please join us!

Featured readings include:

Connie Post – Author of *And When the Sun Drops*, *Trip Wires*, *In a City of Words* and *Waking State*.

Patricia Powell – Author of *The Pagoda*, *The Fullness of Everything*, *Me Dying Trial* and *A Small Gathering of Bones*.

RSVP by February 15, 2013 to Kathleen McClung at mcclungk@smccd.edu.

SKYLINE COLLEGE 13TH ANNUAL PRESIDENT'S BREAKFAST - SAVE THE DATE!



Please join us for the upcoming President's Breakfast!

When:

Thursday March 21, 2013
Networking at 7:00 a.m., Breakfast at 7:30 - 8:30 a.m.

Where:

South San Francisco Conference Center
255 South Airport Boulevard
South San Francisco, CA 94080

Special thanks to Pacific Gas and Electric Company for hosting the complimentary breakfast.

Please RSVP by Monday, March 11, 2013.
skypresbreakfast@smccd.edu
(650) 738-4325

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013

AFRICAN AMERICAN HERITAGE MONTH

February is National African American Heritage Month. We've almost wrapped up a month's worth of culturally rich events and activities, and look forward to making this a Skyline College tradition.

Activities & Events

February 2013

African American Heritage Month

Please join us as we honor culture and diversity at Skyline College with the following events

Date	Event	Time	Location
Sat. Feb. 2	• City of Daly City Black History Month Celebration	12:00pm – 4:00pm	Pacelli Event Center 145 Lake Merced Blvd. Daly City, CA
Wed. Feb. 6	• Top 10 Transfer Institutions for African Americans	12:00pm – 2:00pm	2-116
Thurs. Feb. 7	• Financial Aid and Scholarship Resources for African Americans	12:00pm – 2:00pm	6-204 & 6-206
	• Expressions Through Black Music Project: Funktastic Concert	12:00pm – 1:00pm	Theater
Wed. Feb. 13	• Emerging Health Issues for African Americans	11:00am – 1:00pm	6-204 & 6-206
Tues. Feb. 19	• Deadline Date to Submit Essay for Contest	12:00pm	
Wed. Feb. 20	• Inside Africa Slideshow & Discussion	1:30pm – 3:00pm	Multicultural Center (Building 4)
Thurs. Feb. 21	• Issues Facing African American Veterans	12:00pm – 2:00pm	6-204 & 6-206
Fri. Feb. 22	* World Music Concert: WolfHawkJaguar	1:30pm	Theater
Thurs. Feb. 28	• Emerging Careers and Upcoming Trends • Announce Winners of the Essay Contest	12:00pm – 2:00pm	1-219B (Career Center)

Skyline College Mission Statement:
To empower and transform a global community of learners.



Essay Contest

African American Heritage Month
February 2013

Essay Contest: The Power of Inspiration

Open to All Skyline College Students

Gift card prizes from the Skyline College Bookstore for 1st, 2nd & 3rd place winners!

Write about an individual from the African American community who has inspired you. You are encouraged to choose someone from your family, neighborhood, school or community OR someone you've read or heard about who has influenced and inspired you.

Essay Requirements:

- Essay must include a quote from the individual who has inspired you
- Essay must include specific examples of how you have been inspired by this individual
- Essay must include a discussion of the values this individual has offered that you hope to carry forward in your own life
- Essay must include your name, date and contest title at the top right corner of the first page only
 - Essay must be three (3) full pages (or 750 words)
 - Essay must be double-spaced in *Times New Roman* font with 1-inch margin
 - Essay must have an original title and be proofread and spellchecked
 - You must provide three (3) stapled copies of your essay for the judges (may be printed back-to-back)

ESSAYS DUE BY 12 NOON ON TUESDAY, FEBRUARY 19th IN THE LANGUAGE ARTS OFFICE (BLDG 8, RM 8112)

WINNERS ANNOUNCED FEBRUARY 28th!

Skyline College Mission Statement:
To empower and transform a global community of learners.



SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013

NEW EXHIBIT AT SKYLINE COLLEGE ART GALLERY

Skyline College Art Gallery is proud to present *Body Language: Figures in Clay*, a group exhibition featuring nine Bay Area sculptors. The exhibition is on view in the Gallery now through March 9, 2013.

For more information, including hours, please visit the gallery website www.smccd.edu/accounts/skygallery or www.facebook.com/skygallery.

Body Language: Figures in Clay is an exhibition of nine Bay Area ceramic sculptors who use the human form as a vehicle of artistic expression. Each artist uses the plasticity of the clay material in distinctive ways to capture life, emotion, and attitude. Drawing from personal history, observations of life, and imagination, each artist captures unique aspects of the human experience. Ranging from realistic and representational to abstract and fantastic, the works invite you to engage because they are familiar forms that bring new perspectives.

Article by Paul Bridenbaugh.



Explorer, Lorraine Bonner



Murder! Murder! Murder! of Crows, Tomoko Nakazato

THE FLU AND YOU

Influenza or flu activity remains elevated in most of the country, including California. As a result, students, staff and faculty are still at risk for getting the flu and passing it onto others. The Skyline College Health Center is encouraging everyone to get vaccinated against the flu.

Many people don't get vaccinated against the flu because of misinformation about the vaccine. Below are some common concerns and facts about the flu, taken from the Centers for Disease Control www.cdc.gov/flu/index.htm.



(Continued on next page)

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013

Can a flu shot give you the flu?

No, a flu shot cannot cause flu illness. The influenza viruses contained in a flu shot are inactivated (killed), which means they cannot cause infection. Flu vaccine manufacturers kill the viruses used in the vaccine during the process of making vaccine, and batches of flu vaccine are tested to make sure they are safe.

Why do some people not feel well after getting the seasonal flu shot?

Some people report having mild reactions to flu vaccination. The most common reaction to the flu shot in adults has been soreness, redness or swelling at the spot where the shot was given. This usually lasts less than two days. This initial soreness is most likely the result of the body's early immune response reacting to a foreign substance entering the body. Other reactions following the flu shot are usually mild and can include a low grade fever and aches. If these reactions occur, they usually begin soon after the shot and last 1-2 days. The most common reactions people have to flu vaccine are considerably less severe than the symptoms caused by actual flu illness.

What about serious reactions to flu vaccine?

Serious allergic reactions to flu vaccines are very rare. If they do occur, it is usually within a few minutes to a few hours after the vaccination. While these reactions can be life-threatening, effective treatments are available.

What about people who get a seasonal flu vaccine and still get sick with flu-like symptoms?

There are several reasons why someone might get a flu-like illness, even after they have been vaccinated against flu.

1. Some people can become ill from other respiratory viruses besides flu such as rhinoviruses, which are associated with the common cold, cause symptoms similar to flu, and also spread and cause illness during the flu season. The flu vaccine only protects against influenza viruses, not other viruses.
2. It is possible to be exposed to influenza viruses, which cause the flu, shortly before getting vaccinated or during the two-week period after vaccination that it takes the body to develop immune protection. This exposure may result in a person becoming ill with flu before protection from the vaccine takes effect.
3. Some people may have been exposed to an influenza virus that is very different from the viruses the vaccine is designed to protect against. The ability of a flu vaccine to protect a person depends largely on the similarity or "match" between the viruses selected to make the vaccine and those spreading and causing illness. There are many different influenza viruses that spread and cause illness among people.

4. The flu vaccine doesn't always provide adequate protection against the flu. This is more likely to occur among people that have weakened immune systems or people age 65 and older.

Is it better to get the flu than the flu vaccine?

No. Flu is a serious disease, particularly among young children, older adults, and people with certain chronic health conditions, such as asthma, heart disease or diabetes. Any flu infection can carry a risk of serious complications, hospitalization or death, even among otherwise healthy children and adults. Therefore, getting vaccinated is a safer choice than risking illness to obtain immune protection.

Do I really need a flu vaccine every year?

Yes, a yearly flu vaccine is recommended for just about everyone 6 months and older, even when the viruses the vaccine protects against have not changed from the previous season. The reason for this is that a person's immune protection from vaccination declines over time, so an annual vaccination is needed to get the "optimal" or best protection against the flu.

Article by Terri Sofarelli.

COACHES VS. CANCER MEETS GOAL OF RAISING \$500

Thank you to the entire Skyline College campus community for assisting the Kinesiology/Athletics and Dance department in reaching their fundraising goal during the Coaches vs. Cancer event on Wednesday, January 16th. Gate receipts and other donations totaled \$500. On the court Skyline College Women's Basketball team lost a heartbreaker to College of San Mateo 42-38; but Skyline College Men's Basketball team defeated Cañada 66-52.

Article by Joe Morello.

KELLY HUEY NAMED 2012 FEMALE SCHOLAR-ATHLETE

Kelly Huey, who played women's basketball and attended Skyline College from 2010-2012, was named by the California Community College Athletic Association as their 2012 CCCAA Female Scholar Athlete. It is the highest honor that the CCCAA awards to student athletes among the 27,000 annual participants. Kelly completed 63.5 units at Skyline College with a perfect 4.0 grade point average. She was also a standout women's basketball player who was voted all-conference and team most valuable player during the 2010-2011 and 2011-2012 seasons. She is currently attending Concordia University in Oregon on an athletic scholarship while pursuing a major in Nursing.

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013



Kelly will be receiving this award at the 2013 CCCAA Celebration of Student Athlete's Luncheon to be held on March 27, 2013 at the Marriott Hotel in San Mateo. The luncheon is scheduled to begin at 11:30 am. If you are interested in attending, please contact Joe Morello at morelloj@smccd.edu prior to March 1st for registration information. Kelly is the first Skyline College student athlete and first San Mateo County Community College District student to earn this honor

since it started in 1984. Congratulations Kelly!

To learn more about how Kelly is doing at Concordia, please follow the link below: www.gocugo.com/news/2013/2/5/_0205130336.aspx?path=wball.

Article by Joe Morello.

EDUCATION MASTER PLAN

Skyline College has been engaged in the process of updating its Education Master Plan. To date, much has been done to collect feedback from all constituency groups for the revision (e.g. interviews, surveys, participatory governance meetings) and we thank you for your participation. A first draft of the document has been completed and uploaded onto the Planning, Research, and Institutional Effectiveness (PRIE) website at www.SkylineCollege.edu/prie/index.php and all are welcome to review the draft in preparation for the public forum on Monday, February 25. A second draft was posted on February 22 and from February 25 – March 8, 2013, all will be provided with an opportunity to provide feedback via an online form.

Article by Dr. David Ulate.

COMMUNITY EMERGENCY RESPONSE TEAM TRAINING AT SKYLINE COLLEGE

The City of San Bruno and Skyline College are partnering up to hold a Community Emergency Response Team training course here at Skyline College, to start February 27 and ending with graduation on April 13. Classes will be held on consecutive Wednesday nights with the exception of the Easter break, starting at 6:30 pm and ending at 9:00 pm.

The training is provided free of charge and covers a wide range of topics related to problems encountered when we have a disaster type event that occurs. The overall aim of the training is to provide knowledge, hone basic emergency skills and learn the value of working as a team to aid others in need of assistance.

Anyone can benefit from this training but it will be especially useful for us here at the college, should we be used as an evacuation site or find the need to evacuate the campus. Building captains and managers should endeavor, if possible, to avail themselves of this free training.

Lastly, we here at Skyline College are proud to work with the City of San Bruno and host this valuable class for the community at large. I hope to see you here.

*Rob Dean
Chief, Public Safety*

HYDRATION STATION RIBBON CUTTING

On Monday, February 11, Skyline College held a ribbon cutting event to celebrate the opening of the new Hydration Station located in Building 6, just outside the Bookstore entrance. A part of our sustainable campus initiative, this hydration station will assist the campus in "going green!" The fountain counts the number of bottles saved. Students can fill up their sustainable water bottles for free.

This event was sponsored by the Environmental Science Club and the Sustainability Ambassador Network as part of a campus-wide sustainability effort. Thank you to José Nuñez and David Haw for making this dream a reality.



Photo by Jared Martin.

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 27, 2013

UPCOMING SPRING TRANSFER CENTER EVENTS - SAVE THE DATES:

Transfer Fair

Wednesday, March 13, 2013

10:00 am - 1:00 pm, Building 6, Dining Hall

An opportunity for students to meet with representatives from private four-year colleges and universities. If you have class during this time, please consider bringing your students!

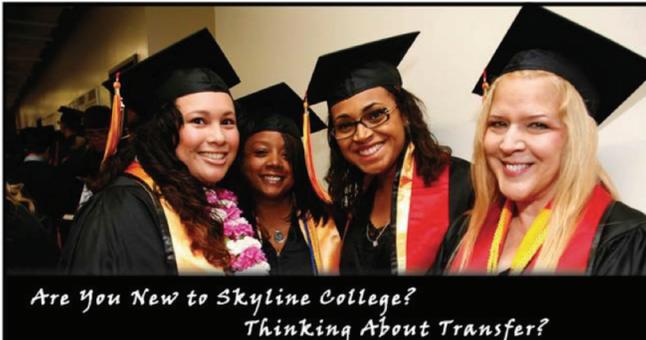
UC Davis Tour

Friday, March 15, 2013

All Day (Bus leaves at 7 a.m. sharp!)

Students will attend workshops, hear from faculty and student speakers and take a tour of the campus. Lunch and bus transportation will be provided.

Extra credit participation slips are available to students for all transfer events!



ACCREDITATION UPDATE

The *Accreditation Milestone Open Forum* held on January 29, 2013 was a huge success. Over 50 Skyline College students, faculty, staff and administration enjoyed lunch, provided comments and offered suggestions on the Accreditation Self-Evaluation Report. All sections of the report were discussed, with special emphasis on SLOs, distance education, evaluations and professional development. Thanks to Karen Wong, Bridget Fischer and Nina Floro for leading those parts of the discussion. Many suggestions were received, particularly about programs and services to include in the self-evaluation that demonstrate how comprehensively we meet the standards. For example, the child development center is important to the success of the students who use it; this should be mentioned in all the places it applies. These suggestions will be incorporated into the accreditation self-evaluation Draft #3.

Thank you to everyone who attended and participated in the dialogue. Special kudos to the students for their contributions. We look forward to the next Accreditation Open Forum and showing the Accreditation Committee how Skyline College really does shine.

One of the reports the college submits to the Accrediting Commission is the Distance Education Substantive Change Proposal 2012-2013. The entire proposal will be posted on the Office of Planning, Research and Institutional Effectiveness (PRIE) website next week. The proposal contains a number of interesting appendices that you might like to view.

The appendices include data and information about the Skyline College distance education programs. Some of the topics include:

- Appendix A: Degrees Substantially Available through Distance Learning
- Appendix B: Certificates Substantially Available through Distance Learning
- Appendix C: Associate in Arts/Science Degree Requirements, General Education & Other Requirements Available through Distance Learning
- Appendix D: Majors Substantially Available through Distance Learning
- Appendix E: California State University General Education Pattern (CSU-GE) Availability through Distance Learning
- Appendix F: Trends--Enrollments and Distance Education Faculty

To view all of the appendixes please visit the PRIE website at: www.SkylineCollege.edu/prie/deresources.php

Article by Donna Bestock and Christine Roumbanis.



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ February 27, 2013

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Photo Displays Salute CSM's History



As a tribute to CSM's history and to honor the 50th anniversary of the College Heights campus, three large exhibits of historic college photos are on permanent display in College Center. Each exhibit, titled "Since 1922 - The Tradition Continues," features historic, enlarged black and white photos from the college's archive collection. According to President **Mike Claire**, "These photo displays help us honor the past as CSM's 100th anniversary draws closer. We plan to identify other locations on campus to feature additional historical exhibits."

Thanks to Professor **Michael Svanevik** for rescuing the photos during the Library renovation in the 1990's and Professor Emeritus **Bill Rundberg** for archiving the collection in the Photograph Library Project, much of the college's visual history remains intact. **Bev Madden** and staff from the Community Relations and Marketing Department coordinated the exhibits. **Dave McLain**, visual communications coordinator, worked on the design and layout for each display, and along with student assistant **Alexis Madayag**, they prepared the final images.



College of San Mateo

Jazz On The Hill Returns to CSM



Headline performance by Eddie Palmieri at Jazz On The Hill 2002

Mark your calendars! On Saturday, June 1, Jazz On The Hill returns to CSM as part of the college's 50th anniversary of the College Heights campus. Music enthusiasts of all genres and generations will be treated to a day of exceptional live jazz at an outdoor stage with CSM's spectacular views of the Bay and Peninsula. KCSM has assembled an impressive musical lineup that will feature diverse jazz performances ranging from blues to salsa to hip hop—a truly eclectic mix of music to appeal to a variety of interests.

Jazz On the Hill Performance Schedule

- 10 amNorthgate High School Jazz Ensemble
- 11 amKCSM Family Band
- 12 pmJazz Mafia
- 1 pmTerrence Brewer-Citizen Rhythm
- 2 pmHot Club of San Francisco
- 3 pmTaylor Eigsti
- 4 pmCharlie Musselwhite
- 5 pmPacific Mambo Orchestra

In addition to great live music, this family-friendly anniversary celebration will include an open house from 11 am – 2 pm for members of the public to tour the campus. Community and youth groups and vendors will be on hand to sell a variety of food and beverages and arts and crafts. As a gift to the community, admission is free. Jazz On The Hill runs from 10 am to 6 pm. For more information visit jazzonthehill.org.

News from the Learning Center



The Learning Center is abuzz with activity as it offers a full schedule of academic support services to assist CSM students. New this semester is S.M.A.R.T., a peer mentoring program that matches first-time college students with successful continuing students who act as peer mentors. Peer mentors provide information about college resources and share insight about how to succeed in college.

The Center has also recently launched LearnSmart-Connect software. This innovative, adaptive technology engages students in the course content so they are better prepared, are more active in discussion, and achieve better results.

Some additional good news is that the Learning Center Tutoring Program is now certified by the College Reading and Learning Association (CLRA). CRLA certification provides numerous benefits to CSM students. Qualified, well-trained peer tutors help students become independent learners, better understand the course material, and increase self-efficacy. Tutors are trained to create a positive learning experience, clarify content, and help students to attain higher academic achievement.

Finally, the Learning Center will once again sponsor a series of workshops to assist students with academic and personal success. To read the latest issue of the Center's newsletter, visit: collegeofsanmateo.edu/learningcenter/newsletter.asp.

(Photo credit: CSM Community Relations and Marketing)

CSM Celebrates Black History Month

Throughout February, CSM has celebrated Black History Month with a variety of educational and entertaining events:

- Instructor Rudy Ramirez presenting “From the roots come the fruits” – Willie Dixon 1963
- Film screening of Red Tails, facilitated by Professor Fred Gaines
- Presentation of African-inspired singing, dancing and drumming at the Child Development Center
- Presentation of history and games focused on the African American inventor Garrett Morgan at the Child Development Center
- Karamu feast

Black History Month events were sponsored by the Associated Students of CSM (ASCSM), Diversity in Action Group (DIAG), and the Multicultural Center.

First Issue of *Staff Notes* Launched



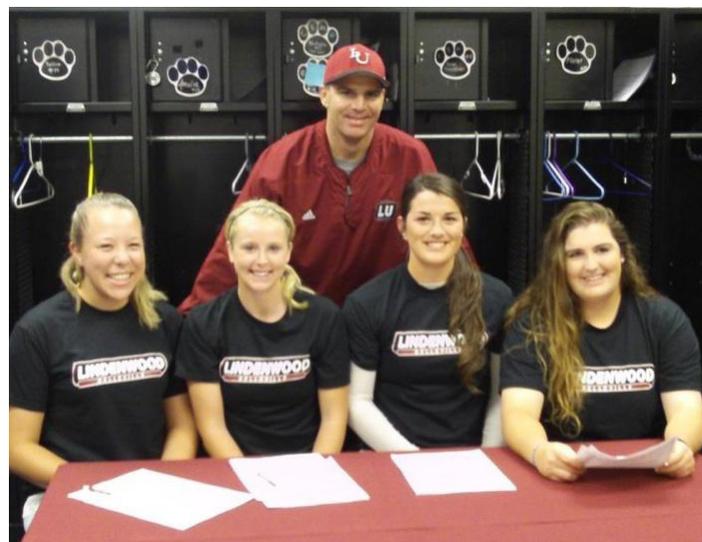
The first issue of *Staff Notes*, an e-newsletter for classified staff at CSM, is now available. Developed by CSM’s newly formed Classified Council, *Staff Notes* will focus on issues related to participatory governance and college planning and decision making processes. In addition to providing information, it is also a way for staff to offer comments and feedback. Members of the Classified Council involved in the development of *Staff Notes* are **Juanita Celaya**, **Kathy Chaika**, **Fauzi Hamadeh**, **Charles Jones**, **Deborah Laulusa**, **Kathy McEachron**, **Annette Perot** and **Laura Skaff**.

Cash for College Draws a Full House

More than 250 high school seniors and their parents attended CSM’s Cash for College event held last month. Participants attended a financial workshop which presented comprehensive information about the financial aid process. Students and parents also received hand’s-on assistance in completing the 2013-14 FAFSA in time for the March filing deadline. All of the seniors who attended and completed the application and workshop evaluation were eligible for a \$1,000 scholarship from the California Student Aid Commission.



Four Lady Bulldogs Sign with Lindenwood University



CSM’s softball season is off to a strong start—both on and off the field. On National Signing Day, four of this year’s standout athletes have signed with Lindenwood University- Belleville in Illinois. The signees are **Kaylin Stewart**, shortstop; **Mikayla Conlin**, outfielder; and battery mates **Michele Pilster**, pitcher and **Jamie Navarro**, catcher. The team is in the hunt to repeat last year’s conference championship: the Lady Bulldogs are currently ranked Number 1 in Norcal and Number 2 in the State. (Photo provided by: Nicole Borg)

Football Players Moving on to University Gridiron



The Athletic Department is celebrating the signing of nine football players who will continue to compete at the university level in fall 2013. According to **Tim Tulloch**, assistant football coach, "This is a great mid-semester transfer class...better than we've ever had." An additional 15-18 players are expected to sign in the spring. Current signees are:

<i>Name</i>	<i>School</i>
Nate Jackson	Kansas State University
Lyman Faoliu	Washington State University
Tevita Latiamua	University of Hawaii
Sione Sina	UC Berkeley
Hoko Fanaika	Louisiana State University
Troy Boyland	University of Wyoming
Jerrel Brown	University of Idaho
Eric Tuipulotu	University of Idaho
Nick Maier	Missouri Southern State University

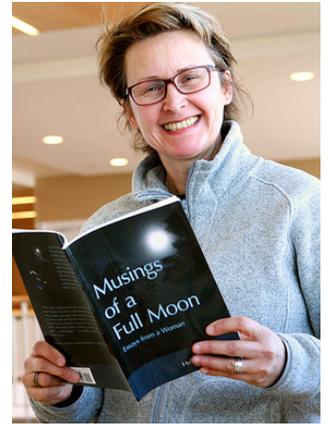
(Photo credit: Tim Tulloch)

Kudos

~ **Gary Dilley**, dean emeritus, has been name executive director of the California Community College Football Coaches Association. Dilley, who retired as CSM's dean of physical education and athletics in 2006, will represent the interests of community college football coaches throughout the state. (Photo source: San Mateo Patch)



~ **Helen Souranoff**, CSM's theatre events manager, is now a published author. Her book, *Musing of a Full Moon – Essays from a Woman*, was recently published by Misfit Moon Productions. The book is a collection of essays that take the reader through a semi-chronological journey of loss, defeat, death, love and rebirth of the human spirit. Earlier this month, the ASCSM hosted a book reading by Souranoff. (Photo credit: CSM Community Relations and Marketing)



~ **Tim Devine**, a College of San Mateo music instructor, is currently playing in the orchestra of the National Touring Company of Roundabout Theatre Company's Tony Award winning "Anything Goes" at the Golden Gate Theater in San Francisco. In his 24 years as a professional musician, he has amassed numerous theater accomplishments including playing for the pre-Broadway world premieres of "Lestat" (featuring the music of Sir Elton John), "The Mambo Kings," and "Lennon" along with other national tours. (Image source: shnsf.com)



~ **Lisa Suguitan Melnick**, assistant professor of ESL has had her article, "Vangie Looks Back," published in the February issue of *Positively Filipino*, an online magazine. The article is a retrospective of Evangeline (Vangie) Canonizado Buell's life and accomplishments. Buell is an author, community activist, musician and former national President of the Filipino American National Historical Society. (Photo credit: CSM Community Relations and Marketing)



~ **Luis Leonorellana**, a student in CSM's electronic music program was part of the creative team that created "O'KANE 1.0, the winning film in the 2012 San Jose 48-Hour Film Project. Luis is responsible for all of the recording, original music and sound effects. O'KANE 1.0 can be viewed on YouTube. More information on "The 48-Hour Film Project" in San Jose can be found at 48hourfilm.com/en/sanjose.

The 48-Hour Film Project is described as "a wild and sleepless weekend in which you and a team make a movie—write, shoot, edit and score it—in just 48 hours. On Friday night, you get a character, a prop, a line of dialogue and a genre, all to include in your movie. 48 hours later, the movie must be complete. Then it will show at a local theater, usually in the next week." In 2012, over 50,000 filmmakers in 120 countries made almost 4,000 films.

Upcoming Events – March 2013

CSM Swimming - Bulldog Invitational Meet

Friday, March 1, noon

CSM Jazz Combo Concert featuring the John Daversa Septet

Saturday, March 2, 8–9:30 pm, Choral Room

SMCCCD Retirees Annual Spring Luncheon

Friday, March 8, 11:30 am, 10-468

Free Income Tax Preparation (VITA)

Every Saturday, through - March 30, 9 am – 1 pm

Financial Aid Awareness Day

Wednesday March 13, 10 am – 1:30 pm

CSM Symphonic Band Concert

Thursday, March 14, 7:30–9:30 pm, theatre

Psychology/Philosophy Movie Night

Friday, March 15, 6:30–9:00 pm

CSM Track & Field - Bob Rush Meet

Friday, March 22, begins at 9 am

Dental Assisting & Nursing Program Open House

Tuesday, March 26, 3–5 pm, Health and Wellness Building

Student Success Story: Emmeline Wong

UC Berkeley

Major: Business Administration

As a Chinese student who came to the United States after completing high school in Peru, I chose CSM because of its flexibility and efficiency in placing students in classes that fit them the best. It was, indeed, a wise decision: CSM has helped me transfer to my dream university, U.C. Berkeley's Haas School of Business.



What makes CSM wonderful is its connection with local firms and professionals that makes it possible to offer enriching workshops, informational sessions, and career fairs to take place on campus. Also, as a member of the Associated Students of CSM, I learned a lot about politics, leadership and organizational skills. Similarly, as an active member of Phi Theta Kappa Honor Society, I applied my knowledge to research-based projects and was able to attend international conventions with over 3,500 delegates from around the world. All of these experiences contributed to being admitted to my first choice university and receiving scholarships. Most importantly, CSM's caring staff members and counselors *always* put their heart out there for students. CSM is my home, and I am blessed for being part of this family.

(Photo provided by: Emmeline Wong)

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

February 27, 2013

Hanzimanolis Appointed Executive Chair
Margaret Hanzimanolis is selected to represent adjunct faculty.



Page 2

Barcelona: A Life-Changing Experience for Monica Malamud
Professor joined a group of 50 students and two professors from Northern California on a study-abroad trip to one of the world's greatest cities.

Gallery Exhibit Features Christine Canepa
Award-winning artist lectured before a large crowd at the gallery earlier this month.



Page 2

Jeanne Stalker Brings Smiling Face to Cañada
Jeanne is nominated as Classified Employee of the Year at Cañada.



Page 3

Former ASCC President at Haas Business School
Tristan Sheldon credits Cañada College for his academic success.



Page 4

John Paulino Earns NASA Designation
Former Cañada student is named NASA ambassador.



Page 4

Sequoia Healthcare District Grants SFSU-Cañada Nursing Program \$1.69 Million in New Funds

On February 6, directors of the Sequoia Healthcare District granted a three-year funding extension totaling \$1.69 million to continue support for the San Francisco State University nursing program offered at Cañada College. This new support supplements the original grant of \$1 million a year for ten years and extends the bachelor degree program through 2017.

The request for additional funding was prepared and submitted by a partnership of administrators and faculty from San Francisco State University, Cañada College, Sequoia Hospital, and the Sequoia



Hospital Foundation. Lucy Salcido Carter, director of the Center for International and University Studies, represented Cañada College in the partnership. The partners met regularly for six months before the February meeting to discuss program outcomes, review nursing workforce trends, develop a revised budget, and draft the proposal.

At a District board meeting on October 23rd, 2012, the partnership initially presented its intent to submit a new request for funding. At that meeting, Ron Galatolo and Tom Mohr, representing SMCCCD,

stressed the importance of the program and the opportunities it brings SMCCCD graduates and the Cañada community. The board discussion in that meeting centered on the declining need for nurses and the increasing demands for funding from other healthcare organizations in the District. In subsequent partnership meetings, the partners revised the proposal to respond to these District board concerns.

The goal of the original \$10 million grant was to address a shortage of nurses in the Healthcare District by providing a local opportunity for District residents to receive a bachelor degree in nursing. The program has been extremely successful in fulfilling its goal. Ninety-five percent of students complete the program, with ninety-three percent of these graduates passing the National Council Licensure Examination. More than half of program graduates serve District residents at a variety of facilities including Sequoia Hospital, San Mateo Medical Center, Kaiser Permanente Hospital, Stanford Hospital, Lucile Packard Children's Hospital, public schools, and nursing care centers.

The new agreement pays 56 percent of student tuition for 32 students for three years and covers program costs including Cañada College facilities use, as well as infrastructural and administrative support.



Hanzimanolis to Chair Adjunct Faculty Group

Dr. Margaret Hanzimanolis has been appointed the Chair of the Executive Committee for Part-time Faculty Discussion group, in the Modern Language Association, an association of almost 30,000 language and literature professors from the U.S. and Canada.

The MLA is the largest disciplinary organization in the world, and it is in the midst of a major pivot toward community college professors and adjunct faculty. Hanzimanolis serves with Maria Maisto, the President of the New Faculty Majority, an advocacy group for adjunct faculty.

A motion calling for the Integrated Post-secondary Data System (IPEDS) to require institutions to report pay for Part-time faculty came out of the committee's work in January of this year.

Hanzimanolis participated in the Campaign for the Future of Higher Education, in Sacramento, during January of this year.

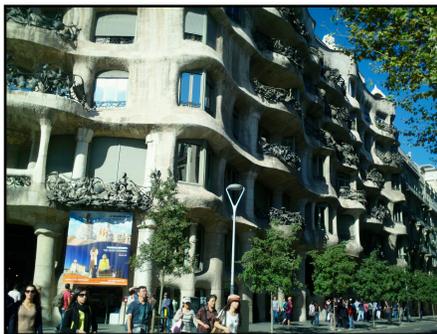
The "think tank" discussed three new proposals for financing higher education, including Bob Samuels' "Free Higher Education" proposal, which consists of a plan for reallocating and rearranging existing funding streams.

Founded in 1883, the Modern Language Association provides opportunities for its members to share their scholarly findings and teaching experiences with colleagues and to discuss trends in the academy.

MLA members host an annual convention and other meetings, work with related organizations, and sustain one of the finest publishing programs in the humanities. For more than 100 years, members have worked to strengthen the study and teaching of language and literature.

"This is really a great honor for me," Hanzimanolis said. "I've worked as an adjunct faculty member for most of my career."

Hanzimanolis teaches writing and literature at DeAnza College and Cañada. Her scholarly work is focused on gender and empire in southern Africa.



Barcelona: A Life Changing Experience

Professor Monica Malamud joined a group of 50 students and two professors from around Northern California on a three-month study abroad program in Barcelona, Spain last semester.

Malamud said students considered it a life-changing experience. "That was the phrase that kept popping up in their journals," she said. "They wrote about how much they had grown, how they were able to see things through a different perspective, how they were going to change how they did things back in the US based on what they learned about different ways of doing things in Spain."

Students were asked to write a weekly journal reflecting on different aspects of their study abroad experience as part of the Spanish Life and Culture class that was required of each student. The course included history, Spanish art, customs, politics, gastronomy, and film. Students could also choose to take Spanish, Psychology, or Art as part of their 12 units.

The learning, Malamud said, extended well beyond the classroom.

"There were many cultural activities organized by the AIFS (American Institute for Foreign Study, the organization that handled logistics for the trip)," she said. "We went on daytrips to nearby cities including Girona, Figueres, Sitges, and Montserrat. We went to an FC Barcelona soccer match, we took a cooking class, we visited the Sagrada Familia Church, and so much more."

Joining Malamud were her teenage sons, Nico and Kevin, who participated in many cultural activities with the study abroad students. Kevin also enrolled in high school and learned Catalan, the language used to teach in Barcelona high schools.

Malamud's students also took advantage of low-cost airlines to visit other areas of Europe. "We had students fly to Lisbon, Paris, the Netherlands, England, Italy, Prague, and other areas. It was a tremendous opportunity."



Christine Canepa's Art Featured at Gallery

A large audience packed the Main Gallery earlier this month to hear Oakland artist Christine Canepa describe her work. Canepa's exhibit, "*You Will Miss Me When I'm Gone: Paintings & Photo Drawings by Christine Canepa*," is on display through Feb. 28.

Canepa's work employs imagery from the animal world as a means of exploring ideas proposed in contemporary physics regarding the existence of multiple dimensions, or a "multiverse". The work plays with traditional distinctions between abstract and representational imagery, and historic conventions of landscape painting.

Canepa, who grew up in Santa Cruz and lives in Oakland, teaches at San Jose State University, where she received her MFA in pictorial arts. Her artistic practice emphasizes painting, but also includes a variety of modalities and mediums, including installation.

She has been the recipient of numerous awards, fellowships and prizes and has exhibited widely in California and nationally. Canepa has had solo exhibitions at the Right Window Gallery in San Francisco; Art Ark Gallery in San Jose; Gallery 3 at San Jose State University; and the Full Support Gallery in Santa Cruz.

She has been nominated for a SECA Award from the San Francisco Museum of Modern Art and received the Catherine urban Scholarship from San Jose State University. The SECA Award provides recognition to innovative and talented Bay Area artists whose work has gone largely unnoticed

"Christine is a fabulous artist and her exhibition has been well-received at the gallery," said Bill Morales, Professor of Art at Cañada.

The Cañada College Art Gallery presents exhibitions to the public, focuses on an interdisciplinary interpretation of art and culture, and serves the public of San Mateo County, the college community and beyond.

Exhibitions and gallery events are free and open to the public.



Jeanne Stalker Adds a Friendly Face to the Welcome Center at Cañada College

Stalker is this year's nominee for Classified Employee of the Year from Cañada College.

Jeanne Stalker (photographed above with her son, Anthony, at a Giants playoff game last season. Anthony is holding a glove in anticipation of catching a foul ball.) embodies the friendly attitude that defines Cañada College. Her efforts coordinating and transforming the college's Welcome Center and new student orientation and assessment program provide a positive first impression for students. That's why Kim Lopez, Dean of Counseling and Enrollment Services, nominated Jeanne as this year's Classified Employee of the Year.

"Jeanne has developed a new model for orientation, making it more streamlined and consistent and easier for students," Lopez said. "She has established a new schedule for assessment that makes it more flexible for students and their busy schedules."

Jeanne says she enjoys working with and assisting students as they enter or return to college and says making them feel welcome is a team effort.

"Our Welcome Center staff and student assistants are amazing to work with," she said. "They really care about our students."

Jeanne began working with the district in 1988 as a receptionist, then became staff assistant in PE/Athletics. She is still connected with athletics as a member of the Cañada College Athletics Hall of Fame Committee. "I really enjoyed working in athletics with athletic eligibility. "Watching the hard work, dedication, development, and competitive spirit of the student athletes under the leadership of our superb coaches didn't seem like work at all. I truly enjoyed being part of a great athletics era at Cañada when we hosted numerous regional and state playoff events. That's why we decided to initiate an Athletic Hall of Fame.

In addition to volunteering with the Hall of Fame, Jeanne volunteers at her son's school and she's a team mom for his little league team, organizing group events to the San Francisco Giants games.

"The best job I have, and ever will have, is being a mom to my seven-year-old son, Anthony," she said. "I have a much greater appreciation for what my mom did in raising five children, alone. It has opened my eyes to the world and how precious children are, that they must be cared for, loved and given a solid foundation."

Jeanne said being a mom also makes her more aware of those children who are not as fortunate so she always participates in the One Warm Coat drive and Toys for Tots program during the winter and the Junior Giants glove drive and community fund events in the spring.

Jeanne said she enjoys working at Cañada because it is smaller and provides a more personal experience for students. "We tend to know the students and sometimes their families as they embark on their educational journey," she said. "Overall, we are fortunate to work in a district with strong leadership as we head into the future."

A special Native American cultural event was held last week, providing an opportunity for students to learn basketweaving and other aspects of the Mono tribe's culture. Tribal historian Ron Goode and master storyteller and basket weaver Lois Conner Bohna, both representing the Mono people, described the tribe's history and culture and told stories of the Mono people. Professor Elizabeth Terzakis organized the event, which drew more than 100 students on Thursday.



Former ASCC President Tristan Sheldon is Now Studying at the Haas School of Business



Tristan Sheldon arrived at Cañada College in 2009 as a very shy Carlmont High School graduate. When he earned his Cañada diploma in May of 2012 with a degree in business administration he had grown into a confident leader, ready to face his newest challenge – studying at Cal's prestigious Haas School of Business.

"Cañada changed my life," Sheldon said. "It was the best choice I have made so far in my life. Cañada's motto 'From Here You Can Go Anywhere' is such a true statement. I have had friends and classmates at Cañada that have received letters of acceptance from so many top universities, not just in California, but from around the country."

While Cañada provided Sheldon with support, the journey wasn't easy. When he graduated from Carlmont in 2008 he had a 2.6 high school GPA, no extracurricular activities, and a mediocre SAT score.

Sheldon said he's grateful for the education he received at Cañada because his experience at Cal has been overwhelming. "It's like trying to sightsee while traveling 500 mph down a freeway in a rocket car," he said. While I would like to look around at the scenery, I have to stay focused on what's in front of me so that I don't crash. At Cal, everything around me has been moving so fast; deadlines for assignments, internship season, and in general, Cal life."

Cañada Students to Present Original Research on Nano Electronics at National Conference in March



Two Cañada College engineering students will present original research on nano-scale circuits at the Interdisciplinary Engineering Design Education Conference to be held March 4-5 in Santa Clara.

Their paper is titled, "Engaging Undergraduate Students in Nano-Scale Circuit Research Using Summer Internship." Students Jesus Garcia, Hector Prado-Guerrero and Joshua Lohse, who has subsequently transferred to UC Santa Cruz, all participated in a 10-week summer research internship through the NASA Curriculum Improvement and Partnership Awards (CIPAIR) Program (**they are photographed above from left to right along with former Cañada student John Paulino**). The program is funded by a grant through the U.S. Department of Education. The paper describes the results of their work on the analysis of performance degradation of integrated circuits due to transistor aging effects in nano-scale.

Nanoelectronics are commonly used computers, mobile phones, sensors, and electric cars.

Prado-Guerrero, who attended Sequoia High School in Redwood City before transferring to the Cañada Middle College to simultaneously earn his high school degree while taking college courses, said the internship helped him gain real-world experience in the field of engineering research."

John Paulino, a Former Cañada Student, Has Been Named a NASA Ambassador



John Paulino, a former Aragon High School student and Cañada College graduate, has been named to the National Aeronautics and Space Administration (NASA) Student Ambassador Virtual Community.

Paulino is currently studying mechanical engineering at UC Berkeley and is a member of the Pilipino Association of Scientists, Architects, and Engineers at the school. He is also going through machine shop training at Berkeley this spring.

The NASA Student Ambassadors Virtual Community (NSAVC) is an online community network designed to foster greater interaction and mentorship among outstanding interns of NASA's higher education projects. The goal is to provide participants with access to tools needed to serve as a NASA Student Ambassador, increase retention throughout the NASA educational pipeline into the Science, Technology, Engineering, and Mathematics (STEM) workforce, and provide strategic communication opportunities.

Paulino credits his education at Cañada for his opportunity at NASA. "I know for certain that if I did not attend Cañada College, I would not be here at Berkeley. The great professors I had, internships and scholarships that I received, and various conferences I attended during my time at Cañada really prepared me for the challenges at Berkeley."

BOARD REPORT NO. 13-2-6C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RECOGNITION BY THE BOARD OF NOMINEES FOR THE CALIFORNIA COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARD

The California Classified Employees of the Year awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Statewide award winners are selected by representatives of the Community Colleges Board of Governors, Chancellor's Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Up to six recipients are selected and honored annually at the May Board of Governors meeting.

To be eligible for the award, a classified employee must have served a minimum of five years (full-time or part-time) as a permanent employee within the nominating Community College District. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

At the February 27, 2013 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

San Mateo County Community College District

February 27, 2013

BOARD REPORT NO. 13-2-7C

DISTANCE EDUCATION AND STRUCTURED TRAINING FOR ONLINE TEACHING (STOT)

There is no printed board report for this agenda item.

B. LEAVE OF ABSENCE

Skyline College

Karen Nielsen

Cosmetology Aide

Business/Industry Relations

Recommend approval of a personal leave of absence without pay, effective January 14, 2013 through May 27, 2013.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District	Bookstore/Campus Copy & Post Center	1	2/1/2013	6/30/2013	Staff Assistant: Assist staff in the daily operation of the Campus Copy & Post, including pricing, stocking shelves, cashiering, customer service, merchandise preparation, and other duties as assigned.
CSM	Counseling Services	1	2/28/2013	6/30/2013	Program Services Coordinator, Degree Audit: Evaluate incoming academic transcripts for equivalent SMCCCD courses; perform the complex and technical task of modifying, updating, and maintaining computerized degree audit system; and review performance metrics of system to accommodate transcript evaluations.

BOARD REPORT NO. 13-2-1CA

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

RATIFICATION OF NOVEMBER AND DECEMBER 2012 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 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 November 1, 2012 through December 31, 2012 and ratify the contracts entered into leading to such payments.

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
027661	11/01/12	Computerland	22,686.71	Colleges Scanners Purchase
027662	11/01/12	Constellation NewEnergy, Inc.	75,671.14	Utilities
027664	11/01/12	Coulter Construction Inc.	16,539.75	Skyline Construction Project
027666	11/01/12	School Project for Utility Rate Reduction (SPURR)	27,488.98	Utilities
027667	11/01/12	SMC College Ed Housing Corp - Canada Vista	69,343.00	Cañada Vista Monthly Rent Payment
027668	11/01/12	SMC College Ed Housing Corp - College Vista	44,695.00	College Vista Monthly Rent Payment
027672	11/01/12	VALIC Retirement Services Company	210,464.95	Tax Shelter Annuities
027673	11/01/12	Western Allied Mechanical Inc.	50,690.00	CSM Boiler Repair Services
027683	11/06/12	U.S. Bank National Association ND, .	55,776.82	Districtwide Procurement Card Payment
027685	11/06/12	Coulter Construction Inc.	31,616.00	Skyline and CSM Construction Projects
027687	11/06/12	GRD Energy Inc.	22,982.50	Districtwide Commissioning Service
027689	11/06/12	Sallie Mae Inc.	168,809.00	Districtwide Financial Aid Disbursement
027691	11/06/12	Sutro Tower Inc.	17,764.00	KCSM TV Broadcast Site lease at Sutro Tower
027706	11/13/12	Coulter Construction Inc.	40,161.30	CSM and Cañada Construction Projects
027711	11/13/12	Sallie Mae Inc.	148,044.93	Districtwide Financial Aid Refunds
027713	11/13/12	Wesco Graphics, Inc.	29,765.23	Skyline Class Schedule Printing Services
027721	11/20/12	U.S. Bank National Association ND, .	180,000.00	Districtwide Procurement Card Payment
027722	11/20/12	Associated Std-Skyline	100,000.00	Skyline ASB Interbank Transfer
027728	11/20/12	Netronix Integration, Inc.	21,724.53	Districtwide Security Cameras Installation and Maintenance
027732	11/20/12	Sallie Mae Inc.	163,196.10	Districtwide Financial Aid Disbursement
027736	11/20/12	SMCCCD Bookstore	33,515.44	Skyline Student Special Programs Books Purchase
027737	11/20/12	Swinerton Management & Consulting	64,302.65	Program Management Services
027753	11/27/12	Associated Std -Canada	41,060.72	Cañada ASB Interbank Transfer
027761	11/27/12	Sallie Mae Inc.	92,969.00	Districtwide Financial Aid Disbursement
027775	11/29/12	Coulter Construction Inc.	49,195.53	Skyline Construction Project
453395	11/01/12	Atlas/Pellizzari Electric Inc.	51,718.00	Skyline Electrical Projects
453417	11/01/12	Midpoint International Inc.	19,778.00	Skyline Outside Containers Purchase
453421	11/01/12	Public Empl Ret Sys	1,247,542.38	Health Insurance November 2012 Premium
453442	11/01/12	American Federation of Teachers	61,837.91	Monthly Union Dues
453445	11/01/12	CalPERS	563,291.26	Monthly PERS Contribution Advance Payment
453471	11/01/12	Hartford Retirement Plans Service Center	33,744.94	Tax Shelter Annuities
453484	11/01/12	S.M.C.S.I.G.	162,030.54	Dental Premium Payment
453485	11/01/12	S.M.C.S.I.G.	19,758.73	Vision Premium Payment
453534	11/06/12	Pac Gas & Elec Co	13,624.28	Utilities

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

Check Number	Check Date	Vendor Name	Check Amount	Description
453537	11/06/12	Robert A. Bothman	214,703.42	Cañada Construction Project
453552	11/06/12	C S E A	13,046.30	Monthly Union Dues
453555	11/06/12	County of San Mateo	136,124.16	CSM Annual Sewer Tax
453561	11/06/12	Hartford Life & Accident Insurance Co.	36,022.20	Monthly Insurance Premiums
453568	11/06/12	Robert A. Bothman	11,300.18	Cañada Construction Project
453580	11/08/12	Bay View Painting Company	15,364.96	Skyline Painting Project
453581	11/08/12	Bayside Heating & Air Conditioning	67,608.00	Skyline and District Office HVAC Repairs
453621	11/08/12	Employment Development Department	30,346.05	Quarterly Unemployment Payment
453669	11/15/12	Apple Computer, Inc	22,131.68	Cañada Computers Purchase
453681	11/15/12	City of Redwood City	13,443.39	Utilities
453683	11/15/12	City of San Bruno	19,844.33	Utilities
453692	11/15/12	EBSCO	13,158.55	Skyline Library Subscriptions Purchase
453727	11/15/12	SM County Community College District	11,178.31	Flex Spending Account Reimbursement
453743	11/19/12	CalPERS	24,635.46	Monthly PERS Contribution Balance Payment
453754	11/19/12	Godbe Corporation	16,735.00	Countywide Needs Assessment Services
453760	11/19/12	Industrial Employers/Distributors Assoc.	10,437.58	Monthly Labor Relations Service Fees
453791	11/19/12	Strata Information Group	55,668.73	ITS Consulting Services
453806	11/20/12	A.C.C.J.C.	15,579.00	Cañada Membership Annual Dues
453820	11/20/12	D & D Pipelines Inc.	35,054.05	CSM Storm Drains Upgrade and Repairs
453834	11/20/12	MediFit Corporate Services, Inc.	37,975.00	CSM Locker Room Renovation
453837	11/20/12	Pac Gas & Elec Co	45,479.61	Utilities
453843	11/20/12	San Francisco State University	12,370.33	Cañada CalSTEP Grant Services
453856	11/20/12	Comm College League/Calif	21,869.00	Skyline Online Subscriptions Purchase
453911	11/27/12	Calif Water Service Co	30,118.87	Utilities
453913	11/27/12	County of San Mateo	27,433.24	Districtwide Legal Consulting Services
453914	11/27/12	County of San Mateo	13,773.90	Districtwide Monthly Parking Income Distribution
453919	11/27/12	Lathrop Construction Associates, Inc.	28,267.00	Cañada Construction Project
453922	11/27/12	Pate, Hui X.	10,177.00	Study Aboard China Trip Expense Reimbursement
453964	11/29/12	Pac Gas & Elec Co	25,268.23	Utilities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1301207	11/01/12	US Treasury - Union Bank	1,609,354.63	Federal Tax
J1301207	11/01/12	EDD - Union Bank	337,379.02	State Tax
J1301207	11/01/12	EDD - Union Bank	22,521.68	State Tax - SDI

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

Check Number	Check Date	Vendor Name	Check Amount	Description
J1301355	11/14/12	State Teacher Retirement - Cash Balance	80,938.92	STRS Retirement - Cash Balance
J1301487	11/19/12	US Treasury - Union Bank	46,359.72	Federal Tax
J1301634	11/30/12	State Teacher Retirement - County Paid	616,659.88	STRS Retirement - Defined Benefit
		<u>SMCCCD Bookstores</u>		
110622	11/14/12	Patterson Dental Supply	19,239.53	Purchase of Inventory
110623	11/14/12	Pepsi Cola	13,052.71	Purchase of Inventory
110642	11/21/12	SMCCD	96,327.96	Purchase of Inventory
110686	11/09/12	SM CC College District	204,119.99	Salaries & Benefits - October 2012
110693	11/29/12	Xerox Corporation	11,454.01	Purchase of Inventory
EFT02431	11/23/12	Board of Equalization	11,669.94	Sales Tax
		Subtotal	<u>8,035,980.84</u>	90%
		Warrants Issued ≤ \$10,000	<u>867,448.64</u>	10%
		Total Non-Salary Warrants Issued	<u><u>8,903,429.48</u></u>	100%
District Accounts Payable		Ck#453390-454000, DD27657-DD27780	5,711,491.20	
District Payroll		Ck#84416-85173, DD50043157-50044774	8,452,064.31	
SMCCCD Bookstores		CK#110604-110694, EFT02431	<u>470,795.49</u>	
		Total Warrants Including Salaries - November 2012	<u><u>14,634,351.00</u></u>	

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
027783	12/04/12	Constellation NewEnergy, Inc.	78,301.41	Utilities
027786	12/04/12	Intermountain Electric Company	25,115.81	Cañada Electrical Project
027787	12/04/12	Sallie Mae Inc.	103,892.24	Districtwide Financial Aid Distribution
027789	12/04/12	SMC College Ed Housing Corp - Canada Vista	67,718.00	Cañada Vista Monthly Rent Payment
027790	12/04/12	SMC College Ed Housing Corp - College Vista	44,695.00	College Vista Monthly Rent Payment
027792	12/04/12	Sutro Tower Inc.	17,764.00	KCSM TV Broadcast Site lease at Sutro Tower
027794	12/04/12	VALIC Retirement Services Company	209,138.94	Tax Shelter Annuities
027802	12/06/12	U.S. Bank National Association ND, .	55,630.56	Districtwide Procurement Card Payment
027808	12/06/12	Computerland	123,006.00	Districtwide Software Programs Purchases
027809	12/06/12	Constellation NewEnergy, Inc.	24,301.24	Utilities
027812	12/06/12	Noll & Tam	29,270.90	CSM Architectural Services
027815	12/06/12	School Project for Utility Rate Reduction	29,998.42	Utilities
028281	12/11/12	Sallie Mae Inc.	76,750.49	Districtwide Financial Aid Distribution
028282	12/11/12	SM County Community College District	33,646.05	Replenish Flex Spending Account
028296	12/13/12	Coulter Construction Inc.	35,889.19	Skyline Construction Project
028301	12/13/12	SMCCCD Bookstore	11,004.06	Skyline Supplies and Printing Charges
028302	12/13/12	The Bank of East Asia (USA) N.A.	11,292.00	Skyline Study Abroad Program
028313	12/18/12	Coulter Construction Inc.	50,711.86	Districtwide Construction Projects
028319	12/18/12	Noll & Tam	16,654.10	Cañada and CSM Architectural Services
028322	12/18/12	Sallie Mae Inc.	155,031.00	Districtwide Financial Aid Distribution
028323	12/18/12	Schneider Electric Buildings Americas, Inc.	14,500.00	District Office Cooling Repair Services
028326	12/18/12	SMCCCD Bookstore	42,732.75	CSM Students Special Programs Books Purchase
028327	12/18/12	Swinerton Management & Consulting	56,052.41	Program Management Services
028337	12/20/12	U.S. Bank National Association ND, .	175,000.00	Districtwide Procurement Card Payment
028340	12/20/12	GRD Energy Inc.	10,390.00	Districtwide Commissioning Services
028346	12/20/12	SMC College Ed Housing Corp - Canada Vista	65,610.76	Cañada Vista Monthly Rent Payment
028347	12/20/12	SMC College Ed Housing Corp - College Vista	44,695.00	College Vista Monthly Rent Payment
028349	12/20/12	VALIC Retirement Services Company	224,744.94	Tax Shelter Annuities
454002	12/04/12	American Federation of Teachers	55,016.90	Monthly Union Dues
454015	12/04/12	Crowe Horwath, LLP	14,710.00	Auditing Services for Forensic Study
454018	12/04/12	Ellucian Company L.P.	12,640.00	Financial Aid Document Receipt Automation Services & Quickscan Pro Licenses
454023	12/04/12	Independent Electric Supply Co.	10,430.08	Cañada Electrical Project
454036	12/04/12	Pac Gas & Elec Co	10,230.82	Utilities
454038	12/04/12	Rosendin Electric, Inc.	26,937.00	Cañada Electrical Project
454041	12/04/12	Scapes Inc.	17,571.26	CSM Landscape Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
454045	12/04/12	VS Athletics, Inc.	11,152.90	CSM Athletics Equipment Purchase
454051	12/04/12	C S E A	12,839.40	Monthly Union Dues
454054	12/04/12	CalPERS	536,331.37	Monthly PERS Contribution Advance Payment
454085	12/04/12	Hartford Retirement Plans Service Center	33,494.94	Tax Shelter Annuities
454104	12/04/12	Public Empl Ret Sys	1,243,173.22	Health Insurance December 2012 Premium
454109	12/04/12	S.M.C.S.I.G.	160,254.38	Dental Premium Payment
454110	12/04/12	S.M.C.S.I.G.	19,526.53	Vision Premium Payment
454153	12/06/12	IntelliResponse Systems Inc.	75,000.00	Districtwide Annual Hosting Service & Maintenance Fee
454176	12/06/12	Verde Design Inc.	13,970.00	Cañada Construction Project
454621	12/11/12	John Deere Company	59,708.67	Facilities Equipment Purchase
454628	12/11/12	Vavrinek, Trine, Day & Co.	25,000.00	Districtwide Auditing Services
454634	12/13/12	Ad Age Broadcast Network	10,140.00	Cañada Advertising Services
454647	12/13/12	City of San Bruno	13,015.77	Utilities
454663	12/13/12	John Plane Construction	33,935.00	Cañada Construction Projects
454689	12/13/12	Remy Moose Manley, LLP	20,807.31	CSM Legal Services
454695	12/13/12	San Mateo Union High School District	27,208.00	CSM Middle College Billing
454706	12/13/12	Verde Design Inc.	20,761.65	Districtwide Construction Projects
454721	12/13/12	Public Empl Ret Sys	1,243,173.22	Health Insurance January 2013 Premium
454726	12/13/12	U.S. Postal Services	11,909.93	Community Education Postage
454737	12/18/12	Eternal Construction, Inc.	66,119.43	CSM Construction Project
454761	12/18/12	Pac Gas & Elec Co	35,863.29	Utilities
454771	12/18/12	Strata Information Group	54,208.87	ITS Consulting Services
454784	12/18/12	Bayside Heating & Air Conditioning	102,124.00	District Office Cooling Repair Services
454791	12/18/12	Eternal Construction, Inc.	101,404.52	CSM Construction Project
454805	12/18/12	Public Empl Ret Sys	59,902.60	Health Insurance Monthly Premium
454807	12/18/12	Robert A. Bothman	212,587.94	Cañada Construction Project
454809	12/18/12	San Francisco State University	10,707.74	Cañada CiPAIR Contract Services
454812	12/18/12	Robert A. Bothman	11,188.84	Cañada Construction Project
454880	12/20/12	Sedgwick Claims Management Services. Inc.	22,062.50	Districtwide Worker's Comp TPA Service Fee
454887	12/20/12	Total Recall Captioning, Inc.	10,600.00	CSM DSPS Captioning Services
454896	12/20/12	American Federation of Teachers	48,078.43	Monthly Union Dues
454900	12/20/12	C S E A	12,852.90	Monthly Union Dues
454902	12/20/12	Calif Water Service Co	20,032.38	Utilities
454933	12/20/12	Hartford Life & Accident Insurance Co.	35,913.80	Monthly Insurance Premiums
454934	12/20/12	Hartford Retirement Plans Service Center	91,807.31	Tax Shelter Annuities
454969	12/20/12	Wesco Graphics, Inc.	19,479.76	Community Education Printing Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1301654	12/03/12	US Treasury - Union Bank	1,438,946.46	Federal Tax
J1301654	12/03/12	EDD - Union Bank	296,317.97	State Tax
J1301654	12/03/12	EDD - Union Bank	17,684.56	State Tax - SDI
J1301790	12/10/12	State Teacher Retirement - Cash Balance	65,074.94	STRS Retirement - Cash Balance
J1301934	12/19/12	US Treasury - Union Bank	38,652.80	Federal Tax
J1301959	12/19/12	State Teacher Retirement - County Paid	583,853.36	STRS Retirement - Defined Benefit
J1301935	12/20/12	US Treasury - Union Bank	1,328,407.91	Federal Tax
J1301935	12/20/12	EDD - Union Bank	273,413.89	State Tax
J1301935	12/20/12	EDD - Union Bank	12,161.87	State Tax - SDI
J1301989	12/21/12	State Teacher Retirement - Cash Balance	46,516.62	STRS Retirement - Cash Balance
 <u>SMCCCD Bookstores</u>				
110705	12/17/12	SMCCCD	18,812.17	Purchase of Inventory
110760	12/18/12	SYSCO Food Company of SF	15,004.55	Purchase of Inventory
		Subtotal	10,602,256.89	87%
		Warrants Issued ≤ \$10,000	1,524,313.23	13%
		Total Non-Salary Warrants Issued	<u>12,126,570.12</u>	100%
District Accounts Payable	CK#454001-454969, DD27782-28351		7,894,233.83	
District Payroll	CK#85174-85909, DD50044775-50046382		9,346,186.63	
SMCCCD Bookstores	CK#110695-110767, EFT33754		124,279.08	
	Total Warrants Including Salaries - December 2012		<u>17,364,699.54</u>	

BOARD REPORT NO. 13-2-2B

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

APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAM, SUMMER 2013

The Division of Community Education requests the approval of the award-winning College for Kids program for young people ages 8 to 14 in San Mateo County. The division plans to offer the academic enrichment program at College of San Mateo and Skyline College as part of the District's community outreach activities.

The three-week College for Kids Program will be offered at Skyline College from June 17 through July 3. The program will be offered at College of San Mateo from July 8 through July 25. The courses available at both locations will consist of: language arts, mathematics, sciences, creative arts, computers, multimedia and physical education. Classes will be taught from 1:30 p.m. to 4:50 p.m. Monday through Thursday with opportunities for students to select three of the available courses.

The fee for the program will be \$415 per participant if registered by April 26 and \$429 per participant if registered after April 26. Scholarships will be available for those students needing assistance. The fees will cover the cost of instructors, student aides, supplies, and insurance. The programs will be self-supporting.

RECOMMENDATION

It is recommended that the Board approve the Community Education Summer Youth Program consisting of College for Kids at the College of San Mateo and Skyline College, as detailed above.

BOARD REPORT NO. 13-2-3B

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
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The addition of 35 courses and two Associate Degrees for Transfer are proposed by 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 College of San Mateo and Skyline College.

San Mateo County Community College District

February 27, 2013

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

LCTR

680MA KEYS TO SUCCESS (1.0) (day or evening)

Justification: The Summer Bridge Academy (SBA) program is being revamped to include components of Math Boost. This class is needed to encompass the additional curriculum components of the new revamped Pathway to College program (formerly known as SBA). Additionally, the unit amount needed to be lowered from two units to one unit to make the course more feasible for incoming freshmen.

Prerequisite: None.

Recommended Preparation: None.

Description: This course assists new students in making a successful transition to college life. Students will learn to assume responsibility for their academic decision-making as it relates to success in college. Topics include: knowledge of resources, making math fun, advanced study techniques, learning styles, critical thinking skills, mathematical computations, motivation and self-efficacy. Students will also take a personalized interactive assessment through ALEKS to determine which math concepts they have mastered and areas they are ready to learn. This class has a strong emphasis on group work and peer learning.

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 programs:

ENGLISH

English – 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)

San Mateo County Community College District

February 27, 2013

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

ART

401 THREE-DIMENSIONAL DESIGN (3.0) (day or evening)

Justification: Three-Dimensional Design is a required core course for a transfer degree in Studio Arts. Skyline currently offers design and needs to separate it into 2-D and 3-D specialties. The course is intended to transfer to UC and CSU, and is also applicable to the Associate in Arts degree in Art.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to fundamentals and concepts of organizing forms in three dimensions. Studio application involving various materials to explore 3-D concepts.

Classification: AA/AS Degree; CSU transferable.

418 ADVANCED CERAMICS (3.0) (day or evening)

Justification: This course will complete the sequence in ceramics, along with Skyline's beginning and intermediate courses of Ceramics I, Ceramics II, and Ceramic Glazing Techniques. This will be the fourth course in the family of ceramics offerings for the two-year progression. Fulfills a course requirement for an Associate in Arts degree in Art and an Associate of Arts degree in Art for Transfer, as well as an intended transfer elective course for UC and CSU.

Prerequisite: ART 417 or equivalent.

Recommended Preparation: None.

Description: Advanced study of ceramics with a focus on either sculptural or functional artworks in clay. A series of focused ceramics pieces will culminate in the creation of a portfolio.

Classification: AA/AS Degree; CSU transferable.

AUTOMOTIVE TECHNOLOGY

680SA BODY CONTROL SYSTEMS (15.0) (day or evening)

Justification: This course addresses topics not previously covered in the full-time morning or afternoon programs.

Prerequisite: Admission to the Automotive Technology Program by special application only.

Recommended Preparation: None.

Description: Course topics include heating, cooling and ventilation systems; body controls; scan tool usage and diagnosis; and hybrid theory and operation.

Classification: AA/AS Degree; CSU transferable.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

680SI INTRODUCTION TO SOLAR PHOTOVOLTAICS (PV) SYSTEMS, DESIGN AND FINANCE (2.0) (day or evening)

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

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or equivalent.

Description: Provides a foundation of knowledge and skills to understand the solar photovoltaics market and technology. Includes introduction to the global solar PV market, fundamentals of electricity and PV technology, introduction to incentive programs related to solar systems and fundamentals of the site survey process for a residential solar PV array.

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

680SJ SOLAR THERMAL (WATER HEATING) FUNDAMENTALS (0.5) (day or evening)

Justification: This Career Technical Education (CTE) course complements other courses in the Environmental Technology program, including courses in solar PV, energy efficiency, and

business development. It prepares students to enter careers in energy and construction industries or other related industries that involve sustainability, energy efficiency, and renewable energy.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or equivalent.

Description: An overview of industry standards and best practices for residential and commercial solar hot water heating. Topics include industry overview and policy incentives; identifying collectors, components, and system types; performing financial analysis for cost savings; practices in selecting equipment and components, siting, designing, constructing, and installing systems.

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

680SL NABCEP ENTRY-LEVEL SOLAR INDUSTRY TEST PREPARATION (0.5) (day or evening)

Justification: This Career Technical Education (CTE) course complements other courses in the Environmental Technology program, including courses in solar PV, energy efficiency, and business development. It prepares students to enter careers in energy and construction industries or other related industries that involve sustainability, energy efficiency, and renewable energy.

Prerequisite: None.

Recommended Preparation: ENVS 680SI, or equivalent.

Description: Review and test preparation for Entry-Level North American Board of Certified Energy Practitioners (NABCEP) exam. Topics include PV Markets and Applications, Safety, Electricity Basics, Solar Energy Fundamentals, PV Module Fundamentals, System Components, PV System Sizing Principles, PV System Electrical Design, PV System Mechanical Design, Performance Analysis, and Maintenance and Troubleshooting.

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

ENVS 680SM FIELD TRAINING AND CREDENTIAL EXAM PREPARATION FOR HOME PERFORMANCE ASSESSMENT (0.5) (day or evening)

Justification: This Career Technical Education (CTE) course complements other courses in the Environmental Technology program, including courses in solar PV, energy efficiency, and business development. It prepares students to complete requirements for industry-recognized credentials to enter careers in energy and construction industries or other related industries that involve sustainability and energy efficiency and renewable energy.

Prerequisite: None.

Recommended Preparation: ENVS 425, or equivalent.

Description: Hands-on, advanced field training course building on fundamental knowledge, skills and abilities for conducting home performance energy efficiency assessments. Students hone best practices for building systems assessment and data analysis, and producing technical reports with energy upgrade recommendations. Advanced preparation for Building Performance Institute (BPI) field certification exam.

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

JOURNALISM

320 BEGINNING NEWSPAPER STAFF (3.0) (day or evening)

Justification: This course meets a requirement for the Associate in Arts degree for Transfer in Journalism.

Prerequisite: Eligibility for ENGL 846 or equivalent.

Recommended Preparation: None.

Description: Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered.

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

330 INTERMEDIATE NEWSPAPER STAFF (3.0) (day or evening)

Justification: This course meets a requirement for the Associate in Arts degree for Transfer in Journalism.

Prerequisite: JOUR 320 or equivalent.

Recommended Preparation: None.

Description: Focus on the production of the student news publications, including the print newspaper, The Skyline View, its online version, TheSkylineView.com, and all other media platforms through which content is expressed. Students take a leadership or management role on the paper, while they also concentrate their work in one of the following: report, write and edit articles for the print and online versions of The Skyline View; take and edit photographs; research for and create informational graphics; develop multimedia stories; design and layout pages of the print newspaper, including in-house advertising; post to and maintain social media sites. Ethical and legal issues are also covered.

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

KINESIOLOGY – FITNESS

680SH STRESS MANAGEMENT: LIFE SKILLS FOR OPTIMAL HEALTH (1.5) (day or evening)

Justification: This course will provide beginning knowledge of the impact of stress on the body and mind while providing students with strategies for stress reduction. This course is intended to be CSU and UC transferable and will apply to the Dance and Kinesiology majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: Examines the relationship between a person's thoughts/emotions and physical injuries or illnesses with the intent to create ideal mental and physical health. Includes one hour of lecture and one and a half hours of practical application per week. Students will experience/practice and compare meditation and other various relaxation techniques.

Classification: AA/AS Degree; CSU transferable.

LITERATURE

201 AMERICAN LITERATURE I (3.0) (day or evening)

Justification: American Literature I is a common core course in undergraduate English and Literature programs throughout U.S. universities. It provides students with a social, cultural and historical context for understanding American Literature. Studying American Literature will benefit not only students majoring in English, but also those planning to study comparative literature, history, sociology, and other disciplines focusing on identifying and understanding cultural roots and diversity. Students seeking an Associate degree will also benefit from American Literature I as they will gain a firm understanding of the roots of the American literary tradition, an important knowledge base for a well-rounded graduate. This course also meets a requirement for the Associate in Arts degree in English for Transfer.

Prerequisite: ENGL 100 or equivalent.

Recommended Preparation: None.

Description: Study of American Literature from the European conquest of the Americas through the 18th and 19th centuries. Lectures, discussions, reading of primary and secondary works, and writing of critical papers.

Classification: AA/AS Degree; CSU transferable.

202 AMERICAN LITERATURE II (3.0) (day or evening)

Justification: American Literature II is a common core course in undergraduate English and Literature programs throughout U.S. universities. It provides students with a social, cultural and historical context for understanding American Literature. Studying American Literature will benefit not only students majoring in English, but also those planning to study comparative literature, history, sociology, and other disciplines focusing on identifying and understanding cultural roots and diversity. Students seeking an Associate degree will also benefit from

American Literature I as they will gain a firm understanding of the roots of the American literary tradition, an important knowledge base for a well-rounded graduate. This course also meets a requirement for the Associate in Arts degree in English for Transfer.

Prerequisite: ENGL 100 or equivalent.

Recommended Preparation: None.

Description: Study of American Literature from the mid 19th century to the present. Lectures, discussions, reading of primary and secondary works, and writing of critical papers.

Classification: AA/AS Degree; CSU transferable.

231 SURVEY OF BRITISH LITERATURE I (3.0) (day or evening)

Justification: A survey of British Literature course offers a basic grounding for students interested in English language literary studies. It provides a context for the study of much modern American and English language literature by identifying some of its major literary traditions. In addition, by placing literature within an ever-changing historical and cultural context, this survey course offers a good basis not only for English language literary studies but also studies in world or comparative literature, history, social sciences or other disciplines focusing on identifying and understanding cultural diversity. It is a vital part of any humanities curriculum. This course also meets a requirement for the Associate in Arts degree in English for Transfer.

Prerequisite: ENGL 100 or equivalent.

Recommended Preparation: None.

Description: Study of the typical works of major British writers from Chaucer to the 18th Century. Lectures, discussions, related readings, and writing of critical papers.

Classification: AA/AS Degree; CSU transferable.

232 SURVEY OF BRITISH LITERATURE II (3.0) (day or evening)

Justification: A survey of British Literature course offers a basic grounding for students interested in English language literary studies. It provides a context for the study of much modern American and English language literature by identifying some of its major literary traditions. In addition, by placing literature within an ever-changing historical and cultural context, this survey course offers a good basis not only for English language literary studies but also studies in world or comparative literature, history, social sciences or other disciplines focusing on identifying and understanding cultural diversity. It is a vital part of any humanities curriculum. This course also meets a requirement for the Associate in Arts degree in English for Transfer.

Prerequisite: ENGL 100 or equivalent.

Recommended Preparation: None.

Description: Study of the typical works of major English writers from the 19th Century to the present. Lectures, discussions, related readings, and writing of critical papers.

Classification: AA/AS Degree; CSU transferable.

MUSIC

430.1 CONCERT BAND I (1.0) (day or evening)

Justification: MUS. 430.1 is the beginning level of a family of concert band skills classes replacing MUS. 430. The sequence 430.1, 430.2, 430.3, 430.4 enables students to complete the four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: MUS. 100 or equivalent.

Description: Study and performance of music for concert band at the beginning level. Performance is required. Open to all students of the College.

Classification: AA/AS Degree; CSU transferable.

430.2 CONCERT BAND II (1.0) (day or evening)

Justification: MUS. 430.2 is the advanced beginning level of a family of concert band skills classes replacing MUS. 430. The sequence 430.1, 430.2, 430.3, 430.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Study and performance of music for concert band at the advanced beginning level. Performance is required. Open to all students of the College.

Classification: AA/AS Degree; CSU transferable.

430.3 CONCERT BAND III (1.0) (day or evening)

Justification: MUS. 430.3 is the intermediate level of a family of concert band skills classes replacing MUS. 430. The sequence 430.1, 430.2, 430.3, 430.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Study and performance of music for concert band at the intermediate level. Performance is required. Open to all students of the College.

Classification: AA/AS Degree; CSU transferable.

430.4 CONCERT BAND IV (1.0) (day or evening)

Justification: MUS. 430.4 is the advanced intermediate level of a family of concert band skills classes replacing MUS. 430. The sequence 430.1, 430.2, 430.3, 430.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Study and performance of music for concert band at the intermediate level. Performance is required. Open to all students of the College.

Classification: AA/AS Degree; CSU transferable.

450.1 JAZZ BAND I (1.0) (day or evening)

Justification: MUS. 450.1 is the beginning level of a family of jazz band skills classes replacing MUS. 450. The sequence 450.1, 450.2, 450.3, 450.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: MUS. 100 or equivalent.

Description: Study, performance, organization, arranging, vocals, and other phases of dance band work at the beginning level. Performance is required.

Classification: AA/AS Degree; CSU transferable.

450.2 JAZZ BAND II (1.0) (day or evening)

Justification: MUS. 450.2 is the advanced beginning level of a family of jazz band skills classes replacing MUS. 450. The sequence 450.1, 450.2, 450.3, 450.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Study, performance, organization, arranging, vocals, and other phases of dance band work at the advanced beginning level. Performance is required.

Classification: AA/AS Degree; CSU transferable.

450.3 JAZZ BAND III (1.0) (day or evening)

Justification: MUS. 450.3 is the intermediate level of a family of jazz band skills classes replacing MUS. 450. The sequence 450.1, 450.2, 450.3, 450.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Study, performance, organization, arranging, vocals, and other phases of dance band work at the intermediate level. Performance is required.

Classification: AA/AS Degree; CSU transferable.

450.4 JAZZ BAND IV (1.0) (day or evening)

Justification: MUS. 450.4 is the advanced intermediate level of a family of jazz band skills classes replacing MUS. 450. The sequence 450.1, 450.2, 450.3, 450.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Study, performance, organization, arranging, vocals, and other phases of dance band work at the advanced intermediate level. Performance is required.

Classification: AA/AS Degree; CSU transferable.

470.1 CONCERT CHOIR I (1.0) (day or evening)

Justification: MUS. 470.1 is the beginning level of a family of choir skills classes replacing MUS. 470. The sequence 470.1, 470.2, 470.3, 470.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: MUS. 100 or equivalent.

Description: Performance of choral music for accompanied and/or unaccompanied choir at the beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required. Open to all students of the College.

Classification: AA/AS Degree; CSU transferable.

470.2 CONCERT CHOIR II (1.0) (day or evening)

Justification: MUS. 470.2 is the advanced beginning level of a family of choir skills classes replacing MUS. 470. The sequence 470.1, 470.2, 470.3, 470.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Performance of choral music for accompanied and/or unaccompanied choir at the advanced beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required.

Classification: AA/AS Degree; CSU transferable.

470.3 CONCERT CHOIR III (1.0) (day or evening)

Justification: MUS. 470.3 is the intermediate level of a family of choir skills classes replacing MUS. 470. The sequence 470.1, 470.2, 470.3, 470.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Performance of choral music for accompanied and/or unaccompanied choir at the intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required.

Classification: AA/AS Degree; CSU transferable.

470.4 CONCERT CHOIR IV (1.0) (day or evening)

Justification: MUS. 470.4 is the advanced intermediate level of a family of choir skills classes replacing MUS. 470. The sequence 470.1, 470.2, 470.3, 470.4 enables students to complete four semesters of music ensemble courses necessary for the Associate in Arts degree in Music for Transfer.

Prerequisite: None.

Recommended Preparation: None.

Description: Performance of choral music for accompanied and/or unaccompanied choir at the advanced intermediate level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required.

Classification: AA/AS Degree; CSU transferable.

501 STUDIO LESSONS I (APPLIED MUSIC I) (1.0) (day or evening)

Justification: The Music department at Skyline College has been developing curriculum in order to be able to offer the Associate in Arts Degree in Music for Transfer. As of 2012-2013, Skyline is offering all the curricula necessary to the AA-T except Applied Music. Applied Music is the private (one-on-one) musical study on an instrument or voice and is essential for the musical development and improvement of collegiate music majors. In addition to Skyline becoming a magnet for students seeking this type of transfer degree, an AA-T in Music will benefit our music majors by providing priority transfer to the CSU system.

Prerequisite: MUS. 304, or MUS. 404, or MUS. 358, or MUS. 380, or equivalent. Prerequisite beginning undergraduate transfer-level performance ability (and equivalency) will be confirmed through placement audition.

Corequisite: MUS. 105, or MUS. 106, or MUS. 107, or MUS. 108; and MUS. 111, or MUS. 112, or MUS. 113, or MUS. 114, or equivalent.

Recommended Preparation: None.

Description: Individualized study of the appropriate beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. Enrollment eligibility determined by audition.

Classification: AA/AS Degree; CSU transferable.

502 STUDIO LESSONS II (APPLIED MUSIC II) (1.0) (day or evening)

Justification: The Music department at Skyline College has been developing curriculum in order to be able to offer the Associate in Arts Degree in Music for Transfer. As of 2012-2013, Skyline is offering all the curricula necessary to the AA-T except Applied Music. Applied Music is the private (one-on-one) musical study on an instrument or voice and is essential for the musical development and improvement of collegiate music majors. In addition to Skyline becoming a magnet for students seeking this type of transfer degree, an AA-T in Music will benefit our music majors by providing priority transfer to the CSU system.

Prerequisite: MUS. 501 or equivalent.

Corequisite: MUS. 105, or MUS. 106, or MUS. 107, or MUS. 108; and MUS. 111, or MUS. 112, or MUS. 113, or MUS. 114, or equivalent.

Recommended Preparation: None.

Description: Individualized study of the appropriate advanced-beginning undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level.

Classification: AA/AS Degree; CSU transferable.

503 STUDIO LESSONS III (APPLIED MUSIC III) (1.0) (day or evening)

Justification: The Music department at Skyline College has been developing curriculum in order to be able to offer the Associate in Arts Degree in Music for Transfer. As of 2012-2013, Skyline is offering all the curricula necessary to the AA-T except Applied Music. Applied Music is the private (one-on-one) musical study on an instrument or voice and is essential for the musical development and improvement of collegiate music majors. In addition to Skyline becoming a magnet for students seeking this type of transfer degree, an AA-T in Music will benefit our music majors by providing priority transfer to the CSU system.

Prerequisite: MUS. 502 or equivalent.

Corequisite: MUS. 105, or MUS. 106, or MUS. 107, or MUS. 108; and MUS. 111, or MUS. 112, or MUS. 113, or MUS. 114, or equivalent.

Recommended Preparation: None.

Description: Individualized study of the appropriate intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level.

Classification: AA/AS Degree; CSU transferable.

504 STUDIO LESSONS IV (APPLIED MUSIC IV) (1.0) (day or evening)

Justification: The Music department at Skyline College has been developing curriculum in order to be able to offer the Associate in Arts Degree in Music for Transfer. As of 2012-2013, Skyline is offering all the curricula necessary to the AA-T except Applied Music. Applied Music is the private (one-on-one) musical study on an instrument or voice and is essential for the musical development and improvement of collegiate music majors. In addition to Skyline becoming a magnet for students seeking this type of transfer degree, an AA-T in Music will benefit our music majors by providing priority transfer to the CSU system.

Prerequisite: MUS. 503 or equivalent.

Corequisite: MUS. 105, or MUS. 106, or MUS. 107, or MUS. 108; and MUS. 111, or MUS. 112, or MUS. 113, or MUS. 114, or equivalent.

Recommended Preparation: None.

Description: Individualized study of the appropriate advanced-intermediate undergraduate transfer-level techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level.

Classification: AA/AS Degree; CSU transferable.

680SG VOICE FOR THE MUSICAL THEATER PRODUCTION (2.0) (day or evening)

Justification: This course offers the opportunity for students interested in Theater Arts to perform in the spring musical. This course is intended to be transferable to UC and CSU, and will fulfill an elective in the Music major when converted to a permanent course offering.

Prerequisite: None.

Recommended Preparation: None.

Description: Theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning basic vocal technique, basic acting technique, and song repertoire that will be utilized in performance. Lecture subjects include the historical context of the libretto and the musical style and song structure specific to the production. All levels of vocal skill are welcome.

Classification: AA/AS Degree; CSU transferable.

680SH STUDIO LESSONS I (APPLIED MUSIC I) (1.0) (day or evening)

Justification: The Music department at Skyline College has been developing curriculum in order to be able to offer the Associate in Arts Degree in Music for Transfer. As of 2012-2013, Skyline is offering all the curricula necessary to the AA-T except Applied Music. Applied Music is the private (one-on-one) musical study on an instrument or voice and is essential for the musical development and improvement of collegiate music majors. In addition to Skyline becoming a magnet for students seeking this type of transfer degree, an AA-T in Music will benefit our music majors by providing priority transfer to the CSU system.

Prerequisite: MUS. 304, or MUS. 404, or MUS. 380.

Corequisite: MUS. 105, or MUS. 106, or MUS. 107, or MUS. 108; and MUS. 111, or MUS. 112, or MUS. 113, or MUS. 114.

Recommended Preparation: None.

Description: Individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Each week students will take a 30-minute individual lesson and complete appropriate practice hours. Achievement is evaluated through a juried performance. Designed for Music majors who are able to perform at college level. Enrollment eligibility determined by audition.

Classification: AA/AS Degree; CSU transferable.

WELLNESS

680SA EVERYDAY USES OF HERBS (3.0) (day or evening)

Justification: Designed for students who are interested in the field of massage therapy, as well as other health care practitioners, who are interested in learning about the everyday use of herbs.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent.

Description: Exploration of the use of herbs to assist with health and well-being. Topics include the history, preparation methods, and everyday use of herbs. Students will become knowledgeable about contraindications, how to make herbal products and create an herbal first aid kit, along with learning methods to use in selecting herbs for everyday use.

Classification: AA/AS Degree; CSU transferable.

880SC AROMATHERAPY FOR WELLENSS (3.0) (day or evening)

Justification: Designed for students who are interested in the field of massage therapy, as well as other health care practitioners, who are interested in learning about the therapeutic use of essential oils.

Prerequisite: None.

Recommended Preparation: None.

Description: Exploration of the use of essential oils to assist with stress reduction and well-being. Topics include the history, extraction methods, and everyday use of essential oils. Students will become knowledgeable about contraindications, how to dilute essential oils in carrier mediums, and create an essential oil first aid kit, along with learning methods to use in selecting and blending appropriate essential oils for everyday use.

Classification: AA/AS Degree; not transferable.

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

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

ANTHROPOLOGY

Anthropology – 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

BOARD REPORT NO. 13-2-100B

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

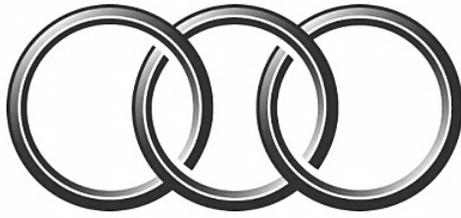
**ACCEPTANCE OF 2012-13 MID-YEAR BUDGET REPORT AND APPROVAL
OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS
FOR THE PERIOD ENDING DECEMBER 31, 2012**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2012. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students, Bookstore, Cafeteria, San Mateo Athletic Club), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2012-13, as well as 2013-14 State budget projections and preliminary District budget planning. Also included are year-to-date budget tables for each of the District's funds and locations and supplemental information relating to the budget.

RECOMMENDATION

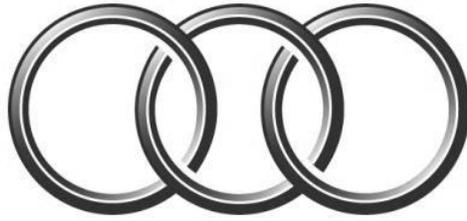
It is recommended that the Board approve budgetary transfers and income adjustments for the period ending December 31, 2012, as outlined in the attached report on pages 11-12.



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

2012-13 Mid-Year Budget Report





SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

2012-13
Mid-Year Budget
Report

Board of Trustees

Helen Hausman, *President*
Karen Schwarz, *Vice-President-Clerk*
Richard Holober
Dave Mandelkern
Patricia Miljanich
Bailey Girard, *Student Trustee, 2012-13*

Ron Galatolo, *District Chancellor*
Kathy Blackwood, *Interim Executive Vice Chancellor*
Raymond Chow, *Interim Chief Financial Officer*
Rachelle Minong, *District Budget Officer*

Acknowledgements:

Cover photos courtesy of Rachelle Minong, Dave Vigo, and William Watson (Sparkpoint).

Photographs that appear in this book have been contributed by the College websites including the San Mateo Athletic Club staff, Skyline Bookstore Manager Kevin Chak and Bookstore staff.

San Mateo County Community College District 2012-13 Mid-Year Budget Report

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2012-13 Mid-Year Budget Summary

This Mid-Year report provides information about the status of the District's Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's January budget proposal for fiscal year 2013-14.

On January 10, 2013, Governor Brown unveiled his budget package for fiscal year 2013-14. It has been hailed as one of the better budget proposals in recent years. According to the Governor, "California is now on a path to long-term fiscal stability." This budget shows that California is well on its way to recovery from years of severe budget shortfalls. Declaring it a balanced budget, the Governor's proposal reflects revenues resulting from the November 2012 passage of Proposition 30 (temporary tax) that increases personal income taxes on high wage earners and Proposition 39 (permanent tax) that requires multi-state firms to calculate taxes based on the percentage of total sales that occur in California.

The favorable outcome from the two ballot initiatives in the November election has averted what would have resulted in another round of mid-year trigger cuts in the current 2012-13 fiscal year. As the State emerges from the Great Recession with the promise of new revenue, the budget proposes increases in funding for both education and Medi-Cal.

The Governor made the following recommendations affecting California community colleges (CCCs) for 2013-14 as summarized by State Vice Chancellor Dan Troy:

- \$196.7 million in increased apportionment funding. It is proposed that the Board of Governors will determine how those funds will be allocated (e.g., growth/restoration or COLA).
- \$179 million to buy down existing deferrals. This would lower the total year over year deferrals from \$801 million to \$622 million.
- \$49.5 million to support energy efficiency efforts pursuant to the recently passed Proposition 39 ballot initiative. The Governor intends the CCCs to expand career technical educational training and on-the-job work experience training in partnership with the California Conservation Corps and participating community conservation corps programs.
- \$16.9 million to enhance online education efforts in the CCCs, including the creation of a centralized Virtual Campus into a single hosting system, so students could find online courses and access 24/7 support through a common portal. The proposal would further expand and enhance credit by exam options to make it possible for students to earn credit for core SB 1440 Transfer Degree courses and also for remedial coursework. One way that students would be able to acquire the skills necessary to pass these exams would be through Massive Open Online Course (MOOC) providers.
- \$300 million in a shift of responsibility for Adult Education from K12 to the CCCs. These dollars would be provided to districts in a block grant basis on students served in core instructional areas.
- \$15.7 million in a shift of responsibility for Apprenticeship from K12 to CCCs.
- Replace long-standing provisional language concerning the funds for the Economic and Workforce Development Program with a requirement that the Chancellor's Office submit an annual expenditure to the Department of Finance for approval (similar to SB 70).

The Governor's proposal also includes some significant policy changes:

- A five year phase-in of funding apportionments on completion rather than on census date enrollment. Unlike previous proposals, though, this is intended to be cost neutral, as districts would have funding lost through the apportionment shifted to student support efforts such as the Student Success and Support Program (formerly known as Matriculation).

- A 90-unit cap for students. Under this proposal, no state support would be provided for students that have exceeded 90 units. Students taking courses above the cap would be required to pay the full cost of instruction, with some provision for case-by-case waivers. Similar limits are proposed for UC and CSU students.
- Alter Part B BOG fee waivers to require students to complete a Free Application for Federal Student Aid (FAFSA) and include the incomes of both parents and the student to determine eligibility.

State News

The Governor's budget reflects modest growth in the economy overall. According to School Services, the Department of Finance (DOF) expects the State to follow the national economy citing an improving real estate market as more Californians find employment and become more optimistic consumers as they rebalance their personal portfolios. Additionally, *the DOF notes that defaults on residential property in the third quarter of 2012 were down 31% from one year earlier and were the lowest level since the first quarter of 2012. However, the State's recovery has lagged the nation, in large part due to the steep drop in home prices and sales following the collapse in 2008. California was the epicenter of the subprime mortgage debacle.*¹

The DOF also forecasts personal income growth in the State of 4.3% in 2013 and 5.5% in 2014. The nation's real gross domestic product (GDP) rose 2.5% in 2012 and would reach 3.7% at the end of 2014. Inflation appears to be favorable with the consumer price index (CPI) remaining at around 2% in 2013 and 2014.

Proposition 98

For 2013-14 the budget projects that the Proposition 98 minimum guarantee will grow to \$56.2 billion and will be determined by Test 3 which increases the guarantee based on the change in per-capita general fund revenues. This is a \$2.7 billion increase from the forecasted amount of \$54.5 billion in 2012-13 coming from projected base State revenue as well as a Proposition 98 share of the newly approved temporary tax increase.

Redevelopment

Last fiscal year, groundbreaking and landmark legislation case law led to the elimination of redevelopment agencies (RDAs) throughout the State. The decision dissolved more than 400 RDAs throughout California. The termination of RDAs will direct local property taxes to go back to local governments and local educational agencies (LEAs).

Since that ruling, District officials have been actively participating as members and vigorously advocating for the District at all 13 RDA oversight boards in San Mateo County. In 2012, the District began receiving property tax dollars that formerly were allocated to RDAs and, due to the District's basic aid status, these dollars are additional dollars for the District and not counted as an offset to State apportionment. These funds are both "one-time" funds and "ongoing" funds. The one-time dollars consist of surplus funds that the RDAs had in their Low and Moderate Income Housing Fund and their general fund. The District expects that total one-time funds should equal about \$5 million for 2012-13. So far, the ongoing funds total approximately \$3.6 million in 2012-13 and this amount should increase over time as the RDAs pay off their obligations.

For 2013-14, the District is projecting approximately \$4 million in ongoing funds. As RDAs sell their property assets, there will most likely be additional one-time funds in 2013-14 and possibly beyond. It is impossible to predict at this time how much that would be.

¹ School Services, The Community College Update, January 11, 2013.

District Status

Since attaining basic aid or self-supporting status in 2012-13, the District is currently funded by local property taxes and student fees and receives no State apportionment. With its self-supporting status, the District is funded above its computed revenue limit and declining enrollment does not equate to funding loss. One advantage of being basic aid is that the District relies on more predictable local funding from property taxes and student fees which makes us less susceptible to severe State budget cuts.

The overall real estate condition in the Bay Area and San Mateo County has shown much improvement in the last year indicating a strengthening housing market. One real estate firm reports that home sales are at the highest level since 2004 and another cited that the California Association of Realtors showed San Mateo topping the chart in highest median home price by county across the State.² According to a press release from San Mateo County Assessor Mark Church early in the fiscal year, the 2012-13 property assessment roll increased 3.33%. He added that as buyer and investor confidence picks up this translates into more home sales. Should the current trend continue, conservative assessment projections for 2013-14 are estimated at more than 3.7%.

Because the District receives sufficient local property tax revenues, we no longer receive Educational Revenue Augmentation Fund (ERAF) monies.

ERAF was established in the early 1990's to shift property taxes from local governments to K-14 school districts to reduce the State's obligations. In 2004-05, the formula was expanded to include two long-term changes:³

- *Triple Flip – (1) 1% share of sales taxes redirected from cities and counties to pay debt service on Economic Recovery Bonds. (2) Cities and counties are made whole by an ERAF shift from school districts. (3) Reduction in ERAF to schools is backfilled by the State general fund.*
- *Vehicle License Fees (VLF) – The State reduced VLF and to backfill this reduction in revenues for cities and counties, the State shifted property taxes from school districts to local government.*

Negative or insufficient ERAF results when the required outgoing triple flip and VLF payments exceed incoming property tax transfers. Current law permits the County Auditor to shift regular property tax funds that would have gone to non-basic aid districts to supplement the county's ERAF in an amount necessary to cover for the Triple Flip and VLF payments. *The problem that occurs when all school districts in a county are basic aid has never been addressed by the Legislature though the potential for inadequate funding from ERAF accounts has been growing as the gains in property assessments have resulted in more basic aid districts.*⁴ In San Mateo County, 16 out of 24 school districts are basic aid.

When the issue of insufficient ERAF was raised by our District at the State Chancellor's Office in 2004-05, there was little support for our concern. As San Mateo County experiences negative ERAF, it is the District's position to protect and preserve local property taxes for community colleges. District Chancellor Galatolo is committed to opposing attempts to redirect these stable funds to other statewide needs and will assist in any effort to avoid the negative impact of the shift in local property taxes from community colleges to other local governments.

The Legislative Analyst' Office (LAO) published a report in December 2012 examining insufficient ERAF and concluded that, although it is presently a limited issue citing the dilemma experienced by Amador and San Mateo counties, this funding shortfall will likely grow and adversely affect many counties in a few years. They suggest two remedies. *One would be for the State to reimburse cities and counties for all triple flip and VLF swap funding shortfalls. Second would be to reimburse cities and counties only where necessary to replace actual sales tax and VLF revenue losses.*⁵

² http://andrewlamont.rereport.com/market_reports and <http://wilkasgroup.com/how-the-san-mateo-county-market-just-fine-thank-you/>

³ San Mateo COE Cash Management, December 15, 2011 by KNN Public Finance.

⁴ The HDL Companies Issue Update#3, June 2009.

⁵ LAO report on Insufficient ERAF, December 18, 2012.

Accreditation

The accrediting cycle repeats every six years. Accreditation is defined as a process wherein operations and services of institutions and programs are evaluated by a committee of peers to determine if applicable standards are met. Accreditation is granted if the standards are met.⁶

All three Colleges (Cañada, College of San Mateo, and Skyline) remain fully accredited and are on target and well-prepared to address the standards they are required to meet for the upcoming accreditation. The entire college community is determined and poised to undergo this rigorous evaluation process. The Colleges have been working tirelessly and diligently on the self-evaluation process in preparation for the site visits scheduled for October 2013. Drafts of the Self-Studies are currently under review and have been distributed for input, feedback and refinement. The Board will approve the final drafts in July.

The Accrediting Commission for Community and Junior Colleges (ACCJC) is the accrediting body for associate degree granting institutions in the US Western region. It is one of seven regional accrediting commissions nationwide. During the visit, a 10-member team representing other community colleges across the State will visit each College to verify contents of the reports in addressing the standards.

Measure G (SMCCCD parcel tax)

San Mateo voters passed Measure G in 2010 which is a four-year parcel tax that ends in June 2014. At the end of fiscal year 2011-12, the District received slightly more than \$7 million. 2012-13 marks year three of the parcel tax. This funding has allowed the District to reduce significantly fewer sections than would have been cut without the parcel tax and also maintain services to students.

The Board of Trustees approved the Colleges' finalized plans on the use of Measure G funds for 2012-13 as presented by the College Presidents at the meeting on December 6, 2012. The presentations listed three planning areas (Instruction, Student Support, Course and Program Innovation) identified by the Colleges.

The 2012-13 approved spending amounts are \$2,350,000 allocated to each of our three Colleges.

The approved College allocations for the current year reflect the same amounts reported in the Adopted Budget. The budgets and mid-year expenses can be found on Pages 76-80.

Each of the Colleges developed a plan that responds to the needs outlined in the Measure G ballot including:

- Adding sections to the class schedules that enable students to progress toward completion of their majors, degrees, and certificates.
- Developing 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.
- Developing programs that address course and program curriculum innovation that are identified by student needs and enable the College to move forward toward meeting its mission and goals.

⁶ http://en.wikipedia.org/wiki/Educational_accreditation



Cañada College 2012-13 Measure G Plans

Instruction Plan: \$1,177,262

One of the largest reductions the College had to make in 2009-2010 was in the number of class sections. Measure G allowed the College to increase the number of sections each fiscal year. The College 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, the College is 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. The College will be expanding workforce curriculum as well as offering courses to working adults to take classes at convenient hours.

Accomplishments/Activities 2011-12:

- Funded 145 sections that served approximately 3,625 students
- Used funding to coordinate and improve basic skills, distance education and workforce development offerings
- Funded a Workforce Development Specialist
- Continued programs for College for Working Adults and Neighborhood College

Student Support Plan: \$844,347

The additional student support has expanded library hours, increased limited counseling services, addressed a critical need to improve articulation with other colleges, expanded the 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.

Accomplishments/Activities 2011-12:

- Expanded academic counseling with 7,000 drop-in appointments utilized by students
- Launched a new Peer Mentoring Program to assist with 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
- Offered Math and English tutoring on Saturdays
- Funded a Director of Articulation and Orientation who increased transferability of courses
- Hired an Instructional Aide for the Learning Center

Course and Program Innovation Plan: \$328,391

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 the students.

Accomplishments/Activities 2011-12:

- Increased by nearly 50% the number of associate degrees and occupational certificates awarded in 2010-2011
- Funded PEP (Priority Enrollment Program) for 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



College of San Mateo 2012-13 Measure G Plans

Instruction Plan: \$1,808,974

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.

Activities/Accomplishments 2011-12:

- Funded approximately 320 sections in math, English, science, career and technical education and other high-demand disciplines
- Added library staff hours
- The College increased enrollment in online course offerings by 45%

Student Support Plan: \$526,026

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.

Activities/Accomplishments 2011-12:

- A new counseling model was implemented. Additional counseling hours enabled the College to add drop-in appointments as well as expanded veterans and DSP&S services
- 1.0 FTE classified staff position restored to DSP&S
- Additional positions were allocated to Enrollment Services to implement Degree Works and other online tools therefore the College increased certificates awarded to students by 39% for 2011-12 as a result

Course and Program Innovation Plan: \$15,000

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.

Activities/Accomplishments 2011-12:

- Innovation grant criteria established and fully implemented
- Distance Education plan completed and implementation of the plan started
- Math Boost implemented



Skyline College 2012-13 Measure G Plans

Instructional Plan for Increased Sections 2012-13: \$1,200,918

The College seeks 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. These include important transfers, Career Technical, and basic skills classes.

Accomplishments/Activities for 2011-12:

- The College has been able to continue to support the added class sections per semester and has not reduced 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, plus carryover from prior year for class sections

Student Services plan for 2012-13: \$701,160

The approved funding will assist in meeting 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.

Accomplishments/Activities 2011-12:

- Added positions in Spring 2011 in response to increased numbers of students accessing student services
- Expanded Library hours
- Increased the number of transfer students
- Provided outreach to high school students

Course and Program Innovation Plan for 2012-13: \$447,922

Support innovative programs that include supplemental instruction, program accreditation, learning communities, Math Academy, New Certificate Development and Adjunct Faculty participation.

Accomplishments/Activities for 2011-12:

- Leadership Academy designed to facilitate leadership skills for students continued
- Business faculty, in working with the CITD, began developing a general certificate during Spring 2011 in Entrepreneurship and now has an approved certificate and degree in Entrepreneurship
- Continued increased support for online degrees and certificates
- Automotive faculty began creating new programs and pathways for students to enter and complete certificate degrees

District Enrollment

The State does not fund FTES beyond the set State-determined level. Since turning self-supporting, the District has attempted to stay within the District funded enrollment cap in order to maximize funding should the District lose basic aid status.

Following is enrollment data provided by the Office of the Vice Chancellor of Educational Services and Planning for Spring 2013. The numbers detailing headcount and enrollment are useful but should not be used to project funding as current funding is primarily based on property taxes. The headcount data reflects the total number of students in attendance regardless of units taken. Enrollment data displays the total number of enrollments in each class. To make productivity reports more accurate, effective Fall 2010, contract courses are excluded from Enrollment, FTES, Load and Sections. Starting Fall 2011, we have added “internet” enrollments to reflect distance education.

End of First Day of Classes

Tuesday, January 14, 2013

	Cañada		CSM		Skyline		SMCCCD	
Overview	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	14,984	-1.1%	23,070	-0.1%	23,948	-4.9%	62,002	-2.2%
College Headcounts	6,363	0.2%	9,068	-0.2%	9,359	-3.5%	24,790	-1.4%
FTES*	1,799	-4.7%	3,191	0.9%	3,179	-5.6%	8,169	-3.0%
Load**	438	-8.3%	517	0.8%	526	-7.1%	501	-4.5%
Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	165	-9.8%	259	1.2%	195	-13.3%	619	-6.8%
First-Time Transfer	364	-4.5%	559	0.4%	486	-18.2%	1,409	-8.0%
Returning	434	2.1%	579	11.8%	604	-9.7%	1,617	0.3%
Returning Transfer	292	-8.5%	404	-2.4%	353	12.0%	1,049	-7.5%
Concurrent K-12	326	38.1%	192	-3.5%	233	21.4%	751	19.8%
Continuing	4,782	-0.5%	7,075	-0.9%	7,488	-1.7%	19,345	-1.1%
Internet Enrollments	1,508	40.8%	2,881	23.8%	2,578	-3.6%	6,967	14.7%

Source: Hyperion Enrollment Static Reports

For this report, Course Enrollments, FTES, and Load are based on DESR-history files. Select 201008 Census Day and then select either Census Enrollment or FTES & WSCH or Section & Load.

For Concurrent Enrollment, please use data in Student Type as identified in the DESR-Official Census Report, not data in Educational Level per ITS/DSSWAG.

Note: Change refers to the difference in percentages from a comparable day a year ago.

*FTES: Full Time Equivalent Student. It is point in time and will change as the semester progresses.

**Load: Teaching Load is taken as the ratio of WSCH to FTE. It is point in time and will change as the semester progresses.

***WSCH: Weekly Student Contact Hours

****FTE: The Full-Time Equivalent faculty count is determined by a set of rules provided to each college at the time the data are requested. Generally, the figures are the decimal fraction of the teaching hours or units (whichever is standard at a given college) ascribed to the faculty member for teaching work done. Non-teaching time is specifically excluded so that it does not affect the value of the data. Work done by non-certificated personnel is not included.

SMCCCD 2012-13 and 2013-14 Budget Planning

The Board of Trustees approved the 2013-14 Budget and Planning Calendar in January 2013, which can be found on Pages 92-95. In the fall, the District Committee on Budget and Finance began reviewing preliminary income assumptions and expenditure plans for 2013-14. As the College Budget Committees convene for the spring term, plans will be discussed and shared with the District Committee for the coming fiscal year. The District Committee on Budget and Finance has been discussing ways to improve the current resource allocation model that was implemented in fiscal year 2006-07. A major goal for the committee is to keep the basic framework of the existing model and modify it to address the District’s self-supported status.

Cash Flow and Tax Revenue Anticipation Notes (TRANS)

Without State apportionment, the District now receives its main source of funds from property taxes which are distributed by the County in December and April. Having most cash inflows in the sixth and tenth month of the fiscal year puts a significant strain on a district’s cash reserves because of cash requirements for payroll and other demands on a regular, monthly basis. As a result, the District must either maintain higher cash balances of its own through reserves and ending budget balances and/or engage in short-term borrowing through Tax Revenue Anticipation Notes (TRANS). In prior years, the District has issued up to \$30 million in tax revenue anticipation notes to cover the District’s needs.

Increased Costs

Annual movements on the salary schedule for all employees generally add a 1% cost to the budget. Increased expenditures for employee benefits will be included in the 2013-14 expenditure plans as budget planning begins. Health care premiums increased for all plans on January 1, 2013. As a result, out-of-pocket expenses have risen for a number of employees, causing employees to switch to more affordable medical plans. HMO plans increased at an average of 9.8%, PPO plans at an average of 10.7% with an overall increase of 10.15% for all plans. In 2012-13, the District chose to use the Delta Dental super composite rate instead of tiered rates thus saving approximately \$200,000. Delta Care (PMI) and vision care remained at the same level as last year.

According to the School Services dartboard, the Public Employees Retirement System (PERS) employer contribution rate for 2013-14 is projected to be 11.42%, an increase of 0.22% from the current 2012-13 11.2% rate. The PERS Board adopts an official rate at their Board meeting in May. Changes to the rate can significantly increase District costs. The State Teachers Retirement System (STRS) Defined Benefit rate has remained at 8.25% for many years. Unlike PERS, whose Board authorizes contribution rates, the STRS contribution rate has not increased as the rates are codified by statute and any increase requires legislative action.

Utilities costs as well as property insurance costs are projected to increase with the existence of new buildings at the three Colleges.

District Committee on Budget and Finance members for 2012-13:	
Kathy Blackwood	District Executive Vice Chancellor
Eloisa Briones	Skyline Budget Office
Raymond Chow	District Chief Financial Officer
David Clay	Cañada Academic Senate
Laura Demsetz	CSM Academic Senate
Robert Hood	Cañada Classified
Maggie Ko	CSM Classified
Barbara Lamson	Skyline Classified
Vickie Nunes	Cañada Budget Office
Masao Suzuki	Skyline AFT
Linda Whitten	Skyline Academic Senate
Jozsef Veres	Cañada AFSCME
Student representatives from each College	

2012-13 Mid-Year Budget Status

Revenues

The District’s revenue received to date is \$67,477,678 or 58.55% of the total revenue budget. Non-resident tuition fees far exceed the projected budget and only one quarter of State lottery has been received.

Unrestricted General Fund Revenue	2012-13 Budget	12/31/2012 Actuals	% of Total Budget
PropTaxes and RDA	\$106,401,394	\$62,015,375	58.28%
Lottery	2,367,590	269,267	11.37%
State PT Faculty Compensation	631,390	328,323	52.00%
Apprenticeship	62,150	32,318	52.00%
Non Resident Tuition	2,171,023	2,337,105	107.65%
Interest Income	1,100,000	713,622	64.87%
Miscellaneous	2,514,439	1,781,668	70.86%
Total Projected Revenue	\$115,247,986	\$67,477,678	58.55%

Expenditures

The District’s expenditures to date are \$59,093,088 or 45.82% of the total expenditure budget.

Unrestricted General Fund Expenses	2012-13 Budget	12/31/2012 Actuals	% of Total Budget
Cañada College	\$17,614,038	\$9,417,033	53.46%
College of San Mateo	29,545,791	15,769,145	53.37%
Skyline College	29,417,462	14,864,083	50.53%
District Office/Facilities	20,451,305	9,616,161	47.02%
Central Services	31,936,901	9,426,666	29.52%
Total Expense Budget	\$128,965,497	\$59,093,088	45.82%

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2012 as well as comparisons to three previous years. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites at the end of the fiscal year. In addition, the District has a 5% contingency reserve of more than \$5 million which is reflected in the fund balance.

Transfer of Funds

Title 5 regulations require the Board to approve transfers between expenditure classifications made after final adoption of the budget. District Rules and Regulations, Section 8.11, specifies that budgetary transfers will be authorized only when expenditures in certain object accounting classifications are in excess of the amounts budgeted and when there are amounts in other object classifications that will not be required for expenditures in those classifications. In addition, District Rules and Regulations, Section 8.02, requires a report on funds accepted on behalf of the District. The resulting changes to the final adopted budget are submitted to the Board semi-annually.

The following paragraphs summarize transfers submitted by the District units to realign individual line-item account classifications and to provide flexibility within budget allocations. All budget transfer detail is maintained on the Banner finance system, providing necessary documentation to support the summary report submitted to the Board for approval. Increases and decreases in major line item object accounts are shown for both income and expenditures.

General Fund (Unrestricted) – Fund 1

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$(109,360)
2000	Classified Salaries	(1,608,355)
3000	Employee Benefits	57,660
4000	Supplies and Materials	2,566
5000	Operating Expenses	1,807,180
6000	Capital Outlay	<u>-0-</u>
Total		\$ 182,917

Changes in expenditure budgets are a result of realignments within the sites as well as transfers of site ending balances from Central Services to site holding accounts.

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$ -0-
8800	State/Local Revenues	180,917
8900	Other Sources	<u>2,000</u>
Total		\$ 182,917

Changes in revenue budgets are primarily the result of facilities use and miscellaneous sales.

General Fund (Restricted) – Fund 3

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$676,908
2000	Classified Salaries	581,507
3000	Employee Benefits	294,462
4000	Supplies and Materials	(79,565)
5000	Operating Expenses	541,895
6000	Capital Outlay	81,722
7000	Other Outgo	<u>83,556</u>
Total		\$2,180,486

Increases in the Restricted General Fund budget occurred as a result of new external programs and grants as well as some budget revisions to existing programs. A list of new grants and augmentations to specially funded programs in the Restricted General Fund is located on Page 46.

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$879,977
8600	State Revenues	957,089
8800	Local Revenues	343,420
8900	Other Sources	<u>-0-</u>
Total		\$2,180,486

Capital Outlay Projects Fund – Fund 4

Adjust the **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$33
3000	Employee Benefits	-0-
4000	Supplies and Materials	185,966
5000	Operating Expenses	56,806
6000	Capital Outlay	(100,933)
7000	Other Outgo	<u>1,475,000</u>
Total		\$1,616,873

Changes in the expenditure budget relates to the redefinition of various projects as well as a shift in when and how expenses are accrued.

Capital Outlay Projects Fund – Fund 4

Adjust the **REVENUE** amounts in the following classifications:

8800	Local Revenues	\$138,849
8900	Other Sources	<u>1,478,024</u>
Total		\$1,616,873

Revenue increased as a result of redevelopment transfers for the Cañada tennis courts, Foundation reimbursement and surplus sale proceeds.

Child Development Fund – Fund 6

Adjust the **EXPENDITURE** amounts in the following classifications:

4000	Supplies and Materials	\$ -0-
Total		\$ -0-

There were no adjustments to the Child Development Fund during the first half of the year.

Adjust the **REVENUE** amounts in the following classifications:

8800	Other Sources	\$ -0-
Total		\$ -0-

Measure G (San Mateo Parcel Tax) – Fund 6

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Certificated Salaries	\$(79,797)
2000	Classified Salaries	77,471
3000	Employee Benefits	40,822
4000	Supplies and Materials	27,961
5000	Operating Expenses	<u>(66,457)</u>
Total		\$ -0-

Changes in expenditure budgets are a result of realignment in classifications within the Colleges based on spending plans as of December 2012.

Trust Fund (Student Aid) – Fund 7

Adjust the **EXPENDITURE** amounts in the following classifications:

7500	Scholarships	\$120,906
7600	Payments to Students	<u>37,948</u>
Total		\$158,854

Increases in the Trust Fund budget occurred as a result of transfers from the Restricted General Fund (specially funded programs) to pay Federal and State Financial Aid awards and scholarships to eligible students.

Adjust the **REVENUE** amounts in the following classifications:

8800	Local Revenues	\$ -0-
8900	Other Sources	<u>158,854</u>
Total		\$158,854

Self Insurance Fund

The Self Insurance Fund (Page 42) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$522,661 include salary costs and insurance premiums, and transfers into the fund are from Workers' Compensation benefits.

Debt Service Fund

The purpose of a Debt Service Fund (Page 44) is to account for the accumulation of resources for, and the payment of, general long-term debt and long-term leases. Revenue comes from general obligation bonds.

Restricted General Fund

The Restricted General Fund (Pages 47-51) includes all specially funded programs which are restricted in their use by law, regulations, donors, or other outside Federal, State and Local agencies. Included in the Restricted General Fund are Health Services and Parking Programs.

Health Services Fund

Mid-year Health Services fee revenue decreased from \$972,076 in 2011-12 to \$949,331 in 2012-13. The \$22,745 decrease can be attributed to lower enrollment. Health Fee increased to \$19 in Fall 2012 from \$17 in Fall 2011. In 2005-06, AB982 removed from the Education Code the health fee waiver that included the BOG student fee waiver program for low-income students. Low-income students continue to pay the Health Services fee, but many receive financial aid which covers the fee.

Parking Fund

Beginning Spring 2013, the parking fee for a full semester is \$50 (up from \$40) which is the maximum amount permitted by the Education Code. The summer session parking fee increased from \$20 to \$25. The two-term Fall/Spring semester parking permit increased from \$70 to \$90. In accordance with State law, students eligible for a Board of Governor's Grant that waive their enrollment fees pay \$30 per semester for a parking permit. With the increase in fees, the District will waive convenience fees previously paid by the student.

Mid-year parking fee revenue decreased from \$1,197,226 in 2011-12 to \$1,060,721 in 2012-13. The 11.4% drop is due primarily to lower enrollment as well as more students qualifying for BOGG waivers at the lower amount of \$30 (rather than the full \$50) parking fee.

Capital Projects Fund

The Capital Projects Fund is a restricted fund and reflects estimated year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on Pages 54-55. Project expenditures as of December 31 were \$5,593,948.

The Bond Construction Fund, a sub-account of the Capital Projects Fund, was established for the deposit of proceeds from the sale of bonds. Deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

Capital Improvement Program

The District is nearing completion of the second phase of the Capital Improvement Program (CIP) with only a handful of projects remaining.

Staff continue to revise and update the master schedule and the master budget of the Capital Improvement Program to match with the funding and programming requirements. However, the District has experienced a decline in State Capital Outlay funds for projects on all three campuses due to the fact that the State failed to approve an educational facilities bond since 2006.

Compilations of site-specific activities, which have recently been completed or are currently in design, pre-construction, or construction, are listed below. Construction dates listed reflect currently planned schedules as of February 2013, but are subject to change.



Completed Projects – The following projects were completed in 2012:

- Building 5 Dining Room Remodel
- Gym Bleacher Replacement
- Light Pole Banner and Signage
- Tennis Court and Parking Lot Renovation
- Exterior Wayfinding Signage

Active Construction Projects – The following projects are under construction:

- Building 9 Administration Records and Trio Reconfiguration
 - Anticipated Completion date: Spring 2013

Future State Capital Outlay Funded Projects – The State has informed the District that the following projects are pending and may be approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond:

- Building 13 Multiple Program Instructional Center Modernization (FPP)

College of San Mateo

Completed Projects – The following projects were completed in 2012:

- Vehicular Entry Security Cameras
- Building 5 Esthetician Area Electrical Safety Improvements
- Building 5 and 8 Locker Room Renovation
- Building 6 Aquatics Building Management System Integration

Active Construction Projects – The following projects are under construction:

- North Gateway Project, Phase 2: Demolition of Buildings 21-29, Landscape and Hardscape
 - Anticipated Completion date: Pending Legal Appeal

- Building 12 and Colonnades Roofing
 - Anticipated Completion date: Spring 2013

Active Planning Projects – The following projects are in the planning and design stage:

- Edison Parking Lot
 - Scheduled to Commence: Pending Legal Appeal

Future State Capital Outlay Funded Projects – The State has informed the District that the following projects are pending and may be approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond:

- Building 19 Emerging Technologies Center (FPP)



Completed Projects – The following projects were completed in 2012:

- Building 4 Roof Plaza
- Building 5 Disabled Student Programs and Services (DSPS) Relocation
- Building 6 Servery Remodel and Floor Upgrade
- Building 6 Public Area Enhancements
- Building 19 Pacific Heights Environmental Science Lab Remodel
- Track Re-Surfacing

Active Construction Projects – The following projects are under construction:

- Building 2 third floor Student Services Facelift
 - Anticipated Completion date: Spring 2013

Future State Capital Outlay Funded Projects – The State has informed the District that the following projects are pending and may be approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond:

- Building 2 Workforce and Economic Development Prosperity Center (FPP)



Districtwide Completed Construction Projects – The following projects were completed during the past fiscal year:

- Districtwide Bay Area Air Quality Management District (BAAQMD) Boiler Emissions Upgrade Project
- Districtwide Automated External Defibrillator (AED) Deployment
- District Office Parking Lot Soil Investigation and Improvements

Districtwide Active Projects: The following projects are under construction:

- Districtwide Electric Vehicle Charging Stations
 - Anticipated Completion date: Summer 2013
- Districtwide Monitoring Based Commissioning (MBCx) Energy Efficiency Improvements
 - Anticipated Completion date: Winter 2013
- Districtwide Infrastructure Analysis and Survey
 - Anticipated Completion date: Winter 2013

Districtwide Future Construction Projects:

- Districtwide Athletic Field Replacement
- Districtwide Utility Consumption Measurement & Verification

Enterprise/Auxiliary Fund

Bookstores

The following report covers the period July 1, 2012 through December 31, 2012 for the District Auxiliary Services. The District Auxiliary and Commercial Operations, including the three campus Bookstores, cafeterias, vending operations and the San Mateo Athletic Club (SMAC) at the College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

Bookstore Sales	2012-13	2011-12	\$ Change	% Change
Regular Merchandise Sales	\$ 3,292,935	\$ 3,340,507	\$ (47,572)	-1.4%
Computer Products Sales	\$ 86,587	\$ 69,550	\$ 17,037	24.5%
Total Merchandise Sales	\$ 3,379,522	\$ 3,410,057	\$ (30,535)	-0.9%
Textbook Rental Income	\$ 160,337	\$ 132,073	\$ 28,264	21.4%
Production Service Income	\$ 147,437	\$ 88,794	\$ 58,643	66.0%
Total Sales	\$ 3,687,295	\$ 3,630,923	\$ 56,372	1.6%

Regular merchandise sales have decreased slightly this year compared to last year just as textbook sales continue to struggle. Textbook sales are down significantly over last year due to a number of factors including the decline in enrollment. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would on the sale of a new book on the rental of any book. Textbook rental fee revenue increased 21% this fall over last fall as the program continues to grow and is operational at all three Colleges with continuing support from each College administration.

Although textbook sales have declined significantly, increases in textbook rentals at all three campuses continue. Through December 2012, the textbooks rented to students represent a savings to students of **\$481,011** if the students had to purchase the same textbooks new. The textbook rental program has clearly benefitted students by providing access to course materials in an affordable manner. Since Fall 2005, the textbook rental program has saved students in the District more than \$5.5 million dollars in course materials costs. This is an incredible achievement and has no rival in the California Community College system. The program began with 35 individual titles and has grown to more than 1,500 titles. Many of these textbooks have been purchased through a series of grants and donated funds as well as from the Bookstores’ capital reserve. The generous financial and operational commitments from the Colleges certainly made a major impact on the program this academic year.



Districtwide, textbook sales are down more than \$246,840 this year compared to last year, reflecting a 10% decrease. The addition of a third coffee concession—World Cup Coffee and Tea at Skyline College joined Pony Espresso at Cañada College and PAWS for Coffee at College of San Mateo in January 2012, has given the Bookstores a new revenue stream to offset the sales losses in the textbook department. Through the end of December, sales of coffee, snack and convenience items at the three Bookstores stand at \$736,278 compared with \$504,835 reflecting a 46% increase over the same period last year. To illustrate how remarkable the growth in this category has been,

in June 2007, the District Bookstores’ total sales in this category for the year were \$210,000. Sales in this category are expected to exceed \$1.6 million with continued steady growth.

Computer products sales have seen the first increase in sales in several years. Since Apple ended its relationship with most college bookstores nationally in 2009-10, our sales have struggled. Due to aggressively marketing Hewlett Packard products at all three Colleges, we are beginning to rebuild this category. We will be working closely with the District and with Information Technology Services (ITS) as we try to integrate the three Bookstores into the purchasing process for the Colleges through the ITS Department. Ongoing discussions are taking place and we hope to make this a successfully growing venture in the coming year.

The addition of both the Skyline Graphic Arts department and Campus Copy and Post at CSM has boosted sales. It is our hope to maximize the sales potential of both enterprises by integrating them with the Bookstores. After the first year of operations, we are refining our marketing plan and reaching out to not only internal customers but to non-profit based external customers as well. The two operations have done an excellent job in reaching out to the community as reflected by the 66% increases in sales this year.

Comparative figures are shown below:

Bookstore Recap	2012-13	2011-12	\$ Change	%Change
Operations				
Total Sales	\$ 3,687,295	\$ 3,630,923	\$ 56,372	1.6%
Cost of Goods Sold	2,243,409	2,217,869	25,540	1.2%
Gross Profit from Operations	\$ 1,443,886	\$ 1,413,054	\$ 30,832	2.2%
Total Operating Expenses	\$ 1,435,418	\$ 1,389,291	\$ 46,127	3.3%
Net Income/(Loss) from Operations	\$ 8,468	\$ 23,763	\$ (15,295)	-64.4%
Interest and Other Income	\$ 84,195	\$ 99,827	\$ (15,632)	-15.7%
Net Income Before Other Expenses	\$ 92,663	\$ 123,590	\$ (30,927)	-25.0%
District Support				
In-Kind Donations Received	\$ 30,500	\$ -	\$ 30,500	100.0%
Admin Salary & Benefits	40,189	51,509	(11,320)	-22.0%
Other Expenses	35,963	72,153	(36,190)	-50.2%
Net Change in Fund Balance	\$ 47,011	\$ (72)	\$ 47,083	100.0%

Cost of goods sold increased slightly this year largely due to the increase in computer products sales. Total direct operating expenses increased only modestly by 3.3% over this same period last year due to the addition of classified and student staff as we opened the new enterprises. It is expected that these cost increases will continue to be offset by the increase in sales as a result of these operations. The receipt of a partnership bonus from Pepsi as part of a new contract award is recognized as a donation received in the amount of \$30,500. This money will be used to support College programs this academic year as well as fund additional titles added to the textbook rental program.

The added competition from numerous outside organizations, particularly of textbook sales, adds pressure on the Bookstores' overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions as well as the addition of the copy centers at both CSM and Skyline College is an example of the proactive measures we have taken to insure the financial stability of the Bookstore operations in these uncertain economic times. We will continue our commitment to focus on all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus Bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo Community College District.

Cafeterias

Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2012, ending on June 30, 2017.
- The District's snack vending partner is Canteen. The contract was awarded on July 1, 2012, ending on June 30, 2017.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2012 ending on June 30, 2015 with an option for two one-year renewals thereafter.

Pacific Dining operates the food service at the three District campuses after initially being awarded the contract in June 2007. Their contract expired on June 30, 2012 after five years. A Request for Proposal (RFP) was issued in May 2012, and Pacific Dining was again awarded the contract to operate the dining facilities on all three campuses. In addition to Pacific Dining's financial proposal, the Colleges have come to appreciate and rely on in-kind services from the food service operator to subsidize their budgets and to be able to provide food for special events on campus. The details of Pacific Dining's in-kind services for each College are as follows:

- Sponsor two scholarships in the amount of \$1,000 annually
- Sponsor annual Scholarship and Awards Banquet with in-kind catering services valued at \$4,500
- Co-sponsor with Student Life and Associated Students of each College four events each year of the contract up to \$500 annually
- Co-sponsor with College presidents four events annually for faculty, staff, and managers up to \$500

Pacific Dining has provided top quality service to the District for the past five years. They met or exceeded all criteria questions and have offered the most beneficial financial proposal to the District, and we are very pleased to have them continue as our food service professionals.

The Bayview Dining Room at the CSM College Center is the premiere eatery and gathering space on campus. Pacific Dining continues to refine the menu as it pays particular attention and responds to the culinary tastes of the College community.



Auxiliary Services and Pacific Dining have teamed up in marketing the Bayview Dining Room at College of San Mateo to outside people and groups for their events. The response from the community has been remarkable. The facility has hosted various events such as banquets, weddings and reunions as well as job fairs. These events provide not only a financial benefit which allows us to maintain the facility but also engages the community directly and brings people who may otherwise never visit the College campus. This direct engagement of the community helps us to do our part to tell the story of College of San Mateo as well as the District and introduce people to all of the positive changes that have taken place under the direction of our Board of Trustees and Chancellor and due to the generosity of the voters of San Mateo County who have generously supported our two bond initiatives. There has been very little marketing of the facility at this point. To date, we have hosted over 55 outside events all of which have been referred through word of mouth after someone attends one of our events. We have outside events scheduled through 2015.

The newly renovated Building 5 at Cañada opened in time for the start of Fall 2012 classes. The café (formerly Farm Hill Grill) and dining area, is now known as **The Grove**.

The entire area has gone through a mechanical and interior facelift, enhancing the beauty and design of the space. New equipment was added in the café servery and major work was done including new floors, paint and lighting as well as the installation of a new, larger salad bar. We have very high hopes that renovation of this building after almost three years will go a long way to enriching the lives of students and staff at Cañada College and allow Pacific Dining to greatly expand the menu selections in this redesigned space.

Skyline College's Pacific Café continues to thrive. Located in the Student Services Building (B6), Pacific Café has long been "the place to be" at the Skyline campus. There is seldom an hour of the day when the area is not packed with students studying, eating, socializing or cozying up in front of the fireplace located in the center of the dining area. There were many changes to the Pacific Café menu in the 2011-12 academic year after consultation with students and staff as well as changes to the servery itself to incorporate World Cup Coffee and Tea to more efficiently serve students and provide another area for students to congregate.



The major renovations at Pacific Café in Spring 2012 have contributed to a warm and inviting ambiance for students, staff and community to enjoy. The new student lounge and staff lounge were ready and completed by Summer 2012.

Second quarter comparisons are noted below:

Cafeteria Recap	2012-13	2011-12	\$ Change	% Change
Revenues				
Food Service Income	\$ 64,066	\$ 61,172	\$ 2,894	4.7%
Vending Income	33,255	27,821	5,434	19.5%
Interest Income	2,269	1,858	411	22.1%
Event Rental	23,445	15,615	7,830	50.1%
Other Income	-	-	-	0.0%
Total Revenues	\$ 123,035	\$ 106,467	\$ 16,568	15.6%
Expenditures	\$ 86,301	\$ 88,941	\$ (2,639)	-3.0%
Net Change in Fund Balance	\$ 36,734	\$ 17,526	\$ 19,207	109.6%

Compared to the second quarter 2011-12, food service income has increased by 4.7%. Vending income has increased significantly by 19.5% compared to last year due to a repositioning and deployment of vending machines throughout the District. Overall expenditures have declined slightly this year. All other expenses related to the repair and maintenance of equipment at the three College dining locations are in line with where they were last year. Event rental income has increased by 33% as we continue to host outside events. Event rental fees are poured back into the facility for continued upgrade, upkeep and maintenance allowing us to maintain the facility at a superior level.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. In addition, all of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to each College's Associated Student Body for use with approved student related activities. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the General Fund. As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

San Mateo Athletic Club and the San Mateo Aquatic Center

The addition of the Health and Wellness Building at College of San Mateo has afforded the District a number of educational and financial opportunities to serve the community. As a multi-use facility it provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness offering credit classes, non-credit classes, community education and adaptive fitness.

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

Through December 31, 2012, key accomplishments include:

- **3,129 memberships**
- **4,250 members**
- Average dues per membership is \$62.49
- 18,536 member visits per month with a peak of nearly 1,200 visits per day
- 5,629 average course enrolled student visits per month
- 51% of SMAC staff are College students, staff or faculty
- More than 80 group exercise classes per week
- Average 5,707 group exercise attendees per month, average 17.4 per class (industry average=12)
- More than 240 Master Swim program enrollees; 150+ on our Bulldog Youth Swim Team
- Successful pool rental program for local schools and community-based swim programs
- 100% of SMAC staff is AED and CPR certified
- More than half of our current members were referral based.

In an effort to incentivize staff to join SMAC, the Auxiliary Services team created a new membership rate plan for District faculty and staff which was proposed and subsequently approved by the Board of Trustees. The new plan (non-prime time) affords faculty and staff a significant reduction in monthly membership investment by providing club access during non-primetime hours. Faculty and staff opting for this plan 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 slower periods during the day. The new plan became effective January 1, 2013.

CSM Fitness Center financial summary:

CSM Fitness Center	2012-13	2011-12	\$ Change	% Change
Operating Revenues				
Registration and Membership	\$ 1,174,734	\$ 950,588	\$ 224,146	23.6%
Personal Training	149,755	111,697	38,058	34.1%
Aquatics	239,193	155,190	84,003	54.1%
Parking	34,099	30,760	3,339	10.9%
Group Exercise	20,755	17,733	3,023	17.0%
Retail	8,467	6,860	1,607	23.4%
Other Income	4,438	4,994	(557)	-11.1%
Total Operating Revenue	\$ 1,631,440	\$ 1,277,822	\$ 353,618	27.7%
Operating Expenses	\$ 1,197,723	\$ 1,051,547	\$ 146,175	13.9%
Net Operating Income/(Loss)	\$ 433,718	\$ 226,275	\$ 207,443	91.7%
District Support				
District Support Income	36,671	34,689	1,982	5.7%
District Support Expense	89,894	40,514	49,380	121.9%
Net Change in Fund Balance	\$ 380,494	\$ 220,450	\$ 160,044	72.6%

The financial performance of SMAC continues to be outstanding this year. Total operating revenue continues to exceed both budget and the initial proforma expectations and is 27.7% or \$353,618 ahead of last year. Our net operating income is 92% ahead of last year at this time. A year ago, the operation was showing a strong surplus which has grown stronger this year. After the allocation of income and expenses, the total operational surplus is \$380,494 representing a 72% increase over last year. Mid-year surplus this year is equal to our year end surplus last year; therefore, we are expecting to double our profitability this year over last. Successfully integrating fee-based community members with our students has been a win-win for both populations.

SMAC has attracted many of our neighboring schools to partner with us in the use of the facility. This proven success has been noticed and we have hosted several community college districts' staff walk through the facility as they hope to emulate what we have created here.

SMAC was actually not projected to begin making money until its third year of operation and not break even until the end of the fourth year. As we enter our third full year of operation, we expect membership to remain strong. Exploring new partnerships and offering continuing education programs and certification classes adds to the workforce development part of our mission.

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



As a result of significant collaboration, the College of San Mateo academic team and the SMAC team branded the club as a “teaching health club” with our new tag line “Where Education Meets Fitness.” This partnership offers students at CSM who are pursuing a career in the growing fitness industry to work as interns in SMAC, perform field work and team teach with certified instructors to earn certificates that will qualify them to work in the community as fitness professionals.

The synergy between the academic program and our program represents fully the vision of what a professionally managed health club in our District could do, not only for revenue generation but also for workforce development. CSM and SMAC are successfully addressing the District’s strategy to make the entire Health and Wellness building a premier Career-Technical Education facility in the County of San Mateo and in the State. SMAC provides a vital ingredient to this endeavor.

In striving to be the best facility in the Bay Area, SMAC offers not only a place to work out, but also a place where members learn and adopt healthy behaviors and lifestyles. In just a short time, SMAC’s performance has more than exceeded expectations.

Child Development Fund

The Child Development Fund (Pages 72-75) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 in this fund are now transferred from redevelopment funds.

College of San Mateo and Skyline College each operate a Child Development Center (CDC) under single General Center/State Preschool Child Development agreements from the California Department of Education. In late summer 2012, Cañada College transferred its portion of these agreements to Skyline College.

The California Department of Social Services Community Care Licensing Division approved the Skyline College Child Development Center's application to increase the capacity of the maximum number of preschool children they can serve and they have moved into their new location next door to the old facility. Enrollment will increase over the next few months until all new slots have been filled.

CSM's Child Development Center was awarded a second year grant of \$9,500 grant from the Sequoia Healthcare District to develop an innovative health and nutrition education program for preschool children and their parents. The program also includes professional development for staff. The goal of the program is to promote healthy lifestyles and to prevent childhood obesity.

Trust Fund (Student Financial Aid)

Awards for Fall 2012 are reflected in this report and total \$10,800,805, an increase of \$245,386 over the same period last year. The maximum Federal Pell award remained at \$5,550 so the increase is due to the continuing increase in the number of students applying and receiving financial aid Districtwide. Additional Fall 2012 awards, along with those for Spring 2013, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Pages 82-85.

The fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

The District continues to provide all financial aid students the option for receiving their financial aid awards via a Sallie Mae debit card. Many students have chosen this option but the majority of students continue to choose direct deposit to their own bank accounts.

Retirement Reserve Fund

The fund was established to meet future needs and to lessen the burden on the general fund. Since July 1, 2009, the District started charging itself an amount to cover the future medical benefit costs for current employees. These charges appear as part of the benefit expenses in all funds, and are being transferred to this fund. Currently, all retirement medical premiums are funded from the Unrestricted General Fund. The benefits provided to the District's retirees are not affected by the balance in this account.

The fund is projected to have a balance of \$34 million at the end of the current fiscal year ending June 30, 2013. The Retirement Reserve Fund can be found on Page 88.

The next actuarial study is scheduled for Spring 2013. The review would provide the latest estimate of post-retirement costs. The previous study from April 2011 determined the District's unfunded liability estimate to be \$126 million.

Associated Students

The following report covers the period July 1, 2012 through December 31, 2012 for the Associated Student Bodies.

Total income and expenditures for the Associated Student Body (ASB) at each College for the second quarter of 2012-13 and 2011-12 are listed below:

ASB Total Income	2012-13	2011-12	\$ Change	%Change
Cañada College ASB	\$54,735	\$68,075	\$(13,341)	-19.60%
College of San Mateo ASB	85,103	91,246	(6,143)	-6.73%
Skyline College ASB	94,105	92,074	2,031	2.21%

ASB Total Expenditures	2012-13	2011-12	\$ Change	%Change
Cañada College ASB	\$44,291	\$27,584	\$16,707	60.57%
College of San Mateo ASB	63,471	62,015	1,456	2.35%
Skyline College ASB	52,849	27,771	25,077	90.30%

Activity card sales are the major source of income for the Associated Students. Activity card sales at all three Colleges have decreased compared to same period last year which could be due to lower enrollment and in part to the implementation of the new payment plan requiring students to have a zero balance.

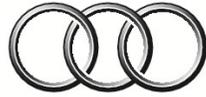
Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

Cañada College and Skyline College have had significant increases in program as well as most other operating expenses. College of San Mateo reported a decrease in club assistance expense by 50% and publicity expenses by 74%. At Cañada College for instance, there was a major purchase of a new ID card machine.

Below is a comparison of the second quarter Net Income from ASB Operations:

ASB Net Income	2012-13	2011-12	\$ Change	% Change
Cañada College ASB	\$10,443	\$40,491	\$(30,048)	-74.21%
College of San Mateo ASB	21,632	29,231	(7,599)	-26.00%
Skyline College ASB	41,257	64,303	(23,047)	-35.84%

A summary of programs and activities and detail financial statements are appended under the Supplemental Information section of this Budget Report.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Budget Tables

Page 27 – SMCCCD Funds Chart

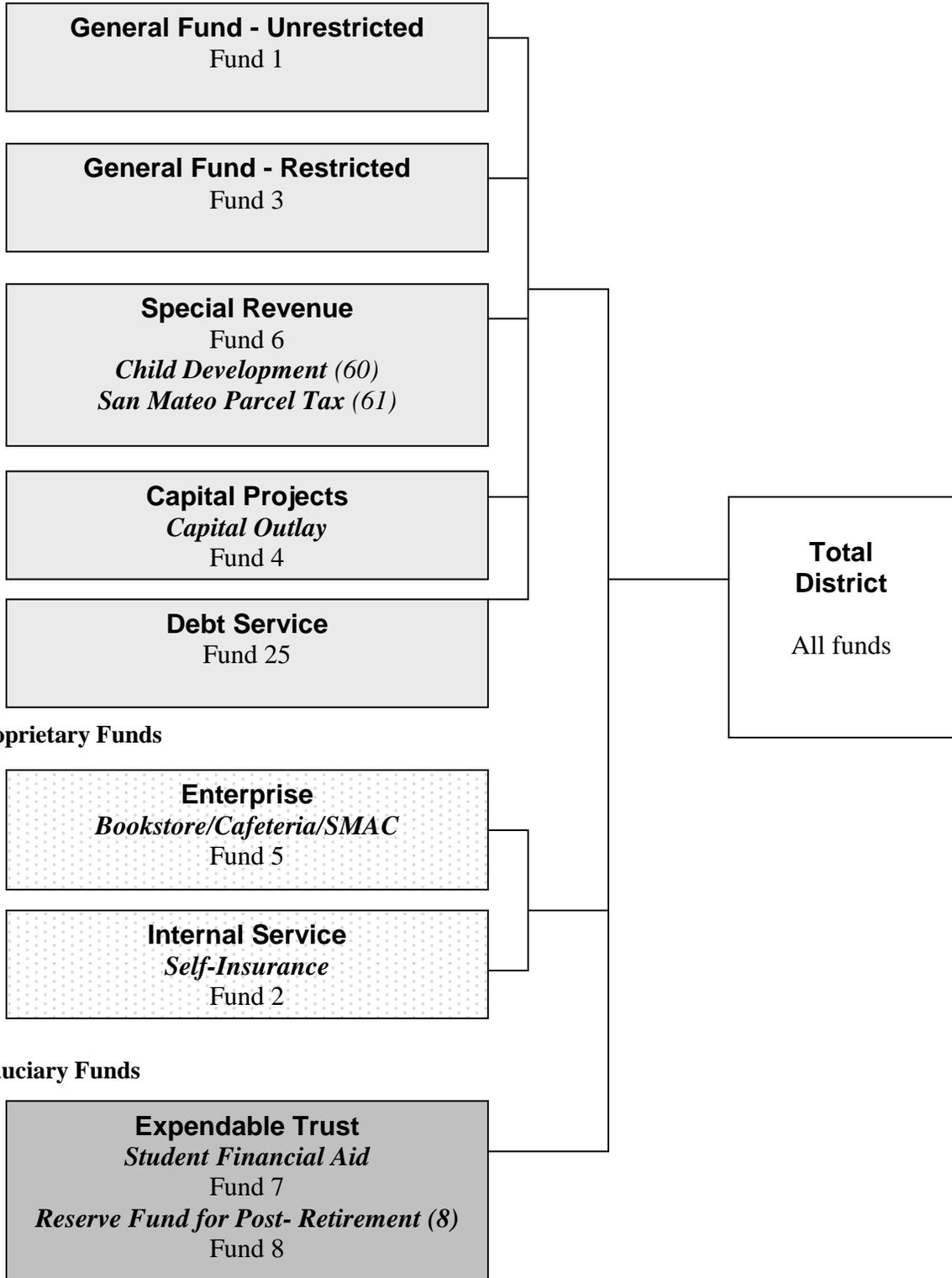
Page 28 – 2012-13 Adoption Budget

Page 30 – 2012-13 Mid-Year Actuals

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San Mateo County Community College District Funds

Governmental Funds



San Mateo County Community College District
2012-2013
Final Budget - All Funds



Governmental Funds						
Total General Fund		Special Revenue	Special Revenue	Capital Projects	Debt Service	
Unrestricted	Restricted	Child Development	Measure G Parcel Tax	Capital Outlay	Debt Service	

Revenue

1	Federal Revenue	0	5,322,725	224,000	0	0	0
2	State Revenue	3,759,717	7,577,371	178,000	0	0	150,000
3	Local Revenue	111,488,269	11,159,586	479,716	7,050,000	3,725,392	29,070,000
4	Total Revenue	115,247,986	24,059,682	881,716	7,050,000	3,725,392	29,220,000

Expenses

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	46,221,463	3,521,953	151,701	5,460,306	0	0
7	Classified Salaries	27,674,180	8,675,116	522,907	1,089,658	850,624	0
8	Employee Benefits	29,334,823	3,993,398	273,993	895,862	277,583	0
9	Materials & Supplies	6,462,499	3,402,812	76,400	216,504	1,459,476	0
10	Operating Expenses	17,476,355	4,478,734	6,074	1,666,816	2,791,755	0
11	Capital Outlay	218,253	3,696,112	0	2,800	4,088,929	0
12	Total Expenses	127,387,573	27,768,125	1,031,074	9,331,946	9,468,367	0

Transfers & Other

13	Transfers In	0	880,846	123,006	0	0	0
14	Other Sources	0	0	0	0	0	0
15	Transfers out	(3,349,852)	0	0	0	0	0
16	Contingency/Deficit	1,771,928	0	0	0	0	0
17	Other Out Go	0	(1,006,792)	0	0	0	(29,030,413)
18	Total Transfers/Other	(1,577,924)	(125,946)	123,006	0	0	(29,030,413)

Fund Balance

19	Net Change in Fund Balance	(13,717,511)	(3,834,389)	(26,351)	(2,281,946)	(5,742,975)	189,587
20	Beginning Balance, 7/1/11	19,601,578	13,495,708	26,351	3,180,307	117,780,031	23,632,459
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	Net Fund Balance, 6/30/12	5,884,067	9,661,320	0	898,361	112,037,056	23,822,046

***Note: Minor differences in dollar amounts due to rounding*

**San Mateo County Community College District
2012-2013
Final Budget - All Funds**

Proprietary Funds				Fiduciary Funds			Total District All Funds	
Enterprise Funds			Internal Service	Expendable Trusts				
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve			
0	0	0	0	21,486,031	0	27,032,756	1	
0	0	0	0	683,000	0	12,348,088	2	
8,775,000	211,500	2,800,000	0	550,000	146,800	175,456,263	3	
8,775,000	211,500	2,800,000	0	22,719,031	146,800	214,837,107	4	
5,400,000	0	0	0	0	0	5,400,000	5	
0	0	0	0	0	0	55,355,423	6	
1,735,000	60,000	1,400,000	190,000	0	0	42,197,485	7	
425,000	15,000	335,000	82,000	0	0	35,632,659	8	
30,000	50,000	0	10,000	0	0	11,707,691	9	
867,700	45,000	625,000	1,000,000	0	5,000	28,962,434	10	
0	0	0	0	0	0	8,006,094	11	
8,457,700	170,000	2,360,000	1,282,000	0	5,000	187,261,786	12	
0	0	0	1,090,000	0	1,256,000	3,349,852	13	
0	0	70,000	0	0	0	70,000	14	
						0		
0	0	0	0	0	0	(3,349,852)	15	
0	0	0	0	0	0	1,771,928	16	
0	0	(80,000)	0	(22,719,031)	(10,000,000)	(62,836,236)	17	
0	0	(10,000)	1,090,000	(22,719,031)	(8,744,000)	(60,994,308)	18	
317,300	41,500	430,000	(192,000)	0	(8,602,200)	(33,418,987)	19	
7,133,273	337,374	171,400	8,772,642	246,689	22,194,598	216,572,410	20	
0	0	0	0	0	0	0	21	
7,450,573	378,874	601,400	8,580,642	246,689	13,592,398	183,153,423	22	

**San Mateo County Community College District
2012-2013
Second Quarter Actuals - All Funds**

Governmental Funds					
Total General Fund		Special Revenue	Special Revenue	Capital Projects	Debt Service
Unrestricted	Restricted	Child Development	Measure G Parcel Tax	Capital Outlay	Debt Service

Revenue

1	Federal Revenue	0	2,262,933	45,101	0	0	0
2	State Revenue	1,397,166	3,125,980	155,695	0	0	26,560
3	Local Revenue	66,080,512	3,630,935	186,005	3,547,702	1,301,387	15,123,322
4	Total Revenue	67,477,678	9,019,848	386,801	3,547,702	1,301,387	15,149,883

Expenses

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	22,958,947	2,024,649	91,130	2,987,374	0	0
7	Classified Salaries	12,861,686	3,928,283	313,487	563,379	399,707	0
8	Employee Benefits	16,518,738	1,845,605	158,759	490,663	145,033	0
9	Materials & Supplies	1,091,668	406,628	39,478	53,575	793,810	0
10	Operating Expenses	5,624,755	1,113,271	698	43,693	1,473,596	0
11	Capital Outlay	37,293	51,234	0	0	2,781,802	0
12	Total Expenses	59,093,088	9,369,669	603,552	4,138,684	5,593,948	0

Transfers & Other

13	Transfers In	0	0	191,291	0	0	0
14	Other Sources	0	0	0	0	2,252,580	0
15	Transfers out	0	(158,854)	0	0	(191,291)	0
16	Contingency	0	0	0	0	0	0
17	Other Out Go	0	(223,061)	0	0	0	(20,295,887)
18	Total Transfers/Other	0	(381,914)	191,291	0	2,061,289	(20,295,887)

Fund Balance

19	Net Change in Fund Balance	8,384,589	(731,736)	(25,460)	(590,982)	(2,231,272)	(5,146,004)
20	Beginning Balance, 7/1/12	19,601,578	13,495,708	26,352	3,180,307	117,780,031	23,632,459
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	Net Fund Balance, 12/31/12	27,986,167	12,763,972	892	2,589,325	115,548,759	18,486,455

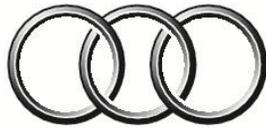
***Note: Minor differences in dollar amounts due to rounding.*



**San Mateo County Community College District
2012-2013
Second Quarter Actuals- All Funds**

Proprietary Funds				Fiduciary Funds		Total District All Funds	
Enterprise Funds			Internal Service	Expendable Trusts			
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve		
0	0	0	0	9,747,573	0	12,055,607	1
0	0	0	0	314,115	0	5,019,517	2
3,801,990	123,035	1,631,440	0	197,831	122,551	95,746,710	3
3,801,990	123,035	1,631,440	0	10,259,519	122,551	112,821,834	4
2,243,409	0	0	0	0	0	2,243,409	5
0	0	0	0	0	0	28,062,100	6
912,978	19,048	734,968	70,802	0	0	19,804,338	7
208,880	4,736	176,392	33,262	0	0	19,582,069	8
0	29,262	0	0	0	0	2,414,421	9
389,712	33,255	286,363	418,597	0	0	9,383,940	10
0	0	0	0	0	0	2,870,329	11
3,754,979	86,301	1,197,723	522,661	0	0	84,360,606	12
0	0	0	0	158,854	0	350,145	13
0	0	36,671	468,719	0	633,746	3,391,716	14
						0	
0	0	0	0	0	0	(350,145)	15
0	0	0	0	0	0	0	16
0	0	(89,894)	0	(10,800,805)	(6,000,000)	(37,409,647)	17
0	0	(53,223)	468,719	(10,641,951)	(5,366,254)	(34,017,931)	18
47,011	36,734	380,494	(53,942)	(382,432)	(5,243,703)	(5,556,703)	19
7,133,273	337,374	171,400	8,772,642	246,689	22,194,598	216,572,411	20
0	0	0	0	0	0	0	21
7,180,284	374,108	551,894	8,718,700	(135,743)	16,950,895	211,015,708	22

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Unrestricted General Fund (Fund 1)

*The **Unrestricted General Fund** is maintained to account for those monies that are not restricted in their use by external sources. This is one of the largest of the funds and the one we most commonly think of when discussing the budget.*

In general, there are no external restrictions imposed on the use of these monies; however, the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. An example of resources designated in this manner is the set aside for Professional Development or Staff Development, which provides financing for efforts to enhance staff development skills.

San Mateo County Community College District
2012-2013 Mid-Year Report
Unrestricted General Fund (Fund 1) - Cañada College



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actuals To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	1,785,848	1,969,880	2,250,502	2,867,814	2,871,981	2,645,817	92%	3
4 Total Revenue	\$1,785,848	\$1,969,880	\$2,250,502	\$2,867,814	\$2,871,981	\$2,645,817	92%	4
Expenses								
5 Certificated Salaries	\$5,104,375	\$4,597,862	4,743,977	\$9,777,051	\$10,128,726	5,097,398	50%	5
6 Classified Salaries	1,722,255	1,648,118	1,757,387	3,643,753	3,759,269	1,850,921	49%	6
7 Employee Benefits	1,672,566	1,668,063	1,769,637	3,847,404	4,049,922	2,078,904	51%	7
8 Materials & Supplies	50,382	73,726	87,600	425,731	442,676	96,929	22%	8
9 Operating Expenses	218,914	194,308	252,489	(105,101)	749,024	289,644	39%	9
10 Capital Outlay	1,549	635	3,149	25,200	24,700	3,237	13%	10
11 Total Expenses	\$8,770,041	\$8,182,712	\$8,614,238	\$17,614,038	\$19,154,319	\$9,417,033	49%	11
Transfers & Other								
12 Transfers In	\$0	\$0	0	\$0	\$0	0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(8,925)	(20,000)	0	0	0	0	0%	16
17 Total Transfers/Other	(\$8,925)	(\$20,000)	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$6,993,118)	(\$6,232,832)	(\$6,363,736)	(\$14,746,224)	(\$16,282,338)	(\$6,771,216)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$6,993,118)	(\$6,232,832)	(\$6,363,736)	(\$14,746,224)	(\$16,282,338)	(\$6,771,216)		21

Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.

San Mateo County Community College District
2012-2013 Mid-Year Report
Unrestricted General Fund (Fund 1) - College of San Mateo



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,944,230	3,822,452	4,510,305	5,021,050	5,071,218	5,375,331	106%	3
4 Total Revenue	\$3,944,230	\$3,822,452	\$4,510,305	\$5,021,050	\$5,071,218	\$5,375,331	106%	4
Expenses								
5 Certificated Salaries	\$10,399,524	\$9,413,916	\$9,079,206	\$17,289,067	\$18,044,397	\$8,865,828	49%	5
6 Classified Salaries	2,995,603	2,275,192	2,387,205	5,324,285	\$5,464,695	2,756,822	50%	6
7 Employee Benefits	3,302,349	3,096,178	3,019,666	6,469,682	\$6,581,792	3,537,557	54%	7
8 Materials & Supplies	87,016	113,785	142,388	539,127	\$605,823	162,351	27%	8
9 Operating Expenses	312,577	372,945	458,402	(86,371)	\$1,713,175	443,775	26%	9
10 Capital Outlay	0	0	0	10,000	\$10,000	2,811	28%	10
11 Total Expenses	\$17,097,069	\$15,272,016	\$15,086,868	\$29,545,791	\$32,419,882	\$15,769,145	49%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(35,971)	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	(\$35,971)	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$13,188,811)	(\$11,449,564)	(\$10,576,562)	(\$24,524,741)	(\$27,348,664)	(\$10,393,813)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$13,188,811)	(\$11,449,564)	(\$10,576,562)	(\$24,524,741)	(\$27,348,664)	(\$10,393,813)		21

Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.

San Mateo County Community College District
2012-2013 Mid-Year Report
Unrestricted General Fund (Fund 1) - Skyline College



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,158,159	3,033,330	3,909,276	4,445,370	4,526,982	4,420,397	98%	3
4 Total Revenue	\$3,158,159	\$3,033,330	\$3,909,276	\$4,445,370	\$4,526,982	\$4,420,397	98%	4
Expenses								
5 Certificated Salaries	\$8,805,600	\$8,207,931	\$8,321,636	\$15,721,510	\$16,479,013	\$8,615,992	52%	5
6 Classified Salaries	2,242,856	2,073,799	2,182,736	5,011,642	5,162,249	2,375,711	46%	6
7 Employee Benefits	2,445,904	2,479,405	2,536,320	5,800,997	5,989,892	3,037,327	51%	7
8 Materials & Supplies	177,166	144,598	177,812	536,887	807,048	381,591	47%	8
9 Operating Expenses	307,676	361,219	379,348	1,460,009	2,505,550	449,718	18%	9
10 Capital Outlay	4,575	15,165	4,521	167,339	167,339	3,744	2%	10
11 Total Expenses	\$13,983,778	\$13,282,117	\$13,602,373	\$28,698,384	\$31,111,091	\$14,864,083	48%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	\$0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	719,078	719,078	0	0%	15
16 Other Out Go	(611)	(10,000)	0	0	0	0	0%	16
17 Total Transfers/Other	(\$611)	(\$10,000)	\$0	\$719,078	\$719,078	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$10,826,230)	(\$10,258,787)	(\$9,693,097)	(\$23,533,935)	(\$25,865,031)	(\$10,443,686)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$10,826,230)	(\$10,258,787)	(\$9,693,097)	(\$23,533,935)	(\$25,865,031)	(\$10,443,686)		21

Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.

San Mateo County Community College District
2012-2013 Mid-Year Report
Unrestricted General Fund (Fund 1) - District Office

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	8,589	2,928	17,750	0	31,719	27,287	86%	3
4 Total Revenue	\$8,589	\$2,928	\$17,750	\$0	\$31,719	\$27,287	86%	4
Expenses								
5 Certificated Salaries	\$267,210	\$261,956	\$272,436	\$580,897	\$592,557	\$297,320	50%	5
6 Classified Salaries	4,368,975	4,590,616	5,256,955	11,366,757	11,333,174	5,490,639	48%	6
7 Employee Benefits	1,852,488	2,001,209	2,091,899	5,282,749	5,297,448	2,516,744	48%	7
8 Materials & Supplies	369,625	498,669	554,879	748,830	1,228,856	417,678	34%	8
9 Operating Expenses	565,216	669,062	802,030	2,462,072	2,886,008	866,279	30%	9
10 Capital Outlay	5,554	4,031	23,573	10,000	33,726	27,501	82%	10
11 Total Expenses	\$7,429,068	\$8,025,543	\$9,001,773	\$20,451,305	\$21,371,769	\$9,616,161	45%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$7,420,479)	(\$8,022,615)	(\$8,984,023)	(\$20,451,305)	(\$21,340,050)	(\$9,588,874)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$7,420,479)	(\$8,022,615)	(\$8,984,023)	(\$20,451,305)	(\$21,340,050)	(\$9,588,874)		21

Net Fund Balances totals do not include all State and Local revenue, most of which is located in the Central Services budget.

San Mateo County Community College District
2012-2013 Mid-Year Report
Unrestricted General Fund (Fund 1) - Central Services*

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$507,922	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	25,135,883	32,156,793	18,751,946	3,759,717	3,759,717	1,397,166	37%	2
3 Local Revenue	48,362,698	8,704,853	(453,303)	99,154,035	99,209,340	53,611,679	54%	3
4 Total Revenue	\$74,006,503	\$40,861,646	\$18,298,643	\$102,913,752	\$102,969,057	\$55,008,845	53%	4
Expenses								
5 Certificated Salaries	(\$46,833)	\$180,615	\$32,295	\$2,852,938	\$890,729	\$82,409	9%	5
6 Classified Salaries	(429,619)	260,531	374,153	2,327,742	279,270	387,593	139%	6
7 Employee Benefits	3,252,429	3,953,903	4,403,836	7,933,992	7,473,429	5,348,206	72%	7
8 Materials & Supplies	(100,125)	16,378	10,750	4,211,923	4,340,704	33,118	1%	8
9 Operating Expenses	2,463,036	3,554,738	3,457,829	13,745,746	12,277,649	3,575,339	29%	9
10 Capital Outlay	17,393	0	0	5,715	5,715	0	0%	10
11 Total Expenses	\$5,156,281	\$7,966,165	\$8,278,864	\$31,078,055	\$25,267,496	\$9,426,666	37%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(162,311)	(275,203)	(181,033)	(3,349,852)	(1,003,852)	0	0%	14
15 Contingency	0	0	0	1,052,850	420,864	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	(\$162,311)	(\$275,203)	(\$181,033)	(\$2,297,002)	(\$582,988)	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$68,687,910	\$32,620,278	\$9,838,746	\$69,538,695	\$77,118,573	\$45,582,179		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$68,687,910	\$68,687,910	\$9,838,746	\$69,538,695	\$77,118,573	\$45,582,179		21

**Central Services includes most of the general fund revenue, contingency, funds for transfer (e.g. capital outlay, reserve for retiree benefits), retiree benefits and special allocation holding accounts. It does not include the District Office.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Unrestricted General Fund (Fund 1) - Total District

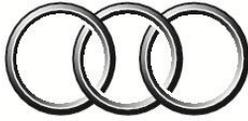


**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$507,922	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	25,135,883	32,156,793	18,751,946	3,759,717	3,759,717	1,397,166	37%	2
3 Local Revenue	57,253,864	17,533,443	10,234,530	111,488,269	111,711,239	66,080,512	59%	3
4 Total Revenue	\$82,897,668	\$49,690,236	\$28,986,476	\$115,247,986	\$115,470,956	\$67,477,678	58%	4
Expenses								
5 Certificated Salaries	\$24,524,622	\$22,662,279	\$22,449,549	\$46,221,463	\$46,135,423	\$22,958,947	50%	5
6 Classified Salaries	11,121,711	10,848,255	11,958,437	27,674,180	25,998,658	12,861,686	49%	6
7 Employee Benefits	12,674,458	13,198,758	13,821,357	29,334,823	29,392,484	16,518,738	56%	7
8 Materials & Supplies	713,108	847,156	973,429	6,462,499	7,425,107	1,091,668	15%	8
9 Operating Expenses	3,971,265	5,152,273	5,350,098	17,476,355	20,131,406	5,624,755	28%	9
10 Capital Outlay	27,548	19,831	31,244	218,253	241,479	37,293	15%	10
11 Total Expenses	\$53,032,712	\$52,728,552	\$54,584,115	\$127,387,572	\$129,324,557	\$59,093,088	46%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(198,283)	(275,203)	(181,033)	(3,349,852)	(1,003,852)	0	0%	14
15 Contingency	0	0	0	1,771,928	1,139,942	0	0%	15
16 Other Out Go	(9,537)	(30,000)	0	0	0	0	0%	16
17 Total Transfers/Other	(\$207,819)	(\$305,203)	(\$181,033)	(\$1,577,924)	\$136,090	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$29,657,137	(3,343,519)	(\$25,778,672)	(\$13,717,510)	(\$13,717,510)	\$8,384,590		18
19 Beginning Balance, July 1	14,530,400	15,977,878	20,625,630	19,601,578	19,601,578	19,601,578		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$44,187,537	\$12,634,357	(\$5,153,042)	\$5,884,068	\$5,884,068	\$27,986,168		21

Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Internal Service Fund (Fund 2)

*This fund is used to account for the financing of tangible goods provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The **Self-Insurance Fund** is the fund designated to account for revenue and expense of the District's self-insurance programs, including both Property and Liability and Workers' Compensation insurance needs.*

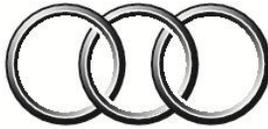
An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses. This is a reserve for current and future losses; it may or may not be depleted during the year.

**San Mateo County Community College District
2012-2013 Mid-Year Budget**

Internal Service - Self-Insurance Fund (Fund 2) - Total District



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	0	0	\$0	0%	5
6 Classified Salaries	58,071	19,630	45,534	\$190,000	\$190,000	70,802	37%	6
7 Employee Benefits	28,896	10,425	19,280	82,000	82,000	33,262	41%	7
8 Materials & Supplies	0	0	0	10,000	10,000	0	0%	8
9 Operating Expenses	314,108	443,915	528,811	1,000,000	1,000,000	418,597	42%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$401,075	\$473,971	\$593,626	\$1,282,000	\$1,282,000	\$522,661	41%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	904,952	838,358	888,540	1,090,000	1,090,000	468,719	43%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$904,952	\$838,358	\$888,540	\$1,090,000	\$1,090,000	\$468,719	43%	17
Fund Balance								
18 Net Change in Fund Balance	\$503,877	\$364,387	\$294,914	(\$192,000)	(\$192,000)	(\$53,942)		18
19 Beginning Balance, July 1	6,286,697	7,504,143	8,629,439	8,772,642	8,772,642	8,772,642		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$6,790,574	\$7,868,530	\$8,924,353	\$8,580,642	\$8,580,642	\$8,718,700		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Debt Service Fund (Fund 25)

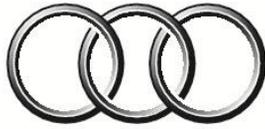
The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.

*The fund which is used to record transactions related to the receipt and expenditure of the general obligation bond is called the **Bond Interest Redemption Fund**.*

San Mateo County Community College District
2012-2013 Mid-Year Budget
Internal Service - Debt Service Fund (Fund 25) - Total District



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	25,442	69,187	54,469	150,000	150,000	26,560	0%	2
3 Local Revenue	13,843,406	14,442,309	14,803,924	29,070,000	29,070,000	15,123,322	52%	3
4 Total Revenue	\$13,868,847	\$14,511,496	\$14,858,393	\$29,220,000	\$29,220,000	\$15,149,883	52%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(17,452,351)	(18,896,191)	(20,452,800)	(29,030,413)	(29,030,413)	(20,295,887)	70%	16
17 Total Transfers/Other	(\$17,452,351)	(\$18,896,191)	(\$20,452,800)	(\$29,030,413)	(\$29,030,413)	(\$20,295,887)	70%	17
Fund Balance								
18 Net Change in Fund Balance	(\$3,583,504)	(\$4,384,695)	(\$5,594,407)	\$189,587	\$189,587	(\$5,146,004)		18
19 Beginning Balance, July 1	18,441,349	20,213,255	22,040,501	23,632,459	23,632,459	23,632,459		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$14,857,845	\$15,828,560	\$16,446,094	\$23,822,046	\$23,822,046	\$18,486,455		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Restricted General Fund (Fund 3)

*The **Restricted General Fund** is maintained to account for those monies that are restricted in their use by law, regulations, donors, or other outside Federal, State, and Local agencies.*

Examples of restricted sources of monies include Extended Opportunity Programs and Services (EOPS), Matriculation, Disabled Students Programs & Services (DSPS), State Instructional Equipment, Federal Work-Study Program, KCSM grants and donations, Parking (includes parking permit and parking citation revenue), and Health Services.

A complete list of these specially funded programs showing project budgets which may or may not coincide with the fiscal year budget are detailed on the following pages.

San Mateo County Community College District

2012-13 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

July 1, 2012 - December 31, 2012

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30028	TRIO - Student Support Services	Federal		(7,393)			(7,393)
30038	Child Dev Consrtm Fed/St Yosemite	Federal		12,500	10,000		22,500
30087	USDOE-CDDS-WestEd-CCPPP	Federal			12,000		12,000
30100	YCCD/CDTC CIP 01/01/11-06/30/11	Federal			21,341		21,341
30101	TRIO - Student Support Services	Federal			(15,878)		(15,878)
30107	TSFF-BAWFC-AHBP 11/15/12-12/31/13	Federal		32,089	(32,089)		-
30110	TRIO Upward Bound 09/01/12-08/31/17	Federal		262,500			262,500
30111	HSI Cooperative A2B 10/1/12-9/30/17	Federal		624,255			624,255
30112	SMC WIB HERO Program 7/3/12-6/30/13	Federal			58,000		58,000
31002	DSP&S	State	96,318	17,880	30,021		144,219
31003	EOP&S	State	20,002	16,713	17,602		54,317
31004	EOP&S/CARE	State	1,098	1,508	1,518		4,124
31009	Matriculation	State	12,321	8,488	10,234		31,043
31031	CalWORKs	State	5,704	7,223	6,832		19,759
31033	TANF	Federal	2,848	2,327	2,640		7,815
31069	Lottery -- Prop 20 -- Instr MatrIs	State	229,917	140,602	260,963	(523,175)	108,307
31121	CCCCO-CTE-CAA Grant	State		(18,720)	18,720		-
31124	CTE Pathways 11/01/12-11/30/13	State			348,000		348,000
31127	FCCC-CSM Cares Prog-7/1/12-5/31/14	State	247,320				247,320
32003	Public Bdcst-CSG-TV	Local	(73,672)				(73,672)
32004	Public Bdcst-CSG-FM	Local	8,053				8,053
32005	Public Bdcst-CSG-Interconnect	Local	(640)				(640)
32047	UC Regents-Puente Project-Skyline	Local			1,500		1,500
32081	SMCGS Grant - Canada Coll Library	Local		4,000			4,000
32083	United Way of the Bay Area	Local			159,569		159,569
35001	Miscellaneous Donations	Local	10,713	126	5,796		16,635
35014	Expand Your Horizons	Local			2,250		2,250
35041	Ctr for Int'l Trade Match	Local			16,000		16,000
35045	Financial Aid Admin Cost Allowance - Pell	Local	795	435	1,105		2,335
36016	SMC-HSA-WDD-iOS Mobil 9/4/12-9/4/13	Local		98,307			98,307
38001	Contract/Community Educ Indirect	Local			3,920		3,920
Total 2012-2013 Fund 3 Budget Revenue Adjustments			560,777	1,202,841	940,043	(523,175)	2,180,486



San Mateo County Community College District
2012-2013 Mid-Year Report
Restricted General Fund (Fund 3) - Cañada College

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,015,793	\$1,003,064	\$945,299	\$2,925,241	\$3,934,281	\$1,182,749	30%	1
2 State Revenue	802,192	707,320	704,015	1,981,986	2,155,681	774,653	36%	2
3 Local Revenue	701,764	617,476	544,639	822,185	842,292	515,546	61%	3
4 Total Revenue	\$2,519,749	\$2,327,860	\$2,193,953	\$5,729,413	\$6,932,254	\$2,472,947	36%	4
Expenses								
5 Certificated Salaries	\$578,908	\$551,265	\$507,717	\$1,195,757	\$1,508,533	\$571,126	38%	5
6 Classified Salaries	632,982	725,806	629,292	1,620,620	2,033,051	776,060	38%	6
7 Employee Benefits	330,840	337,801	278,700	719,628	946,227	373,391	39%	7
8 Materials & Supplies	136,747	111,374	156,641	674,591	688,037	122,742	18%	8
9 Operating Expenses	223,396	214,936	289,029	916,724	1,110,318	303,570	27%	9
10 Capital Outlay	66,410	3,686	8,677	739	739	13,434	1817%	10
11 Total Expenses	\$1,969,282	\$1,944,867	\$1,870,056	\$5,128,058	\$6,286,904	\$2,160,322	34%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$22,000	22,000	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(68,806)	(76,480)	(161,250)	(135,000)	(242,752)	(107,752)	44%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(125,362)	(120,856)	(134,090)	(488,354)	(424,597)	(102,312)	24%	16
17 Total Transfers/Other	(\$194,168)	(\$197,336)	(\$295,340)	(\$601,354)	(\$645,350)	(\$210,064)	33%	17
Fund Balance								
18 Net Change in Fund Balance	\$356,299	\$185,656	\$28,557	\$0	\$0	\$102,561		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$356,299	\$185,656	\$28,557	\$0	\$0	\$102,561		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Restricted General Fund (Fund 3) - College of San Mateo



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$192,109	\$169,239	\$144,868	\$372,543	\$375,391	\$180,712	48%	1
2 State Revenue	1,041,910	822,381	1,107,519	2,222,877	2,835,558	871,553	31%	2
3 Local Revenue	2,882,479	2,000,603	1,711,938	5,680,543	5,625,791	1,102,188	20%	3
4 Total Revenue	\$4,116,497	\$2,992,223	\$2,964,324	\$8,275,963	\$8,836,740	\$2,154,452	24%	4
Expenses								
5 Certificated Salaries	\$591,641	\$521,234	\$443,315	\$840,768	\$850,214	\$413,237	49%	5
6 Classified Salaries	1,378,034	1,391,205	1,415,546	3,382,303	3,434,003	1,303,848	38%	6
7 Employee Benefits	542,840	597,535	560,483	1,436,188	1,392,366	576,767	41%	7
8 Materials & Supplies	252,258	225,295	305,583	1,196,521	1,311,944	155,748	12%	8
9 Operating Expenses	869,940	632,785	544,183	1,413,788	1,746,104	491,929	28%	9
10 Capital Outlay	31,113	8,334	79,209	84,601	156,994	24,157	15%	10
11 Total Expenses	\$3,665,826	\$3,376,388	\$3,348,318	\$8,354,169	\$8,891,626	\$2,965,686	33%	11
Transfers & Other								
12 Transfers In	\$5,195	\$0	\$62,500	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(3,100)	(800)	0	175,000	175,000	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(75,616)	(33,859)	(53,208)	(96,794)	(120,114)	(48,960)	41%	16
17 Total Transfers/Other	(\$73,521)	(\$34,659)	\$9,292	\$78,206	\$54,886	(\$48,960)	-89%	17
Fund Balance								
18 Net Change in Fund Balance	\$377,150	(\$418,824)	(\$374,702)	\$0	\$0	(\$860,194)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$377,150	(\$418,824)	(\$374,702)	\$0	\$0	(\$860,194)		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Restricted General Fund (Fund 3) - Skyline College



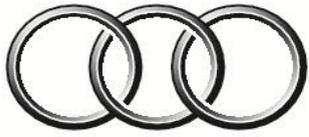
	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$739,653	\$1,138,801	\$848,622	\$2,024,941	\$1,893,030	\$899,473	48%	1
2 State Revenue	1,301,392	1,184,466	1,491,273	2,806,864	3,500,753	1,301,524	37%	2
3 Local Revenue	831,591	646,484	591,032	1,335,077	1,713,141	764,735	45%	3
4 Total Revenue	\$2,872,635	\$2,969,751	\$2,930,927	\$6,166,882	\$7,106,925	\$2,965,732	42%	4
Expenses								
5 Certificated Salaries	\$813,310	\$1,018,785	\$1,005,117	\$1,485,428	\$1,840,114	\$1,040,286	57%	5
6 Classified Salaries	722,407	617,322	774,005	1,623,193	1,740,570	816,583	47%	6
7 Employee Benefits	385,870	384,938	400,609	811,441	923,126	476,426	52%	7
8 Materials & Supplies	94,680	92,628	91,188	698,719	1,012,460	71,891	7%	8
9 Operating Expenses	217,365	481,096	421,745	1,068,867	1,094,910	283,216	26%	9
10 Capital Outlay	166	159	195	17,591	17,861	103	1%	10
11 Total Expenses	\$2,233,799	\$2,594,927	\$2,692,858	\$5,705,239	\$6,629,041	\$2,688,505	41%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(80,512)	(2,970)	(16,892)	(40,000)	(91,102)	(51,102)	56%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(33,099)	(107,756)	(100,730)	(421,643)	(386,783)	(71,788)	19%	16
17 Total Transfers/Other	(\$113,611)	(\$110,726)	(\$117,622)	(\$461,643)	(\$477,884)	(\$122,890)	26%	17
Fund Balance								
18 Net Change in Fund Balance	\$525,225	\$264,098	\$120,448	\$0	\$0	\$154,337		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$525,225	\$264,098	\$120,448	\$0	\$0	\$154,337		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

**San Mateo County Community College District
2012-13 Mid-Year Report
Restricted General Fund (Fund 3) - District Office**

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$1,574	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	16,255	246,629	177,941	565,643	42,468	178,250	420%	2
3 Local Revenue	216,382	930,367	1,439,501	3,321,781	3,321,781	1,248,467	38%	3
4 Total Revenue	\$232,637	\$1,178,570	\$1,617,442	\$3,887,424	\$3,364,249	\$1,426,717	42%	4
Expenses								
5 Certificated Salaries	\$0	\$1,455	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	1,045,828	995,183	1,053,069	2,049,000	2,049,000	1,031,793	50%	6
7 Employee Benefits	383,836	388,030	390,088	1,026,141	1,026,141	419,021	41%	7
8 Materials & Supplies	67,181	167,762	189,524	832,981	310,805	56,247	18%	8
9 Operating Expenses	91,858	73,650	(39,984)	1,079,356	1,069,297	34,557	3%	9
10 Capital Outlay	0	0	0	3,593,182	3,602,241	13,540	0%	10
11 Total Expenses	\$1,588,703	\$1,626,079	\$1,592,697	\$8,580,659	\$8,057,483	\$1,555,157	19%	11
Transfers & Other								
12 Transfers In	5,000	135,173	0	\$858,846	\$858,846	0	0%	12
13 Other Sources	\$0	\$0	\$0	0	0	\$0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$5,000	\$135,173	\$0	\$858,846	\$858,846	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$1,351,066)	(\$312,337)	\$24,745	(\$3,834,388)	(\$3,834,388)	(\$128,441)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$1,351,066)	(\$312,337)	\$24,745	(\$3,834,388)	(\$3,834,388)	(\$128,441)		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



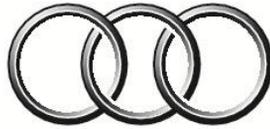
SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

San Mateo County Community College District
2012-2013 Mid-Year Report
Restricted General Fund (Fund 3) - Total District

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,947,554	\$2,312,678	\$1,938,789	\$5,322,725	\$6,202,702	\$2,262,933	36%	1
2 State Revenue	3,161,749	2,960,796	3,480,749	7,577,371	8,534,460	3,125,980	37%	2
3 Local Revenue	4,632,216	4,194,929	4,287,109	11,159,586	11,503,006	3,630,935	32%	3
4 Total Revenue	\$9,741,519	\$9,468,403	\$9,706,647	\$24,059,682	\$26,240,168	\$9,019,848	34%	4
Expenses								
5 Certificated Salaries	\$1,983,859	\$2,092,737	\$1,956,149	\$3,521,953	\$4,198,860	\$2,024,649	48%	5
6 Classified Salaries	3,779,251	3,729,516	3,871,912	8,675,116	9,256,624	3,928,283	42%	6
7 Employee Benefits	1,643,386	1,708,303	1,629,880	3,993,398	4,287,860	1,845,605	43%	7
8 Materials & Supplies	550,866	597,059	742,935	3,402,812	3,323,247	406,628	12%	8
9 Operating Expenses	1,402,559	1,402,466	1,214,973	4,478,734	5,020,629	1,113,271	22%	9
10 Capital Outlay	97,690	12,179	88,081	3,696,112	3,777,835	51,234	1%	10
11 Total Expenses	\$9,457,611	\$9,542,261	\$9,503,929	\$27,768,125	\$29,865,054	\$9,369,670	31%	11
Transfers & Other								
12 Transfers In	\$10,195	\$135,173	\$62,500	\$880,846	\$880,846	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(152,418)	(80,250)	(178,143)	0	(158,854)	(158,854)	100%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(234,077)	(262,471)	(288,027)	(1,006,792)	(931,494)	(223,061)	24%	16
17 Total Transfers/Other	(\$376,300)	(\$207,548)	(\$403,669)	(\$125,946)	(\$209,502)	(\$381,914)	182%	17
Fund Balance								
18 Net Change in Fund Balance	(\$92,393)	(\$281,406)	(\$200,952)	(\$3,834,388)	(\$3,834,388)	(\$731,736)		18
19 Beginning Balance, July 1	4,207,125	4,946,405	6,801,874	13,495,708	13,495,708	13,495,708		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$4,114,733	\$4,664,999	\$6,600,922	\$9,661,320	\$9,661,320	\$12,763,972		21

Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Capital Projects Fund (Fund 4)

*The District's **Capital Outlay Fund** is used to account for construction and acquisition of major capital improvements. Included are the acquisition or construction of all major fixed assets. In addition, site improvements, buildings, and equipment purchased as part of a large facility project are included.*

*The **Revenue Bond Construction Fund**, which is included as a sub-account of the Capital Projects Fund, has been established for the deposit of proceeds from the sale of revenue bonds. The deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.*

**2012-2013 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2012**

LOCATION	PROJECT NAME	FUND				ENCUMBRANCE	AVAILABLE BALANCE *
		NUMBER	ORIGINAL BUDGET	2012-13 BUDGET	EXPENDITURE YTD		
CAÑADA	CAN Classroom Modifications	42304	50,000.00	50,000.00	0.00	0.00	50,000.00
CAÑADA	CAN Tennis Court Repairs	42306	340,750.00	1,090,750.00	610,753.74	438,202.47	41,793.79
CAÑADA	CAN Tennis Court Repairs	43336	0.00	400,000.00	0.00	0.00	400,000.00
CAÑADA	Science Lab Upgrade	44329	15,737.20	15,737.20	0.00	0.00	15,737.20
CAÑADA	Arts Project	44343	7,459.46	7,459.46	0.00	0.00	7,459.46
CAÑADA	CAN Bldgs 5 /6 Modernization	47304	150,342.93	150,342.93	79,189.83	68,534.92	2,618.18
CAÑADA	CAN Bldg 1 Gym Modernization	47305	0.00	0.00	1,250.00	750.00	(2,000.00)
CAÑADA	CAN 12kv Electrical Systems Upgrade	47310	58,957.03	58,957.03	1,294.51	51,613.47	6,049.05
CAÑADA	CAN Dining Room Renovation	47315	560,507.14	560,507.14	532,928.91	27,853.37	(275.14)
CAÑADA	CAN Small Projects	47323	67,064.91	117,064.91	59,751.40	38,623.39	18,690.12
CAÑADA	CAN Emergency Building Repairs	47324	191,770.25	191,770.25	97,215.43	47,212.58	47,342.24
CAÑADA	CAN Instructional Equipment	47330	0.00	400,000.00	11,165.51	13,858.82	374,975.67
CAÑADA	CAN Lot 4 Fire Lanes	47332	7,411.51	7,411.51	3,172.51	4,239.00	0.00
CAÑADA	CAN Bldg 1 Gym Bleacher	47333	144,538.11	144,538.11	33,381.54	7,019.73	104,136.84
CAÑADA	CAN Light Pole Banners and Signs	47335	161,596.38	161,596.38	260.00	6,467.99	154,868.39
CAÑADA	CAN Xenon Exterior Lighting	47336	1,622.40	1,622.40	1,622.40	0.00	0.00
CAÑADA	CAN Bldg 9 A&R FA TRIO Reconf	47338	0.00	150,000.00	19,598.05	50,643.01	79,758.94
CAÑADA	Faculty/Staff Housing-Cañada Site	48310	517,490.95	517,490.95	0.00	0.00	517,490.95
CSM	CSM Dental Hygiene Program	42402	25,000.00	25,000.00	0.00	0.00	25,000.00
CSM	CSM Equipment Recycling	42404	100,644.67	101,050.56	50.59	0.00	100,999.97
CSM	CSM Hallmark Running Track	42405	51,000.00	51,000.00	51,404.83	3,998.53	(4,403.36)
CSM	Ergonomic office furniture (completion)	44435	13,585.54	13,585.54	2,797.58	0.00	10,787.96
CSM	Haz. Mat. clean-up/disposal	44438	3,025.59	3,025.59	0.00	0.00	3,025.59
CSM	Technology Improvements	44452	27,186.65	27,186.65	0.00	0.00	27,186.65
CSM	CSM CIP2 Design Build Project	47401	394,987.93	394,987.93	162,578.94	73,084.12	159,324.87
CSM	CSM Bldgs 2/3/4 Fine Arts Complex Modernization	47404	0.00	0.00	202.99	0.00	(202.99)
CSM	CSM North Gateway	47408	5,490,049.84	5,490,049.84	107,889.63	733,153.88	4,649,006.33
CSM	CSM SE Infrastructure and Yard	47415	96,956.49	96,956.49	0.00	0.00	96,956.49
CSM	CSM Bldg 15 Modernization	47420	257,118.51	257,118.51	(62.90)	37,692.50	219,488.91
CSM	CSM Small Projects	47423	279,397.51	339,397.51	93,291.14	94,266.00	151,840.37
CSM	CSM Emergency Building Repairs	47424	75,177.91	525,177.91	194,550.31	149,832.53	180,795.07
CSM	CSM Instructional Equipment	47432	0.00	400,000.00	40,713.16	5,818.71	353,468.13
CSM	CSM Edison Lot Project	47433	3,092,385.15	3,092,385.15	72,624.15	220,766.45	2,798,994.55
CSM	CSM Exterior Signage	47434	537.50	15,537.50	11,842.94	25.00	3,669.56
CSM	CSM Bldg 12 Roofing	47435	444,326.30	444,326.30	0.00	0.00	444,326.30
CSM	CSM Bldg 6 Aquatics BMS Integration	47437	105,764.02	105,764.02	2,395.00	0.00	103,369.02
CSM	CSM Hillisdale Lot Erosion Project	47439	74,592.75	259,592.75	226,517.56	15,856.74	17,218.45
CSM	CSM Bldg 10 Servery Flood Reconstruction	47440	24,603.62	24,603.62	0.00	0.00	24,603.62
CSM	CSM Bldg 5 Locker Room and Aquatics Desk	47441	117,769.00	157,769.00	124,222.70	23,351.04	10,195.26
CSM	Bookstore Project	48400	29,492.48	29,492.48	43,649.03	0.00	(14,156.55)
CSM	CSM Bldg 5 SMAC Locker Room	48402	500,000.00	825,000.00	296,037.08	204,268.36	324,694.56
DISTRICTWIDE	General Capital Projects	40000	21,106,649.87	21,106,649.87	0.00	0.00	21,106,649.87
DISTRICTWIDE	College Contingency	40001	9,452,009.53	9,452,009.53	0.00	0.00	9,452,009.53
DISTRICTWIDE	College Housing Project	40003	5,217,346.40	5,217,346.40	0.00	0.00	5,217,346.40
DISTRICTWIDE	Premium Rebate Reserve	40004	398,432.00	398,432.00	0.00	0.00	398,432.00
DISTRICTWIDE	Post Bond Admin Fee Reserve	40005	129,311.27	129,311.27	0.00	0.00	129,311.27
DISTRICTWIDE	Aux Services Use Fee	40007	35,184.00	35,184.00	0.00	0.00	35,184.00
DISTRICTWIDE	General Capital Fund	40008	1,404,911.62	1,404,911.62	0.00	0.00	1,404,911.62
DISTRICTWIDE	College Art	42003	5,691.00	5,691.00	0.00	0.00	5,691.00
DISTRICTWIDE	DW Athletic Fields Replacement	42103	0.00	150,000.00	12,550.00	20,350.00	117,100.00
DISTRICTWIDE	Redevelopment Program	43001	15,181,245.04	13,881,245.04	158,300.70	94,227.46	13,628,716.88
DISTRICTWIDE	Property Management Study	44001	39,777.44	39,777.44	49,530.00	0.00	(9,752.56)
DISTRICTWIDE	District Facilities Projects	44102	444,532.66	553,987.91	181,217.51	33,607.80	339,162.60
DISTRICTWIDE	District Funded FCI Contingency	44103	3,046,954.78	3,046,954.78	0.00	0.00	3,046,954.78
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	3,072,600.99	3,102,778.91	803.80	46,229.00	3,055,746.11
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	0.00	1,833.56	1,998.75	0.00	(165.19)
DISTRICTWIDE	Bond Construction General	47000	6,710,592.64	6,560,592.64	0.00	0.00	6,560,592.64
DISTRICTWIDE	DW CIP2 Planning	47001	5,750,438.43	5,750,438.43	414,340.53	145,457.84	5,190,640.06
DISTRICTWIDE	DW Technology Upgrades	47002	607,222.93	607,222.93	16,470.98	32,449.75	558,302.20
DISTRICTWIDE	DW Contingency	47007	7,329,354.07	3,804,354.07	0.00	0.00	3,804,354.07
DISTRICTWIDE	DW Small Projects	47008	133,929.91	483,929.91	228,110.94	112,895.46	142,923.51
DISTRICTWIDE	DW Boilers BAAQMD Emissions Project	47014	275,289.72	275,289.72	32,328.77	5,092.22	237,868.73
DISTRICTWIDE	DW Electrical Security System Repairs	47015	67,976.61	67,976.61	8,924.17	0.00	59,052.44
DISTRICTWIDE	DO Cooling Tower and Comp Replacement	47016	115,432.50	265,432.50	191,337.00	73,688.00	407.50
DISTRICTWIDE	DW Utility Consumption Measurement	47017	282,100.00	282,100.00	(1,370.00)	0.00	283,470.00
DISTRICTWIDE	DW Infrastructure Mapping	47018	0.00	150,000.00	3,450.00	111,050.00	35,500.00
DISTRICTWIDE	DW Computer Lab Replacement Project	47019	0.00	0.00	0.00	0.00	0.00
DISTRICTWIDE	C.O.P. Projects	48001	358,726.77	33,726.77	0.00	0.00	33,726.77
DISTRICTWIDE	DW Athletic Facilities	48101	195.12	195.12	0.00	0.00	195.12

* NOTE: All negative balances will be cleared with January 2013 journals.

**2012-2013 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2012**

LOCATION	PROJECT NAME	FUND NUMBER	ORIGINAL BUDGET	2012-13 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE *
SKYLINE	Pacific Heights Project	42202	18,666,366.36	18,666,366.36	0.00	0.00	18,666,366.36
SKYLINE	SKY Bldg 6 Facelift	42205	3,748.34	3,748.34	0.00	0.00	3,748.34
SKYLINE	SKY Bldg 6 Servery	42206	49,622.35	49,622.35	15,935.26	0.00	33,687.09
SKYLINE	SKY Track Repairs	42208	300,000.00	300,000.00	332,991.99	0.00	(32,991.99)
SKYLINE	Avon Damages Repair	44241	65,100.04	65,100.04	0.00	0.00	65,100.04
SKYLINE	SKY CIP2 Design Build Project	47209	1,422,434.04	1,422,434.04	11,534.00	79,846.55	1,331,053.49
SKYLINE	SKY Small Projects	47223	318,057.28	403,057.28	184,389.04	30,785.69	187,882.55
SKYLINE	SKY Emergency Building Repairs	47224	69,552.73	419,552.73	209,667.89	95,715.26	114,169.58
SKYLINE	SKY 12KV Electrical Systems Upgrade	47228	290,155.19	290,155.19	5,563.74	83,778.12	200,813.33
SKYLINE	SKY Instruction Equipment	47232	5,964.07	405,964.07	1,783.96	0.00	404,180.11
SKYLINE	SKY Bldg 14 Loma Chica Remodel	47235	99,108.00	99,108.00	0.00	0.00	99,108.00
SKYLINE	SKY Bldg 4 Stairs and Lighting	47236	21,006.74	21,006.74	0.00	0.00	21,006.74
SKYLINE	SKY Bldg 2 One Stop Facelift	47237	0.30	0.30	0.00	0.00	0.30
SKYLINE	SKY Track and Field Erosion Control	47239	130,010.00	130,010.00	0.00	0.00	130,010.00
SKYLINE	SKY Bldgs1, 3, 6-8 Wayfinding Signage	47240	83,738.63	83,738.63	0.00	0.00	83,738.63
SKYLINE	SKY Bldg 1 Career Center	47241	8,834.22	8,834.22	817.29	297.69	7,719.24
SKYLINE	SKY Bldg 2 CALT Upgrade	47242	51,873.39	51,873.39	0.00	16,717.86	35,155.53
SKYLINE	SKY Bldg 6 Public Area Enhancements	47243	541,675.35	541,675.35	235,653.58	40,722.84	265,298.93
SKYLINE	SKY DSPS Relocation	47244	318,825.00	443,825.00	388,367.19	41,721.61	13,736.20
SKYLINE	SKY Bldg 2 3rd Flr Student Services Facelift	47245	0.00	165,000.00	18,773.40	97,584.57	48,642.03
SKYLINE	SKY Bldg 19 Pacific Heights Facelift	47246	0.00	150,000.00	8,188.95	107,452.75	34,358.30
TOTAL			117,090,827.06	117,232,699.68	5,593,948.00	3,586,803.08	108,051,948.60

* NOTE: All negative balances will be cleared with January 2013 journals.



San Mateo County Community College District
2012-2013 Mid-Year Report
Capital Projects Fund (Fund 4) - Cañada College

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	2012-13 Actual To Date	%	To Date	
Revenue									
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%		1
2 State Revenue	0	0	0	0	0	0	0%		2
3 Local Revenue	0	0	0	0	0	0	0%		3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%		4
Expenses									
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%		5
6 Classified Salaries	2,108	2,510	55,402	7,141	9,285	2,399	26%		6
7 Employee Benefits	147	266	728	0	0	0	0%		7
8 Materials & Supplies	190,130	177,941	653,923	259,111	450,762	300,509	67%		8
9 Operating Expenses	584,209	713,906	548,933	286,208	515,175	208,727	41%		9
10 Capital Outlay	3,841,184	6,246,067	3,891,368	547,449	1,352,198	939,949	70%		10
11 Total Expenses	\$4,617,779	\$7,140,691	\$5,150,354	\$1,099,909	\$2,327,420	\$1,451,584	62%		11
Transfers & Other									
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%		12
13 Other Sources	0	0	0	0	0	0	0%		13
14 Transfers out	0	0	0	0	0	0	0%		14
15 Contingency	0	0	0	0	0	0	0%		15
16 Other Out Go	0	0	0	0	0	0	0%		16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%		17
Fund Balance									
18 Net Change in Fund Balance	(\$4,617,779)	(\$7,140,691)	(\$5,150,354)	(\$1,099,909)	(\$2,327,420)	(\$1,451,584)			18
19 Beginning Balance, July 1	0	0	0	0	0	0			19
20 Adjustments to Beginning Balance	0	0	0	0	0	0			20
21 Net Fund Balance, Dec. 31	(\$4,617,779)	(\$7,140,691)	(\$5,150,354)	(\$1,099,909)	(\$2,327,420)	(\$1,451,584)			21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



San Mateo County Community College District
2012-2013 Mid-Year Report
Capital Projects Fund (Fund 4) - College of San Mateo

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	2012-13 Actual To Date	%	To Date	
Revenue									
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%		1
2 State Revenue	0	0	0	0	0	0	0%		2
3 Local Revenue	0	0	0	0	0	0	0%		3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%		4
Expenses									
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%		5
6 Classified Salaries	5,527	28,412	48,950	31,714	25,371	6,438	25%		6
7 Employee Benefits	575	3,313	0	0	0	0	0%		7
8 Materials & Supplies	1,308,210	1,011,117	1,093,144	791,910	554,337	165,119	30%		8
9 Operating Expenses	3,153,993	2,784,563	1,466,512	1,458,938	1,167,150	391,294	34%		9
10 Capital Outlay	46,270,771	18,466,507	3,317,613	2,217,438	1,773,950	867,853	49%		10
11 Total Expenses	\$50,739,076	\$22,293,911	\$5,926,220	\$4,500,000	\$3,520,808	\$1,430,705	41%		11
Transfers & Other									
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%		12
13 Other Sources	0	0	0	0	0	0	0%		13
14 Transfers out	0	0	0	0	0	0	0%		14
15 Contingency	0	0	0	0	0	0	0%		15
16 Other Out Go	0	0	0	0	0	0	0%		16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%		17
Fund Balance									
18 Net Change in Fund Balance	(\$50,739,076)	(\$22,293,911)	(\$5,926,220)	(\$4,500,000)	(\$3,520,808)	(\$1,430,705)			18
19 Beginning Balance, July 1	0	0	0	0	0	0			19
Adjustments to Beginning									
20 Balance	0	0	0	0	0	0			20
21 Net Fund Balance, Dec. 31	(\$50,739,076)	(\$22,293,911)	(\$5,926,220)	(\$4,500,000)	(\$3,520,808)	(\$1,430,705)			21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



San Mateo County Community College District
2012-2013 Mid-Year Report
Capital Projects Fund (Fund 4) - Skyline College

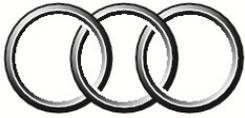
	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	2012-13 Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$14,816	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	38,165	27,200	10,402	18,675	24,277	14,362	59%	6
7 Employee Benefits	4,286	4,411	0	0	0	0	0%	7
8 Materials & Supplies	299,892	585,150	284,240	280,710	280,710	193,627	69%	8
9 Operating Expenses	1,645,586	1,139,831	491,091	463,388	1,008,470	650,626	65%	9
10 Capital Outlay	17,028,213	11,184,798	1,393,869	749,677	749,677	555,052	74%	10
11 Total Expenses	\$19,016,142	\$12,956,206	\$2,179,602	\$1,512,450	\$2,063,134	\$1,413,666	69%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$19,016,142)	(\$12,956,206)	(\$2,179,602)	(\$1,512,450)	(\$2,063,134)	(\$1,413,666)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$19,016,142)	(\$12,956,206)	(\$2,179,602)	(\$1,512,450)	(\$2,063,134)	(\$1,413,666)		21

Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.

San Mateo County Community College District
2012-2013 Mid-Year Report
Capital Projects Fund (Fund 4) - Districtwide Projects

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	2012-13 Actual To Date	%	To Date
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	\$196,845	\$2,219,000	\$0	0	0	\$0	0%	2
3 Local Revenue	988,692	0	404,029	3,725,392	2,764,240	1,301,387	47%	3
4 Total Revenue	\$1,185,537	\$2,219,000	\$404,029	\$3,725,392	\$2,764,240	\$1,301,387	47%	4
Expenses								
5 Certificated Salaries	\$71,040	\$70,500	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	1,584,208	1,397,761	987,714	793,094	793,094	376,507	47%	6
7 Employee Benefits	529,927	538,381	326,596	277,583	277,583	145,033	52%	7
8 Materials & Supplies	102,684	92,460	146,795	127,746	127,746	134,555	105%	8
9 Operating Expenses	275,121	313,399	664,804	583,220	583,220	222,950	38%	9
10 Capital Outlay	67,196	15,762,634	488,530	574,365	574,365	418,948	73%	10
11 Total Expenses	\$2,630,176	\$18,175,134	\$2,614,439	\$2,356,008	\$2,356,008	\$1,297,993	55%	11
Transfers & Other								
12 Transfers In	\$230,000	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	716	0	14,521	0	\$2,769,315	\$2,252,580	81%	13
14 Transfers out	0	0	0	0	(191,291)	(191,291)	100%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$230,716	\$0	\$14,521	\$0	\$2,578,024	\$2,061,289	80%	17
Fund Balance								
18 Net Change in Fund Balance	(\$1,213,923)	(\$15,956,134)	(\$2,195,889)	\$1,369,384	\$2,986,256	\$2,064,683		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$1,213,923)	(\$15,956,134)	(\$2,195,889)	\$1,369,384	\$2,986,256	\$2,064,683		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

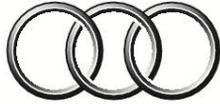


SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

San Mateo County Community College District
2012-2013 Mid-Year Report
Capital Projects Fund (Fund 4) - Total District

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	2012-13 Actual To Date	% To Date
Revenue							
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0% 1
2 State Revenue	\$196,845	\$2,219,000	\$0	\$0	\$0	\$0	0% 2
3 Local Revenue	\$988,692	\$0	\$404,029	\$3,725,392	\$2,764,240	\$1,301,387	47% 3
4 Total Revenue	\$1,185,537	\$2,219,000	\$404,029	\$3,725,392	\$2,764,240	\$1,301,387	47% 4
Expenses							
5 Certificated Salaries	\$71,040	\$85,316	\$0	\$0	\$0	\$0	0% 5
6 Classified Salaries	\$1,630,009	\$1,455,882	\$1,102,467	\$850,624	\$852,027	\$399,707	47% 6
7 Employee Benefits	\$534,936	\$546,371	\$327,323	\$277,583	\$277,583	\$145,033	52% 7
8 Materials & Supplies	\$1,900,916	\$1,866,668	\$2,178,102	\$1,459,476	\$1,413,555	\$793,810	56% 8
9 Operating Expenses	\$5,658,909	\$4,951,699	\$3,171,339	\$2,791,755	\$3,274,015	\$1,473,596	45% 9
10 Capital Outlay	\$67,207,364	\$51,660,006	\$9,091,381	\$4,088,929	\$4,450,190	\$2,781,802	63% 10
11 Total Expenses	\$77,003,174	\$60,565,941	\$15,870,614	\$9,468,367	\$10,267,370	\$5,593,948	54% 11
Transfers & Other							
12 Transfers In	\$230,000	\$0	\$0	\$0	\$0	\$0	0% 12
13 Other Sources	\$716	\$0	\$14,521	\$0	\$2,769,315	\$2,252,580	81% 13
14 Transfers out	\$0	\$0	\$0	\$0	(\$191,291)	(\$191,291)	100% 14
15 Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0% 15
16 Other Out Go	\$0	\$0	\$0	\$0	\$0	\$0	0% 16
17 Total Transfers/Other	\$230,716	\$0	\$14,521	\$0	\$2,578,024	\$2,061,289	80% 17
Fund Balance							
18 Net Change in Fund Balance	(\$75,586,921)	(\$58,346,941)	(\$15,452,064)	(\$5,742,975)	(\$4,925,106)	(\$2,231,272)	18
19 Beginning Balance, July 1	346,931,551	218,549,642	144,616,359	117,780,031	117,780,031	117,780,031	19
20 Adjustments to Beginning Balance	0	0	0	0	0	0	20
21 Net Fund Balance, Dec. 31	\$271,344,630	\$160,202,701	\$129,164,295	\$112,037,056	\$112,854,925	\$115,548,759	21

Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

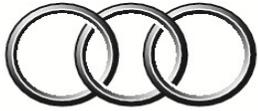
Enterprise Fund/Auxiliary Fund (Fund 5)

The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.

*The **Bookstore Fund** is used to account for revenues received and expenses made to operate the District's bookstores.*

*The **Cafeteria Fund** is used to account for revenues received and expenses related to contracted food service and vending operations of the District.*

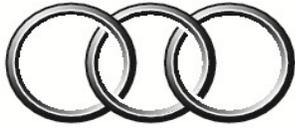
*The **San Mateo Athletic Club (SMAC)** accounts for revenues received and expenses related to the operations of the athletic club and aquatic center.*



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

San Mateo County Community College District
2012-13 Mid -Year Report
Enterprise Fund - Bookstore (Fund 5)

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Income								
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0%	2
3 Local Income	4,096,883	3,585,812	3,730,749	8,775,000	8,775,000	3,801,990	43%	3
4 Total Income	\$4,096,883	\$3,585,812	\$3,730,749	\$8,775,000	\$8,775,000	\$3,801,990	43%	4
Expenses								
5 Cost of Sales	\$2,669,364	\$2,278,982	\$2,217,869	\$5,400,000	\$5,400,000	\$2,243,409	42%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	684,318	693,525	836,134	1,735,000	1,735,000	912,978	53%	7
8 Employee Benefits	208,880	208,880	218,975	425,000	425,000	208,880	49%	8
9 Materials & Supplies	8,944	0	0	30,000	30,000	0	0%	9
10 Operating Expenses	424,503	432,382	457,844	867,700	867,700	389,712	45%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 Total Expenses	\$3,996,009	\$3,613,769	\$3,730,822	\$8,457,700	\$8,457,700	\$3,754,979	44%	12
Transfers & Other								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	0	0	0	0	0	0	0%	14
15 Transfers out	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	0	0	0	0	0	0	0%	17
18 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	18
Fund Balance								
19 Net Change in Fund Balance	\$100,874	(\$27,957)	(\$73)	\$317,300	\$317,300	\$47,011		19
20 Beginning Balance, July 1	6,471,738	6,677,738	6,873,578	7,133,273	7,133,273	7,133,273		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
22 Net Fund Balance, Dec. 31	\$6,572,612	\$6,649,781	\$6,873,505	\$7,450,573	\$7,450,573	\$7,180,284		22



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

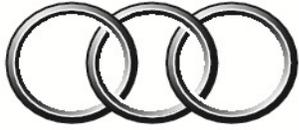
BOOKSTORES
Balance Sheet
December 31, 2012

ASSETS

	<u>Dec 31, 2012</u>	<u>Dec 31, 2011</u>
Cash for Operations and Investments	\$4,942,002	\$4,850,353
Accounts Receivable	153,793	155,530
Inventory	2,807,527	2,354,460
Furniture, Fixtures & Equipment (Net)	65,548	149,983
TOTAL ASSETS	<u><u>\$7,968,870</u></u>	<u><u>\$7,510,326</u></u>

LIABILITIES AND CAPITAL

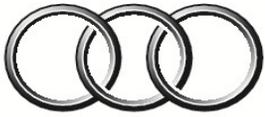
Liabilities	\$788,585	\$636,821
Capital-Reserved	7,180,285	6,873,505
TOTAL LIABILITIES AND CAPITAL	<u><u>\$7,968,870</u></u>	<u><u>\$7,510,326</u></u>



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

BOOKSTORES
Income Statement
 For the Period Ending December 31, 2012

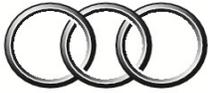
	<u>Year to Date Actual</u>		<u>2012-13 Budget</u>
INCOME			
Merchandise Sales	\$3,526,958	100.00%	\$ 8,475,000
COST OF GOODS SOLD			
Merchandise Purchases	<u>2,243,409</u>	<u>63.61%</u>	<u>5,400,000</u>
GROSS PROFIT	<u>\$1,283,549</u>	<u>36.39%</u>	<u>\$ 3,075,000</u>
 OPERATING EXPENSES			
Salaries & Benefits	\$1,081,669		\$ 2,020,000
Other Inventory Expenses	155,957		350,000
Equipment Maintenance & Rental	19,717		30,000
Travel, Conference	2,702		23,000
Dues & Membership	3,265		12,000
Insurance	3,600		15,000
Utilities	17,787		35,000
Contracted Services	7,511		70,000
Legal, Audit and Bad Debts	(3,487)		5,000
Other Expenses	<u>146,697</u>		<u>240,000</u>
TOTAL OPERATING EXPENSES	<u>\$1,435,418</u>	<u>40.70%</u>	<u>\$2,800,000</u>
 NET INCOME FROM OPERATIONS	(\$151,869)	-4.31%	\$ 275,000
 OTHER INCOME			
Interest & Other Income	\$275,032		\$ 300,000
 TOTAL OTHER INCOME	<u>\$275,032</u>	<u>7.80%</u>	<u>\$ 300,000</u>
 NET INCOME BEFORE OTHER EXPENSES	\$123,163	3.49%	\$575,000
 OTHER EXPENSES			
Administrative Salary and Benefits	\$40,189		\$ 140,000
Rent	33,780		67,700
Donations	2,183		50,000
TOTAL OTHER EXPENSES	<u>\$76,152</u>	<u>2.16%</u>	<u>\$ 257,700</u>
 Net Change in Fund Balance	\$47,011	1.33%	\$ 317,300
 Capital, July 1	7,133,274		
 Capital, December 31	<u><u>\$7,180,285</u></u>		



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

San Mateo County Community College District
2012 - 13 Mid -Year Report
Enterprise Fund - Cafeteria (Fund 5)

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	92,923	108,711	107,869	211,500	211,500	123,035	58%	3
4 Total Revenue	\$92,923	\$108,711	\$107,869	\$211,500	\$211,500	\$123,035	58%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	10,638	31,354	34,387	60,000	60,000	19,048	32%	6
7 Employee Benefits	2,658	8,181	9,825	15,000	15,000	4,736	32%	7
8 Materials & Supplies	0	0	0	50,000	50,000	29,262	59%	8
9 Operating Expenses	90,491	70,746	46,131	45,000	45,000	33,255	74%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$103,787	\$110,281	\$90,343	\$170,000	\$170,000	\$86,301	51%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$10,864)	(\$1,570)	\$17,526	\$41,500	\$41,500	\$36,734		18
19 Beginning Balance, July 1	398,444	415,501	334,645	337,374	337,374	337,374		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$387,580	\$413,931	\$352,171	\$378,874	\$378,874	\$374,108		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

CAFETERIAS
Balance Sheet
December 31, 2012

	<u>Dec 31, 2012</u>	<u>Dec 31, 2011</u>
ASSETS		
Cash for Operations and Investments	\$366,026	\$352,762
Accounts Receivable	28,217	12,730
Furniture, Fixtures & Equipment (Net)	0	0
TOTAL ASSETS	<u>\$394,243</u>	<u>\$365,492</u>
LIABILITIES AND CAPITAL		
Liabilities	\$20,135	\$13,321
Capital, July 1	\$337,374	\$334,645
Adjustment to Capital	36,734	17,526
Capital, December 31	<u>\$374,108</u>	<u>\$352,171</u>
TOTAL LIABILITIES AND CAPITAL	<u>\$394,243</u>	<u>\$365,492</u>



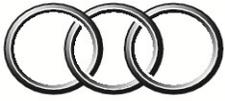
SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

CAFETERIAS
Income Statement
For the Period Ending December 31, 2012

	<u>Year to Date Actual</u>	<u>2012-2013 Budget</u>
INCOME		
Special Service Income	\$ -	\$ -
Vending Income	33,255	45,000
Food Service Income	64,066	125,000
Event Rental	23,445	40,000
Interest	2,269	1,500
Other Income	-	-
TOTAL INCOME	\$123,035	\$211,500
EXPENSES		
Salaries	\$ 19,048	\$ 60,000
Benefits	4,736	15,000
Service Contracts & Repairs	28,955	50,000
Non Inventory Equipment	300	-
College Support	33,255	45,000
Other	7	-
TOTAL EXPENSES	<u>\$86,301</u>	<u>\$170,000</u>
NET INCOME FROM OPERATIONS	<u>\$36,734</u>	<u>\$41,500</u>
Capital, July 1	<u>\$337,374</u>	
Capital, December 31	<u>\$374,108</u>	

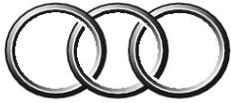
**San Mateo County Community College District
2012-13 Mid -Year Report**

Enterprise Fund - San Mateo Athletic Club & Aquatic Center (Fund 5)



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

	2nd Quarter 2008-09 Actuals	zna Quarter 2009-10 Actuals	zna Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Income									
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0	0%	2
3 Local Income	0	0	845,435	1,277,822	2,800,000	2,800,000	1,631,440	58%	3
4 Total Income	\$0	\$0	\$845,435	\$1,277,822	\$2,800,000	\$2,800,000	\$1,631,440	58%	4
Expenses									
5 Cost of Sales	0	0	0	0	0	0	0	0%	5
6 Certificated Salaries	0	0	0	0	0	0	0	0%	6
7 Classified Salaries	0	0	543,282	637,135	1,400,000	1,400,000	734,968	52%	7
8 Employee Benefits	0	0	119,522	153,342	335,000	335,000	176,392	53%	8
9 Materials & Supplies	0	0	0	0	0	0	0	0%	9
10 Operating Expenses	0	0	213,739	261,070	625,000	625,000	286,363	46%	10
11 Capital Outlay	0	0	0	0	0	0	0	0%	11
12 Total Expenses	\$0	\$0	\$876,543	\$1,051,547	\$2,360,000	\$2,360,000	\$1,197,723	51%	12
Transfers & Other									
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	0	0	2,930	34,689	70,000	70,000	36,671	52%	14
15 Transfers out	0	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0	0%	16
17 Other Out Go	0	0	(22,601)	(40,515)	(80,000)	(80,000)	(89,894)	112%	17
18 Total Transfers/Other	\$0	\$0	(\$19,671)	(\$5,826)	(\$10,000)	(\$10,000)	(\$53,223)	532%	18
Fund Balance									
19 Net Change in Fund Balance	\$0	\$0	(\$50,779)	\$220,450	\$430,000	\$430,000	\$380,494		19
20 Beginning Balance, July 1	0	0	(321,504)	(215,984)	171,400	171,400	171,400		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0	0		21
22 Net Fund Balance, Dec. 31	\$0	\$0	(\$372,283)	\$4,466	\$601,400	\$601,400	\$551,894		22



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

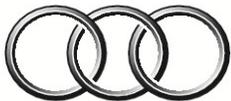
San Mateo Athletic Club
Balance Sheet
December 31, 2012

ASSETS

	<u>Dec 31, 2012</u>	<u>Dec 31, 2011</u>
Cash for Operations and Investments	\$1,914,752	\$1,349,944
Accounts Receivable	76,060	22,186
ProShop Inventory	6,508	7,188
Furniture, Fixtures & Equipment (Net)	0	0
TOTAL ASSETS	<u>\$1,997,320</u>	<u>\$1,379,318</u>

LIABILITIES AND CAPITAL

Liabilities	\$1,445,426	\$1,374,852
Capital, July 1	\$171,400	(\$215,984)
Adjustment to Capital	380,494	220,450
Capital, December 31	<u>\$551,894</u>	<u>\$4,466</u>
TOTAL LIABILITIES AND CAPITAL	<u>\$1,997,320</u>	<u>\$1,379,318</u>



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

San Mateo Athletic Club
Income Statement
For the Six Months Ending December 31, 2012

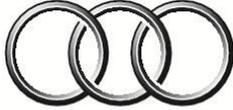
	<u>Year to Date</u> <u>Actual</u>	<u>2012-2013</u> <u>Budget</u>
INCOME		
Member dues and Registrations	\$1,174,734	\$2,100,000
Aquatics	239,193	350,000
Parking	34,099	75,000
Personal Training	149,755	215,000
Retail	8,467	15,000
Others	25,192	45,000
TOTAL INCOME	<u>\$1,631,440</u>	<u>\$2,800,000</u>
EXPENSES		
Salary	\$734,968	\$1,400,000
Benefits	176,392	335,000
Operating - Athletic Club	213,001	525,000
Operating - Aquatic Center	73,362	100,000
TOTAL EXPENSES	<u>\$1,197,723</u>	<u>\$2,360,000</u>
NET INCOME FROM OPERATIONS	<u>\$433,717</u>	<u>\$440,000</u>
District Support - Income	36,671	70,000
District Support - Expense	89,894	80,000
NET INCOME	<u>\$380,494</u>	<u>\$430,000</u>
Capital, July 1	<u>\$171,400</u>	
Capital, December 31	<u>\$551,894</u>	

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As at December 31, 2012

	<u>12/31/2012</u>	<u>12/31/2011</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Current Assets				
Cash				
Bank of America-Checking	\$ 496,299	\$ 343,166	\$ 153,133	44.6%
Cash on hand	186	200	(14)	-7.0%
Investment				
Cash in County	1,414,148	1,005,563	408,585	40.6%
Unrealized Gain	4,119	1,016	3,103	305.5%
Total Cash	\$ 1,914,752	\$ 1,349,944	\$ 564,807	41.8%
Accounts Receivable				
Accounts Receivable	\$ 73,041	\$ 19,699	\$ 53,342	270.8%
Interest Receivable	3,019	2,486	533	21.4%
Total Accounts Receivable	\$ 76,060	\$ 22,186	\$ 53,874	242.8%
Inventory				
ProShop Inventory	6,508	7,188	(680)	-9.5%
Total Inventory	\$ 6,508	\$ 7,188	\$ (680)	100.0%
Total Current Assets	\$ 1,997,319	\$ 1,379,318	\$ 618,002	44.8%
Fixed Assets				
Computer Equipment	-	-	-	0.0%
Accumulated Depreciation - Equip	-	-	-	0.0%
Total Fixed Assets	\$ -	\$ -	\$ -	0.0%
Total Assets	\$ 1,997,319	\$ 1,379,318	\$ 618,002	44.8%
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 169,257	\$ 167,955	\$ 1,302	1%
Sales Tax Payable	56	71	(15)	-22%
Unapplied payments (annual dues)	4,135	10,151	(6,015)	-59%
Deferred Incomes				
Deferred dues	\$ 221,594	\$ 170,082	\$ 51,512	30%
Deferred parking	6,207	5,397	810	15%
Deferred PT	26,382	15,820	10,562	67%
Deferred Master Swim	4,740	3,960	780	0%
Deferred Rev-Retail Sales	9	398	(389)	0%
Total Deferred Incomes	\$ 258,932	\$ 195,657	\$ 63,275	32%
Gift Certificates	3,598	1,018	2,580	253%
Referral Credit	9,447	-	9,447	100%
Total Current Liabilities	\$ 445,425	\$ 374,852	\$ 70,573	19%
Other Liabilities				
Loan from District	\$ 1,000,000	\$ 1,000,000	\$ -	0%
Total Liabilities	\$ 1,445,425	\$ 1,374,852	\$ 70,573	5%
Fund Balance				
Beginning Balance	\$ 171,400	\$ (215,984)	\$ 387,384	179%
Profit/(Loss) for the period/year	380,494	220,450	160,044	-73%
Balance carry forward	\$ 551,894	\$ 4,466	\$ 547,429	-12258%
Total Liabilities and Fund Balance	\$ 1,997,319	\$ 1,379,318	\$ 618,002	45%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For the Period Ending December 31, 2012

	<u>Six Months ended 12/31/12</u>	<u>Six Months ended 12/31/11</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Registrations	\$ 55,276	\$ 39,672	\$ 15,604	39.3%
Member Dues	1,105,741	897,253	208,488	23.2%
Day Pass	13,718	13,664	54	0.4%
Parking	34,099	30,760	3,339	10.9%
Replacement Card Fee	668	730	(63)	-8.6%
Personal Training	149,755	111,697	38,058	34.1%
Group Exercise	20,755	17,733	3,023	17.0%
Aquatics	239,193	155,190	84,003	54.1%
Retail	8,467	6,860	1,607	23.4%
Decline Fees	3,770	4,204	(434)	-10.3%
Special Programs	-	60	(60)	100.0%
Total Revenues	\$ 1,631,440	\$ 1,277,822	\$ 353,618	27.7%
Operating Expenses				
Aquatics Supplies	\$ 30,448	\$ 15,990	\$ 14,458	90.4%
Bank Fees and Credit Card Fee	39,606	31,994	7,613	23.8%
Charitable Contributions	100	100	-	0.0%
Direct Marketing	13,333	8,906	4,428	49.7%
Insurance	14,931	13,499	1,432	10.6%
Janitorial Maintenance/Pool	42,915	39,132	3,782	9.7%
Locker Room Supplies	25,314	16,154	9,160	56.7%
Maintenance & Repairs Expense	2,940	2,035	905	44.5%
Marketing Design/Management	18,090	10,695	7,396	69.2%
MediFit Management Fee	55,125	82,500	(27,375)	-33.2%
Miscellaneous	10,150	7,994	2,156	27.0%
Non-capitalized Equipment	-	2,533	(2,533)	-100.0%
Office Supplies	8,121	6,881	1,240	18.0%
Payroll	734,968	637,135	97,834	15.4%
Payroll Taxes & Benefits	176,392	153,342	23,050	15.0%
Printing	5,881	992	4,889	492.7%
Pro Shop COGS	4,377	3,890	487	12.5%
Software License fees	3,455	3,273	182	5.6%
Telephone & Pager	82	-	82	100.0%
Towel, Laundry and Cleaning	9,408	8,308	1,100	13.2%
Uniforms	2,085	6,194	(4,109)	-66.3%
Total Operating Expenses	\$ 1,197,723	\$ 1,051,547	\$ 146,175	13.9%
Income/(Loss) from Operation before District Support	\$ 433,718	\$ 226,275	\$ 207,443	91.7%
District Support				
District Support Income				
Interest Income - County Investment	5,471	4,354	1,117	25.6%
Operating Expenses charge back to District	31,200	30,335	865	2.9%
Total District Support Income	\$ 36,671	\$ 34,689	\$ 1,982	5.7%
District Support Expense				
Administrator Salary	\$ 51,100	\$ 15,253	\$ 35,847	235.0%
Administrator Benefits	16,563	4,570	11,994	262.5%
Equipment Use Fee	6,000	6,000	-	100.0%
Miscellaneous Expenses	512	1,351	(839)	-62.1%
Pool Maintenance	15,719	13,340	2,379	17.8%
Total District Support Expense	\$ 89,894	\$ 40,514	\$ 49,380	121.9%
Net Income/(Loss)	\$ 380,494	\$ 220,450	\$ 160,044	72.6%



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Special Revenue Fund (Fund 6)

This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Special Revenue Funds encompass activities that directly or indirectly relate to the educational program of the College such as providing services to students—and which may provide non-classroom instructional or laboratory experience for students.

*The District maintains the **Child Development Fund (60000)**, which is used to account for the activities of the child development centers at the Colleges.*

***Measure G** (San Mateo county wide parcel tax) passed by the voters in June 2010 is accounted for in this Fund (**61000**). It is used primarily for instructional-related activities to preserve and maintain core academics and vocational programs.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Child Development Fund (Fund 6) - Cañada College



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	%	To Date	
Revenue									
1	Federal Revenue	\$0	\$0	\$0	\$0	\$0	0%		1
2	State Revenue	0	0	0	0	0	0%		2
3	Local Revenue	6	7	12	0	0	70%		3
4	Total Revenue	\$6	\$7	\$12	\$0	\$0	0%		4
Expenses									
5	Certificated Salaries	\$0	\$0	\$0	\$0	\$0	0%		5
6	Classified Salaries	85	0	0	0	0	0%		6
7	Employee Benefits	17	0	0	0	0	0%		7
8	Materials & Supplies	0	0	0	0	0	0%		8
9	Operating Expenses	0	0	0	0	0	0%		9
10	Capital Outlay	0	0	0	0	0	0%		10
11	Total Expenses	\$102	\$0	\$0	\$0	\$0	0%		11
Transfers & Other									
12	Transfers In	\$0	\$0	\$0	\$0	\$0	0%		12
13	Other Sources	0	0	0	0	0	0%		13
14	Transfers out	0	0	0	0	0	0%		14
15	Contingency	0	0	0	0	0	0%		15
16	Other Out Go	0	0	0	0	0	0%		16
17	Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	0%		17
Fund Balance									
18	Net Change in Fund Balance	(\$95)	\$7	\$12	\$0	\$0	\$70		18
19	Beginning Balance, July 1	0	0	36,661	0	0	0		19
20	Adjustments to Beginning Balance	0	0	0	0	0	0		20
21	Net Fund Balance, Dec. 31	(\$95)	\$7	\$36,673	\$0	\$0	\$70		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Child Development Fund (Fund 6) - College of San Mateo



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$11,637	\$22,471	\$61,336	\$74,000	\$74,000	(\$15,912)	-22%	1
2 State Revenue	243,475	51,058	108,643	54,300	54,300	67,549	124%	2
3 Local Revenue	82,484	101,859	145,300	288,716	288,716	131,563	46%	3
4 Total Revenue	\$337,596	\$175,388	\$315,279	\$417,016	\$417,016	\$183,201	44%	4
Expenses								
5 Certificated Salaries	\$44,704	\$44,704	\$46,201	\$101,679	\$101,679	\$47,318	47%	5
6 Classified Salaries	129,508	118,841	131,450	255,498	255,498	133,881	52%	6
7 Employee Benefits	64,876	67,414	65,537	135,751	135,751	74,575	55%	7
8 Materials & Supplies	9,180	10,361	12,719	32,800	32,800	13,695	42%	8
9 Operating Expenses	0	0	0	515	515	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$248,268	\$241,319	\$255,908	\$526,243	\$526,243	\$269,469	51%	11
Transfers & Other								
12 Transfers In	\$99,784	\$67,414	\$65,537	\$82,875	\$82,875	\$59,917	72%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$99,784	\$67,414	\$65,537	\$82,875	\$82,875	\$59,917	72%	17
Fund Balance								
18 Net Change in Fund Balance	\$189,112	\$1,483	\$124,909	(\$26,352)	(\$26,352)	(\$26,352)		18
19 Beginning Balance, July 1	0	0	152,117	26,352	26,352	26,352		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$189,112	\$1,483	\$277,026	\$0	\$0	\$0		21

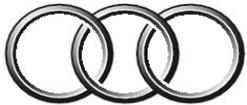
*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Child Development Fund (Fund 6) - Skyline College



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$53,101	\$35,859	\$150,000	\$150,000	\$61,013	41%	1
2 State Revenue	0	54,990	53,027	123,700	123,700	88,146	71%	2
3 Local Revenue	13,719	20,931	27,944	191,000	191,000	54,372	28%	3
4 Total Revenue	\$13,719	\$129,021	\$116,830	\$464,700	\$464,700	\$203,531	44%	4
Expenses								
5 Certificated Salaries	\$40,966	\$36,178	\$25,075	\$50,022	\$50,022	\$43,812	88%	5
6 Classified Salaries	131,249	129,687	129,606	267,409	267,409	179,605	67%	6
7 Employee Benefits	98,499	92,616	71,996	138,242	138,242	84,184	61%	7
8 Materials & Supplies	12,003	10,116	12,715	43,600	43,600	25,784	59%	8
9 Operating Expenses	25	5,072	150	5,559	5,559	698	13%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$282,742	\$273,669	\$239,541	\$504,831	\$504,831	\$334,083	66%	11
Transfers & Other								
12 Transfers In	\$98,499	\$92,616	\$71,996	\$40,131	\$40,131	\$131,375	327%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$98,499	\$92,616	\$71,996	\$40,131	\$40,131	\$131,375	327%	17
Fund Balance								
18 Net Change in Fund Balance	(\$170,524)	(\$52,032)	(\$50,715)	\$0	\$0	\$823		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$170,524)	(\$52,032)	(\$50,715)	\$0	\$0	\$823		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

San Mateo County Community College District
2012-2013 Mid-Year Report
Child Development Fund (Fund 6) - Total District

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$11,637	\$75,992	\$97,195	\$224,000	\$224,000	\$45,101	20%	1
2 State Revenue	243,475	106,047	161,670	178,000	178,000	155,695	87%	2
3 Local Revenue	96,209	122,797	173,256	479,716	479,716	186,005	39%	3
4 Total Revenue	\$351,321	\$304,836	\$432,121	\$881,716	\$881,716	\$386,801	44%	4
Expenses								
5 Certificated Salaries	\$85,670	\$80,882	\$71,276	\$151,701	\$151,701	\$91,130	60%	5
6 Classified Salaries	260,842	248,527	261,056	522,907	522,907	313,487	60%	6
7 Employee Benefits	163,392	160,031	137,533	273,993	273,993	158,759	58%	7
8 Materials & Supplies	21,184	20,476	25,434	76,400	76,400	39,478	52%	8
9 Operating Expenses	25	5,072	150	6,074	6,074	698	11%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$531,112	\$514,989	\$495,449	\$1,031,074	\$1,031,074	\$603,552	59%	11
Transfers & Other								
12 Transfers In	\$198,283	\$160,030	\$136,273	\$123,006	\$123,006	\$191,291	156%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	1,260	0	0	0	0%	16
17 Total Transfers/Other	\$198,283	\$160,030	\$137,533	\$123,006	\$123,006	\$191,291	156%	17
Fund Balance								
18 Net Change in Fund Balance	\$18,492	(\$50,122)	\$74,205	(\$26,352)	(\$26,352)	(\$25,460)		18
19 Beginning Balance, July 1	166,888	188,719	188,778	26,352	26,352	26,352		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$185,380	\$138,597	\$262,983	(\$0)	(\$0)	\$892		21

Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.

San Mateo County Community College District
2012-2013 Mid-Year Report
Special Parcel Tax (Fund 61) - Cañada College



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	2,350,000	2,350,000	1,182,567	50%	3
4 Total Revenue	\$0	\$0	\$0	\$2,350,000	\$2,350,000	\$1,182,567	50%	4
Expenses								
5 Certificated Salaries	\$0	\$149,714	\$783,214	\$2,172,630	\$2,111,530	\$783,292	37%	5
6 Classified Salaries	0	1,589	177,031	313,927	318,967	159,302	50%	6
7 Employee Benefits	0	14,157	116,813	304,412	351,995	131,749	37%	7
8 Materials & Supplies	0	0	2,550	6,500	9,762	2,452	25%	8
9 Operating Expenses	0	0	4,522	495,989	501,205	6,580	1%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$165,460	\$1,084,130	\$3,293,459	\$3,293,459	\$1,083,375	33%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	(\$165,460)	(\$1,084,130)	(\$943,459)	(\$943,459)	\$99,192		18
19 Beginning Balance, July 1	0	0	596,406	943,459	943,459	943,459		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	(\$165,460)	(\$487,724)	\$0	\$0	\$1,042,651		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Special Parcel Tax (Fund 61) - College of San Mateo



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	2,350,000	2,350,000	1,182,567	50%	3
4 Total Revenue	\$0	\$0	\$0	\$2,350,000	\$2,350,000	\$1,182,567	50%	4
Expenses								
5 Certificated Salaries	\$0	\$44,084	\$818,633	\$1,987,504	\$2,010,973	\$1,252,059	62%	5
6 Classified Salaries	0	0	89,215	398,535	428,801	208,429	49%	6
7 Employee Benefits	0	4,656	128,846	289,155	282,395	191,723	68%	7
8 Materials & Supplies	0	0	8,222	40,239	46,438	9,065	20%	8
9 Operating Expenses	0	0	1,070	292,259	239,085	28,311	12%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$48,740	\$1,045,986	\$3,007,692	\$3,007,692	\$1,689,587	56%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	(\$48,740)	(\$1,045,986)	(\$657,692)	(\$657,692)	(\$507,020)		18
19 Beginning Balance, July 1	0	0	401,854	657,692	657,692	657,692		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	(\$48,740)	(\$644,132)	\$0	\$0	\$150,672		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*

San Mateo County Community College District
2012-2013 Mid-Year Report
Special Parcel Tax (Fund 61) - Skyline College



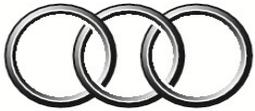
	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	2,350,000	2,350,000	1,182,567	50%	3
4 Total Revenue	\$0	\$0	\$0	\$2,350,000	\$2,350,000	\$1,182,567	50%	4
Expenses								
5 Certificated Salaries	\$0	\$2,666	\$577,389	\$1,300,172	\$1,258,006	\$952,023	76%	5
6 Classified Salaries	0	24,868	164,621	377,196	419,362	195,648	47%	6
7 Employee Benefits	0	2,256	118,848	302,295	302,295	167,191	55%	7
8 Materials & Supplies	0	9,898	1,309	169,764	188,264	42,058	22%	8
9 Operating Expenses	0	0	47,195	778,568	760,068	1,856	0%	9
10 Capital Outlay	0	0	0	2,800	2,800	0	0%	10
11 Total Expenses	\$0	\$39,688	\$909,363	\$2,930,795	\$2,930,795	\$1,358,777	46%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$0	(\$39,688)	(\$909,363)	(\$580,795)	(\$580,795)	(\$176,209)		18
19 Beginning Balance, July 1	0	0	497,160	580,795	580,795	580,795		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	(\$39,688)	(\$412,203)	(\$0)	(\$0)	\$404,586		21

Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.

San Mateo County Community College District
2012-2013 Mid-Year Report
Special Parcel Tax (Fund 61) - Central Services

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual to Date	% To Date		
Revenue									
1	Federal Revenue	\$0	\$0	\$0	\$0	\$0	0%	1	
2	State Revenue	0	0	0	0	0	0%	2	
3	Local Revenue	0	3,554,054	3,548,215	0	0	0%	3	
4	Total Revenue	\$0	\$3,554,054	\$3,548,215	\$0	\$0	0%	4	
Expenses									
5	Certificated Salaries	\$0	\$0	\$0	\$0	\$0	0%	5	
6	Classified Salaries	0	0	0	0	0	0%	6	
7	Employee Benefits	0	0	0	0	0	0%	7	
8	Materials & Supplies	0	54	0	0	0	0%	8	
9	Operating Expenses	0	24,992	6,685	100,000	100,000	6,945	7%	9
10	Capital Outlay	0	0	0	0	0	0%	10	
11	Total Expenses	\$0	\$25,046	\$6,685	\$100,000	\$100,000	\$6,945	7%	11
Transfers & Other									
12	Transfers In	\$0	\$0	\$0	\$0	\$0	0%	12	
13	Other Sources	0	0	0	0	0	0%	13	
14	Transfers out	0	0	0	0	0	0%	14	
15	Contingency	0	0	0	0	0	0%	15	
16	Other Out Go	0	0	0	0	0	0%	16	
17	Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	0%	17	
Fund Balance									
Net Change in Fund									
18	Balance	\$0	\$3,529,008	\$3,541,530	(\$100,000)	(\$100,000)	(\$6,945)	18	
19	Beginning Balance, July 1	0	0	1,174,080	1,075,934	1,075,934	1,075,934	19	
20	Adjustments to Beginning Balance	0	0	0	0	0	0	20	
21	Net Fund Balance, Dec 31	\$0	\$3,529,008	\$4,715,610	\$975,934	\$975,934	\$1,068,989	21	

Adjusted Revenue totals include all Local revenue and senior exemption refunds for all sites to be distributed at year-end when total revenues are determined.

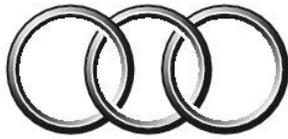


SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

San Mateo County Community College District
2012-2013 Mid-Year Report
Special Parcel Tax (Fund 61) - Total District

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	3,554,054	3,548,215	7,050,000	7,050,000	3,547,702	50%	3
4 Total Revenue	\$0	\$3,554,054	\$3,548,215	\$7,050,000	\$7,050,000	\$3,547,702	50%	4
Expenses								
5 Certificated Salaries	\$0	\$196,464	\$2,179,236	\$5,460,306	\$5,380,509	\$2,987,374	56%	5
6 Classified Salaries	0	26,457	430,868	1,089,658	1,167,130	563,379	48%	6
7 Employee Benefits	0	21,069	364,506	895,862	936,685	490,663	52%	7
8 Materials & Supplies	0	9,952	12,081	216,504	244,464	53,575	22%	8
9 Operating Expenses	0	24,992	59,472	1,666,816	1,600,359	43,693	3%	9
10 Capital Outlay	0	0	0	2,800	2,800	0	0%	10
11 Total Expenses	\$0	\$278,934	\$3,046,163	\$9,331,947	\$9,331,948	\$4,138,684	44%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$0	\$3,275,120	\$502,052	(\$2,281,947)	(\$2,281,948)	(\$590,982)		18
19 Beginning Balance, July 1	0	0	2,669,499	3,180,307	3,180,307	3,180,307		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$0	\$3,275,120	\$3,171,551	\$898,360	\$898,359	\$2,589,325		21

Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

**Expendable Trust
Fund
Student Financial Aid
(Fund 7)**

Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Federal Academic Competitiveness Grants, Cal Grants, and EOP&S Direct Aid to Students.

San Mateo County Community College District
2012-2013 Mid-Year Report
Student Aid Fund (Fund 7) - Cañada College



	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	%	To Date	
Revenue									
1 Federal Revenue	\$1,359,015	\$2,055,170	\$2,536,273	\$5,492,353	\$5,492,353	\$2,414,781	44%		1
2 State Revenue	50,515	60,772	52,403	160,000	160,000	55,580	35%		2
3 Local Revenue	63,148	62,419	63,145	140,000	140,000	56,511	40%		3
4 Total Revenue	\$1,472,678	\$2,178,360	\$2,651,821	\$5,792,353	\$5,792,353	\$2,526,872	44%		4
Expenses									
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%		5
6 Classified Salaries	0	0	0	0	0	0	0%		6
7 Employee Benefits	0	0	0	0	0	0	0%		7
8 Materials & Supplies	0	0	0	0	0	0	0%		8
9 Operating Expenses	0	0	0	0	0	0	0%		9
10 Capital Outlay	0	0	0	0	0	0	0%		10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%		11
Transfers & Other									
12 Transfers In	\$68,806	\$76,480	\$98,750	\$0	\$107,752	\$107,752	100%		12
13 Other Sources	0	0	0	0	0	0	0%		13
14 Transfers out	0	0	0	0	0	0	0%		14
15 Contingency	0	0	0	0	0	0	0%		15
16 Other Out Go	(1,524,087)	(2,288,154)	(2,814,222)	(5,792,353)	(5,900,105)	(2,757,323)	47%		16
17 Total Transfers/Other	(\$1,455,281)	(\$2,211,674)	(\$2,715,472)	(\$5,792,353)	(\$5,792,353)	(\$2,649,571)	46%		17
Fund Balance									
18 Net Change in Fund Balance	\$17,397	(\$33,313)	(\$63,651)	\$0	\$0	(\$122,699)			18
19 Beginning Balance, July 1	0	0	0	0	0	0			19
20 Adjustments to Beginning Balance	0	0	0	0	0	0			20
21 Net Fund Balance, Dec. 31	\$17,397	(\$33,313)	(\$63,651)	\$0	\$0	(\$122,699)			21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



San Mateo County Community College District
2012-2013 Mid-Year Report
Student Aid Fund (Fund 7) - College of San Mateo

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$2,115,639	\$2,965,719	\$2,824,033	\$6,357,002	\$6,357,002	\$2,944,238	46%	1
2 State Revenue	75,319	75,686	108,477	250,000	250,000	193,279	77%	2
3 Local Revenue	100,507	81,359	68,433	250,000	250,000	54,715	22%	3
4 Total Revenue	\$2,291,465	\$3,122,764	\$3,000,943	\$6,857,002	\$6,857,002	\$3,192,232	47%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$3,100	\$800	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(2,335,901)	(3,174,035)	(3,133,706)	(6,857,002)	(6,857,002)	(3,271,776)	48%	16
17 Total Transfers/Other	(\$2,332,801)	(\$3,173,235)	(\$3,133,706)	(\$6,857,002)	(\$6,857,002)	(\$3,271,776)	48%	17
Fund Balance								
18 Net Change in Fund Balance	(\$41,336)	(\$50,471)	(\$132,762)	\$0	\$0	(\$79,544)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$41,336)	(\$50,471)	(\$132,762)	\$0	\$0	(\$79,544)		21

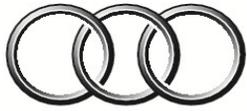
*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



San Mateo County Community College District
2012-2013 Mid-Year Report
Student Aid Fund (Fund 7) - Skyline College

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	%	To Date
Revenue								
1 Federal Revenue	\$2,462,953	\$3,419,221	\$4,200,524	\$9,636,676	\$9,636,676	\$4,388,554	46%	1
2 State Revenue	95,284	119,008	126,169	273,000	273,000	65,256	24%	2
3 Local Revenue	150,008	96,660	129,028	160,000	160,000	86,606	54%	3
4 Total Revenue	\$2,708,245	\$3,634,889	\$4,455,721	\$10,069,676	\$10,069,676	\$4,540,416	45%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$80,512	\$2,970	\$1,704	\$0	\$51,102	\$51,102	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(2,813,912)	(3,855,039)	(4,607,492)	(10,069,676)	(10,120,778)	(4,771,706)	47%	16
17 Total Transfers/Other	(\$2,733,400)	(\$3,852,069)	(\$4,605,788)	(\$10,069,676)	(\$10,069,676)	(\$4,720,604)	47%	17
Fund Balance								
18 Net Change in Fund Balance	(\$25,155)	(\$217,180)	(\$150,067)	\$0	\$0	(\$180,188)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$25,155)	(\$217,180)	(\$150,067)	\$0	\$0	(\$180,188)		21

*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



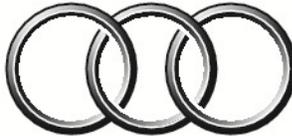
SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

San Mateo County Community College District
2012-2013 Mid-Year Report
Student Aid Fund (Fund 7) - Total District

	2nd Quarter 2009-10 Actuals	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2012-13 Adoption Budget	2012-13 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$5,937,607	\$8,440,110	\$9,560,830	\$21,486,031	\$21,486,031	\$9,747,573	45%	1
2 State Revenue	221,118	255,466	287,049	683,000	683,000	314,115	46%	2
3 Local Revenue	313,662	240,438	260,606	550,000	550,000	197,831	36%	3
4 Total Revenue	\$6,472,387	\$8,936,013	\$10,108,485	\$22,719,031	\$22,719,031	\$10,259,519	45%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$152,418	\$80,250	\$100,454	\$0	\$158,854	\$158,854	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(6,673,899)	(9,317,227)	(10,555,419)	(22,719,031)	(22,877,885)	(10,800,805)	47%	16
17 Total Transfers/Other	(\$6,521,481)	(\$9,236,977)	(\$10,454,965)	(\$22,719,031)	(\$22,719,031)	(\$10,641,951)	47%	17
Fund Balance								
18 Net Change in Fund Balance	(\$49,094)	(\$300,964)	(\$346,480)	\$0	\$0	(\$382,432)		18
19 Beginning Balance, July 1	235,313	250,430	284,278	246,689	246,689	246,689		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$186,219	(\$50,534)	(\$62,202)	\$246,689	\$246,689	(\$135,742)		21

Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.

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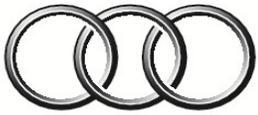


SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Retirement Reserve Fund Expendable Trust (Fund 8)

*Also an Expendable Trust, the **Reserve for Post-Retirement Benefits** was established to reflect the District liability that has already been incurred and continues to incur as employees earn the right to health benefits at retirement.*

This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. This reserve is minimal compared to the total liability already incurred, so current retiree benefits continue to be paid from the General Fund on a “pay as you go” basis. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

**San Mateo County Community College District
2012-2013 Mid-Year Budget
Retirement Reserve (Fund 8) - Total District**

	2nd Quarter 2009-2010 Actuals	2nd Quarter 2010-2011 Actuals	2nd Quarter 2011-2012 Actuals	2012-2013 Adoption Budget	2012-2013 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	54,719	255,895	14,648	146,800	146,800	122,551	83%	3
4 Total Revenue	\$54,719	\$255,895	\$14,648	\$146,800	\$146,800	\$122,551	83%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	26,777	15,008	0	5,000	5,000	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$26,777	\$15,008	\$0	\$5,000	\$5,000	\$0	0%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	1,164,916	604,943	1,256,000	1,256,000	633,746	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(5,000,000)	(5,000,000)	(5,000,000)	(10,000,000)	(10,000,000)	(6,000,000)	60%	16
17 Total Transfers/Other	(\$5,000,000)	(\$3,835,084)	(\$4,395,057)	(\$8,744,000)	(\$8,744,000)	(\$5,366,254)	61%	17
Fund Balance								
18 Net Change in Fund Balance	(\$4,972,058)	(\$3,594,197)	(\$4,380,409)	(\$8,602,200)	(\$8,602,200)	(\$5,243,704)		18
19 Beginning Balance, July 1	34,564,967	33,749,526	26,537,646	22,194,598	22,194,598	22,194,598		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$29,592,909	\$30,155,329	\$22,157,237	\$13,592,398	\$13,592,398	\$16,950,894		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Supplemental Information

Page 90 - **Historical FTES Analysis**

Page 92 - **2012-13 Integrated Budget Calendar**

Page 96 - **CCFS-311Q Report (12/31/12)**

Page 99 - **Cash Flow Summary (12/31/12)**

Page 100 - **Associated Student Body Reports**

Page 114 - **Expenditure Comparison by Major
Account Code**

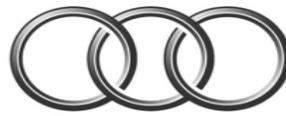
Page 116 - **Expenditure Comparison by Major
Budget Activity**

Page 118 - **Expenditure Comparison of
Academic Salaries**



FTES Analysis

	<u>Actual</u> <u>2002-2003</u>	<u>Actual</u> <u>2003-2004</u>	<u>Actual</u> <u>2004-2005</u>	<u>Actual</u> <u>2005-2006</u>	<u>Actual</u> <u>2006-2007</u>	<u>Actual</u> <u>2007-2008</u>	<u>Actual</u> <u>2008-2009</u>	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>
College of San Mateo										
Resident										
Fall & Spring	8,041	8,059	7,561	7,311	7,423	7,686	8,022	8,062	7,002	6,706
Fall & Spring (N/C)										
Summer (N/C)										
Summer	<u>1,026</u>	<u>1,122</u>	<u>989</u>	<u>945</u>	<u>956</u>	<u>992</u>	<u>985</u>	<u>1,093</u>	<u>940</u>	<u>904</u>
Total, Resident	9,067	9,181	8,550	8,256	8,379	8,678	9,007	9,155	7,942	7,610
Total, Apprenticeship	165	131	140	146	156	164	115	94	87	80
Flex-time	9	14	9	12	10	11	16	15	2	2
Non-Resident										
Fall & Spring	288	245	223	234	226	217	198	200	214	204
Fall & Spring (N/C)										
Summer (N/C)										
Summer	<u>33</u>	<u>26</u>	<u>19</u>	<u>21</u>	<u>20</u>	<u>15</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>16</u>
Total, Non-Resident	321	271	242	255	246	232	216	219	235	220
College of San Mateo Total	9,562	9,597	8,941	8,669	8,791	9,085	9,354	9,483	8,266	7,912
Canada College										
Resident										
Fall & Spring	3,489	3,606	3,631	3,707	3,770	3,938	4,218	4,512	4,203	4,055
Fall & Spring (N/C)	8	43	50	43	27	35	38	41	51	33
Summer (N/C)	1	-	2	4	4	5	1	6	10	11
Summer	<u>466</u>	<u>18</u>	<u>298</u>	<u>359</u>	<u>380</u>	<u>402</u>	<u>414</u>	<u>512</u>	<u>398</u>	<u>415</u>
Total, Resident	3,964	3,667	3,981	4,113	4,181	4,380	4,671	5,071	4,662	4,514
Flex-time	3	6	3	3	3	4	7	17	4	3
Non-Resident										
Fall & Spring	116	76	73	71	62	60	88	86	89	77
Fall & Spring (N/C)	2	3	2	1	1	1	1	1	1	1
Summer (N/C)	-	-	-	-	-	-	-	-	0	0
Summer	<u>10</u>	<u>1</u>	<u>2</u>	<u>7</u>	<u>8</u>	<u>7</u>	<u>7</u>	<u>11</u>	<u>8</u>	<u>8</u>
Total, Non-Resident	128	80	77	79	71	68	96	98	98	86
Canada College Total	4,095	3,753	4,061	4,195	4,255	4,452	4,774	5,186	4,764	4,603
Skyline College										
Resident										
Fall & Spring	6,375	6,107	6,014	5,912	5,840	6,345	6,893	7,404	7,093	7,080
Fall & Spring (N/C)	-	-	-	-	-	-	47	68	67	71
Summer (N/C)								5	4	2
Summer	<u>1,010</u>	<u>865</u>	<u>826</u>	<u>853</u>	<u>844</u>	<u>868</u>	<u>1,087</u>	<u>1,253</u>	<u>976</u>	<u>1,164</u>
Total, Resident	7,385	6,972	6,840	6,765	6,684	7,213	8,027	8,730	8,139	8,317
Total, Apprenticeship	31	9	4	4	3	3	2	5	2	1
Flex-time	4	5	4	9	3	5	6	17	2	2
Non-Resident										
Fall & Spring	154	124	109	97	101	97	88	85	99	109
Fall & Spring (N/C)							1	1	1	2
Summer (N/C)										
Summer	<u>22</u>	<u>18</u>	<u>13</u>	<u>12</u>	<u>10</u>	<u>12</u>	<u>16</u>	<u>14</u>	<u>10</u>	<u>18</u>
Total, Non-Resident	176	142	122	109	111	109	105	100	110	129
Skyline College Total	7,596	7,128	6,970	6,887	6,801	7,330	8,140	8,852	8,253	8,449



FTES Analysis

	<u>Actual</u> <u>2002-2003</u>	<u>Actual</u> <u>2003-2004</u>	<u>Actual</u> <u>2004-2005</u>	<u>Actual</u> <u>2005-2006</u>	<u>Actual</u> <u>2006-2007</u>	<u>Actual</u> <u>2007-2008</u>	<u>Actual</u> <u>2008-2009</u>	<u>Actual</u> <u>2009-2010</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>
<i>District</i>										
Resident										
Fall & Spring	17,905	17,772	17,206	16,930	17,033	17,969	19,133	19,978	18,298	17,841
Fall & Spring (N/C)	8	43	50	43	27	35	85	109	118	104
Summer (N/C)	1	0	2	4	4	5	1	11	14	13
Summer	<u>2,502</u>	<u>2,005</u>	<u>2,113</u>	<u>2,157</u>	<u>2,180</u>	<u>2,262</u>	<u>2,486</u>	<u>2,858</u>	<u>2,314</u>	<u>2,483</u>
Total, Resident	20,416	19,820	19,371	19,134	19,244	20,271	21,705	22,956	20,744	20,441
Total, Apprenticeship	196	140	144	150	159	167	117	99	88	81
Flex-time	16	25	16	24	16	20	29	49	8	7
Non-Resident										
Fall & Spring	558	445	405	402	389	374	374	371	402	390
Fall & Spring (N/C)	2	3	2	1	1	1	2	2	2	3
Summer (N/C)	0	0	0	0	0	0	0	0	0	0
Summer	<u>65</u>	<u>45</u>	<u>34</u>	<u>40</u>	<u>38</u>	<u>34</u>	<u>41</u>	<u>44</u>	<u>38</u>	<u>42</u>
Total, Non-Resident	625	493	441	443	428	409	417	417	443	435
District Total	21,253	20,478	19,972	19,751	19,847	20,867	22,268	23,521	21,283	20,964

BOARD REPORT NO. 13-1-1CA

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

APPROVAL OF 2013-14 DISTRICT BUDGET PLANNING CALENDAR

The budget development process for 2013-14 requires formulation of a budget calendar. Included in the 2013-14 calendar is consultation with the District Committee for Budget and Finance, which is a subcommittee of the District Shared Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2013-14 on September 25, 2013.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2013-14 Budget and Planning Calendar.

Integrated District Budget Planning Calendar, 2013-14

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September 2012	Colleges Finalize Spring 2013 Schedule of Classes		
September	College Budget and Planning committees convene <ul style="list-style-type: none"> • Review priorities, budget goals for current year and accomplishments from past year 	District Committee on Budget and Finance convenes	
September - October	Develop program plans and discuss strategies for 13-14 Review external audit reports and audit findings		
October - November	College Budget and Planning committees <ul style="list-style-type: none"> • Develop college budget goals for 2013-2014 • Review District prelim resource allocation 		
October – December	College Budget and Planning committees <ul style="list-style-type: none"> • Submit hiring priorities • Committees submit tentative recommendation for 2013-14 that includes number of positions to be funded 	Review of Budget Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 10	Governor's 2013-14 Budget Proposal		
January – February	College Budget and Planning committees <ul style="list-style-type: none"> • Review 2012-13 expenditures 	Review/revise draft of Budget and Planning Calendar Review and reassess estimates of 2013-14 Governor's Budget proposal and discussion of District revenue and expenditure implications (inform DSGC at its next meeting).	Approval of 2013-14 Budget Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities. Presentation of prior year external audit reports and audit findings
January – February	Chancellor's Council <ul style="list-style-type: none"> • Discussions of budget strategies and allocations. 	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing and/or new positions.
January/ February	Ongoing State budget hearings		
February	Legislative Analyst's Office Review of Governor's Proposed Budget		

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
February	Colleges Finalize Summer Session 2013 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Board retreat – Review of preliminary District revenue assumptions and expenditure plans.
February	“P1” First Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
February/ March	Discussion of budget priorities at Colleges and with Chancellor’s Cabinet.	Review of 2012-13 Mid-Year Budget Report	Approval of 2012-13 Mid-Year Budget Report
March - May	Departments submit budget requests for 2013-14 to College Budget Committees College Budget committees review requests		
March	Colleges Finalize Fall 2013 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2013-14 budget priorities and Districtwide allocations.
Mid-March - April	Run preliminary position control worksheets for 2013-14 Colleges ongoing review of position control		
March – April	College Budget and Planning committees <ul style="list-style-type: none"> Preliminary current year 2012-13 ending balance estimates Colleges prepare for current year external audit		Budget updates with Board; review budget assumptions for Tentative budget. Board Goals for 2013-2014
Mid-May	Governor’s May Revise		
May	Review of Governor’s May Revise	Review of Governor’s May Revise (inform DSGC at its next meeting).	Governor’s May Revise; budget priorities, goals and objectives.
May	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.	Review of Fiscal Management Self-Assessment Checklist	
June	District Office completes budget input and prepares Tentative Budget document	Review of 2013-14 Tentative Budget	
June 26			Adoption of 2013-14 Tentative Budget and 2013-14 Gann Limit.
June	“P2” Second Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
June-August	Final adjustments to budget are made.		
July	Enactment of 2013-14 State Budget		

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
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August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2012-13 books are closed. District Office completes budget input and prepares Final Budget document.		
September 2013			Public hearing and Adoption of 2013-14 Final Budget.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

[CHANGE THE PERIOD](#)

Fiscal Year: 2012-2013

Quarter Ended: (Q2) Dec 31, 2012

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	113,826,726	118,163,257	110,904,919	115,428,903
A.2	Other Financing Sources (Object 8900)	7,518	328,985	2,755,621	3,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	113,834,244	118,492,242	113,660,540	115,431,903
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	104,367,092	102,184,745	107,863,652	112,683,831
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,019,675	11,659,746	6,820,939	1,577,924
B.3	Total Unrestricted Expenditures (B.1 + B.2)	112,386,767	113,844,491	114,684,591	114,261,755
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,447,477	4,647,751	-1,024,051	1,170,148
D.	Fund Balance, Beginning	14,530,403	15,977,880	20,625,631	19,601,580
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	14,530,403	15,977,880	20,625,631	19,601,580
E.	Fund Balance, Ending (C. + D.2)	15,977,880	20,625,631	19,601,580	20,771,728
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.2%	18.1%	17.1%	18.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	23,405	21,713	19,530	19,870
-----	--	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		16,273,076	-15,531,447	22,711,011
H.2	Cash, borrowed funds only		14,415,000	19,945,000	23,960,000
H.3	Total Cash (H.1+ H.2)	59,599,847	30,688,076	4,413,553	46,671,011

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,247,986	115,428,903	67,474,787	58.5%
I.2	Other Financing Sources (Object 8900)	0	2,000	2,891	144.6%
I.3	Total Unrestricted Revenue (I.1 + I.2)	115,247,986	115,430,903	67,477,678	58.5%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	127,387,573	127,570,490	59,093,068	46.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,577,924	1,577,924	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	128,965,497	129,148,414	59,093,068	45.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,717,511	-13,717,511	8,384,610	
L.	Adjusted Fund Balance, Beginning	19,601,580	19,601,580	19,601,580	
L.1	Fund Balance, Ending (C. + L.2)	5,884,069	5,884,069	27,986,190	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	4.6%	4.6%		

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

NO

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

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San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING December 31, 2012

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	15,605,601.58	2,498,034.54	15,864,596.71	34,484,484.45	117,837,838.77	3,352,720.94	45,296.06	-
Cash inflow from operations:								
Year-to-date Income	67,477,678.12		9,019,848.36	15,618,602.02	3,362,675.82	4,125,794.10	10,418,372.85	756,296.15
Accounts Receivable	2,285,897.06	200.00	739,081.63	44,831.23	994,568.97	8,223.09	711,110.56	322,111.11
Deferred Income	(6,393,764.06)	(640.86)	(1,710,534.68)		(74,442.50)	(17,985.00)	(148,600.00)	(656.00)
Cash awaiting for deposit	1,091,710.83							
Total Income	80,067,123.53	2,497,593.68	23,912,992.02	50,147,917.70	122,120,641.06	7,468,753.13	11,026,179.47	1,077,751.26
Cash outflow for operations:								
Year to date expenditure	59,093,088.14		9,751,584.56	20,818,547.04	7,260,239.40	4,742,235.65	10,800,804.61	6,000,000.00
Advances / Prepaid	(62,126.49)		(17,159.75)	-	-	-	-	-
Account Payable	1,166,533.83	(446,876.29)	1,136,522.62	-	1,403,142.73	151,292.61	863,475.34	-
Cash Balance From Operations	19,869,628.05	2,944,469.97	13,042,044.59	29,329,370.66	113,457,258.93	2,575,224.87	(638,100.48)	(4,922,248.74)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	(48.39)			(20,000.00)				
TRANS	23,960,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	86,445.83							52,744.54
County Pool Balance	-							11,245,089.79
Special Bond					5,000.00			-
C.O.P. & Others	9,014,273.28			197.38				9,702,452.30
Total Beg. Balance	9,100,719.11			197.38	5,000.00			21,000,286.63
Y.T.D. Investment Balance								
LAIF Balance	88,748.28							54,149.37
County Pool Balance	-							6,213,256.54
Special Bond					5,000.00			-
C.O.P./Bank CD	22,157,053.62			197.38				9,810,631.98
Y.T.D. Balance	22,245,801.90			197.38	5,000.00			16,078,037.89
Net Cash changes from Investment	(13,145,082.79)			-	-			4,922,248.74
Net changes from unrealized gain / (loss)	-							-
Cash Balance in County Treasury	30,684,496.87	2,944,469.97	13,042,044.59	29,309,370.66	113,457,258.93	2,575,224.87	(638,100.48)	(0.00)
Net Cash (Excluding TRANS & Trusts)	6,724,496.87	2,944,469.97	13,042,044.59	29,309,370.66	113,457,258.93	2,575,224.87	(638,100.48)	(0.00)



Date: January 25, 2013

To: San Mateo County Community College District

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

Re: Center for Student Life and Leadership Development and Associated Students of Cañada College, Report for the Quarter November 2012-January 2013

The following is a summary highlighting staff, Goals, ASCC, and Clubs, events, activities and current projects, from November 2012-January 2013.

Staff: Center for Student Life and Leadership (Formally known as Office of Student Activities)

Location	Full time staff	Part time staff	Student Assistants
Building 5, rm 354 and Conference room 350	1-Coodinator of Student Activities	0	2- in the ID office working 15 hours a week each 2 in the Center working 15 hours each. All paid for by ASCC

ASCC

Number of Students elected who are still in ASCC	Number of ASCC Board members appointed since Nov. 1-Jan. 25	Number of ASCC Board members who stepped down Nov. 1-Jan. 25	Number of students up for appointment	As of Jan. 25, ASCC total active voting board members	Total # of Students who were in ASCC at one point between July 1-January 25
5 out of 8	2	8	2	13	24

ASCC Recruitment of Officers: Status: As of January 25, 13 out of 22 Board positions are filled. ASCC meetings weekly, Tuesdays, 3:15pm-5pm, Building 5, rm 350

Executive Board as of January 25

Executive Officers:

- President:* Alaa Aissi
- Vice President:* OPEN
- Secretary:* Jolani Chun-Moy
- Treasurer:* Doris Vargas
- Commissioner of Publicity:* OPEN
- Commissioner of Activities:* Jay Rojas

Senators as of January 25

Senators:

- Ivan Evans
- Paulino Arsate
- Chris Garcia
- Angie Fayad
- Andrea Ramirez
- Molly Prado
- Omar Pena

ASCC Goals 2012-2013

ASCC Benchmark Goals

- Leadership-Will attend retreats and conferences. **Status: happening**
- Community-Will plan & volunteer at Spirit Thursdays. **Status: happening**
- Change-Will attends ASCC, District & Campus Committees meetings. **Status: happening**
- Mentorship-Will listen and help other ASCC Officers complete their term in ASCC. **Status: very good, only lost two board members during semester**

Clubs

2012-2013 Active Clubs	2011-2012 reactivated Clubs	2012-2013 New Clubs Between Nov.-Jan
23	19 out of 26	

ASCC Club Goals

- Will retain 50% of the clubs from previous year. **Status: Done. 19 out 26 Reactive- 73%**
- Will have 30 clubs chartered by December 1. **Status: 66%, close, still have a way to go**

Conference and Retreat Attendance

November

ASCC sent 5 students and 1 advisor to the Fall Student Senate General Assembly in Palm Springs, November 2-4

December

None

January

None

ASCC and Club Events and Activities:

	Event	Student Participation:
1	ASCC Oct. 31, Halloween Costume Contest	15 students, candy drawing 10
2	ASCC Day of the Dead alter in the Grove, Nov. 1-Nov. 2	8
3	Nov. 8 International Club Film Night Film from Iran	15
4	Nov. 15 ASCC Thanksgiving Spirit Thursday	300
5	Nov. 15 ASCC Thanksgiving Caned Food Drive	50 cans
6	Nov. 20 Beating the Odds Community Turkey Drawing	30
7	Dec. 6 ASCC Let it Snow 2.0	300
8	Dec. 11 Beating the Odds Burrito Fundraiser	100
9	Dec. 12 Sam Trans Board of Trustees meeting	ASCC wrote a letter supporting Saturday, Bus Travel

Upcoming ASCC Events and Activities

<u>MONTH</u>	<u>THIS YEAR</u>	<u>DATE</u>
January	Super Bowl Spirit Thursday	Thursday, January 31
February	Welcome Back Week	2/12, 2/13, 2/14
February	ASCC Winter Retreat	TBA
March	Student Senate-March in March Bus Trip To Sac	Monday, March 4
March	Student Trustee Nominee Election	Before March 31

March	Pie (3.14) Spirit Thursday Team with STEM Center	Thursday March 14
April	Spring Fling Spirit Thursday	TBA
April	<i>Dream Act Movie showing: Papers and Life With Out a Voice</i>	April 29, April 30
April-May	ASCC 2013-2014 Elections/I Vote Spirit Thursday	May 1, May 2
May	End of the Year Club Awards	May 3
every month	ASCC By-laws Committee	
every month	Inter-Club Council meetings	3rd Wednesday 3:30-4:30

Student ID report

ID Cards Issued Fall 2012

	Student new ID	Sticker	ASCC	Staff	Medical	Rad-tech	Middle College
August	436	111	0	10	7	18	0
September	379	39	14	7	3	2	0
October	133	10	7	8	4	0	0
November	54	10	2	1	0	0	0
December	22	5	1	27	0	0	0
January 2-25	226	125	0	4	15	1	1
Total	1250	300	24	57	29	21	1
<u>ID card Grand total:</u>	1682						

Update on Current Projects

- 1) **Hiring Justification Non-Faculty Positions** Instructional Aide II Career Services & Student Life & Leadership (FT) **Status:** Will go out again for the position request and is now changing it Assistant to Student Activities Coordinator.
- 2) **Hiring replacement student assistant:** **Status:** interviews January 28- 29
- 3) **Hiring short term hourly:** **Status:** BOT approved the money, now need to start advertising position
- 4) **3 unit Leadership Course:** **Status:** No time to submit it to curriculum
- 5) **Team 6 Program Review:** **Status:** need to add TRIO and EOPS report: TRIO DONE, need to still add EOPS
- 6) **ASCC Fall Mid-Semester Evaluations:** **Status:** DONE
- 7) **New AS President:** **Status:** newly appointed VP Alaa, moved up to AS President in January due to Linda not completing 50% of her course work.

Update on Educational Master Plan Objectives

The Teaching and Learning Objective 1.4: Create and implement a student engagement plan to integrate the college experience inside and outside the classroom, enhance the college experience, and promote retention and success.

Activity	Timeline	Responsible Individuals	Assessment	As of January 25
1. Create a plan for student engagement which includes such areas as student activities, summer enrich programs, welcome day and college hour.	Fall 2012	<ul style="list-style-type: none"> • VPSS • Dean, Enrollment Services • Counseling Chair • Student Life Coordinator 	Plan Developed	Still working on it
2. Implement and evaluate the student engagement plan	Spring 2012 On-going	<ul style="list-style-type: none"> • VPSS • Dean, Enrollment Services • Counseling Chair • Student Life Coordinator 	Evaluations completed for individuals events and activities.	Nothing yet
3. Develop plans that reflect the equity goals of the college in order to address retention issues	Spring 2012	<ul style="list-style-type: none"> • Equity Committee 	Plans developed and implemented	Nothing yet

Global and Sustainable Objective 4.01: Create sustainability and Social Justice Interest Groups to focus on issues and increase awareness on campus. UPDATE: task now given to my office.

The Strategic Goal Nine and area IIB3b of Accreditation; “Build an educational environment that fosters passion for education, and the leadership and the personal skills necessary for civic engagement/participation”
UPDATE: Continued doing in all the programs.

Committees Coordinator of Student Activities Currently Serves as a Member

- Student Services Planning Council
- Safety Committee
- CASAC Chair
- DASAC Member
- Accreditation Chapter for Student Services

Letter of recommendations written for students in the last quarter: 3

New in the Center for Student Life and Leadership: Coordinator on Maternity Leave starting May 10.

Staff/Professional Development

- 1) Still waiting to hear from HR if the District will move forward to reclassified or rename the Coordinator of Student Activities position to Director of Student Life and Leadership Development
- 2) Member of the Redwood City Chamber of Commerce Leadership Program. Attends one Friday a month class.

**Associated Students Body
Cañada College
Balance Sheet**

	<u>Dec 31, 12</u>	<u>Dec 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Total 1000 · CASH AND BANK	397,039.83	433,984.74	-36,944.91	-8.51%
Total Checking/Savings	<u>397,039.83</u>	<u>433,984.74</u>	<u>-36,944.91</u>	<u>-8.51%</u>
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-10,835.02	-8,907.08	-1,927.94	21.65%
Total Accounts Receivable	<u>-10,835.02</u>	<u>-8,907.08</u>	<u>-1,927.94</u>	<u>21.65%</u>
Other Current Assets				
Total 1210.1 · ACCOUNTS RECEIVABLE CANADA	86,162.35	98,792.73	-12,630.38	-12.79%
Total 1220 · EMERGENCY LOANS RECEIVABLE	9,191.28	7,408.01	1,783.27	24.07%
1310.1 · COUNTY INVESMENT POOL-UNION	8,228.33	15.61	8,212.72	52,611.92%
1310.2 · MARK TO MARKET	0.00	15.06	-15.06	-100.0%
Total Other Current Assets	<u>103,581.96</u>	<u>106,231.41</u>	<u>-2,649.45</u>	<u>-2.49%</u>
Total Current Assets	<u>489,786.77</u>	<u>531,309.07</u>	<u>-41,522.30</u>	<u>-7.82%</u>
Fixed Assets				
1500 · FIXED ASSETS				
1520.1 · EQUIPMENT				
1510.21 · EQUIPMENT	40,051.54	40,051.54	0.00	0.0%
1520.22 · ACC DEPR - EQUIP	-40,051.54	-40,051.54	0.00	0.0%
Total 1520.1 · EQUIPMENT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u>489,786.77</u>	<u>531,309.07</u>	<u>-41,522.30</u>	<u>-7.82%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 · EMERGENCY LOANS PAYABLE	8,415.00	8,415.00	0.00	0.0%
2030 · OTHER LOANS PAYABLE	8,030.23	8,030.23	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%
Total 2050 · CLUBS	21,797.00	24,598.85	-2,801.85	-11.39%
Total 2060 · TRUSTS	176,207.65	200,270.93	-24,063.28	-12.02%
Total Other Current Liabilities	<u>214,521.88</u>	<u>241,387.01</u>	<u>-26,865.13</u>	<u>-11.13%</u>
Total Current Liabilities	<u>214,521.88</u>	<u>241,387.01</u>	<u>-26,865.13</u>	<u>-11.13%</u>
Total Liabilities	214,521.88	241,387.01	-26,865.13	-11.13%
Equity				
3010 · Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 · Retained Earnings	123,068.18	107,677.56	15,390.62	14.29%
Net Income	10,443.27	40,491.06	-30,047.79	-74.21%
Total Equity	<u>275,264.89</u>	<u>289,922.06</u>	<u>-14,657.17</u>	<u>-5.06%</u>
TOTAL LIABILITIES & EQUITY	<u>489,786.77</u>	<u>531,309.07</u>	<u>-41,522.30</u>	<u>-7.82%</u>

**Associated Students Body
Cañada College
Income Statement**

	<u>Jul - Dec 12</u>	<u>Jul - Dec 11</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	280.50	188.50	92.00	48.81%
4050 · MISCELLANEOUS	32.96	532.00	-499.04	-93.81%
4080 · STUDENT BODY CARD	50,044.00	62,010.50	-11,966.50	-19.3%
4090 · VENDING-ACTION	2,525.16	1,803.62	721.54	40.01%
4091 · VENDING-PEPSI	1,656.10	3,281.19	-1,625.09	-49.53%
Total 4000 · INCOME	<u>54,538.72</u>	<u>67,815.81</u>	<u>-13,277.09</u>	<u>-19.58%</u>
Total Income	54,538.72	67,815.81	-13,277.09	-19.58%
Expense				
5000 · EXPENSES				
5031 · CLUB ASSISTANCE/ICC	7,638.30	5,400.00	2,238.30	41.45%
5032 · COLLEGE PROGRAM ASSISTANCE	944.23	865.42	78.81	9.11%
5033 · CONFERENCE	4,082.92	2,426.93	1,655.99	68.23%
5050 · ETHNIC CULTURAL AFFAIRS	124.42	49.12	75.30	153.3%
5080 · HOSPITALITY	915.09	685.49	229.60	33.49%
5130 · MISCELLANEOUS	497.08	173.76	323.32	186.07%
5140 · OFFICE SUPPLIES	1,726.16	878.05	848.11	96.59%
5145 · OPERATION	63.90	249.50	-185.60	-74.39%
5150 · PROGRAMS	1,858.02	8,085.79	-6,227.77	-77.02%
5151 · PUBLICITY	1,160.59	1,610.78	-450.19	-27.95%
5152 · SPIRIT THURSDAY	9,070.31	0.00	9,070.31	100.0%
5170 · RECREATION/GAMES	1,059.62	0.00	1,059.62	100.0%
5171 · REPAIR & MAINTENANCE	703.52	751.44	-47.92	-6.38%
5182 · STUDENT ACTIVITY CARD	8,058.76	1,748.71	6,310.05	360.84%
5183 · STUDENT ASSISTANT-SALARY	3,748.00	2,027.25	1,720.75	84.88%
5184 · STUDENT ASSISTANT-BENEFITS	37.48	40.55	-3.07	-7.57%
5210 · VENDING INCOME TRANSFER	2,602.91	2,591.60	11.31	0.44%
Total 5000 · EXPENSES	<u>44,291.31</u>	<u>27,584.39</u>	<u>16,706.92</u>	<u>60.57%</u>
Total Expense	44,291.31	27,584.39	16,706.92	60.57%
Net Ordinary Income	10,247.41	40,231.42	-29,984.01	-74.53%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	195.86	259.64	-63.78	-24.57%
Total 6000 · OTHER INCOMES	<u>195.86</u>	<u>259.64</u>	<u>-63.78</u>	<u>-24.57%</u>
Total Other Income	195.86	259.64	-63.78	-24.57%
Net Other Income	195.86	259.64	-63.78	-24.57%
Net Income	<u>10,443.27</u>	<u>40,491.06</u>	<u>-30,047.79</u>	<u>-74.21%</u>

Associated Students of College of San Mateo 2nd Quarter Report, October 2012 – December 2012

The Associated Students of College of San Mateo (ASCSM) has had a very productive 2nd quarter. ASCSM successfully continued to participate in College governance and has created a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the second half of the Fall 2012 semester include:

Ongoing Activities

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

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

The ASCSM, in cooperation with the Center for Student Life, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to Students, Faculty, Staff and Administrators.

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

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

Events and Activities:

October 2012: The Veteran's Alliance Club held a Veteran's Awareness day on October 9th. The event included a Mobil Vet Center RV from San Mateo County Vet Center to provide and give information to students (particularly vets) about the benefits our vets are eligible for. From October 9-10, Alpha Gamma Sigma Honors club (AGS) held a fundraiser for their club. On October 11th, the Democrats Club held a voter registration drive. From October 16th to October 18th the AS and Latino Unidos Club co-hosted Latino Heritage Week to honor the nationally-recognized Hispanic Heritage month. The event included music, food, and informational

booths. On October 20th, AGS hosted the Northern California Fall Regional Conference in Building 10. This event brought AGS chapters from all over Northern California to our campus to participate in leadership and team building activities. CSM Democrats hosted a free viewing of the Presidential debates on October 23rd, to help students gain more information regarding the upcoming national election. The ASCSM also hosted a Harvest Festival celebrating Halloween and the start of the fall season. From October 30th – 31st the event included a visit from local radio stations, a band, and included various games.

Furthermore, in October, the Senate attended a very important off campus event. Six of our students attended the CCCSAA Annual Leadership Conference in Los Angeles. Over the course of the weekend, the students had the opportunity to attend leadership and communication workshops, network with other community college leaders, and hear wide variety of speakers. Additionally, from October 19-21, the Center for Student Life held their annual Student Leadership Conference, open to any student that wished to learn about leadership and communication.

November 2012: Three members of the AS attended the SSCCC General Assembly in San Jose to discuss upcoming budget cuts and general student issues with other community colleges in the State. The ASCSM Advocacy Board provided information tables over three days (November 1, 2, and 5) regarding Propositions 30 and 33. On November 1 and 2, PTK held their annual induction ceremony. On November 5 – 8 the Veteran’s Alliance held a food and supply drive for the men and woman currently serving in the armed forces. On November 13th ASCSM held “Diwali: Festival of Lights” event, which included food and Indian dance performances. The CSM Chess Club held their first Chess Tournament November 13th – 14th. From November 14th to 16th the International Club hosted “International Education Week”, which celebrated the benefits of international education and student exchange.

ASCSM hosted a town hall meeting with Congresswoman Jackie Speier on November 26th, giving students the opportunity to talk with the Congresswoman about issues facing education and California students. The Performance Dance Ensemble held their annual dance concert on November 30th. Lastly, the Inter Club Council held their annual ICC mixer, which was attended by members of our 20+ clubs.

December 2012: On December 7th, the EOPS club held an Art Auction fundraising event to raise money for their club. The Latino Unitos club held the 1st Annual Latino Festivities Conference on December 8th to help educate our community about Latino culture while promoting a non-profit organization that helps Latino community needs. Lastly, the AS held the 2nd Annual Holiday Angles Toy Drive event. The Senate took in enough toys to provide presents for 50 EOPS/CARE/Cal Works families that were in need.

**Associated Students Body
College of San Mateo
Balance Sheet**

	<u>Dec 31, 12</u>	<u>Dec 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Total 1000 · CASH AND BANK	30,594.90	71,581.64	-40,986.74	-57.26%
Total Checking/Savings	<u>30,594.90</u>	<u>71,581.64</u>	<u>-40,986.74</u>	<u>-57.26%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE				
Total 1210.1 · ACCOUNTS RECEIVABLE	111,767.97	138,835.51	-27,067.54	-19.5%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-2,026.67	-2,493.50	466.83	-18.72%
1220 · EMERGENCY LOANS RECEIVABLE	1,504.26	1,580.00	-75.74	-4.79%
1230 · OTHER LOANS RECEIVABLE				
Total 1230 · OTHER LOANS RECEIVABLE	<u>1,732.88</u>	<u>1,532.88</u>	<u>200.00</u>	<u>13.05%</u>
Total Accounts Receivable	<u>112,978.44</u>	<u>139,454.89</u>	<u>-26,476.45</u>	<u>-18.99%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	644,145.08	717,446.69	-73,301.61	-10.22%
1310.2 · INVEST. MARKET TO MARKET ADJ.	<u>2,805.99</u>	<u>1,611.69</u>	<u>1,194.30</u>	<u>74.1%</u>
Total Other Current Assets	<u>646,951.07</u>	<u>719,058.38</u>	<u>-72,107.31</u>	<u>-10.03%</u>
Total Current Assets	<u>790,524.41</u>	<u>930,094.91</u>	<u>-139,570.50</u>	<u>-15.01%</u>
Fixed Assets				
Total 1500 · FIXED ASSETS	<u>7,736.40</u>	<u>2,425.60</u>	<u>5,310.80</u>	<u>218.95%</u>
Total Fixed Assets	<u>7,736.40</u>	<u>2,425.60</u>	<u>5,310.80</u>	<u>218.95%</u>
TOTAL ASSETS	<u><u>798,260.81</u></u>	<u><u>932,520.51</u></u>	<u><u>-134,259.70</u></u>	<u><u>-14.4%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	4,976.32	4,543.98	432.34	9.52%
Total Accounts Payable	<u>4,976.32</u>	<u>4,543.98</u>	<u>432.34</u>	<u>9.52%</u>
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,998.95	9,998.95	0.00	0.0%
Total 2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
Total 2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
Total 2050 · CLUBS	86,515.12	88,200.70	-1,685.58	-1.91%
Total 2060 · TRUSTS	<u>275,312.83</u>	<u>405,776.42</u>	<u>-130,463.59</u>	<u>-32.15%</u>
Total Other Current Liabilities	<u>381,637.96</u>	<u>513,787.13</u>	<u>-132,149.17</u>	<u>-25.72%</u>
Total Current Liabilities	<u>386,614.28</u>	<u>518,331.11</u>	<u>-131,716.83</u>	<u>-25.41%</u>
Total Liabilities	386,614.28	518,331.11	-131,716.83	-25.41%
Equity				
3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 · RETAINED EARNINGS	127,728.55	122,672.27	5,056.28	4.12%
Net Income	<u>21,632.03</u>	<u>29,231.18</u>	<u>-7,599.15</u>	<u>-26.0%</u>
Total Equity	<u>411,646.53</u>	<u>414,189.40</u>	<u>-2,542.87</u>	<u>-0.61%</u>
TOTAL LIABILITIES & EQUITY	<u><u>798,260.81</u></u>	<u><u>932,520.51</u></u>	<u><u>-134,259.70</u></u>	<u><u>-14.4%</u></u>

**Associated Students Body
College of San Mateo
Income Statement**

	<u>Jul - Dec 12</u>	<u>Jul - Dec 11</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	558.50	493.50	65.00	13.17%
4030 · CAFE COMMISSION	0.00	453.73	-453.73	-100.00%
4065 · RECREATION/GAMES	542.75	799.00	-256.25	-32.07%
4070 · SPACE RENTAL-VENDOR	575.00	160.00	415.00	259.38%
4080 · STUDENT BODY CARD	72,163.00	74,552.00	-2,389.00	-3.2%
4090 · VENDING-ACTION	4,484.36	3,558.77	925.59	26.01%
4091 · VENDING-PEPSI	2,927.74	7,496.91	-4,569.17	-60.95%
Total 4000 · INCOME	<u>81,251.35</u>	<u>87,513.91</u>	<u>-6,262.56</u>	<u>-7.16%</u>
Total Income	81,251.35	87,513.91	-6,262.56	-7.16%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	40.59	0.00	40.59	100.00%
5020 · BAD DEBTS	35.45	370.90	-335.45	-90.44%
5021 · BANK SERVICE CHARGE	31.00	0.00	31.00	100.00%
5031 · CLUB ASSISTANCE/ICC	1,549.07	3,093.82	-1,544.75	-49.93%
5032 · COLLEGE PROGRAM ASSISTANCE	5,661.74	1,200.71	4,461.03	371.53%
5033 · CONFERENCE	8,710.66	6,743.62	1,967.04	29.17%
5040 · DEPRECIATION	1,155.46	909.60	245.86	27.03%
5050 · ETHNIC CULTURAL AFFAIRS	1,299.59	0.00	1,299.59	100.00%
5080 · HOSPITALITY	1,548.66	942.71	605.95	64.28%
5140 · OFFICE SUPPLIES	2,056.58	3,042.95	-986.37	-32.42%
5145 · OPERATION	2,783.19	880.44	1,902.75	216.11%
5150 · PROGRAMS	13,500.01	11,759.50	1,740.51	14.8%
5151 · PUBLICITY	1,167.76	4,424.88	-3,257.12	-73.61%
5181 · SMALL F.F. & EQUIP	1,348.69	2,271.38	-922.69	-40.62%
5182 · STUDENT ACTIVITY CARD	1,074.75	1,266.15	-191.40	-15.12%
5183 · STUDENT ASSISTANT-SALARY	13,943.20	13,332.00	611.20	4.58%
5184 · STUDENT ASSISTANT-BENEFITS	152.60	266.64	-114.04	-42.77%
Total 5000 · EXPENSES	<u>56,059.00</u>	<u>50,505.30</u>	<u>5,553.70</u>	<u>11.0%</u>
Total Expense	<u>56,059.00</u>	<u>50,505.30</u>	<u>5,553.70</u>	<u>11.0%</u>
Net Ordinary Income	25,192.35	37,008.61	-11,816.26	-31.93%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	3,851.78	3,731.98	119.80	3.21%
Total 6000 · OTHER INCOMES	<u>3,851.78</u>	<u>3,731.98</u>	<u>119.80</u>	<u>3.21%</u>
Total Other Income	3,851.78	3,731.98	119.80	3.21%
Other Expense				
7000 · OTHER EXPENSES				
7020 · VENDING INC. EXP TO V.P. TRUST	7,412.10	11,509.41	-4,097.31	-35.6%
Total 7000 · OTHER EXPENSES	<u>7,412.10</u>	<u>11,509.41</u>	<u>-4,097.31</u>	<u>-35.6%</u>
Total Other Expense	<u>7,412.10</u>	<u>11,509.41</u>	<u>-4,097.31</u>	<u>-35.6%</u>
Net Other Income	<u>-3,560.32</u>	<u>-7,777.43</u>	<u>4,217.11</u>	<u>-54.22%</u>
Net Income	<u>21,632.03</u>	<u>29,231.18</u>	<u>-7,599.15</u>	<u>-26.0%</u>

Associated Students of Skyline College
2012-2013: Budget Report for the 2nd Quarter
Summary of Programs and Activities
January 25, 2013

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

Shared Governance

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

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

Student Handbook and Academic Planners

Due to budget cuts, the Student Handbook is only available online in a downloadable format <http://www.skylinecollege.edu/centerforstudentlife/studenthandbook.php>.

Recruitment of Students

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

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC. The ASSC purchased a new ID machine. The equipment should be installed early spring semester.

Skyline Organizations and Clubs (SOCC)

The ASSC members always encourage other students to become active on campus through community outreach and in reach activities on campus. The Skyline Organization and Club Council continue to grow, as many students see creating a club as an effective way to reach their personal and professional goals and meet new people. This past fall, SOCC has six new clubs: International Affairs Student Club, Runners Club, Kappa Beta Delta, Model United Nations, Psychology Club, and Students In Free Enterprise (SIFE).

Programs and Events

ASSC Meetings

8/13/12-Present:

ASSC weekly meetings on Tuesdays from 4-6pm

National Literacy Awareness Week

9/5/12:

Book Sale: Members of the ASSC sold used books to raise funds for the San Bruno Public Library

Open Mic: ASSC hosted an Open Mic in the Dining hall in celebration of National Literacy Week

Open Mic Night

10/10/12:

A.S.S.C. Hosted an Open Mic in the Dining Hall

Skyloween

10/31/12:

A.S.S.C. celebrated Halloween with students, faculty/staff, and children from the Skyline Children's Center (laser tag, candy cannon, and a hamster ball)

Latino Heritage

11/7/12:

A.S.S.C honored Latino Heritage month with Sanguchon Peruvian food tuck and a memorial for Dia de los Muertos

Harvest Festival

11/13/12:

A.S.S.C. hosted a harvest fest with carnival booths, inflatables, food trucks, and outside vendors.

Snow Day

12/5/12:

To celebrate winter, faux snow was poured in behind Building 4 where students and children from the Skyline Children's Center enjoyed snow sledding.

If you need additional information please contact:

Amory Nan Cariadus
Coordinator of Student Activities
Skyline College
Phone: (650) 738-4334
Email: cariadusa@smccd.edu

**Associated Students Body
Skyline College
Balance Sheet**

	<u>Dec 31, 12</u>	<u>Dec 31, 11</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Total 1000 · CASH AND BANK	92,577.22	80,238.88	12,338.34	15.38%
Total Checking/Savings	<u>92,577.22</u>	<u>80,238.88</u>	<u>12,338.34</u>	<u>15.38%</u>
Accounts Receivable				
1210.2 · ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 · EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	<u>-4,130.14</u>	<u>-4,130.14</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Assets				
Total 1210.1 · ACCOUNT RECEIVABLE SKYLINE	164,405.06	948,553.66	-784,148.60	-82.67%
Total 1310 · COUNTY INVESTMENT CONTROL	803,052.96	765,291.20	37,761.76	4.93%
1310.2 · MARK TO MARKET	3,196.41	1,770.65	1,425.76	80.52%
Total Other Current Assets	<u>970,654.43</u>	<u>1,715,615.51</u>	<u>-744,961.08</u>	<u>-43.42%</u>
Total Current Assets	<u>1,059,101.51</u>	<u>1,791,724.25</u>	<u>-732,622.74</u>	<u>-40.89%</u>
Fixed Assets				
1500 · FIXED ASSETS				
1520.1 · EQUIPMENT				
Total 1500 · FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>1,059,101.51</u></u>	<u><u>1,791,724.25</u></u>	<u><u>-732,622.74</u></u>	<u><u>-40.89%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	0.00	1,099.28	-1,099.28	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>1,099.28</u>	<u>-1,099.28</u>	<u>-100.0%</u>
Other Current Liabilities				
2030 · OTHER LOANS PAYABLE	0.00	3,182.66	-3,182.66	-100.0%
2050 · CLUBS				
Total CLUBS - CHARTERED	122,680.34	111,209.10	11,471.24	10.32%
Total CLUBS - UNCHARTERED	10,757.65	10,663.05	94.60	0.89%
Total 2050 · CLUBS	<u>133,437.99</u>	<u>121,872.15</u>	<u>11,565.84</u>	<u>9.49%</u>
Total 2060 · TRUSTS	307,766.82	1,047,330.95	-739,564.13	-70.61%
Total Other Current Liabilities	<u>441,204.81</u>	<u>1,172,385.76</u>	<u>-731,180.95</u>	<u>-62.37%</u>
Total Current Liabilities	<u>441,204.81</u>	<u>1,173,485.04</u>	<u>-732,280.23</u>	<u>-62.4%</u>
Total Liabilities	<u>441,204.81</u>	<u>1,173,485.04</u>	<u>-732,280.23</u>	<u>-62.4%</u>
Equity				
3010 · Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 · Retained Earnings	236,980.55	214,276.54	22,704.01	10.6%
Net Income	41,256.60	64,303.12	-23,046.52	-35.84%
Total Equity	<u>617,896.70</u>	<u>618,239.21</u>	<u>-342.51</u>	<u>-0.06%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,059,101.51</u></u>	<u><u>1,791,724.25</u></u>	<u><u>-732,622.74</u></u>	<u><u>-40.89%</u></u>

**Associated Students Body
Skyline College
Income Statement**

	<u>Jul - Dec 12</u>	<u>Jul - Dec 11</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4050 · MISCELLANEOUS	0.00	0.00	0.00	0.0%
4065 · RETURNED CHECK FEE - UNION BA	80.00	20.00	60.00	300.0%
4070 · SPACE RENTAL-VENDOR	490.50	210.00	280.50	133.57%
4080 · STUDENT BODY CARD	75,720.00	78,416.00	-2,696.00	-3.44%
4090 · VENDING-NORTH COUNTY	6,557.68	3,281.27	3,276.41	99.85%
4091 · VENDING-PEPSI	6,564.18	3,738.39	2,825.79	75.59%
Total 4000 · INCOME	<u>89,412.36</u>	<u>85,665.66</u>	<u>3,746.70</u>	<u>4.37%</u>
Total Income	89,412.36	85,665.66	3,746.70	4.37%
Expense				
5000 · EXPENSES				
5031 · CLUB ASSISTANCE/ICC	6,105.00	6,000.00	105.00	1.75%
5033 · CONFERENCE/RETREAT/TRAINING	11,248.25	11,278.26	-30.01	-0.27%
5140 · OFFICE SUPPLIES	3,754.51	2,109.96	1,644.55	77.94%
5150 · PROGRAMS	27,321.86	8,383.12	18,938.74	225.92%
5151 · PUBLICITY	193.03	0.00	193.03	100.0%
5182 · STUDENT BODY CARD	1,301.00	0.00	1,301.00	100.0%
5183 · STUDENT ASSISTANT-SALARY	2,882.75	0.00	2,882.75	100.0%
5184 · STUDENT ASSISTANT-BENEFITS	42.36	0.00	42.36	100.0%
Total 5000 · EXPENSES	<u>52,848.76</u>	<u>27,771.34</u>	<u>25,077.42</u>	<u>90.3%</u>
Total Expense	<u>52,848.76</u>	<u>27,771.34</u>	<u>25,077.42</u>	<u>90.3%</u>
Net Ordinary Income	36,563.60	57,894.32	-21,330.72	-36.84%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	4,693.00	6,408.80	-1,715.80	-26.77%
Total 6000 · OTHER INCOMES	<u>4,693.00</u>	<u>6,408.80</u>	<u>-1,715.80</u>	<u>-26.77%</u>
Total Other Income	<u>4,693.00</u>	<u>6,408.80</u>	<u>-1,715.80</u>	<u>-26.77%</u>
Net Other Income	<u>4,693.00</u>	<u>6,408.80</u>	<u>-1,715.80</u>	<u>-26.77%</u>
Net Income	<u><u>41,256.60</u></u>	<u><u>64,303.12</u></u>	<u><u>-23,046.52</u></u>	<u><u>-35.84%</u></u>

San Mateo County Community College District
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE
Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	PER FTES	ACADEMIC SALARIES 1000			CLASSIFIED SALARIES 2000		
				AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2005-2006									
Cañada College	\$13,755,589	4,195	\$3,279	\$8,025,133	58.34%	\$1,913	\$2,548,605	18.53%	\$608
College of San Mateo	\$31,692,633	8,669	\$3,656	\$19,075,209	60.19%	\$2,200	\$5,370,121	16.94%	\$619
Skyline College	\$22,945,013	6,887	\$3,332	\$13,556,860	59.08%	\$1,968	\$4,053,691	17.67%	\$589
Central Svcs/District Office	\$37,884,646	0	\$0	\$684,157	1.81%	\$0	\$8,810,570	23.26%	\$0
Total	\$106,277,881	19,751	\$5,381	\$41,341,359	38.90%	\$2,093	\$20,782,987	19.56%	\$1,052
2006-2007									
Cañada College	\$15,513,098	4,255	\$3,646	\$9,052,774	58.36%	\$2,128	\$2,997,603	19.32%	\$704
College of San Mateo	\$34,805,627	8,791	\$3,959	\$21,259,480	61.08%	\$2,418	\$5,942,897	17.07%	\$676
Skyline College	\$24,344,471	6,801	\$3,580	\$14,577,180	59.88%	\$2,143	\$4,425,099	18.18%	\$651
Central Svcs/District Office	\$38,289,954	0	\$0	\$543,059	1.42%	\$0	\$9,007,902	23.53%	\$0
Total	\$112,953,150	19,847	\$5,691	\$45,432,493	40.22%	\$2,289	\$22,373,501	19.81%	\$1,127
2007-2008									
Cañada College	\$16,730,918	4,452	\$3,758	\$9,845,546	58.85%	\$2,211	\$3,199,693	19.12%	\$719
College of San Mateo	\$36,457,366	9,085	\$4,013	\$21,861,864	59.97%	\$2,406	\$6,084,482	16.69%	\$670
Skyline College	\$26,377,385	7,330	\$3,599	\$15,623,167	59.23%	\$2,131	\$4,552,722	17.26%	\$621
Central Svcs/District Office	\$35,076,681	0	\$0	\$596,454	1.70%	\$0	\$9,879,738	28.17%	\$0
Total	\$114,642,350	20,867	\$5,494	\$47,927,031	41.81%	\$2,297	\$23,716,635	20.69%	\$1,137
2008-2009									
Cañada College	\$16,858,542	4,774	\$3,531	\$9,895,460	58.70%	\$2,073	\$3,323,871	19.72%	\$696
College of San Mateo	\$35,493,486	9,354	\$3,794	\$21,025,439	59.24%	\$2,248	\$6,247,000	17.60%	\$668
Skyline College	\$27,329,614	8,139	\$3,358	\$16,508,725	60.41%	\$2,028	\$4,764,004	17.43%	\$585
Central Svcs/District Office	\$30,949,401	0	\$0	-\$574,324	0.00%	\$0	\$9,656,455	31.20%	\$0
Total	\$110,631,043	22,267	\$4,968	\$46,855,300	42.35%	\$2,104	\$23,991,330	21.69%	\$1,077
2009-2010									
Cañada College	\$16,371,172	5,186	\$3,157	\$9,161,495	55.96%	\$1,767	\$3,339,476	20.40%	\$644
College of San Mateo	\$32,524,619	9,483	\$3,430	\$19,335,194	59.45%	\$2,039	\$5,498,324	16.91%	\$580
Skyline College	\$25,941,728	8,852	\$2,931	\$15,541,596	59.91%	\$1,756	\$4,339,379	16.73%	\$490
Central Svcs/District Office	\$35,029,219	0	\$0	\$536,058	1.53%	\$0	\$9,119,804	26.03%	\$0
Total	\$109,866,738	23,521	\$4,671	\$44,574,343	40.57%	\$1,895	\$22,296,983	20.29%	\$948
2010-2011									
Cañada College	\$15,428,060	4,764	\$3,238	\$8,195,558	53.12%	\$1,720	\$3,263,146	21.15%	\$685
College of San Mateo	\$28,399,633	8,266	\$3,436	\$16,404,580	57.76%	\$1,985	\$4,727,520	16.65%	\$572
Skyline College	\$24,243,581	8,253	\$2,938	\$13,978,704	57.66%	\$1,694	\$4,202,011	17.33%	\$509
Central Svcs/District Office	\$36,427,540	0	\$0	\$547,332	1.50%	\$0	\$9,892,321	27.16%	\$0
Total	\$104,498,814	21,283	\$4,910	\$39,126,174	37.44%	\$1,838	\$22,084,998	21.13%	\$1,038
2011-2012									
Cañada College	\$16,668,686	4,603	\$3,621	\$8,971,134	53.82%	\$1,949	\$3,414,481	20.48%	\$742
College of San Mateo	\$28,910,195	7,912	\$3,654	\$16,746,889	57.93%	\$2,117	\$4,864,332	16.83%	\$615
Skyline College	\$25,568,739	8,449	\$3,026	\$14,440,991	56.48%	\$1,709	\$4,326,117	16.92%	\$512
Central Svcs/District Office	\$39,036,312	0	\$0	\$583,947	1.50%	\$0	\$11,237,338	28.79%	\$0
Total	\$110,183,932	20,964	\$5,256	\$40,742,961	36.98%	\$1,943	\$23,842,268	21.64%	\$1,137

Notes:

- Expenditures represent unrestricted general fund (Fund 1) for all activity centers
- Spreadsheet continued on next page

San Mateo County Community College District
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE
Page 2

EMPLOYEE BENEFITS 3000			SUPPLIES/SERVICES 4000-5000			CAPITAL OUTLAY 6000			OTHER OUTGO 7000		
AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
\$2,426,386	17.64%	\$578	\$741,963	5.39%	\$177	\$1,662	0.01%	0	\$11,840	0.09%	\$3
\$5,502,772	17.36%	\$635	\$1,526,260	4.82%	\$176	\$32,953	0.10%	4	\$185,318	0.58%	\$21
\$3,965,764	17.28%	\$576	\$1,175,846	5.12%	\$171	\$5,192	0.02%	1	\$187,660	0.82%	\$27
\$8,353,451	22.05%	\$0	\$6,570,316	17.34%	\$0	\$224,975	0.59%	0	\$13,241,177	34.95%	\$0
\$20,248,373	19.05%	\$1,025	\$10,014,385	9.42%	\$507	\$264,782	0.25%	13	\$13,625,995	12.82%	\$690
\$2,657,715	17.13%	\$625	\$803,287	5.18%	\$189	\$1,719	0.01%	0	\$51,186	0.33%	\$12
\$5,946,591	17.09%	\$676	\$1,656,659	4.76%	\$188	\$0	0.00%	0	\$288,699	0.83%	\$33
\$4,162,778	17.10%	\$612	\$1,153,116	4.74%	\$170	\$26,299	0.11%	4	\$149,225	0.61%	\$22
\$9,126,555	23.84%	\$0	\$6,917,282	18.07%	\$0	\$194,463	0.51%	0	\$12,500,693	32.65%	\$0
\$21,893,639	19.38%	\$1,103	\$10,530,344	9.32%	\$531	\$222,481	0.20%	11	\$12,989,803	11.50%	\$654
\$2,920,233	17.45%	\$656	\$721,486	4.31%	\$162	\$26,308	0.16%	6	\$17,652	0.11%	\$4
\$6,205,681	17.02%	\$683	\$1,939,154	5.32%	\$213	\$0	0.00%	0	\$366,185	1.00%	\$40
\$4,359,983	16.53%	\$595	\$1,223,234	4.64%	\$167	\$31,661	0.12%	4	\$586,618	2.22%	\$80
\$10,254,507	29.23%	\$0	\$7,752,016	22.10%	\$0	\$41,805	0.12%	0	\$6,552,161	18.68%	\$0
\$23,740,404	20.71%	\$1,138	\$11,635,890	10.15%	\$558	\$99,774	0.09%	5	\$7,522,616	6.56%	\$361
\$3,001,316	17.80%	\$629	\$621,773	3.69%	\$130	\$0	0.00%	0	\$16,122	0.10%	\$3
\$6,314,448	17.79%	\$1,323	\$1,644,068	4.63%	\$176	\$0	0.00%	0	\$262,531	0.74%	\$55
\$4,606,975	16.86%	\$493	\$1,238,391	4.53%	\$152	\$21,761	0.08%	2	\$189,758	0.69%	\$20
\$9,887,569	31.95%	\$0	\$7,718,039	24.94%	\$0	\$110,596	0.36%	0	\$4,151,066	13.41%	\$0
\$23,810,308	21.52%	\$1,069	\$11,222,271	10.14%	\$504	\$132,357	0.12%	6	\$4,619,477	14.93%	\$207
\$3,297,091	20.14%	\$636	\$545,580	3.33%	\$105	\$9,966	0.06%	2	\$17,564	0.11%	\$3
\$6,545,970	20.13%	\$690	\$1,059,283	3.26%	\$112	\$0	0.00%	0	\$85,848	0.26%	\$9
\$4,879,461	18.81%	\$551	\$1,044,322	4.03%	\$118	\$20,574	0.08%	2	\$116,396	0.45%	\$13
\$10,241,115	29.24%	\$0	\$7,290,565	20.81%	\$0	\$41,811	0.12%	0	\$7,799,866	22.27%	\$0
\$24,963,637	22.72%	\$1,061	\$9,939,750	9.05%	\$423	\$72,351	0.07%	3	\$8,019,674	7.30%	\$341
\$3,368,584	21.83%	\$707	\$589,290	3.82%	\$124	\$10,482	0.07%	2	\$1,000	0.01%	\$0
\$6,114,237	21.53%	\$740	\$1,153,296	4.06%	\$140	\$0	0.00%	0	\$0	0.00%	\$0
\$4,904,335	20.23%	\$594	\$1,126,707	3.05%	\$137	\$30,984	0.13%	4	\$840	0.00%	\$0
\$11,145,307	30.19%	\$0	\$9,228,375	25.00%	\$0	\$31,777	0.09%	0	\$6,075,478	16.46%	\$0
\$25,532,463	24.32%	\$1,200	\$12,097,668	11.52%	\$568	\$73,243	0.07%	3	\$6,077,318	5.79%	\$286
\$3,498,632	21.10%	\$734	\$687,538	4.15%	\$144	\$12,231	0.07%	3	\$0	0.00%	\$0
\$5,969,524	20.67%	\$722	\$1,297,806	4.49%	\$157	\$278	0.00%	0	\$0	0.00%	\$0
\$4,873,252	19.32%	\$590	\$1,459,645	5.79%	\$177	\$119,719	0.47%	15	\$0	0.00%	\$0
\$12,100,395	33.19%	\$0	\$10,390,512	28.50%	\$0	\$26,849	0.07%	0	\$2,123,669	5.82%	\$0
\$26,441,803	24.68%	\$1,242	\$13,835,501	12.91%	\$650	\$159,077	0.15%	7	\$2,123,669	1.98%	\$100

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District
ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	INSTRUCTION & INSTRUCTIONAL SERVICES			STUDENT SERVICES		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2005-2006								
Cañada College	\$13,433,034	4,195	\$10,429,502	77.64%	\$2,486	\$1,732,452	12.90%	\$413
College of San Mateo	\$29,641,602	8,669	\$23,696,737	79.94%	\$2,734	\$3,653,820	12.33%	\$421
Skyline College	\$22,541,883	6,887	\$17,500,735	77.64%	\$2,541	\$2,710,112	12.02%	\$394
Central Svcs/District Office	\$29,071,627	0	\$6,420,495	22.09%	\$0	\$138,270	0.48%	\$0
Total	\$94,688,147	19,751	\$58,047,469	61.30%	\$2,939	\$8,234,654	8.70%	\$417
2006-2007								
Cañada College	\$15,188,197	4,255	\$11,678,314	76.89%	\$2,745	\$2,005,024	13.20%	\$471
College of San Mateo	\$32,849,639	8,791	\$26,222,370	79.83%	\$2,983	\$4,035,319	12.28%	\$459
Skyline College	\$24,083,289	6,801	\$18,875,389	78.38%	\$2,775	\$2,828,514	11.74%	\$416
Central Svcs/District Office	\$31,405,893	0	\$10,113,333	32.20%	\$0	\$91,401	0.29%	\$0
Total	\$103,527,018	19,847	\$66,889,406	64.61%	\$3,370	\$8,960,258	8.65%	\$451
2007-2008								
Cañada College	\$16,339,336	4,452	\$12,563,064	76.89%	\$2,822	\$2,153,630	13.18%	\$484
College of San Mateo	\$34,136,045	9,085	\$27,521,671	80.62%	\$3,029	\$3,966,271	11.62%	\$437
Skyline College	\$25,950,675	7,330	\$20,497,620	78.99%	\$2,796	\$2,895,907	11.16%	\$395
Central Svcs/District Office	\$34,129,012	0	\$10,786,024	31.60%	\$0	\$21,418	0.06%	\$0
Total	\$110,555,068	20,867	\$71,368,379	64.55%	\$3,420	\$9,037,226	8.17%	\$433
2008-2009								
Cañada College	\$16,469,244	4,774	\$12,688,927	77.05%	\$2,658	\$2,299,008	13.96%	\$482
College of San Mateo	\$33,254,715	9,354	\$26,778,912	80.53%	\$2,863	\$3,863,920	11.62%	\$413
Skyline College	\$26,669,433	8,139	\$20,987,266	78.69%	\$2,579	\$3,113,514	11.67%	\$383
Central Svcs/District Office	\$30,311,416	0	\$9,058,385	29.88%	\$0	\$0	0.00%	\$0
Total	\$106,704,808	22,267	\$69,513,491	65.15%	\$3,122	\$9,276,443	8.69%	\$417
2009-2010								
Cañada College	\$16,519,183	5,186	\$12,792,917	77.44%	\$2,467	\$2,333,747	14.13%	\$450
College of San Mateo	\$31,501,317	9,483	\$25,149,352	79.84%	\$2,652	\$3,702,548	11.75%	\$390
Skyline College	\$26,211,975	8,852	\$20,789,297	79.31%	\$2,349	\$3,245,316	12.38%	\$367
Central Svcs/District Office	\$34,532,789	0	\$8,480,482	24.56%	\$0	\$341,187	0.99%	\$0
Total	\$108,765,264	23,521	\$67,212,048	61.80%	\$2,858	\$9,622,798	8.85%	\$409
2010-2011								
Cañada College	\$16,572,499	4,764	\$12,616,683	76.13%	\$2,648	\$2,408,129	14.53%	\$505
College of San Mateo	\$31,261,092	8,266	\$25,179,738	80.55%	\$3,046	\$3,573,014	11.43%	\$432
Skyline College	\$26,880,908	8,253	\$21,797,099	81.09%	\$2,641	\$2,919,213	10.86%	\$354
Central Svcs/District Office	\$34,781,850	0	\$9,392,721	27.00%	\$0	\$78,957	0.23%	\$0
Total	\$109,496,350	21,283	\$68,986,240	63.00%	\$3,241	\$8,979,312	8.20%	\$422
2011-2012								
Cañada College	\$17,253,719	4,603	\$12,269,544	71.11%	\$2,666	\$3,352,175	19.43%	\$728
College of San Mateo	\$29,725,875	7,912	\$22,893,040	77.01%	\$2,893	\$4,213,301	14.17%	\$533
Skyline College	\$26,112,579	8,449	\$20,091,160	76.94%	\$2,378	\$3,780,352	14.48%	\$447
Central Svcs/District Office	\$38,115,015	0	\$7,268,389	19.07%	\$0	\$692,690	1.82%	\$0
Total	\$111,207,188	20,964	\$62,522,132	56.22%	\$2,982	\$12,038,517	10.83%	\$574

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
2. Instruction/Instructional Services includes activity centers 0100 through 6100
3. Student Services includes activity centers 6200 through 6400
4. Plant Operations includes activity center 6500
5. Institutional Support includes activity centers 6600 through 6700
6. Totals do **not** include Ancillary Services in activity centers 6800 through 7000

**San Mateo County Community College District
ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 2

	TOTAL GEN'L FUND EXPENSES	FTES	PLANT OPERATIONS			INSTITUTIONAL SUPPORT		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2005-2006								
Cañada College	\$13,433,034	4,195	\$18,700	0.14%	\$4	\$1,252,381	9.32%	\$299
College of San Mateo	\$29,641,602	8,669	\$67,045	0.23%	\$8	\$2,224,001	7.50%	\$257
Skyline College	\$22,541,883	6,887	\$39,579	0.18%	\$6	\$2,291,457	10.17%	\$333
Central Svcs/District Office	\$29,071,627	0	\$9,178,140	31.57%	\$0	\$13,334,722	45.87%	\$0
Total	\$94,688,147	19,751	\$9,303,463	9.83%	\$471	\$19,102,561	20.17%	\$967
2006-2007								
Cañada College	\$15,188,197	4,255	\$24,767	0.16%	\$6	\$1,480,092	9.75%	\$348
College of San Mateo	\$32,849,639	8,791	\$102,174	0.31%	\$12	\$2,489,776	7.58%	\$283
Skyline College	\$24,083,289	6,801	\$69,199	0.29%	\$10	\$2,310,187	9.59%	\$340
Central Svcs/District Office	\$31,405,893	0	\$9,271,854	29.52%	\$0	\$11,929,305	37.98%	\$0
Total	\$103,527,018	19,847	\$9,467,994	9.15%	\$477	\$18,209,360	17.59%	\$917
2007-2008								
Cañada College	\$16,339,336	4,452	\$25,125	0.15%	\$6	\$1,597,517	9.78%	\$359
College of San Mateo	\$34,136,045	9,085	\$104,339	0.31%	\$11	\$2,543,764	7.45%	\$280
Skyline College	\$25,950,675	7,330	\$52,117	0.20%	\$7	\$2,505,031	9.65%	\$342
Central Svcs/District Office	\$34,129,012	0	\$11,129,376	32.61%	\$0	\$12,192,194	35.72%	\$0
Total	\$110,555,068	20,867	\$11,310,957	10.23%	\$542	\$18,838,506	17.04%	\$903
2008-2009								
Cañada College	\$16,469,244	4,774	\$22,740	0.14%	\$5	\$1,458,569	8.86%	\$306
College of San Mateo	\$33,254,715	9,354	\$89,106	0.27%	\$10	\$2,522,776	7.59%	\$270
Skyline College	\$26,669,433	8,139	\$41,400	0.16%	\$5	\$2,527,253	9.48%	\$311
Central Svcs/District Office	\$30,311,416	0	\$10,479,660	34.57%	\$0	\$10,773,370	35.54%	\$0
Total	\$106,704,808	22,267	\$10,632,906	9.96%	\$478	\$17,281,969	16.20%	\$776
2009-2010								
Cañada College	\$16,519,183	5,186	\$25,665	0.16%	\$5	\$1,366,854	8.27%	\$264
College of San Mateo	\$31,501,317	9,483	\$43,463	0.14%	\$5	\$2,605,954	8.27%	\$275
Skyline College	\$26,211,975	8,852	\$68,909	0.26%	\$8	\$2,108,453	8.04%	\$238
Central Svcs/District Office	\$34,532,789	0	\$11,290,028	32.69%	\$0	\$14,421,092	41.76%	\$0
Total	\$108,765,264	23,521	\$11,428,065	10.51%	\$486	\$20,502,353	18.85%	\$872
2010-2011								
Cañada College	\$16,572,499	4,764	\$24,201	0.15%	\$5	\$1,523,486	9.19%	\$320
College of San Mateo	\$31,261,092	8,266	\$30,638	0.10%	\$4	\$2,477,702	7.93%	\$300
Skyline College	\$26,880,908	8,253	\$74,138	0.28%	\$9	\$2,090,459	7.78%	\$253
Central Svcs/District Office	\$34,781,850	0	\$11,342,390	32.61%	\$0	\$13,967,783	40.16%	\$0
Total	\$109,496,350	21,283	\$11,471,367	10.48%	\$539	\$20,059,430	18.32%	\$943
2011-12								
Cañada College	\$17,253,719	4,603	\$24,201	0.14%	\$5	\$1,607,800	9.32%	\$349
College of San Mateo	\$29,725,875	7,912	\$47,808	0.16%	\$6	\$2,571,726	8.65%	\$325
Skyline College	\$26,112,579	8,449	\$70,384	0.27%	\$8	\$2,170,683	8.31%	\$257
Central Svcs/District Office	\$38,115,015	0	\$11,595,818	30.42%	\$0	\$18,558,118	48.69%	\$0
Total	\$111,207,188	20,964	\$11,738,212	10.56%	\$560	\$24,908,327	22.40%	\$1,188

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
2. Instruction/Instructional Services includes activity centers 0100 through 6100
3. Student Services includes activity centers 6200 through 6400
4. Plant Operations includes activity center 6500
5. Institutional Support includes activity centers 6600 through 6700
6. Totals do **not** include Ancillary Services in activity centers 6800 through 7000

San Mateo County Community College District

ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000

Page 1

	TOTAL GEN'L FUND EXPENSES 1XXXX only	REGULAR TEACHING SALARIES		HOURLY TEACHING SALARIES		REGULAR NON TEACHING SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
2005-2006							
Cañada College	\$8,025,133	\$3,505,905	43.69%	\$2,853,363	35.56%	\$542,219	6.76%
College of San Mateo	\$19,075,209	\$9,146,227	47.95%	\$5,821,588	30.52%	\$1,867,996	9.79%
Skyline College	\$13,556,860	\$6,550,140	48.32%	\$3,977,735	29.34%	\$1,312,030	9.68%
Central Svcs/District Office	\$684,157	\$0	0.00%	\$0	0.00%	\$184,560	26.98%
Total	\$41,341,359	\$19,202,272	46.45%	\$12,652,686	30.61%	\$3,906,806	9.45%
2006-2007							
Cañada College	\$9,052,775	\$3,440,689	38.01%	\$3,695,489	40.82%	\$650,099	7.18%
College of San Mateo	\$21,259,480	\$9,336,418	43.92%	\$7,163,376	33.69%	\$2,414,805	11.36%
Skyline College	\$14,577,179	\$6,361,816	43.64%	\$5,016,930	34.42%	\$1,370,191	9.40%
Central Svcs/District Office	\$490,047	\$0	0.00%	\$186	0.04%	\$90,637	18.50%
Total	\$45,379,481	\$19,138,923	42.18%	\$15,875,981	34.98%	\$4,525,732	9.97%
2007-2008							
Cañada College	\$9,850,232	\$3,858,352	39.17%	\$3,845,743	39.04%	\$758,535	7.70%
College of San Mateo	\$21,861,864	\$10,037,996	45.92%	\$7,466,030	34.15%	\$2,044,622	9.35%
Skyline College	\$15,639,708	\$6,598,079	42.19%	\$5,695,340	36.42%	\$1,370,320	8.76%
Central Svcs/District Office	\$611,469	\$0	0.00%	\$248	0.04%	\$89,683	14.67%
Total	\$47,963,273	\$20,494,427	42.73%	\$17,007,361	35.46%	\$4,263,160	8.89%
2008-2009							
Cañada College	\$9,904,053	\$3,544,538	35.79%	\$4,056,147	40.95%	\$977,734	9.87%
College of San Mateo	\$21,025,803	\$9,527,023	45.31%	\$7,213,197	34.31%	\$1,671,028	7.95%
Skyline College	\$16,510,947	\$6,446,076	39.04%	\$6,449,553	39.06%	\$1,290,645	7.82%
Central Svcs/District Office	\$631,845	\$0	0.00%	\$0	0.00%	\$86,969	13.76%
Total	\$48,072,649	\$19,517,637	40.60%	\$17,718,896	36.86%	\$4,026,376	8.38%
2009-2010							
Cañada College	\$9,683,963	\$3,740,868	38.63%	\$4,033,155	41.65%	\$815,033	8.42%
College of San Mateo	\$20,281,012	\$9,168,526	45.21%	\$6,956,250	34.30%	\$1,711,121	8.44%
Skyline College	\$16,433,139	\$6,342,370	38.59%	\$6,387,439	38.87%	\$1,442,241	8.78%
Central Svcs/District Office	\$1,204,175	\$0	0.00%	\$441,511	36.67%	\$173,649	14.42%
Total	\$47,602,290	\$19,251,764	40.44%	\$17,818,355	37.43%	\$4,142,044	8.70%
2010-2011							
Cañada College	\$8,839,531	\$3,868,844	43.77%	\$2,888,162	32.67%	\$866,088	9.80%
College of San Mateo	\$17,470,185	\$8,923,903	51.08%	\$4,599,288	26.33%	\$1,663,052	9.52%
Skyline College	\$15,064,877	\$6,317,838	41.94%	\$5,200,208	34.52%	\$1,490,781	9.90%
Central Svcs/District Office	\$1,038,171	\$0	0.00%	\$277,950	26.77%	\$212,709	20.49%
Total	\$42,412,764	\$19,110,585	45.06%	\$12,965,608	30.57%	\$4,232,631	9.98%
2011-2012							
Cañada College	\$9,504,948	\$4,154,751	43.71%	\$2,987,837	31.43%	\$947,621	9.97%
College of San Mateo	\$17,648,853	\$9,026,429	51.14%	\$4,578,415	25.94%	\$1,570,880	8.90%
Skyline College	\$15,486,881	\$6,330,003	40.87%	\$5,342,679	34.50%	\$1,505,204	9.72%
Central Svcs/District Office	\$1,057,360	\$0	0.00%	\$417,928	39.53%	\$33,992	3.21%
Total	\$43,698,042	\$19,511,183	44.65%	\$13,326,858	30.50%	\$4,057,697	9.29%

Notes:

1. Regular Non Teaching Salaries includes counselors, Librarians, Psychologists, Nurses, Coordinators, and other reassigned time
2. Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

San Mateo County Community College District

ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000

Page 2

	TOTAL GEN'L FUND EXPENSES 1XXXX only	HOURLY NON TEACHING SALARIES		ACADEMIC ADMINISTRATIVE SALARIES		ACADEMIC SUPERVISORY SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
2005-2006							
Cañada College	\$8,025,133	\$203,198	2.53%	\$910,945	11.35%	\$9,502	0.12%
College of San Mateo	\$19,075,209	\$418,873	2.20%	\$1,546,789	8.11%	\$273,736	8.11%
Skyline College	\$13,556,860	\$508,931	3.75%	\$1,019,490	7.52%	\$188,533	1.39%
Central Svcs/District Office	\$684,157	\$6,460	0.94%	\$493,137	72.08%	\$0	0.00%
Total	\$41,341,359	\$1,137,462	2.75%	\$3,970,361	9.60%	\$471,771	1.14%
2006-2007							
Cañada College	\$9,052,775	\$228,981	2.53%	\$988,140	10.92%	\$49,377	0.55%
College of San Mateo	\$21,259,480	\$469,672	2.21%	\$1,583,476	7.45%	\$291,733	1.37%
Skyline College	\$14,577,179	\$509,909	3.50%	\$1,079,613	7.41%	\$238,720	1.64%
Central Svcs/District Office	\$490,047	\$23,116	4.72%	\$376,108	76.75%	\$0	0.00%
Total	\$45,379,481	\$1,231,678	2.71%	\$4,027,337	8.87%	\$579,830	1.28%
2007-2008							
Cañada College	\$9,850,232	\$187,321	1.90%	\$1,108,821	11.26%	\$91,460	0.93%
College of San Mateo	\$21,861,864	\$444,326	2.03%	\$1,566,545	7.17%	\$302,345	1.38%
Skyline College	\$15,639,708	\$624,213	3.99%	\$1,135,058	7.26%	\$216,698	1.39%
Central Svcs/District Office	\$611,469	\$47,128	7.71%	\$474,410	77.59%	\$0	0.00%
Total	\$47,963,273	\$1,302,988	2.72%	\$4,284,834	8.93%	\$610,503	1.27%
2008-2009							
Cañada College	\$9,904,053	\$131,654	1.33%	\$1,097,819	11.08%	\$96,162	0.97%
College of San Mateo	\$21,025,803	\$628,108	2.99%	\$1,684,106	8.01%	\$302,341	1.44%
Skyline College	\$16,510,947	\$764,700	4.63%	\$1,343,278	8.14%	\$216,695	1.31%
Central Svcs/District Office	\$631,845	\$0	0.00%	\$544,876	86.24%	\$0	0.00%
Total	\$48,072,649	\$1,524,463	3.17%	\$4,670,079	9.71%	\$615,198	1.28%
2009-2010							
Cañada College	\$9,683,963	\$119,100	1.23%	\$866,858	8.95%	\$108,950	1.13%
College of San Mateo	\$20,281,012	\$373,036	1.84%	\$1,766,127	8.71%	\$305,952	1.51%
Skyline College	\$16,433,139	\$610,178	3.71%	\$1,427,006	8.68%	\$223,905	1.36%
Central Svcs/District Office	\$1,204,175	\$69,571	5.78%	\$519,445	43.14%	\$0	0.00%
Total	\$47,602,290	\$1,171,884	2.46%	\$4,579,436	9.62%	\$638,807	1.34%
2010-2011							
Cañada College	\$8,839,531	\$77,926	0.88%	\$999,043	11.30%	\$139,467	1.58%
College of San Mateo	\$17,470,185	\$358,601	2.05%	\$1,702,549	9.75%	\$222,792	1.28%
Skyline College	\$15,064,877	\$467,433	3.10%	\$1,445,633	9.60%	\$142,984	0.95%
Central Svcs/District Office	\$1,038,171	\$33,308	3.21%	\$514,204	49.53%	\$0	0.00%
Total	\$42,412,764	\$937,267	2.21%	\$4,661,430	10.99%	\$505,243	1.19%
2011-2012							
Cañada College	\$9,504,948	\$32,626	0.34%	\$1,122,933	11.81%	\$259,181	2.73%
College of San Mateo	\$17,648,853	\$340,081	1.93%	\$1,748,429	9.91%	\$384,618	2.18%
Skyline College	\$15,486,881	\$694,042	4.48%	\$1,500,122	9.69%	\$114,832	0.74%
Central Svcs/District Office	\$1,057,360	\$61,746	5.84%	\$543,695	51.42%	\$0	0.00%
Total	\$43,698,042	\$1,128,494	2.58%	\$4,915,180	11.25%	\$758,630	1.74%

Notes:

1. Regular Non Teaching Salaries includes counselors, Librarians, Psychologists, Nurses, Coordinators, and other reassigned time
2. Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

BOARD REPORT NO. 13-2-101B

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

**ADOPTION OF RESOLUTION NO 13-2 ELECTING TO RECEIVE TAX REVENUE
PURSUANT TO FORMER HEALTH AND SAFETY CODE SECTION 33676 (A) (2),
MILLBRAE**

As the Board is aware, the District is represented on all 13 Oversight Boards overseeing the dissolution of Redevelopment Agencies in San Mateo County. There have been three semi-annual distributions to taxing entities from the former RDAs and one distribution of one time funds from the former agencies' low and moderate income housing fund.

Because the District recently entered "basic aid" or "self supporting" status, staff has been reviewing all existing agreements between the District and former RDAs, some of which date back to 1981. We discovered that the agreement with the former Millbrae RDA, which produces approximately \$75,000 annually, also included a one-time option for the College District to elect to receive "2%" inflationary funds allowed under Proposition 13. The District has never exercised this option, but it would be advantageous for us to do so now because we are a basic aid district. The attached resolution would make that election.

In addition to this action, the District is making claims under three additional agreements that had "make whole" provisions, similar to those in the San Carlos case which was settled in our favor. Again, it is appropriate now to make those claims due to the district's basic aid status. Staff will keep the Board informed about outcome of these claims.

RECOMMENDATION

It is recommended that the Board adopt the attached Resolution 13-2 Electing to Receive Tax Revenue Pursuant to Former Health and Safety Code Section 33676 (a) (2) Millbrae.

RESOLUTION NO. 13-2**BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION ELECTING TO RECEIVE TAX REVENUE PURSUANT
TO FORMER HEALTH AND SAFETY CODE SECTION 33676 (a) (2)
MILLBRAE**

- WHEREAS,** The City of Millbrae adopted a Redevelopment Plan for the Millbrae Redevelopment Project on July 12, 1988 pursuant to Community Redevelopment Law that was in place at that time; and
- WHEREAS,** On August 3, 1988, the San Mateo County Community College District filed an action entitled Millbrae School District et al. v. Millbrae Redevelopment Agency, et al. (RDA) challenging the validity of the Plan, the EIR and the Ordinance adopting the plan. This action was dismissed by the Superior Court on November 4, 1988 and subsequently reinstated by the Court of Appeal on March 31, 1989; and
- WHEREAS,** The District filed a second action on February 21, 1990 challenging the validity of the pass through agreement made between San Mateo County and the RDA; and
- WHEREAS,** Subsequently, the RDA determined that because of the loss of property taxes and in increase in demand for service, the District could incur due to the Redevelopment Project, certain actions were necessary to alleviate the potential burden detriment to the District; and
- WHEREAS,** The District and the RDA entered into a pass through agreement on March 21, 1991 (the 1991 Agreement) that provided payments to the District; and
- WHEREAS,** The 1991 Agreement also provided, in Section 2, that the District could elect one time during the life of the Agreement to receive to be allocated, in addition to the portion of taxes allocated to the affected taxing agency pursuant to subdivision (a) of then existing Section 33670, all or any portion of the tax revenues allocated to the agency pursuant to subdivision (b) of then existing 33670 attributable to one or both of the following:
- (1) Increases in the rate of tax imposed for the benefit of the taxing agency which levy occurs after the tax year in which the ordinance adopting the Redevelopment Plan becomes effective.
 - (2) Increases in the assessed value of the taxable property in the redevelopment project area, as the assessed value is established by the assessment role last equalized prior to the effective date of the ordinance adopting the Redevelopment Plan pursuant to subdivision (a) of Section 33670, which are, or otherwise would be, calculated annually pursuant to subdivision (f) of Section 110.1 of the Revenue and Taxation Code; and

WHEREAS, The San Mateo County Community College District desires to receive all such increases. The “base roll” to be used in calculating the District’s 2% share is 1987-88 as defined in Recital C of the agreement; and

WHEREAS, The District understands that the agreement also provides, in Section 5, that the District cannot receive payments that would exceed the amount annually that the District would have otherwise received from the Project Area if the Project had not been adopted. Therefore, if the additional payments, when added to the pass through payments, exceed that amount, the District will receive only the amount that would have been owed if the Project had not been adopted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of San Mateo County Community College District hereby elects to receive, pursuant to the 1991 Agreement, all increases which are, or otherwise would be, calculated annually pursuant to subdivision (f) of Section 110.1 of the Revenue and Taxation Code as further defined in Section 33676 (a) (2) of the Health and Safety Code as that section read on March 21, 1991.

REGULARLY PASSED AND ADOPTED this 27th day of February 2013.

Ayes:

Noes:

Abstentions:

Attest: _____

Karen Schwarz, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 13-2-102B

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

APPROVAL FOR CATEGORICAL FUNDING TRANSFERS

The 2012/13 state budget provides for the flexibility of categorical funds for the 2012/13 budget year, providing that certain categorical funds may be used for the purposes of any other categorical program. Before exercising this flexibility, districts are required to discuss the redirection of funds at a regularly scheduled public meeting and take testimony from the public. The following changes are brought forward for the public meeting and Board approval. Due to the legislation allowing districts to be deemed fully compliant with state regulations in any program that has transferred funds in or out of it, the District is transferring at least \$1 out of and into each program. Staff recommends approval of these transfers.

Program	Transfer To	Amount
Equal Employment/Staff Diversity	P/T Faculty Compensation	\$8,540
Apprenticeship	P/T Faculty Office Hours	\$1
PT Faculty Office Hours	P/T Faculty Compensation	\$1
PT Faculty Compensation	P/T Health Insurance	\$1
PT Faculty Health Insurance	Transfer/Articulation	\$1
Transfer/Articulation	Matriculation	\$1
Matriculation	Apprenticeship	\$1
Matriculation	Disabled Students	\$30,000

RECOMMENDATION

It is recommended that the Board of Trustees approve transferring funds between the specified categorical funds.

BOARD REPORT NO. 13-2-8C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José Nuñez, Vice-Chancellor, Facilities Planning and Operations, 574-6512
Sue Harrison, Interim Director of General Services, 358-6879

2013 CONTRACTOR PREQUALIFICATION UPDATE

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000 when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District construction projects. During the Capital Improvement Programs, the process provided the District with a pool of highly qualified contractors using an extensive application process. Though the construction activity has decreased as the Capital Improvement Program comes to a close, the District still needs a pool of qualified contractors to draw upon.

The 2013 prequalification process began in September, 2012. Notifications of the application process were placed on the SMCCCD Facilities website, in legal advertisements, and through emails to previously qualified contractors. A non-mandatory prequalification conference was held in November 2012 to give applicants information about the process and to answer contractor questions. The deadline for submission was December 2012 and contractors were officially notified of their prequalification status in January, 2013.

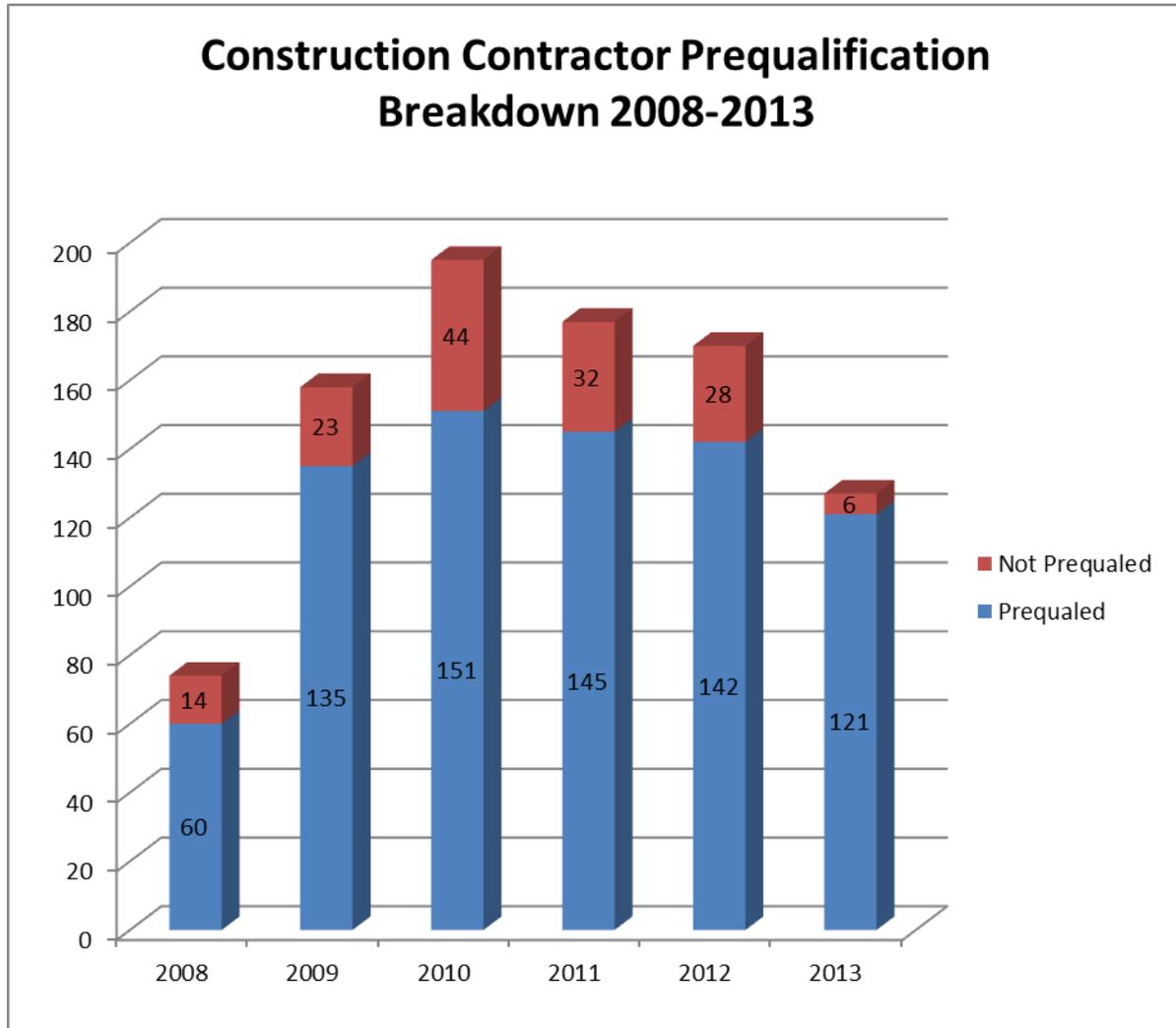
San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience
- Contractor's License
- Work History
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements and Bonding Information
- Financial Information

Submitted applications are reviewed for thoroughness and completeness. The contractor's license must be confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: certified payroll example, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, and current Certificates of Insurance.

The following charts demonstrate the breakdown, the demographics, the breadth, and the license types of the 2013 prequalified contractor pool. As detailed in the first chart, the pool of prequalified contractors

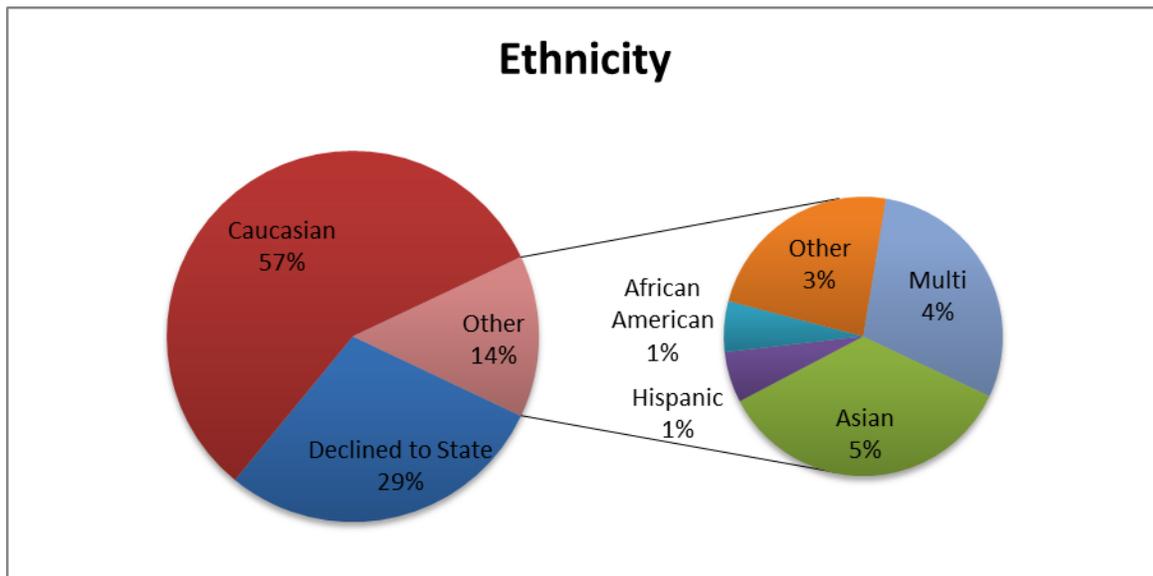
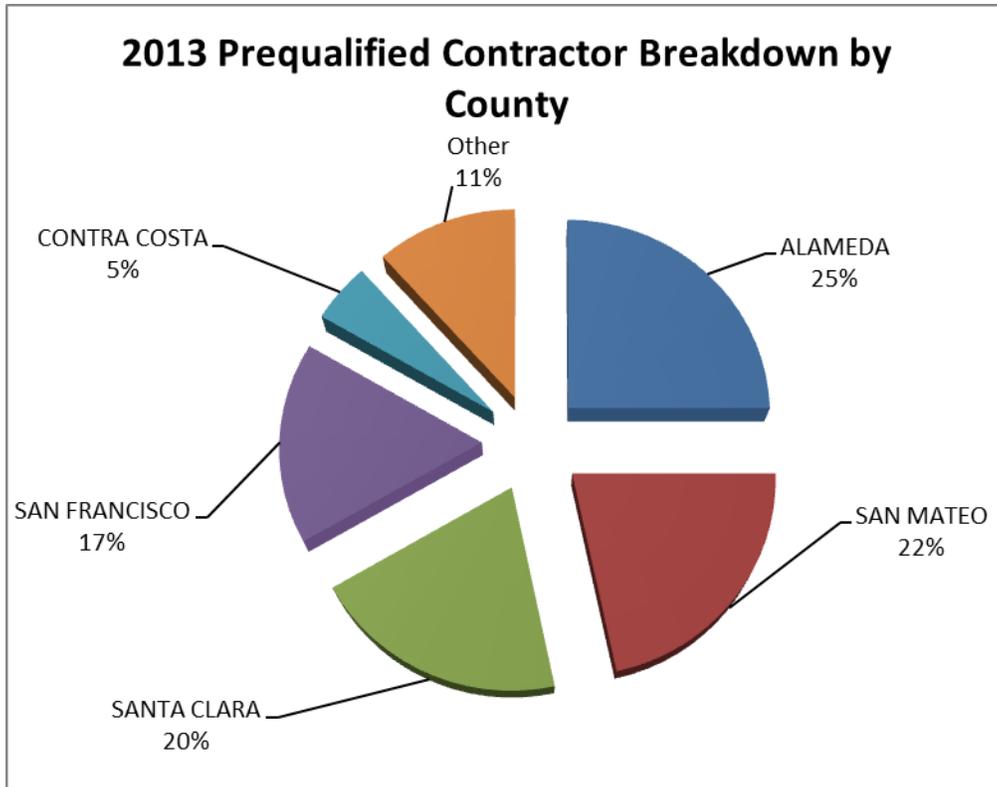
declined slightly again this year, reflecting the completion of CIP2. Nevertheless, the District continues to be successful at maintaining a large number of highly regarded national and regional contractors while attracting small and emerging local firms. The District is confident that the pool will more than serve the requirements for construction in 2013. As in prior years, the bulk of the contractors are from San Mateo, Alameda and Santa Clara Counties.

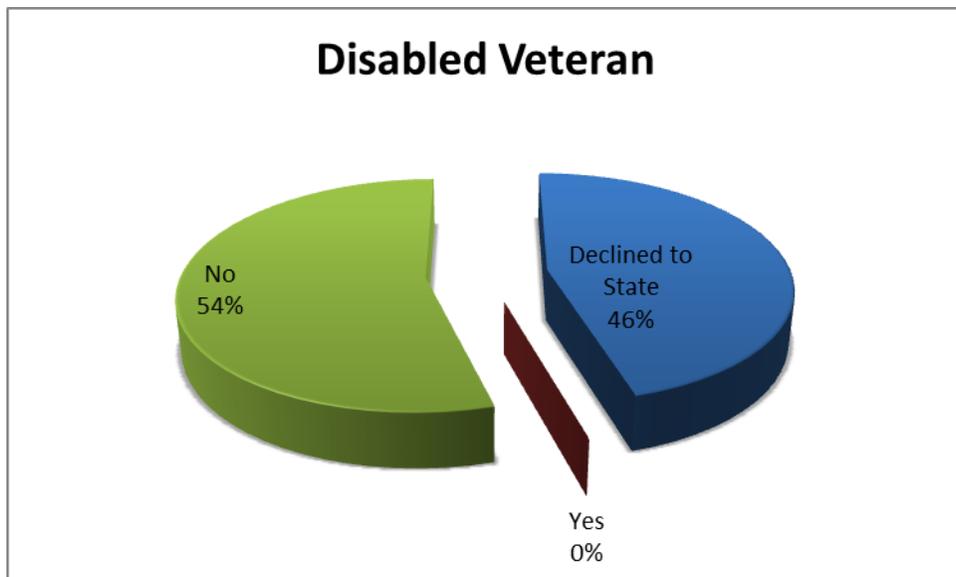
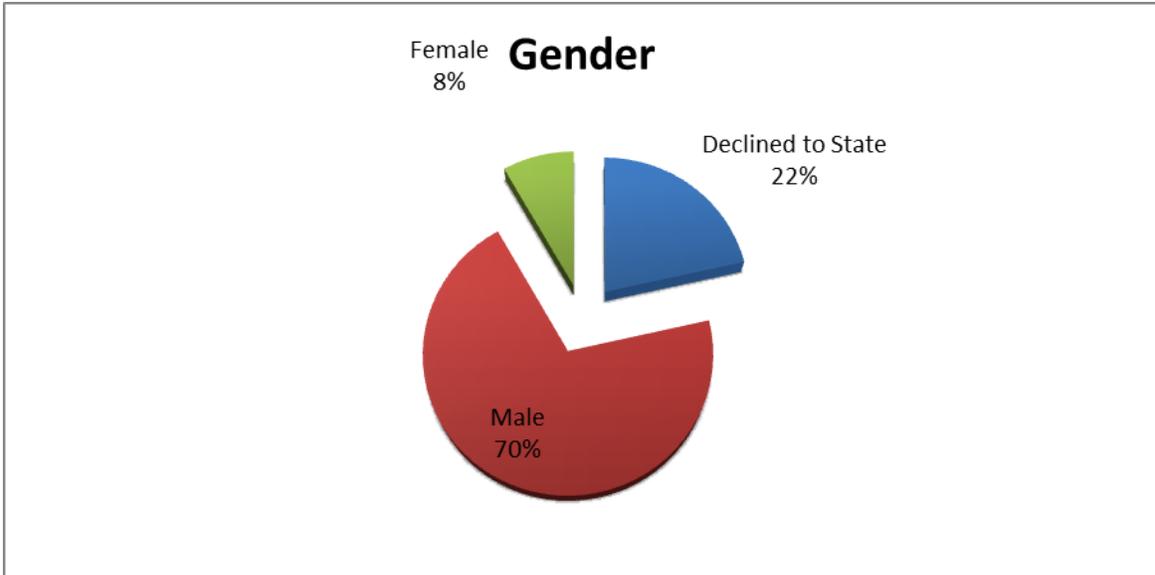


2013 Construction Contractor Prequalification Statistics

2013 Contractor Applicant Summary
<ul style="list-style-type: none"> 127 Applicants applied, a 25% decrease compared to 2012 121 contractors were prequalified for 2013, a 15% decrease compared to 2012 100 of 121 contractors prequalified for 2013 were previously prequalified in 2012 12 prequalified applicant(s) may bid on non-OCIP projects only

2012 – All Prequalified Contractor’s License Summary	
Number	License Type
51	A
72	B
3	C-2 – Insulation and Acoustical Contractor
5	C-4 – Boiler, Hot Water Heating and Steam Fitting Contractor
1	C-5 – Framing and Rough Carpentry Contractor
1	C-6 – Cabinet, Millwork and Finish Carpentry Contractor
1	C-7 – Low Voltage Systems Contractor
3	C-8 – Concrete Contractor
3	C-9 – Drywall Contractor
18	C10 – Electrical Contractor
0	C11 – Elevator Contractor
2	C12 – Earthwork and Paving Contractors
2	C13 – Fencing Contractor
1	C15 – Flooring and Floor Covering Contractors
6	C16 – Fire Protection Contractor
1	C17 – Glazing Contractor
15	C20 – HVAC Contractor
7	C21 – Building Moving/Demolition Contractor
0	C23 – Ornamental Metal Contractor
6	C27 – Landscaping Contractor
1	C28 – Lock and Security Equipment Contractor
2	C29 – Masonry Contractor
2	C31 - Construction Zone Traffic Control Contractor
2	C32 - Parking and Highway Improvement Contractor
13	C33 – Painting and Decorating Contractor
2	C34 – Pipeline Contractor
1	C35 – Lathing and Plastering Contractor
9	C36 – Plumbing Contractor
2	C38 – Refrigeration Contractor
2	C39 – Roofing Contractor
3	C42 – Sanitation System Contractor
8	C43 – Sheet Metal Contractor
0	C45 – Electrical Sign Contractor
1	C46 – Solar Contractor
0	C47 – Manufactured Housing Contractor
0	C50 – Reinforcing Steel Contractor
0	C51 – Structural Steel Contractor
1	C53 – Swimming Pool Contractor
0	C54 – Ceramic and Mosaic Tile Contractor
0	C55 – Water Conditioning Contractor
0	C57 – Water Well Drilling Contractor
1	C60 – Welding Contractor
2	C61 – Limited Specialty
11	HAZ - Hazardous Substance Removal Certification
6	ASB – Asbestos Certification





BOARD REPORT NO. 13-2-9C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RESULTS OF 90-DAY PUBLIC COMMENT PERIOD ON POTENTIAL
TRUSTEE AREA BOUNDARIES AND MAP**

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

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

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

The public comments period started on November 15, 2012 and ended on February 13, 2013. One comment was received from a former staff member; a copy of this comment is attached.

Good morning Barbara,

From my perspective, I prefer at large as opposed to by district trustee elections. I think trustees should be operating at the highest possible level of perspective and service to the District. I've seen by district trustees become myopic about their area of interest, to the detriment of the broader perspective. As for ensuring that all portions of the district are represented, I believe that with at large trustee elections, I would have 5 trustees looking out for my best interest; with by district elections, I would feel like only 1 trustee had my interest in mind. Finally, I also believe that at large trustees generally provide more cohesive governance, and there is greater discord with by district trustees; partisan governance allows for power and personalities to prevail instead of allowing the right decision to be made for the broader good.

Please let me know if you have any questions. Take care!

Best regards,
Linda da Silva